

# Foundation Program

## Course Outline

<b>Campus</b>	Melbourne Burwood Campus / Geelong Waterfront Campus / Jakarta, Indonesia Campus
<b>Intake</b>	March, June, October
<b>CRICOS</b>	Standard Program: 089916J Extended Program: 089917G
<b>Course Duration</b>	Standard Program: 8 units delivered over 2 trimesters Extended Program: 12 units delivered over 3 trimesters
<b>Teaching Methods</b>	Instruction for all units are a combination of classroom based, consultation hours, homework hours and on-line learning hours.
<b>Assessment</b>	Assessment for all units is ongoing and continuous consisting of tests, assignments, case study analysis and final examinations.
<b>Course Structure</b>	<p><b>Standard:</b> The course comprises eight units (four core units and 4 elective units in the relevant stream). To be awarded the Foundation Program you must complete and pass eight units.</p> <p><b>Extended:</b> The course comprises twelve units (eight core units and 4 elective units in the relevant stream). To be awarded the Foundation Program you must complete and pass twelve units.</p> <p>In addition, a number of support tutorials are available to help students with their academic units.</p>
<b>Further Studies</b>	Students who complete and pass the Foundation Program are eligible to enter the Diploma courses.

<b>STANDARD PROGRAM Core Units (4 Units)</b>	<ul style="list-style-type: none"> <li>• FNDS013 Advanced Academic Communication Skills</li> <li>• FNDS014 Intercultural Studies</li> <li>• FNDS015 Information Technology</li> <li>• FNDS016 Advanced Academic Writing and Research</li> </ul>
<b>EXTENDED PROGRAM Core Units (8 Units)</b>	<ul style="list-style-type: none"> <li>• FNDS010 Introduction to Academic Communication</li> <li>• FNDS011 Introduction to Academic Writing</li> <li>• FNDS012 Computer Skills</li> <li>• FNDS013 Advanced Academic Communication Skills</li> <li>• FNDS014 Intercultural Studies</li> <li>• FNDS015 Information Technology</li> <li>• FNDS016 Advanced Academic Writing and Research</li> </ul> <p>Choose 1 out of the following 2 units</p> <ul style="list-style-type: none"> <li>• FNDH023 Essential Mathematics</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• FNDA023 Mass Communication</li> </ul>
<b>Elective Units (4 Units) Choose one stream</b>	<p><b>Arts Stream B</b></p> <ul style="list-style-type: none"> <li>• FNDA010 Society and Culture</li> <li>• FNDA021 Law</li> <li>• FNDA022 Media</li> <li>• FNDA023 Mass Communication</li> <li>• FNDB021 Economics</li> <li>• FNDB022 Management</li> <li>• FNDB023 Marketing</li> </ul> <hr/> <p><b>Business Stream B G</b></p> <ul style="list-style-type: none"> <li>• FNDA021 Law</li> <li>• FNDB020 Accounting</li> <li>• FNDB021 Economics</li> <li>• FNDB022 Management</li> <li>• FNDB023 Marketing</li> <li>• FNDE020 Introduction to Systems Analysis</li> <li>• FNDE021 Mathematics I</li> <li>• FNDE023 Mathematics II</li> <li>• FNDH023 Essential Mathematics</li> </ul>

	<p><b>Engineering / IT / Science G</b></p> <ul style="list-style-type: none"> <li>• FNDB022 Management</li> <li>• FNDE020 Introduction to Systems Analysis</li> <li>• FNDE021 Mathematics I</li> <li>• FNDE023 Mathematics II</li> <li>• FNDE022 Physics</li> <li>• FNDE024 Biology</li> <li>• FNDH021 Chemistry</li> <li>• FNDH022 Human Biology</li> <li>• FNDH023 Essential Mathematics</li> </ul>
	<p><b>Health B G</b></p> <ul style="list-style-type: none"> <li>• FNDB022 Management</li> <li>• FNDE021 Mathematics I</li> <li>• FNDE023 Mathematics II</li> <li>• FNDE022 Physics</li> <li>• FNDE024 Biology</li> <li>• FNDH021 Chemistry</li> <li>• FNDH022 Human Biology</li> <li>• FNDH023 Essential Mathematics</li> </ul>

