The Caulfield Campus is located at 900 Dandenong Road and is adjacent to the Caulfield Railway Station which is on the Dandenong and Frankston lines. It is on the No. 3 tram line from Swanston Street in the city (alight at the Caulfield East shopping centre). Private bus lines also serve the Institute (consult transport map).
Introduction

Chisholm Institute of Technology

Chisholm is a multi-disciplinary tertiary institute which offers studies in seven schools located on two campuses.

On the Caulfield Campus, students may enrol to study in the Schools of Applied Science, Art and Design, Computing and Information Systems, David Syme Business School, Engineering or Social and Behavioural Studies. Courses are offered at five levels: associate diploma, diploma, graduate diploma, bachelor degree and graduate diploma. In the Schools of Applied Science; Business, Engineering or Social and Behavioural Studies, approved students may be admitted to undertake a Bachelor degree program by thesis.

On the Frankston Campus, students may enrol to study in the School of Business at Bachelor level, and graduate diploma level. In 1983 a number of undergraduate courses were added to the Business School in the Frankston Campus and Progressing students enrolled in these courses will be able to transfer to the Caulfield Campus and complete the business courses.

Each campus has a well equipped Computer Centre to support the studies on the Caulfield Campus, which are not supported by computing facilities in the individual schools. Arrangements have been made to link the Frankston Campus to Caulfield by on-line accessible computer facilities located in Caulfield.

* This Handbook is one of many Publications for the Guidance of Chisholm students. A Student Manual, which is provided reading for all who enrol at the Institute, is published separately.

1983 Handbook

Caulfield Campus:
900 Dandenong Road,
Caulfield East,
Victoria, Australia

Frankston Campus:
McMahons Road,
Frankston,
Victoria, Australia
Introduction

Chisholm Institute of Technology was formed in March 1982 by the amalgamation of Caulfield Institute of Technology and the State College of Victoria at Frankston.

Chisholm is a multi-disciplinary tertiary Institute which offers studies in seven schools located on two campuses.

On the Caulfield Campus students may enrol to study in the Schools of Applied Science, Art and Design, Computing and Information Systems, David Syme Business School, Engineering or Social and Behavioural Studies. Courses are offered at five levels; associate diploma, diploma, bachelor degree and graduate diploma. In the Schools of Applied Science, Business, Engineering, and Social and Behavioural Studies, approved students may be admitted to complete a Master’s degree program by thesis.

On the Frankston Campus studies may be undertaken in the School of Education at diploma, degree and graduate diploma levels. In 1983 a number of undergraduate courses will be offered by the Schools of Art and Design, Business, Computing and Information Systems, and Social and Behavioural Studies; students enrolled in these courses will be able to complete selected major studies at Frankston.

Each campus has a well equipped library.

The Computer Centre provides computing facilities on the Caulfield Campus which are supported by computing units within individual Schools. Arrangements have been made to link the Frankston Campus by land-line to the powerful central computing facilities at Caulfield.

- This Handbook is one of two publications for the guidance of Chisholm students. A Student Manual, which is required reading by all who enrol at the Institute, is published separately.
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NOTE: Those courses marked (F) are available on the Frankston campus.

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HOW TO USE THE HANDBOOK

The information contained in this handbook is accurate as at October 1982. Inevitably, changes will occur after publication so you should confirm details, such as references to required textbooks. You should also note that the Council reserves the right to amend, postpone, or withdraw any course or subject being conducted or offered by Chisholm.

This handbook contains course details and subject synopses of courses offered by Chisholm. The user is referred to the Chisholm Student Manual 1983 for information about enrolment, financial assistance available to students, scholarships and the regulations governing the relationship between Chisholm and its students. The Manual is issued free through the Student Administration office (Caulfield) and from the Assistant Registrar (Frankston).

