

■ **FA001 INTRODUCTION TO TERTIARY STUDY OFFERED** Semester 2 (day)

Opportunities are provided for reflection on learning styles and strategies. This unit will introduce and explore the values and language that underpin university academic culture. This unit enables students to explore their courses and/or careers options through in-depth exploration of courses available at UB. This can further inform students of specific skills and knowledge required in their chosen courses/careers and influence their overall attitude and approach to learning in a university setting. The unit has a focus on critical learning and will help develop skills appropriate to the students' individual needs and goals and to university standards. The assessments in this unit enable a synthesis and demonstration of skills developed across all FAST units.

■ **FA002 ORAL COMMUNICATION AND PRESENTATION SKILLS**

OFFERED Semester 2 (day)

This unit examines the theory and processes of communication, both verbal and non-verbal, and its importance in a tertiary context. This includes a closer identification and analysis of components which create an effective oral presentation. Students must effectively plan their time, research topics of their choice, and deliver presentations (including PowerPoint presentations) on a variety of topics. This unit aims to develop cooperative group work skills, and to provide a supportive context for the opportunity for peer feedback and encouragement. This learning process, along with consistent exposure to speaking, provides an excellent opportunity for building self-confidence.

■ **FA003 MATHEMATICS AND INTRODUCTORY STATISTICS**

OFFERED Semester 2 (day)

PREREQUISITE Year 10 Mathematics or equivalent. If students do not have Yr 10 Mathematics, then they must enrol concurrently in the CGEA Open Learning Maths.

This unit is designed to develop confidence and positive attitudes towards basic mathematical skills. The key sections will be on development of skills in arithmetic, algebra and statistics. Students will be encouraged to identify and assess the applications of number based information in informational texts (eg. graphs, charts, 'statistical evidence'). Skill development in other FAST units, especially the Excel component in Using Computers and the Internet, will support the learning of students in this unit and provide opportunities for inter-unit collaboration.

■ **FA004 RESEARCH AND INFORMATION LITERACY**

OFFERED Semester 2 (day)

The role of informational resources and the informational technology has become increasingly complex. Students will come to understand the nature and extent of the various informational resources available to them. Writing at a Higher Educational level requires the knowledge and skills to be able to identify, access, evaluate and utilise these informational resources. This unit introduces the student to the process of researching for academic writing and introduces skills required to access relevant information. Students will be introduced to the most appropriate investigative methods or retrieval systems for accessing information and to the research process. This process requires students to understand the given research topic and situate it within their relevant discipline; conduct literature reviews; understand the important theoretical underpinnings in the research area; access and discern the relevant information and write up their findings in an acceptable academic format.

■ **FA005 ACADEMIC WRITING**

OFFERED Semester 2 (day)

This unit focuses on print-based texts. It explores writing for a range of contexts and audiences. It considers how elements such as: vocabulary, syntax, thought relationships and culture can help construct the written text. It also examines work of the reader in identifying meaning in of a written work. Academic Writing aims to encourage skills in effective written communication, and to provide opportunities to evaluate and analyse the writing of others. Through a series of graduated assessments and submissions of drafts, students are encouraged to take ownership of the development of their writing skills. The focus of the unit is to enable students to produce essays, short papers and critical reviews at a first year undergraduate level.

■ **FA006 USING COMPUTERS AND THE INTERNET**

OFFERED Semester 2 (day)

This unit covers the skills and knowledge required to create documents produced on a computer and to use the computer as a communication tool. The emphasis is on being able to select the appropriate program for a particular task and use the computer independently and with confidence. The main focus is learning the basic functions of word processing, spreadsheets, electronic presentations and the Internet so that these software programs can be used effectively and efficiently. This will be achieved through practical exercises and the opportunity to develop individual projects. As well as understanding the value, and being able to effectively use the Internet as an aid in learning/research, special emphasis will also be placed on critically reviewing information received from this source.