**Deakin University Campus codes**

**B** Melbourne Burwood Campus   **G** Geelong Waterfront Campus

# Foundation Program

## Example Course Plans for Students

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### **Example Course Plans for Students**

The following are a series of example course plans for students studying in the Foundation Program. Please note that core and elective units must be taken in a specified order. The following course plans should be used as a guide only.

### **How to use the Plans**

Students will be enrolled into one of the following streams based on their offers at Deakin College/Deakin Uni. The following course plans outline suggested programs for the streams offered in the Foundation Program.

- Arts Stream (B)
- Business Stream (B, G)
- Health Stream (B, G)
- Engineering/IT/Science Stream (G)

Subject	Trimester 2 2016	Trimester 3 2016
FNDB022 Management	✓	To be advised
FNDE021 Mathematics I		
FNDE023 Mathematics II		
FNDE022 Physics		
FNDE024 Biology	✓	
FNDH021 Chemistry		
FNDH022 Human Biology		
FNDH023 Essential Mathematics	✓	
FNDE020 Introduction to Systems Analysis		
FNDA021 Law		
FNDB020 Accounting		
FNDB021 Economics		
FNDA022 Media		
FNDB023 Marketing		
FNDA023 Mass Communication	✓	
FNDA010 Society and Culture		

## Arts Stream (B)

Standard Program (Completing In 8 months/2 trimesters)				
1 <sup>st</sup> Trimester	<b>CORE Advanced Academic Communication Skills</b>	<b>CORE Intercultural Studies</b>	<b>CORE Information Technology</b>	<b>Elective</b>
2 <sup>nd</sup> Trimester	<b>CORE Advanced Academic Writing &amp; Research Skills</b>	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>

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### Electives

Students must choose 4 of the following units

- FNDA010 Society and Culture
- FNDA021 Law
- FNDA022 Media
- FNDA023 Mass Communication
- FNDB021 Economics
- FNDB022 Management
- FNDB023 Marketing

## Business Stream (B, G)

Standard Program (Completing In 8 months/2 trimesters)				
1 <sup>st</sup> Trimester	<b>CORE Advanced Academic Communication Skills</b>	<b>CORE Intercultural Studies</b>	<b>CORE Information Technology</b>	<b>Elective</b>
2 <sup>nd</sup> Trimester	<b>CORE Advanced Academic Writing &amp; Research Skills</b>	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>

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### Electives

Students must choose 4 of the following units

- FNDA021 Law
- FNDB020 Accounting
- FNDB021 Economics
- FNDB022 Management
- FNDB023 Marketing
- FNDE020 Introduction to Systems Analysis
- FNDE021 Mathematics I
- FNDE023 Mathematics II
- FNDH023 Essential Mathematics

## Engineering/IT/Science Stream (B, G)

Standard Program (Completing In 8 months/2 trimesters)				
1 <sup>st</sup> Trimester	<b>CORE</b> Advanced Academic Communication Skills	<b>CORE</b> Intercultural Studies	<b>CORE</b> Information Technology	<b>Elective</b>
2 <sup>nd</sup> Trimester	<b>CORE</b> Advanced Academic Writing & Research Skills	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>

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### Electives

Students must choose 4 of the following units

- FNDB022 Management
- FNDE020 Introduction to Systems Analysis
- FNDE021 Mathematics I
- FNDE023 Mathematics II
- FNDE022 Physics
- FNDE024 Biology
- FNDH021 Chemistry
- FNDH022 Human Biology
- FNDH023 Essential Mathematics