Courses Available — listed by type, i.e. bachelor degree, diploma, associate diploma, graduate diploma and master's degree. This section shows the structure, subjects available and other information specific to each course. A number of bachelor degree and diploma courses share a common first year and your performance during this stage determines whether you will proceed along the degree or diploma stream. The section provides most of the information necessary to plan your course, but you must bear in mind the constraints imposed by timetabling and the fact that not all subjects are available in each semester, nor, for that matter, in each year.

Subject Synopses — this section lists all subjects available for study, in alphabetic order. Each entry includes a synopsis of the subject, whether it has any prerequisites and, where the information is available, the textbooks required. Each subject is distinguished by a unique code. You should become accustomed to using these codes, particularly because a number of subjects may have a common, generic name, e.g. Accounting ACC210, Accounting ACC218 ... When deciding on your course, you would be wise to refer to the synopses of the subjects you intend to study to ensure their contents are what you expect.

Lists of members of staff appear at the end of this handbook.

For more information, you should contact the Administrative Officer of the school responsible for your course.

Students seeking administrative assistance should inquire at the Student Administration office on Level 1 of the K. H. Boykett building.
HOW TO USE THE HANDBOOK

The information contained in this handbook is accurate as of October [insert date]. Please note that while every effort has been made to ensure the accuracy of the information provided, the publisher cannot be held responsible for any errors or omissions. The information is intended to be a general reference and should not be relied upon as a substitute for professional advice. Always consult with a financial advisor or accountant before making any financial decisions.

For more information or to report an error, please contact the American Institute of Certified Public Accountants at 1101 North Up St, Norwalk, CT 06856. The Institute is dedicated to providing high-quality education and training to its members and the public. The Institute is also committed to promoting the integrity and value of the accounting profession.
BACHELOR DEGREES

Bachelor of Applied Science (EDP)

Course Code: BP
Course Leader: J. Greig

Content
This course is designed to satisfy the EDP needs of industry by emphasizing training in the following two areas: (a) development of overall systems strategies, implementation plans and systems solutions; (b) writing and development of software programs and applications programs in more advanced areas.

Admission Requirements
(a) Successful completion of Year 12 course of study composed of Group 1 subjects, accumulated over one or more attempts and accredited by VISE. Students who successfully complete a Year 12 course which includes one or more Group 2 subjects, accumulated over one or more attempts and accredited by VISE, may be considered for admission on an individual basis.
(b) Successful completion of an appropriate Tertiary Orientation Program or other Year 12 course of study accredited by Chisholm, or
(c) Successful completion of the Certificate of EDP (Operating and Coding), or
(d) Qualifications and/or experience acceptable to the Admissions Committee.

Exemptions
There are no standard exemptions for any subject in the course. Students may apply for exemptions when enrolling if they believe they are eligible.

Part-time
Subjects normally are available in the evening. Students should note that blocks of hours are provided during the day where possible to facilitate day release. Also, depending on the subject, the hours per week for that subject may be varied.

Industrial Experience
Students will be required to accumulate six hours per week of industrial experience during the final year.

Diploma to degree conversion
Provision is made for holders of the Diploma of Electronic Data Processing and people with other relevant qualifications to convert to degrees. In general, a student will be required to complete at least the equivalent of the final full-time year of the Bachelor of Applied Science (EDP) course. The Department of EDP will decide what additional work, if any, a student may have to undertake in addition to the full-time year. For further information contact the Administrative Officer, School of Computing and Information Systems.

Course Structure
To qualify for the degree a student must pass a total of 15 subjects — six from the first year and nine from the remaining two years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Systems EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP100</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>*Mathematics and Statistics MAT121 OR</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT122</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Systems EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and any two of the following elective units:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applied Psychology PSY191</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Applied Sociology SOC191</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Communication HUM192</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Technology EDP150</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Systems EDP201</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Administrative Studies ADM238</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC101</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and one elective from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT221</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics FIN295</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing MKT291</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Two Social Science single semester subjects</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(see below)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics for EDP ELE241</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Systems EDP301</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Computer Programming EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Modern Computer Systems EDP302</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EDP303</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>and one elective from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT321</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Management Accounting Systems ACC395</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics FIN396</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing MKT393</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Two Social Science single semester subjects</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(see below)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics for EDP ELE351</td>
<td>4</td>
</tr>
</tbody>
</table>

*In general, MAT121 will only be taken by students who have passed a mathematics subject at HSC (or equivalent).
†One semester.
‡First semester only.
§Second semester only.

