University Foundation Studies Two-Semester Program
Business and Commerce

Subject Descriptions

Academic English and Academic English B
Provides students with the linguistic skills needed for the demands of university study. Topics include writing reports, writing summaries, making oral presentations, effective reading and note-taking.

Accounting Fundamentals
This is an introductory unit to familiarise students with accounting terminology, some key principles of accounting, and important sources of financial information. This unit also includes the role of accounting in business, the interpretation and purpose of financial statements and the use of financial ratios as a management tool.

Business Studies
Provides an introduction to the Australian business environment, including external impacts and influences, legal entities, the business life cycle, operation and function, introductory marketing, accounting and management.

Commercial Mathematics
Areas covered in this subject include simple and compound interest and interest applications, present and future values of ordinary annuities, and annuities due.

Computer Competency
Provides an introduction to basic computing with an introduction to Windows (including file management), Word, Excel, PowerPoint, the web and email. Students learn tips on what to look for when buying a computer system – hardware and software – and how to interpret computer jargon.

Economics
Discusses key economic concepts including economic 'problem', opportunity cost, the sectors of the economy, the circular flow of income, markets and financials, and institutions. It also looks at the global economy and government economic management.

Introduction to the Australian Legal System - Standard
Foundation knowledge is provided on the origin and development of the Australian legal system, including historical influences on Australian law and Aboriginal customary law. It also examines the structure and role of parliament, the constitution, the courts and statute law, and provides an introduction to business law.

Mathematics B
The Mathematics B course is designed and written to prepare students for further mathematical study at first year university level in courses that do not demand an in-depth study of Calculus.