## Health Steam (B)

Standard Program (Completing In 8 months/2 trimesters)				
1 <sup>st</sup> Trimester	<b>CORE Advanced Academic Communication Skills</b>	<b>CORE Intercultural Studies</b>	<b>CORE Information Technology</b>	<b>Elective</b>
2 <sup>nd</sup> Trimester	<b>CORE Advanced Academic Writing &amp; Research Skills</b>	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>

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### Electives

Students must choose 4 of the following units

- FNDB022 Management
- FNDE021 Mathematics I
- FNDE023 Mathematics II
- FNDE022 Physics
- FNDE024 Biology
- FNDH021 Chemistry
- FNDH022 Human Biology
- FNDH023 Essential Mathematics

## Extended Program

Extended Program (Completing course in 12 months/ 3 Trimesters)				
1 <sup>st</sup> Trimester	CORE Introduction to Academic Communication	CORE Introduction to Academic Writing	CORE Computer Skills	Restricted Elective
2 <sup>nd</sup> Trimester	CORE Advanced Academic Communication Skills	CORE Intercultural Studies	CORE Information Technology	Elective
3 <sup>rd</sup> Trimester	CORE Advanced Academic Writing & Research Skills	Elective	Elective	Elective

### Restricted Electives

Students must choose 1 of the following units in the first trimester

- FNDA023      Mass Communication
- FNDH023      Essential Mathematics

### Electives

Students must choose 4 electives from the Stream enrolled in. Refer to the streams listed as above.

## Unit Outlines

**PLEASE ENSURE YOU CHECK THE TRIMESTER 2 2016 UNIT OUTLINE FOR ANY CONTENT AND ASSESSMENT UPDATES.**

### **FNDA020 Society and Culture**

This unit is the study of culture, sub-culture and institutions in society. It considers culture, sub-culture and institutions from an Australian sociological perspective and investigates their impact in society. This subject explores the nature of power, ethics, and equity as social and cultural issues. It facilitates intercultural understanding and enhances the premise responsible citizenship whilst recognising points of difference and context. This unit provides students with the skills to critically analyse a variety of opinions and attitudes towards and within various sub-cultures, societies and environments.

**Assessment: 10% workshop activities, 15% literature review, 10% methodology plan, 20% mid-trimester test, 20% report, 25% final examination**

### **FNDA021 Law**

This unit focuses on the way in which law is generated, how it is structured and how it operates in Australian and international contexts. This unit aims to introduce you to the Australian legal system and allows you to investigate the way our society operates and the influences that shape it. It encourages you to engage your analytical and critical skills and reflect on a diverse range of controversial legal issues.

**Assessment: 10% quiz, 20% assignment, 15% class test, 20% research and presentation, 35% final examination**

### **FNDA022 Media**

This unit will prepare students for studies in media and communications studies at tertiary level. Students will develop skills in viewing, analysing and composing diverse media, including social media, new and online media, contemporary advertising, and recent forms of auditory and visual media. Initially, students will focus on familiarizing themselves with different media industries and specific texts to help understand some of their features, how they are composed, and how they function within culture. In this context, students will then be asked to produce their own forms of media and encouraged to read, reflect and engage with the tools of contemporary media.

**Assessment: 15% persuasive text, 25% blog, 20% participation, 40% creative media project**

### **FNDA023 Mass Communication**

This unit allows students to analyse media texts in their technical relationships to changing media contexts as well as develop skills in media production, analysis and assessment. The means of mass communication are explored with a critical view about how they produce meaning, how they engage mass users, how they produce meaning, how they are organized, and how they go about the business of constructing cultural shifts and new forms of social connections and understandings in an increasingly mobile world.

**Assessment: 10% in-class activities, 90% three assignments**

## **FNDB020 Accounting**

This unit provides an introduction to the operation of financial accounting systems. Together we will explore the accounting process predominantly for sole traders who buy and resell goods or provide services. We study some of the principles of Accounting, the Accounting Equation, entering business transactions into Journals; including balance day Adjustments and Closing entries, posting to Ledgers, extracting Trial Balance and preparation of Financial Statements. We also work with cash management including Bank Reconciliation.