Social Sciences Major
Option 1: A Social Sciences major may be obtained by the completion of the following six subjects: PSY191, SOC191, SOC291, any two of the upper division sociology subjects listed below and SOC391.
Option 2: A Social Sciences major can also be obtained by the completion of PSY191, SOC191, PSY291, SOC291, PSY391 and SOC391.
Option 3: Where an alternative subject combination is sought for the completion of a Social Sciences major, the relevant Heads of Department should be consulted.
Social Sciences Subjects

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Psychology PSY291</td>
<td>4</td>
</tr>
<tr>
<td>Applied Psychology PSY391</td>
<td>4</td>
</tr>
<tr>
<td>Applied Sociology SOC291</td>
<td>4</td>
</tr>
<tr>
<td>*Applied Sociology SOC391</td>
<td>4</td>
</tr>
</tbody>
</table>

**Upper Division Sociology Subjects**

- Sociology (Mass Media) SOC202 | 4
- Sociology Immigration and Minority Relations SOC204 | 4
- Sociology (Community Organisation) SOC206 | 4
- Sociology (Sociology of Organisation) SOC208 | 4
- Sociology (Sociology of Youth) SOC212 | 4
- Sociology (Sociology of Education) SOC214 | 4
- Sociology (Industrial Sociology) SOC216 | 4
- Sociology (Deviance and Social Control) SOC302 | 4
- Sociology (Urban Sociology) SOC304 | 4
- Sociology (Welfare Policy and Administration) SOC306 | 4
- Sociology (Social Research Methods) SOC310 | 4
- Sociology (Sociology of Religion) SOC312 | 4
- Sociology (Social Stratification) SOC314 | 4

*Sociology SOC391 must be one of the final two subjects of the Social Sciences major, option I.

**Bachelor of Applied Science (Multi-discipline)**

**Course Code: BS**

**Content**

This course combines studies in the departments of Applied Physics, Chemistry, Mathematics and the School of Computing and Information Systems. Wide alternatives are provided to enable the student to tailor his course to his individual needs. Passes are desirable in English Expression and three other subjects at HSC/TOP level. It is recommended that students have passed a branch of Mathematics and at least one other Science subject. Applicants who do not have the academic prerequisites but who have appropriate industrial experience may also be admitted.

**Exemptions**

There are no standard exemptions for any subject in the course. Students may apply for exemptions when enrolling if they believe they are eligible.

**Diploma to degree conversion (Multi-discipline)**

Diplomates wishing to convert their DipAppSc (Multi-discipline) to a degree must complete the equivalent of the full-time final year of the degree course.

The final year is defined as two major studies plus one point of electives or one major study, one minor plus one point of electives. (See illustrative examples.) For further information contact the Administrative Officer, School of Applied Science (phone 573 2250).

**Course Structure**

**Course Code: BS**

The first year of the course comprises five subjects from the list below. Students must undertake the compulsory Mathematics MAT103 plus four other subjects. Advice should be sought first as to appropriate subject selections and future major studies.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics MAT103*</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics MAT104</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry CHE111</td>
<td>7</td>
</tr>
<tr>
<td>Biology CHE181</td>
<td>7</td>
</tr>
<tr>
<td>Physics PHY120</td>
<td>7</td>
</tr>
<tr>
<td>Computer Science PHY130</td>
<td>4</td>
</tr>
</tbody>
</table>

*Compulsory subject (MAT103 and MAT104 together comprise part one for any Mathematics Major)

**Major and Minor Studies**

**Course Code: BS**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Five subjects</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Minor Minor</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Major Major</td>
<td></td>
</tr>
</tbody>
</table>

