

Foundation Program

Course Outline (T3 2018)

Campus	Melbourne Burwood Campus
Intake	March, June, October
CRICOS	Standard Program: 089916J Extended Program: 089917G
Course Duration	Standard Program: 8 units delivered over 2 trimesters Extended Program: 12 units delivered over 3 trimesters
Teaching Methods	Instruction for all units are a combination of classroom based, consultation hours, homework hours and on-line learning hours.
Assessment	Assessment for all units is ongoing and continuous consisting of tests, assignments, practical, case study analysis and final examinations.
Course Structure	<p>Standard: 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>Extended: 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>
Further Studies	Students who complete and pass the Foundation Program are eligible to enter the Diploma courses.

<p>STANDARD PROGRAM Core Units (4 Units)</p>	<ul style="list-style-type: none"> • FNDS013 Advanced Academic Communication Skills • FNDS014 Intercultural Studies • FNDS015 Information Technology • FNDS016 Advanced Academic Writing and Research
<p>EXTENDED PROGRAM Core Units (8 Units)</p>	<ul style="list-style-type: none"> • FNDS010 Introduction to Academic Communication • FNDS011 Introduction to Academic Writing • FNDS012 Computer Skills • FNDS013 Advanced Academic Communication Skills • FNDS014 Intercultural Studies • FNDS015 Information Technology • FNDS016 Advanced Academic Writing and Research <p>Choose one (1) of the following:</p> <ul style="list-style-type: none"> • FNDH023 Essential Mathematics <p>OR</p> <ul style="list-style-type: none"> • FNDA023 Mass Communication
<p>Elective Units (4 Units) Choose one</p>	<p>Arts (B)</p> <ul style="list-style-type: none"> • FNDA020 Society and Culture • FNDA021 Law • FNDA022 Media • FNDA023 Mass Communication • FNDB021 Economics • FNDB022 Management • FNDB023 Marketing <hr/> <p>Business (B, WF)</p> <ul style="list-style-type: none"> • FNDA021 Law • FNDB020 Accounting • FNDB021 Economics • FNDB022 Management • FNDB023 Marketing • FNDE020 Introduction to Systems Analysis • FNDE021 Mathematics I • FNDE023 Mathematics II • FNDH023 Essential Mathematics



	<p>Engineering / IT / Science (WF)</p> <ul style="list-style-type: none"> • 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 <hr/> <p>Health (B, WF)</p> <ul style="list-style-type: none"> • FNDB022 Management • FNDE021 Mathematics I • FNDE023 Mathematics II • FNDE022 Physics • FNDE024 Biology • FNDH021 Chemistry • FNDH022 Human Biology • FNDH023 Essential Mathematics
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Deakin University Campus codes

B Melbourne Burwood Campus **WF** Geelong Waterfront Campus

Foundation Program

Example Course Plans for Students

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.

Electives for students with a Diploma listed in the Provisional Offer 2 section of the Letter of Offer:

Students must choose 4 electives from the Stream you are enrolled in. Refer to the stream guides in the following pages.

Electives for students with a Deakin University Bachelor Degree listed in the Provisional Offer 2 section of the Letter of Offer:

Please note students with direct path offers to Deakin University Bachelor Degrees in the Engineering and Science streams have prescribed subjects and electives. Details are in the stream pages.

How to use the Plans

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

- Arts (B)
- Business (B, WF)
- Health (B, WF)
- Engineering (WF)
- IT (WF)
- Science (WF)

There is one zero credit point unit offered in the Foundation Program. It does not count towards your units undertaken as a part of your program and is offered at no cost.

Subject	Required for	Trimester 3 2018	Trimester 1 2019	Trimester 2 2019
SLE010 Laboratory and Fieldwork safety unit	Students should enrol in SLE010 if they are enrolling in FNDE022 or FNDH021	✓	✓	✓

Before you choose your subjects please read these instructions

It is important to look at your letter of offer carefully before selecting your subjects.

The **Letter of Offer** provides information on your pathway. The Letter of Offer was sent to you congratulating you on your acceptance into Deakin College. The letter of offer looks like this:



Congratulations

Mr He

You have been successful in your application for a place at Deakin College. Upon successfully completing the conditions of your Deakin College studies, as outlined in Section 1, you will then be accepted into Year 2 of the Deakin University Bachelor of Civil Engineering (Honours).

Some students will be going from Foundation to a Diploma course and then to Deakin University to complete a Bachelor Degree. Other students will have been provided the chance to go from Foundation directly to Deakin University to complete the bachelor degree. These students may have specific subjects they need to complete.

There are two sections you must check:

Provisional Offer 2 and **Conditions of this offer and/or explanatory notes.**

PROVISIONAL OFFER 2	
Course	
DEAKIN COLLEGE	DE - Diploma of Engineering CRICOS: 063385A
Location: Deakin College, Geelong C	

Conditions of this offer and/or explanatory notes
<ul style="list-style-type: none">• Condition to transfer to Deakin University: Successfully complete and pass eight designated units of the Diploma of Engineering.• A WAM (weighted average mark) of at least 50, taking into account all units studied at Deakin College.