**Assessment: 10% homework, 20% two tests, 20% group assignment, 50% final examination**

## **FNDB021 Economics**

The purpose of this unit is to provide you with a broad understanding of theoretical Micro and Macroeconomic concepts and to introduce the relevance and importance of Economics in today's society. You will be equipped to apply these concepts to a modern market economic system. The unit will explore basic economic issues and problems and apply policies to overcome these problems. You will develop skills and confidence to explain individual and firm decision-making and be provided with a basic understanding and ability to explain government policies that influence the workings of a modern economy like Australia, and its relation to the global marketplace.

**Assessment: 20% assignment, 30% tests (2 x 15%), 10% participation, 40% final examination**

## **FNDB022 Management**

This unit will provide an introductory understanding of the principles and practices of management in the contemporary world. The course will cover background information on how theories of management have developed, the environment in which a manager operates, basic managerial principles and practices along with important issues related to organisational behaviour in the context of management in 2016.

**Assessment: 10% class activity, 30% class assessment (2 x 15%), 30% assignment, 30% final examination**

## **FNDB023 Marketing**

This unit will provide a broad understanding of theoretical principles and practices relating to marketing in a dynamic environment. It provides an introduction to fundamental marketing concepts used within a range of industries (public/private business, agriculture, government, manufacturing, services and not-for-profit sectors). The unit also provides insights into how these marketing concepts are being applied by marketers in the real world.

**Assessment: 25% in class quiz and test, 15% assignment, 25% assignment and presentation, 35% final examination**

## **FNDE020 Introduction to Systems Analysis**

This unit is intended to give you an understanding of the underlying theory of project management as well as an opportunity to practically plan, design and implement an information system that achieves a business goal. The unit provides both a theoretical and practical approach covering the phases involved in Project Management using the PMBOK guide.

**Assessment: 15% class test, 25% group project, 20% MS Project, 40% final examination**

## **FNDE021 Mathematics I**

This module consolidates background in Real Numbers and Algebra and broadens knowledge of Geometry, Trigonometry and Functions to prepare students for calculus for academic and professional purposes. Students will use critical thinking and cognitive skills to identify, analyse, compare and assess mathematical concepts in order to apply them to technical and engineering problems

**Assessment: 25% quiz activities, 25% assignment, 50% final examination**

## **FNDE022 Physics**

This unit is designed to provide you with knowledge in a broad range of physics concepts, and to help you appreciate the impact of physics and technology on society. This unit involves practical investigations that require logical and analytical thinking, as well as the communication of scientific information and ideas. Through the development of knowledge of the basic principles of physics, you will be able to explain many natural phenomena. It will also enable you to apply these phenomena in technologies that are important to modern day society.

**Assessment: 20% quiz, 25% mid-trimester test, 15% assignment, 40% final examination**

## **FNDE023 Mathematics II**

This module consolidates background in Calculus and prepares students for further calculus studies for academic and professional purposes. Students will use critical thinking and cognitive skills to identify, analyse, compare and assess mathematical concepts in order to apply them to technical and engineering problems.

**Assessment: 25% quiz activities, 25% practical assignment, 50% final examination**

## **FNDE024 Biology**

This module is designed to develop a broad scientific knowledge of the living world. It will focus on concepts relating to biological structure, function, diversity, distribution, genetics, and interactions of living organisms.

**Assessment: 15% oral presentation, 20% case study, 25% in class test, 40% final examination**

## **FNDH021 Chemistry**

This unit introduces students to the study of matter and its interactions, therefore providing a link with other branches of natural science. The course is designed to assist students in coming to appreciate the impact of chemical knowledge and technology on society.

**Assessment: 25% class tests, 15% assignment, 10% lab exercises, 10% workbook, 40% final examination**

## **FNDH022 Human Biology**

The purpose of the unit is to develop and demonstrate specialized knowledge and skills in the physiology and anatomy of the human body. The students will develop cognitive skills to identify, analyse and compare a range of biological concepts.