*Indicates a minor study

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic Science CHE290</td>
<td>6</td>
</tr>
<tr>
<td>*Aquatic Science CHE291</td>
<td>6</td>
</tr>
<tr>
<td>*Basic Chemistry CHE225</td>
<td>8</td>
</tr>
<tr>
<td>*Applied Chemistry CHE229</td>
<td>8</td>
</tr>
<tr>
<td>*Physics PHY250</td>
<td>5</td>
</tr>
<tr>
<td>Physics PHY260</td>
<td>5</td>
</tr>
<tr>
<td>*Pure Mathematics MAT203</td>
<td>6</td>
</tr>
<tr>
<td>*Applied Mathematics MAT201</td>
<td>6</td>
</tr>
<tr>
<td>*Statistics and Operations Research MAT202</td>
<td>6</td>
</tr>
<tr>
<td>*Applied Numerical Analysis MAT204</td>
<td>6</td>
</tr>
<tr>
<td>*Computer Science EDP281</td>
<td>6</td>
</tr>
</tbody>
</table>

**Alternative Course Structures**

**First Alternative (Two major studies and two points of electives)**

| Year 1 | Five subjects | |
| Year 2 | Minor Minor | *Elective (one Credit point or two half Credit points) |
| Year 3 | Major Major | *Elective (one Credit point or two half Credit points) |

**Second Alternative (Three major studies and one point of electives)**

| Year 1 | Major Major | |
| Year 2 | Minor Minor | *Elective (one Credit point or two half Credit points) |
| Year 3 | Major Major | *Elective (one Credit point or two half Credit points) |
Second Alternative (One major study, two minor studies and two electives)

Year 1 Five subjects
Year 2 Minor Minor *Elective (one Credit point or two half Credit points)
Year 3 Major Minor *Elective (one Credit point or two half Credit points)

*Note: subjects from the list of minor and major studies may be taken as electives.

Typical Courses (Illustrative not prescriptive)

Example One
(Two major studies and two points of electives.)
Majoring in Chemistry and Statistics.
Year 1 Five subjects including CHE111, MAT103, MAT104, PHY130, CHE180
Year 2 Basic Chemistry CHE225.
Statistics and Operations Research MAT202 plus one point of electives, say Physics PHY250 or PHY260.
Year 3 Basic Chemistry CHE335.
Statistics and Operations Research MAT302 plus one point of elective, say Programming EDP282 (½ point) and Applied Psychology PSY191, and Applied Sociology SOC191 (½ point).

Example Two
(One major study, two minor studies, and two points of electives.)
Majoring in Physics with minors in Computer Science and Applied Mathematics.
Year 1 Five subjects including MAT103, MAT104, PHY130, PHY120, CHE181.
Year 2 Computer Science EDP281.
Physics PHY250 and PHY260 plus one point of electives, say Electronics ELE231 (¼ point) and Physical Astronomy PHY226 (½ point).
Year 3 Physics PHY350
Applied Mathematics MAT201 plus one point of elective, say Principles of Marketing MKT291 (¼ point) and Biology CHE280 (½ point).

Elective Subjects
These subjects are available as electives during the second and third years.
In some cases strict prerequisites apply, and this information precedes the syllabus as detailed in this volume.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any subject in the list of major and minor studies of at least five hours duration</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Applied Psychology PSY191 (one semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Sociology SOC191 (one semester)</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Applied Sociology SOC291 (one semester)</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Applied Psychology PSY291 (one semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical Methods of Physics PHY225</td>
<td>3</td>
<td>½</td>
</tr>
</tbody>
</table>

Bachelor of Applied Science/Bachelor of Business (Data Processing and Accounting)

Course Code: BJ
Course Leaders: Jack Greig
Ken Greenhill

Course Structure
In order to qualify for the award of the degree, a student will normally complete the equivalent of 38 half-year subjects (actually nine full-year subjects, 16 half-year subjects and two additional full-year subjects, or four additional half-year subjects or two additional half-year and one additional full-year subject).

