



# Uni Step-Up Business

Uni Step-Up is your chance to experience university life by studying two first-year units while you are still in senior secondary school.

You'll get a head start at university, develop connections with university students and staff, and gain an insight into what it takes to study at a tertiary level. The program is delivered during the winter and summer school holidays at Australian Catholic University (ACU) campuses.

### BENEFITS OF UNI STEP-UP

- **Pathway to further study:** Participants who successfully complete two Uni Step-Up units will receive an unconditional direct entry offer to a mapped ACU course.
- **Receive credit for a university degree:** Get credit for related undergraduate courses at ACU.
- **There is no charge:** Complete two university units without accruing any HECS fees.
- **Get a head start at university:** Test out a subject area and develop your skills in academic writing and referencing.
- **Small group size:** Cohort size is limited to ensure you have regular access to guided mentoring from current university students and staff.

### ELIGIBILITY

Uni Step-Up is available to students through ACU's Widening Participation initiatives. To participate in Uni Step-Up, you must be in Year 11 and meet one of the following criteria:

- attend an ACU Widening Participation partner school
- or*
- live in a remote or regional area
- or*
- identify as Aboriginal or Torres Strait Islander.

### WHEN DOES UNI STEP-UP RUN?

Uni Step-Up is delivered in the June/July 2024 and January 2025 school holidays.

### ACCOMMODATION

Students who complete Uni Step-Up and enrol at ACU are eligible for an accommodation scholarship in Ballarat, Canberra or NSW.

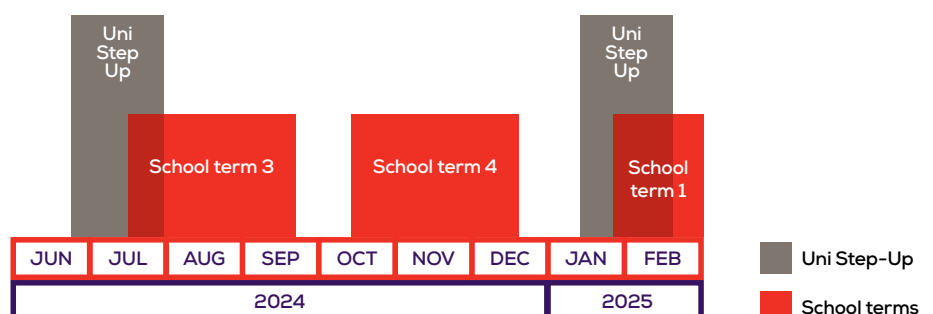
**Learn more**

### MORE INFORMATION

Visit [acu.edu.au/usu](http://acu.edu.au/usu) or email the Uni Step-Up team at [wp.vic@acu.edu.au](mailto:wp.vic@acu.edu.au)

### HOW TO APPLY

Apply online now at [acu.edu.au/usu](http://acu.edu.au/usu). Applications close Thursday 6 June 2024 or when classes are full.



# Uni Step-Up: Business

Become a business leader who is an independent thinker, global in outlook and practical and ethical in the application of skills.

**Location:** Classes will be delivered at ACU's Melbourne and Strathfield campuses.

## UNIT 1

| UNIT   | VIC  | PATHWAY TO  |   |
|--|--|---|---|
| <b>ITEZ100</b><br>Information Technology Professional Skills and Practices | <b>On-campus classes (9am-4pm)</b><br>Wednesday 3 July 2024 (Orientation)<br>Thursday 4 July 2024<br>Friday 5 July 2024<br><br>Monday 8 July 2024<br>Tuesday 9 July 2024<br>Wednesday 10 July 2024 | <b>Online classes (5.30pm-6.30pm)</b><br>Wednesday 17 July 2024<br>Wednesday 24 July 2024 | Bachelor of Accounting and Finance<br>Bachelor of Business Administration<br>Bachelor of Commerce<br>A number of dual degrees are also available. |

The aim of this unit is to equip you with the knowledge and skills to be a practical and ethical IT professional with a concern for the common good, and to improve your employability in the IT industry.

You will learn a range of skills including computer literacy, written, oral and interpersonal communication skills, teamwork skills, critical thinking, professionalism, self-management and lifelong learning competencies, impacts of emerging technologies on organisational processes and society, and awareness of ethical and professional issues. Plus, you will learn how IT practitioners use their professional skills and practices when working in the IT industry. You will be introduced to emerging technologies that are shaping our workplaces and way of life. And you will develop a sense of professional responsibility for the common good.

## UNIT 2

| UNIT                            | DATE AND TIME   | PATHWAY TO  |   |
|---------------------------------|---|---|---|
| <b>BUSZ104</b><br>Money Matters | <b>On-campus classes (9am-4pm)</b><br>Wednesday 8 January 2025<br>Thursday 9 January 2025<br>Friday 10 January 2025<br><br>Monday 13 January 2025<br>Tuesday 14 January 2025<br>Wednesday 15 January 2025 | <b>Online classes (5.30pm-6.30pm)</b><br>Wednesday 22 January 2025<br>Wednesday 29 January 2025 | Bachelor of Accounting and Finance<br>Bachelor of Business Administration<br>Bachelor of Commerce<br>A number of dual degrees are also available. |

The aim of this unit is to introduce accounting and financial management skills in a non-technical way so you will be able to develop financial and accounting literacy as a life skill.

Without knowledge of ethical accounting and financial analysis skills, the business world could collapse. This unit will provide a non-specialist grounding in accounting and financial management so that you can appreciate the financial dimensions of decisions within business.

The unit will enable you to understand the impact of economic transactions on a business's financial and operating capability as well as to recognise the use of accounting information in decision-making without getting bogged down in the mechanics of the system. Building on this, you will develop fundamental financial planning and forecasting skills so that you can utilise these skills in life or in business.

## FREQUENTLY ASKED QUESTIONS

### Will I be enrolled as a university student?

Yes. You will be welcomed as a student at ACU. We'll set you up with a university student ID card, university email, and access to ACU's online learning platforms. As an ACU student, you will have full access to support from our academic skills unit, library services, counsellors and peer mentors.

### Will there be an exam?

University unit assessments can include multiple choice quizzes, posters, short answer questions, essays and exams. You will be guided and supported through all your assessments during your study.

### Who will be in my classes?

You will be in a small class with other Year 11 students. The class size is kept small to ensure that you can get to know other students and receive close support from university staff and peer mentors.

### Do I need to buy any textbooks?

No. All required learning resources will be supplied for you as part of your participation in the program.

### What if I change my mind and don't want to continue?

It's ok to change your mind during your studies – that is often part of the journey as you learn about your interests and goals for the future. Once you start the program, we'll be there to support you, but if you do change your mind, you can exit the program early.

### Do I need to attend every day?

Yes. Your attendance at every session is important. Please check that you are available to participate in each session.

### How does Uni Step Up help me to gain entry to ACU?

By completing the Uni Step Up program, you may be eligible to receive an early offer to study at ACU.

- You will need to pass both Uni Step-Up units to be eligible to receive an early offer
- The better you do in your Uni Step-Up studies, the better your chances of receiving an offer.

### I am not sure if I should apply?

Uni Step-Up offers you a unique opportunity to try out university study before completing your schooling. Talk with your teacher and parent/guardian about your readiness to take on this extra challenge.