**Assessment: 30% in class tests, 10% tutorial work, 10% group presentation, 50% final examination**

## **FNDH023 Essential Mathematics**

This unit is designed for those of you who require a general mathematics background suitable for studies in Business, Health Sciences and Computing/IT/Engineering courses. It includes basic arithmetic, statistics, algebra, functions and their graphs, optimisation, sequences, series, growth and decay.

**Assessment: 25% quiz activities, 25% assignment, 50% final examination**

### **FNDS010 Introduction to Academic Communication**

This unit responds to the need to develop reading and listening skills that will provide a basis for successful academic achievement and effective engagement in academic, business and social environments. You will improve these skills through exploring and analysing current topics and issues. This unit is designed to complement writing skills' development in Introduction to Academic Writing as preparation for future subjects.

**Assessment: 40% language and listening quizzes, 25% mid-trimester test, 35% final examination**

### **FNDS011 Introduction to Academic Writing**

This unit develops students' written language skills through exploration of two key academic writing genres and production of sophisticated academic writing. You will analyse key linguistic and organisational aspects of comparative and contrastive texts, and cause and effect texts in particular, and then produce your own pieces of writing.

**Assessment: 30% comparative essay, 40% in class tasks, 30% cause and effect essay**

### **FNDS012 Computer Skills**

This unit is an introductory unit in computing and information technology. This subject has the overall objectives of delivering an accurate snapshot of the state of IT as it exists in our current times, as well as to equip you with a useful set of skills in the use of common productivity software.

**Assessment: 25% quiz activities, 25% assignment, 50% final examination**

### **FNDS013 Advanced Academic Communication Skills**

This unit builds linguistic and tactical skills for participation in academic contexts typical of the Australian tertiary education system. The main focus is on enabling you to actively and effectively partake in lectures and tutorials. This unit fosters a collaborative environment in which you can practice and apply your active listening, note taking and discursive skills. Presentation delivery and leading a formal tutorial form the main assessments in this unit.

**Assessment: 20% listening tasks, 20% tutorial plan and summary, 40% seminar and tutorial, 20% preparation active participation**

### **FNDS014 Intercultural Studies**

This unit is designed to enhance students' knowledge of their own culture in order to reflect on how they formed their perceptions, value and beliefs. Students will also gain knowledge and skills about living in the multicultural Australian environment, so that they are able to effectively communicate in the contexts of educational, health, legal, political, religion/faith, and human rights. Students will identify the differences between these contexts in their own culture and those in the Australian culture, in order to come to a better understanding of their position in both.

**Assessment: 25% mid-trimester test, 30% debate, 10% activities and participation, 35% final examination**

## **FNDS015 Information Technology**

Information systems and technology are vital components of today's business environments and everyday life. This unit will give the student an understanding of the various types of systems and supporting technology and how they apply to different business environments. The effects of these systems on society and some ethical issues associated with the implementation and use of these systems will also be explored. Upon completion of this unit students will be able to critically analyse business cases and develop needed skills to solve problems and recommend solutions using appropriate technology. Additionally, students will be able to understand and relate the role of technology and systems in organisations and society in general.

***Assessment: 20% quizzes, 50% assignments, 30% final examination***

## **FNDS016 Advanced Writing and Research Skills**

This unit will acquaint you with academic literature and the essay writing process, producing a lengthy argument essay of your own, drawing on previous research to make lucid and academically support arguments and counter-arguments. You will also gain the ability to retrieve, interpret and summarise academic journal articles and produce an annotated bibliography, literature review, and proposal for future research. This unit will thus provide you with a solid basis in academic writing and research, which are which pivotal in tertiary contexts.

***Assessment: 20% research essay, 20% journal article summary, 20% annotated bibliography, 40% literature review and research proposal***