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm, or,

(c) the satisfactory completion of the Certificate of Electronic Data Processing (Operating and Coding) or of the Certificate of Business Studies; or,

(d) qualifications and/or experience acceptable to the Admissions Committee.

Intending applicants are advised that:

(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.

(ii) For 1983, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

Private Study

Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

Right of Challenge

The right of challenge exists in the subject Accounting and Finance ACC101 and 1⅓ modules of Accounting and Finance ACC102. A challenge consists of submitting to appropriate examinations before beginning the subject. Students who challenge successfully all modules of a subject will be credited with a pass in that subject. If some, but not all modules, are successfully challenged, the student will be required to pass only those modules not successfully challenged in order to be granted a pass in that subject.

Exemptions

The following exemptions have been standardised by the Academic Board.

Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113.

Students who are members of a recognised professional accounting body in an English-speaking country will be granted exemptions equivalent to that allowed under the Bachelor of Business (Accounting).

Students who hold the Certificate of Business (Accounting) may, upon application, be considered for exemptions in a maximum of three subjects, to be determined by the course leader.

Assessment

Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

Calculator

Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distributions; two-variable statistical functions (correlation and regression).

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Systems EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Systems EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Contract Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC101</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT121</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Principles of Statistics MAT122</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Marketing Theory and Practice MKT112</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Law FIN113</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Corporate Law FIN319</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microeconomics FIN271</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC240</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM231</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Systems EDP201</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM232</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC247</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>One full-year elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>or Two half-year electives</td>
<td>4 each</td>
</tr>
<tr>
<td>4</td>
<td>Systems EDP301</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Modern Computer Systems EDP302</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC360</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC248</td>
<td>4</td>
</tr>
<tr>
<td>5*</td>
<td>Accounting and Finance ACC350</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economic Policy Towards the Firm FIN371</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and One full-year elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>or Two half-year electives</td>
<td>4 each</td>
</tr>
</tbody>
</table>

*Subjects listed for Year 5 can be completed in the first half of the year unless the elective selected is a full-year subject.

Awards

Students completing this course qualify for two degree awards:

Bachelor of Applied Science (EDP), and Bachelor of Business (Accounting).

Recognition

Provided students take Taxation Law FIN393 and Auditing ACC264 as two half-year electives, they will meet the academic requirements for entry to the professional year of the accounting bodies.

Mode of Study

It is anticipated that this course will normally be taken by full-time study; however, all subjects are available on a part-time basis.
Bachelor of Arts
(Ceramic Design)

Course Code: BC
Course Leader: Lindsay Anderson

Content
This four-year course is intended to provide a broader education than is at present available in ceramic diploma courses. In the final five semesters the course allows for a broadening of student interest in areas such as glass and concrete, and there is also an increased concentration upon design-based problems.

Admission Requirements

(a) Successful completion of a Year 12 course of study accredited by VISE being passes in four subjects including English, accumulated over one or more attempts; or,

(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by CIT; or,

(c) qualifications and/or experience acceptable to the Admissions Committee.

Enrolment Procedure for New Students
Prospective students are advised to contact the Administrative Officer, School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

Mature Age students should present, where possible, references given by employers and evidence of any studies undertaken since leaving secondary school.

Selection of Students
At the end of the first two semesters there will be a preliminary assessment, and after the third semester the course separates into degree and diploma streams. Selection is based not only on the students’ prospects of coping with all parts of the course but on their future aspirations as well.

Assessment

1. An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the Head of Department.

2. There will be two assessments by the examination panel — one in the middle and one at the end of the semester. Other assessments will be made by the lecturer in charge of the subject.

3. Each semester must be passed as a whole. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel.

4. In the final year of the degree course students will be required to work on a commission where they must meet the requirements of a client outside the Institute.