The above example shows a student with a direct 2nd stage path to Diploma so they would follow the regular course subject example in their stream.

If you have Deakin University and a Bachelor Degree listed in your Provisional Offer 2 section then please check the Conditions of this offer and/or explanatory notes section for instructions of specific subjects you must choose. Your degree identification code which will be a letter with 3 numbers following it (example S460) and will be listed in the course section of the offer may have a separate course guide page for it. Please ask for assistance to find this in the following pages.

Subject Availability – Foundation Program Burwood

Subjects	Trimester 2 2018	Trimester 3 2018	Trimester 1 2019
FNDA020 Society and Culture		✓	
FNDA021 Law	✓		✓
FNDA022 Media	✓		✓
FNDA023 Mass Communication	✓	✓	✓
FNDB020 Accounting	✓	✓	✓
FNDB021 Economics	✓	✓	✓
FNDB022 Management	✓	✓	✓
FNDB023 Marketing	✓	✓	✓
FNDE020 Introduction to Systems Analysis	✓	✓	✓
FNDE021 Mathematics I	✓	✓	✓
FNDE022 Physics	✓		✓
FNDE024 Biology	✓	✓	✓
FNDH021 Chemistry		✓	
FNDH022 Human Biology	✓	✓	✓
FNDH023 Essential Mathematics	✓	✓	✓
FNDS015 Information Technology	✓	✓	✓
FNDS012 Computer Skills	✓	✓	✓
FNDS014 Intercultural Studies	✓	✓	✓
FNDS010 Introduction to Academic Communication (DUELI)	✓	✓	✓
FNDS011 Introduction to Academic Writing (DUELI)	✓	✓	✓
FNDS013 Advanced Academic Communication Skills (DUELI)	✓	✓	✓
FNDS016 Advanced Academic Writing & Research Skills (DUELI)	✓	✓	✓

Arts Stream (B)

To transfer to the Diploma of Media and Communication or Diploma of Communication or Diploma of Design or Diploma of Film, Television and Animation:

Weighted Average Mean: B 50

Standard Program (Completing In 8 months/ 2 trimesters)				
1 st Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
2 nd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Extended Program (Completing course in 12 months/ 3 Trimesters)				
1 st Trimester	CORE FNDS010 Introduction to Academic Communication	CORE FNDS011 Introduction to Academic Writing	CORE FNDS012 Computer Skills	Restricted Elective
2 nd Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
3 rd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Restricted Elective:

Students must choose one (1) of the following units in their first trimester

- FNDA023 Mass Communication
- FNDH023 Essential Mathematics

Program Electives:

Students must choose four (4) of the following units:

- FNDA020 Society and Culture
- FNDA021 Law
- FNDA022 Media
- FNDA023 Mass Communication
- FNDB021 Economics
- FNDB022 Management
- FNDB023 Marketing
- FNDH023 Essential Mathematics

Business Stream (B, WF)

To transfer to the Diploma of Commerce or Diploma of Business:

Weighted Average Mean: **B 50, WF 50**

Standard Program (Completing In 8 months/ 2 trimesters)				
1 st Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
2 nd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Extended Program (Completing course in 12 months/ 3 Trimesters)				
1 st Trimester	CORE FNDS010 Introduction to Academic Communication	CORE FNDS011 Introduction to Academic Writing	CORE FNDS012 Computer Skills	Restricted Elective
2 nd Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
3 rd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Restricted Elective:

Students must choose one (1) of the following units in their first trimester

- FNDA023 Mass Communication
- FNDH023 Essential Mathematics

Program Electives:

Students must choose four (4) of the following units:

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

Health Stream (B)

To transfer to the Diploma of Health Science:

Weighted Average Mean: **B 50**

Standard Program (Completing In 8 months/ 2 trimesters)				
1 st Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
2 nd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Extended Program (Completing course in 12 months/ 3 Trimesters)				
1 st Trimester	CORE FNDS010 Introduction to Academic Communication	CORE FNDS011 Introduction to Academic Writing	CORE FNDS012 Computer Skills	Restricted Elective
2 nd Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
3 rd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Restricted Elective:

Students must choose one (1) of the following units in their first trimester

- FNDA023 Mass Communication
- FNDH023 Essential Mathematics

Program Electives:

Students must choose four (4) of the following units:

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

Information Technology Stream (B, WF)

To transfer to the Diploma of Computing:

Weighted Average Mean: **B 50, WF 50**

Standard Program (Completing In 8 months/ 2 trimesters)				
1 st Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
2 nd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Extended Program (Completing course in 12 months/ 3 Trimesters)				
1 st Trimester	CORE FNDS010 Introduction to Academic Communication	CORE FNDS011 Introduction to Academic Writing	CORE FNDS012 Computer Skills	Restricted Elective
2 nd Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
3 rd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Restricted Elective:

