University Foundation Studies – Two Semester Program
Computing

Subject Descriptions

**Academic English**
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.

**Advanced Computer Studies**
Introduces students to the new age of information, where computers and communication play an integral part in our lives. The unit has been developed to enhance a student's practical ability with advanced functions of Microsoft Word, Access and Excel. Students also learn to create WebPages using HTML and apply program design solutions using C++.

**Business Studies**
Provides an introduction to the Australian business environment, including external impacts and influences, legal entities, 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 Studies**
An introduction to computing, Windows, Word, Excel, Access, PowerPoint, and the web, as well as data storage management, databases design, communications, networks and introductory programming design. It is designed for computing students.

**Introduction to the Australian Legal System – Fast Track**
Foundation knowledge is provided in 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**
The study of basic arithmetic and algebra involving surds, inequalities, absolute values and functions, calculus, trigonometry and the trigonometric functions is undertaken.

**Programming Design**
Introduce the principles that are required for the effective design of solutions to computer program-related problems.