Progression Through the Course
Progression through the course will depend on the successful completion of each semester. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies, and this will be subject to the approval of the Head of Department together with the Dean, School of Art and Design.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Semester 1 — Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART101</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART102</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART103</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Appreciation of Ceramics ART104</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Modelling ART105</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Semester 2 — Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART111</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART112</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART113</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glazing and Decorating Techniques ART114</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART115</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Modelling and Mould-making ART116</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*These subjects are interchangeable.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Semester 3 — Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART201</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART202</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART203</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glazing and Decorating Techniques ART204</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Architectural Modelling for Ceramics ART205</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Appreciation of Ceramics ART206</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Geology ART208</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Semester 4 — Diploma</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART221</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART223</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Kiln Design and Construction ART224</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART225</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Studio Design and Management ART226</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Semester 4 — Degree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART211</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART212</td>
<td>3</td>
</tr>
</tbody>
</table>

*These subjects are interchangeable.
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART214</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Concrete Studies ART215</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glass Studies ART216</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Studio Design and Management</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>*These subjects are interchangeable</td>
<td></td>
</tr>
<tr>
<td>Semester 5</td>
<td>Ceramic Design Theory and Practice</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Students are to select from two of the following subjects:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One subject will be taken for 12 hours,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the second subject for six hours.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clay and Glaze ART301/302</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete ART311/312</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glass ART321/322</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART306</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Design ART307</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Appreciation of Ceramics ART308</td>
<td>2</td>
</tr>
<tr>
<td>Semester 6</td>
<td>Ceramic Design Theory and Practice</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Note: Students wishing to study a specialised course may take one of the following studies for the 16 hours:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clay and Glaze ART303/304/305</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete ART313/314/315</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glass ART323/324/325</td>
<td></td>
</tr>
<tr>
<td></td>
<td>However, students may study a combination of two of these subjects for 10 and six hours duration. These will be a continuation of the subjects undertaken in Semester 5.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Klin and Furnace Design and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Construction ART309 or Metal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fabrication ART310</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives: one of the following for two semesters:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Figurative Drawing ART316</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photography ART317</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printmaking ART318</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Metal Studies ART319</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stained Glass Techniques ART326</td>
<td>3</td>
</tr>
<tr>
<td>Semester 7</td>
<td>Ceramic Design Theory and Practice</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Note: Students wishing to study a specialised course may take one of the following studies for the 16 hours:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clay and Glaze ART401/402/403</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete ART411/412/413</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glass ART421/422/423</td>
<td></td>
</tr>
<tr>
<td></td>
<td>However students may study a combination of two of these subjects for 10 and six hours duration, respectively. These will be a continuation of the subjects undertaken in Semester 5.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication Studies ART447</td>
<td>2</td>
</tr>
</tbody>
</table>

Bachelor of Arts  
(Fine Art)  
Course Code: BF  
Course Leader: Leon Morrocco  
Content  
This course is primarily designed to provide a professional education for fine artists and artists/craftsmen. A second objective of the course is to promote the arts and crafts in the studios and workshops by educating students in a variety of disciplines. It will supply training for professionals who could become teachers, curators of art galleries, art restorers, art critics and writers, aesthetics advisers, and fine artists working independently or with architects.  
(a) Successful completion of a Year 12 course of study accredited by VISE being passes in four subjects including English, accumulated over one or more attempts; or,  
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,  
(c) qualifications and/or experience acceptable to the Admissions Committee.  
Enrolment Procedure for New Students  
Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer, School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.
Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

Progression Through the Course

Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of department together with the Dean, School of Art and Design.

Assessment

An 80 percent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.

