

Foundation Studies and General Studies

CO020.1/2 Introduction to Information Technology 1
This course introduces students to the use of email, web browser, Excel and PowerPoint.

CR010.1/2 Contemporary Belief Systems 3
This subject examines the great questions of human existence by surveying the contributions of various belief systems and philosophers. The subject will be approached from a Christian point of view.

FT050.1/2 Foundation English 3
A general literacy subject providing opportunity to develop the formal communication skills needed by students commencing tertiary study. The emphasis is on writing, especially the writing, preparation and presentation of process essays based on library reading.

FT052.1/2 Foundation Mathematics 3
This subject is intended to help students develop the numeracy skills needed by those wishing to pursue a range of tertiary study programs. Topics covered include basic computations, algebra, co-ordinate geometry, Euclidean geometry, graphs, and basic set theory.

FT054.1/2 Foundation for Tertiary Studies 3
This subject assists students in managing a study program, and deals with a wide range of study skills. It also includes individual tutoring, providing students with personalised academic support in the basic areas.

FT060.1 Basic Word Processing 3
This subject is designed to develop basic skills in information technology, including file management, word processing, spreadsheets, databases/filing systems, presentation and drawing, and information network services.

FT067.1/2 Academic Skills (2)
For those needing to know more about tertiary study in Australia, this subject assists students in managing a study program, and deals with a wide range of study skills. Incorporated into the course is personalised tutoring assistance that provides general academic support.

WP020.1/2 Introduction to Word Processing 1
A basic course designed to enable students to achieve a speed of 20 wpm with 90% accuracy, and master the following: text entry and correction, margins, indenting, spacing, underlining, use of bold and italics, centring, automatic page numbering, footnotes, headers and footers, spell check, cut and paste, bullets.

Bridging Programs and Word Processing Competency

BR010.1/2 Academic Bridging Program 1
A 20-hour program normally conducted over four days in the week before the commencement of semester one. The program provides an orientation to processes of tertiary study for mature age students and others in need of such an introductory program, including overseas students for whom English is not their first language. Topics covered typically include student goals, learning styles, time management, stress management, learning and memory, clear thinking, reading skills, writing skills, using the library, lectures and note-making, seminars and tutorials, examinations.

BR011.1/2 Academic Bridging Program—International 2
Taken in conjunction with BR010, this course adds special topics designed to help orient overseas students to the Australian way of life and the Australian academic tradition. Special topics covered include cultural variations in styles of thinking, what academics expect of undergraduates, Australian English, Australian society, the welfare state, Australian landscape, Australian history, Australian aborigines, religion in Australia.

BR020.1 Chemistry Bridging Course 1
A one week full time theory and laboratory introduction to the principles of Chemistry. Atomic structure, ionic and covalent compounds, stoichiometry, solutions, units of measurement, states of matter, energy and temperature, properties of matter.

WP010.1/2 Word Processing Competency 0
As a prerequisite for degree subjects this subject provides the students with competency in touch typing and the efficient use of the computer and a word processing package for the production of documents such as essays and lecture notes for tertiary study.