Students must choose one (1) of the following units in their first trimester

- FNDA023 Mass Communication
- FNDH023 Essential Mathematics

Program Electives:

Students must choose four (4) of the following units:

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

It is recommended that FNDE020 Introduction to Systems Analysis is chosen as one of the electives

When I transfer direct to Deakin University I want to study:

D303 Bachelor of Arts/Master of Teaching (Secondary)
D304 Bachelor of Science/Master of Teaching (Secondary)
E330 Bachelor of Early Childhood Education
E359 Bachelor of Education (Primary)
E377 Bachelor of Health & Physical Education

Weighted Average Mean: **B 70, WF 70**

Course plan for students with a Provisional Offer 2 for any of the following Deakin University courses:

Standard Program (Completing In 8 months/2 trimesters)				
1 st Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Prescribed Elective
2 nd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Prescribed Elective	Prescribed Elective	Prescribed Elective

Extended Program (Completing course in 12 months/ 3 Trimesters)

Refer to the Extended Program for the Health Stream

Program Electives:

You must choose 2 of the following:

- FNDH023 Essential Mathematics
- FNDE021 Mathematics I
- FNDE023 Mathematics II **

And you must choose 2 of the following:

- FNDE022 Physics
- FNDE024 Biology
- FNDH021 Chemistry
- FNDH022 Human Biology

*** You must successfully complete FNDE021 Mathematics I before enrolling in FNDE023 Mathematics II (Pre-requisite)

When I transfer direct to Deakin University I want to study:

H326 Bachelor of Nursing

Weighted Average Mean: **B 70**

Course plan for students with a Provisional Offer 2 for any of the following Deakin University courses:

Standard Program (Completing In 8 months/ 2 trimesters)				
1 st Trimester	CORE FNDS013 Advanced Academic Communication Skills	CORE FNDS014 Intercultural Studies	CORE FNDS015 Information Technology	Elective
2 nd Trimester	CORE FNDS016 Advanced Academic Writing & Research Skills	Elective	Elective	Elective

Extended Program (Completing course in 12 months/ 3 Trimesters)

Refer to the Extended Program for the Health Stream

Program Electives:

Students must choose four (4) of the following units:

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

Unit Outlines

PLEASE ENSURE YOU CHECK THE TRIMESTER 3 2018 UNIT OUTLINES FOR PRESCRIBED TEXTBOOKS 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% in-class 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: 60% in-class tests (4 x 15%), 40% 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, 15% quizzes, 20% blog, 20% participation, 30% 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: 15% in-class activities, 20% critical review of media text, 30% media diary, 35% communication project

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: 15% online quiz (1 x 5%, 1 x 10%), 20% in-class test, 15% 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% in-class tests (2 x 15%), 10% quiz, 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 2018.

Assessment: 10% online activity, 30% in-class assessment (2 x 15%), 20% in-class assignment, 40% 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 tests (1 x 10%, 1 x 15%), 10% individual assignment, 10% group written assignment, 10% group presentation, 10% in-class activities, 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% online quiz, 25% group project, 20% MS Project, 40% final examination

FNDE021 Mathematics I

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: 10% multiple choice quiz (2x5%), 40% in-class test (2x20%), 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: 10% homework, 10% in-class activity, 25% quiz, 15% assignment, 40% 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: 5% homework, 10% genetics activity, 20% in-class test, 25% research report, 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: 15% in-class test, 20% assignment, 20% lab exercises, 5% homework, 40% 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: 30% quiz activities, 25% assignment, 5% homework tasks, 40% final examination

FNDH022 Human Biology

This unit aims to give students a broad understanding of the human body from the biological molecules, cells and tissues that make up the human body, to the organ systems they form. Students will gain a solid grounding in the structure and function of each of the different systems that must function to sustain human life, including the skeletal and muscular systems, the digestive system, the respiratory and cardiovascular systems, the urinary system and endocrine and nervous systems.

Assessment: 5% homework, 15% individual practical report, 20% in class test, 20% group poster, 40% final examination.

FNDS010 Introduction to Academic Communication

This unit responds to the need to develop speaking 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: 20% participation, 20% listening and note-taking tests, 30% presentation of visual data, 30% panel discussion

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: 25% participation, 15% graph description, 30% summary, 30% timed 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: 10% presentation, 25% word & excel assignment, 25% website assignment, 40% 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 job interview form the main assessments in this unit.

Assessment: 15% participation, 25% listening and note-taking tests, 30% job interview, 30% presentation

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: 10% quiz, 10% activities and participation, 20% research report, 20% group presentation, 40% 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: 10% online quiz, 15% Word and Excel assessment, 20% SWAY presentation, 20% database and ERD assessment, 10% participation, 25% 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 supported arguments. You will also gain the ability to retrieve, interpret and summarise academic journal articles and produce an annotated bibliography, and literature review with ideas 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: 30% research essay, 20% journal article summary, 20% annotated bibliography, 30% literature review.