TERTIARY PREPARATION PROGRAM

COURSE OVERVIEW: The Tertiary Preparation Program has been developed in collaboration with senior UQ academics to provide learners with the best preparation for their future undergraduate studies. Learners undertaking this program will develop an extensive range of academic skills and competencies essential to successful tertiary study.

UQ College will deliver this preparation program of 28 weeks to be studied over two trimester periods. The first Program commences January 31st through to August 19th 2011. The completion date is prior to the first intake for the Associate Degree in Business in the third trimester of 2011 (September 2011). A second intake for the Program commences May 16th 2011.

The program is offered full-time and face-to-face at UQ College in Ipswich. No tuition fees apply. In the initial offering of this program 6 subjects are available and students choose 5.

SELECTION PROCESS: To gain entry to The Tertiary Preparation Program students will make an initial application to UQ College for admission and will be given an interview time. At interview applicants will be assessed for suitability on the basis of prior educational qualifications and/or life skills and experience, and language, literacy and numeracy skills appropriate for this (entry) level of studying. Not all applicants may be successful in gaining admission.

SUBJECTS:

ACADEMIC ENGLISH FOR UNIVERSITY STUDIES: This core subject incorporates three major elements. The first is instruction in English for Academic Purposes. Academic skills such as essay and report writing, lecture note-taking, research note-taking and seminar skills are developed. The second component is an introduction to Australian history and fundamental aspects of contemporary life. Finally, instruction is given using databases, library facilities and online resources as well as basic word processing.

PRE-UNIVERSITY MATHEMATICS: This core subject aims to develop understanding of basic mathematical ideas and the manipulative skills required for solving mathematical problems. These skills are applied with technological tools to solve problems related to real-life situations.
PRE-UNIVERSITY BUSINESS MANAGEMENT: This core subject covers a wide range of theory related to the disciplines of Organisational Behaviour, Finance, Marketing, Human Resource Management, and International Business Management. Students will learn how to produce technical documents including Business, Strategic, Financial and Marketing Plans.

PRE-UNIVERSITY ACCOUNTING: This subject aims to develop students’ understanding of accounting. Topics include the accounting equation and accounting process, the preparation of end of period reports, accounting for cash, accounting for credit, control of inventories and assets, and company accounting. Weekly computer sessions allow students to apply their manual accounting knowledge in a computerised accounting package (MYOB – Mind Your Own Business).

PRE-UNIVERSITY BEHAVIOURAL SCIENCE: This subject provides a general introduction to the social sciences through examining human behaviour and the role that the individual plays in the wider community. The first trimester concentrates on the psychology of the individual, covering memory, social influence, learning and research. The second trimester explores how the broader community responds to some of the issues raised in trimester one, with a focus on interpersonal and intercultural communication. At the completion of the subject students will have been introduced to the facts, concepts and principles of behavioural science that they need to continue on to any of the humanities at The University of Queensland.

PRE-UNIVERSITY ECONOMICS: This subject aims to provide students with knowledge and thinking skills necessary for business and life decisions. Topics covered include the Chinese economy, price setting, oligopolies, money and banking, exchange rates and the impact of government policies with respect to spending and interest rates. During the course students develop their speaking, writing and analytical skills to prepare them for university study. At the completion of the subject students will have been introduced to the key economic concepts, principles and systems required to analyse and evaluate economic information.

DELIVERY MODE: Delivery of the Tertiary Preparation Program will be full-time and face-to-face with delivery being at UQ College based within the Ipswich Campus of The University of Queensland. Students will have approximately 20-25 contact hours per week. In addition to formal class time, students are expected to study for at least 20 hours per week in their own time.

ASSESSMENT: Throughout the Tertiary Preparation Program, academic achievement is carefully monitored and students are given regular feedback on their progress. Assessment depends on the subject, but normally comprises of two examination papers per subject, one or two assignments to be completed by a specified date during the course, laboratory and/or practical work if relevant and seminar participation evaluation.