University Foundation Studies — *Standard (Two Terms) Course or Extended (Three Terms) Course

Unit descriptions

Business and Commerce

*These units are studied in both terms of the Standard (Two Terms) Course. They are also studied in Terms 2 and 3 of the Extended (Three Terms) Course which is available to international students only.

**Academic English B (studied over two terms)**
This unit provides students with the linguistic skills needed for the demands of university study. Topics include writing reports, writing summaries, making oral presentations and 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**
This unit 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 unit include simple and compound interest and interest applications, present and future values of ordinary annuities, and annuities due.

**Computer Competency**
This unit 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 (Fast Track)**
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 unit 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.