

## CERTIFICATE IN FOUNDATION STUDIES

The program is primarily designed to prepare students for success in higher education. It provides studies in the areas of tertiary skills and religious and philosophical disciplines as well as studies that will enhance and increase knowledge and skills in students' chosen area of interest (Business, Education or Theology). Graduates will thus have knowledge and skills foundational to gaining higher education qualifications.

### A. Graduate Profile

Graduates will be able to:

Components	Learning Outcomes
Tertiary Skills	Consistently demonstrate effective study skills and habits throughout the curriculum
	Effectively utilise literacy, research, communication and interpretive skills in the successful completion and presentation of a range of assessment types Critically apply different approaches and techniques to all aspects of accounting including facilitating the decision making process.
Religious & Philosophical Studies	Develop their personal spirituality Apply Christian principles to a variety of life's issues
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Complementary Studies	Demonstrate an appropriate use of knowledge and skills that are foundational to gaining higher qualifications in their chosen areas of interest

### B. Entry Requirements

180+ in the Fijian School Leaving Certificate (FSLC) or equivalent
A score better than 18 in the PSSC or equivalent
Partial completion of a Form 7 course, or the equivalent
A pass in the Mature Age examination for those over the age of 22 yrs in the year of entry.

### C. Co-curricular Competencies

Competencies	
Computer Skills	Students will demonstrate general knowledge from the computer systems, use software and hardware, file management, keyboarding and basic word processing skills. This is an elementary level for general computer applications, word processing, spreadsheets and power point presentations.
Literacy	Students will be required to achieve a Level 1 (a minimum of 70% in Entry Level 3) in the Future School Literacy software.
Numeracy	Students will required to achieve a Level 1 (a minimum of 70% in Entry Level 3) in the Future School Literacy software.

**D. Sequence**

<b>Certificate in Foundation Studies [Business]</b>					
Level	Credits	Sem	Tertiary Skills	Specialist Studies	Religious & Philosophical Studies
4	120		50%	38%	13%
4	60	1	CFTS001 Foundation English I	CFCS004 Foundation Economics	CFRS101 Foundation Bible
			CFTS002 Tertiary Skills I		
	60	2	CFTS003 Foundation English II	CFCS001 Foundation Accounting	
			CFTS004 Tertiary Skills II	CFCS005 Foundation Mathematics	

<b>Certificate in Foundation Studies [Education]</b>					
Level	Credits	Sem	Tertiary Skills	Specialist Studies	Religious & Philosophical Studies
4		120	50%	38%	13%
4	60	1	CFCS001 Foundation English I	CFCS004 Foundation Economics	CFRS001 Foundation Bible
			CFCS002 Tertiary Skills I		
	60	2	CFCS003 Foundation English II	CFCS003 Foundation Biogeography	
			CFCS004 Tertiary Skills II	CFCS005 Foundation Mathematics	

<b>Certificate in Foundation Studies [Theology]</b>					
Level	Credits	Sem	Tertiary Skills	Specialist Studies	Religious & Philosophical Studies
4		120	50%	38%	13%
4	60	1	CFCS001 Foundation English I	CFCS006 Foundation Pacific History	CFRS001 Foundation Bible
			CFCS002 Tertiary Skills I		
	60	2	CFCS003 Foundation English II	CFCS002 Foundation Accounting for Pastors	
			CFCS004 Tertiary Skills II	CFCS007 Foundation Doctrine	

## E. Sequence

Component 1: Tertiary Skills				
No	Unit ID Number	Unit Standard/Learning Outcome	Lev	Cred
1	CFTS001 Foundation English I	Demonstrate competence in a variety of types of academic writing.	4	15
		Demonstrate competence in reading and comprehending appropriate text.		
		Demonstrate appropriate oral skills while participating in academic exercises.		
2	CFTS002 Tertiary Skills I	Demonstrate knowledge of formal academic assignment presentation requirements.	4	15
		Demonstrate the ability to understand assignment requirements.		
		The importance and value of time management and how effectively he/she uses time.		
		Distinguish between appropriate and inappropriate student responses to a variety of academic problems		
		Demonstrate knowledge of, and competency in, basic information research and referencing.		
3	CFTS003 Foundation English II	Demonstrate effective use of a variety of note-taking techniques in different contexts.	4	15
		Demonstrate aural competency with the English language.		
		Demonstrate effective oral skills in a formal classroom setting.		
		Demonstrate use of techniques that aid learning for examinations.		
4	CFTS004 Tertiary Skills II	Effectively analyse a range of visual data (such as photographs, posters, cartoons, maps, tables, graphs and diagrams).	4	15
		Utilise technology to produce visual data appropriate for academic assignments.		
		Demonstrate an informed understanding of the difference between primary and secondary data, and of a variety of concepts that are foundational to conducting effective primary research.		
		Produce an appropriate report of a questionnaire conducted in the field.		
		Apply critical thinking skills to written text.		
Component 2: Specialist Studies				
1	CFCS001 Foundation Accounting	Demonstrate an understanding of the nature of accounting.	4	15
		Appropriately use the principles and rules of the accounting equation to produce accurate and relevant financial statements.		
		Discuss the importance of ethics in providing accounting information to users.		
2	CFCS002 Foundation Accounting for Pastors	Demonstrate an understanding of the nature of accounting.	4	15
		Appropriately use the principles and rules of the accounting equation to produce accurate and relevant financial statements.		
		Discuss the importance of ethics in providing accounting information to users.		

3	CFCS003 Foundation Biogeography	Explain what Biogeography is and its relevance.	4	15
		Demonstrate an informed understanding of ecosystems.		
		Explain the importance of biodiversity and its relevance to the health of the planet		
		Discuss the link between waste disposal and pollution at the local and global levels.		
		Distinguish between reuse and recycling of waste and their contribution to solving waste disposal problems.		
4	CFCS004 Foundation Economics	Demonstrate an informed understanding of basic economic vocabulary, concepts and statistical data	4	15
		Demonstrate comprehension of how economies link to other aspects of life.		
		Explain how the markets work in the economy		
		Apply basic concepts of international trade and payments to selected data.		
		Describe the economic functions of government.		
5	CFCS005 Foundation History	Explain the historical accounts of imperialism and colonialism in the Pacific in the 19 <sup>th</sup> and 20 <sup>th</sup> centuries.	4	15
		Demonstrate an informed understanding of the impact of imperialism and of the partition of the Pacific.		
		Explain the lasting and powerful colonial influence in the Pacific.		
		Discuss the impact of World War II in the Pacific.		
		Demonstrate an informed understanding of the historical accounts of the events that lead to the independence of the Pacific Islands.		
6	CFCS006 Foundation Mathematics	Perform basic mathematics operations using fractions, percentages, decimals and powers.	4	15
		Use basic statistical methods for collecting and presenting statistical data using various graphs.		
		Solve algebraic equations.		
7	CFCS007 Foundations of Adventist Doctrine	Express an appreciation of his/her own family history.	4	15
		Illustrate how selected doctrines are still important in the 21 <sup>st</sup> century.		
		Explain the Adventist view of selected controversial doctrines.		
<b>Component 3: Religious &amp; Philosophical Studies</b>				
1	CFRS001 Foundation Bible	Demonstrate an informed understanding of the biblical perspective of the meaning and purpose of life.	4	15
		Discuss key aspects of confidence in Scripture.		
		Apply knowledge of Bible teaching to solving life's problems.		
		Demonstrate an understanding of what it means to be a child of God.		