

**■ FA001 INTRODUCTION TO TERTIARY STUDY**

OFFERED Semester 2 (day)

An introduction to resources inside and outside the University that will enable students to make informed decisions about their future study options and graduate opportunities. Students will be introduced to a variety of study skills necessary for tertiary study and the various task and assessment requirements they can expect to encounter. Students undertake a negotiated project in relation to future study plans which requires the utilisation of skills associated with other units within the FAST program.

**■ FA002 COMMUNICATION SKILLS**

OFFERED Semester 2 (day)

This unit is designed to assist students develop effective communication strategies and skills by means of non-written communication channels. Interpersonal and group communication, speaking, listening and body language, development of self-concept, assertiveness and motivation are covered in classes integrating theory and practice relevant to preparation for the tertiary context.

**■ FA003 MATHEMATICS SKILLS**

OFFERED Semester 2 (day)

PREREQUISITE Year 10 Mathematics or equivalent  
This unit is designed to develop confidence and positive attitudes towards basic mathematical skills. The emphasis is upon active student participation and negotiation where skills in mathematics and basic statistics can be acquired as a basis for further tertiary studies.

**■ FA004 RESEARCH SKILLS**

OFFERED Semester 2 (day)

This unit is designed to enable students to acquire practical skills necessary for research at the tertiary level. Presentation of academic essays is covered including footnoting and bibliographic notation, library search skills, editing, note-taking, tabular presentation as well as a brief review of grammar, syntax and style. Upon completion of the unit the student will possess the skills to research topics and present the results in a variety of ways appropriate to the tertiary context.

**■ FA005 LANGUAGE AND LITERACY**

OFFERED Semester 2 (day)

This unit aims to develop in students some understanding of language and the part it plays in the construction and shaping of meaning together with a development of appropriate skills, processes and attitudes required for successful participation in tertiary life and study. Focusing upon the skills of reading and writing students will be encouraged to actively participate and contribute in discussions and to undertake various writing activities to explore broad issues in language and culture.

**■ FA006 COMPUTER SKILLS**

OFFERED Semester 2 (day)

Students are introduced at a beginner level to micro computers and their application in a tertiary study environment. Upon completion of this unit students will be able to utilise appropriate software for a variety of tasks associated with tertiary study. The emphasis is upon developing confidence and basic independent skills in computer applications. Because no previous knowledge is assumed students are able to proceed at an individual pace. In this context more advanced users may negotiate extension activities.