Course Structure

In this three-year course a student will be required to study, with the approval of the Head of the Fine Art Department, subjects or combinations of subjects as set out in detail below. Students will choose a course from a number of major studies together with sub majors and related studies. In first year students will study a 12-hour per week major and a six-hour per week sub major in painting, printmaking or sculpture. In second and third years they have the option of studying one of these as an 18-hour per week major. Where the liberal studies sub major is taken a wide range of combination subjects is available.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major Studies</td>
<td>One only</td>
</tr>
<tr>
<td></td>
<td>Painting ART169</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART171</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART173</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sub Major Studies</td>
<td>One only</td>
</tr>
<tr>
<td></td>
<td>Painting ART170</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART172</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART174</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Related Studies</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Drawing ART176</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>History of Art ART147</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Elective)</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Major Studies</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Painting ART209/ART210</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART218/ART219</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART295/ART296</td>
<td>18 or 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Major Studies</td>
<td>Painting ART297</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART298</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART299</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies</td>
<td>4</td>
</tr>
<tr>
<td>Related Studies</td>
<td>Drawing ART286</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>History of Art ART247</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Major Studies</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Painting ART327/328</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART374/ART375</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART378/ART379</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Sub Major Studies</td>
<td>Taken with a</td>
</tr>
<tr>
<td></td>
<td>Painting ART300</td>
<td>12 hour</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART320</td>
<td>major only</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART329</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Related Studies</td>
<td>(1 in</td>
</tr>
<tr>
<td></td>
<td>Drawing ART376</td>
<td>Semester 2)</td>
</tr>
<tr>
<td></td>
<td>History of Art ART356</td>
<td>3</td>
</tr>
</tbody>
</table>

The following subjects are available to students taking a Liberal Study sub major in the second or third year of the Bachelor of Arts (Fine Art) or as liberal study electives at first year. Unless otherwise stated subjects are for one semester only.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Code</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aesthetics, Philosophy and Art</td>
<td>ART342</td>
<td>2</td>
</tr>
<tr>
<td>Art and Science/Technology</td>
<td>PHY307</td>
<td>2</td>
</tr>
<tr>
<td>Aesthetics, Philosophy and Art</td>
<td>ART270</td>
<td>4</td>
</tr>
<tr>
<td>Art and Science/Technology</td>
<td>PHY207</td>
<td>2</td>
</tr>
<tr>
<td>Art and Literature</td>
<td>ART272</td>
<td>2</td>
</tr>
<tr>
<td>Art Education</td>
<td>ART279</td>
<td>2</td>
</tr>
<tr>
<td>Art and Music</td>
<td>ART273</td>
<td>2</td>
</tr>
<tr>
<td>Art and Psychology</td>
<td>ART274</td>
<td>2</td>
</tr>
<tr>
<td>Cinematography and the Communication Media</td>
<td>ART275</td>
<td>2*</td>
</tr>
<tr>
<td>Elementary Computer Programming</td>
<td>EDP205</td>
<td>2</td>
</tr>
<tr>
<td>Gallery Management</td>
<td>ART276</td>
<td>2</td>
</tr>
<tr>
<td>Preservation, Restoration, Conservation</td>
<td>ART278</td>
<td>2</td>
</tr>
<tr>
<td>History of Art</td>
<td>ART277</td>
<td>2*</td>
</tr>
<tr>
<td>History of Art</td>
<td>ART377</td>
<td>2*</td>
</tr>
</tbody>
</table>

Two semesters.

The following subjects are also available as Liberal Study electives.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Code</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Ecology</td>
<td>CHE199</td>
<td>4</td>
</tr>
<tr>
<td>Human Biology</td>
<td>CHE188</td>
<td>2</td>
</tr>
<tr>
<td>Science and Civilization</td>
<td>PHY128</td>
<td>4</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOC102</td>
<td>4</td>
</tr>
</tbody>
</table>
Bachelor of Arts (Fine Art) (Craft)

Course Code: BQ
Course Leader: Alan Thomas

Content
The course is suited to the training and development of self-supporting artist craftsmen, who have a clear indication of their vocational needs. It is intended that this course should offer students a broad study initially in several craft areas, but with the emphasis later in the course on one or two particular major studies.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE being passes in four subjects including English, accumulated over one or more attempts; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) qualifications and/or experience acceptable to the Admissions Committee.

Enrolment Procedure for New Students
Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer, School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work which must include examples of craft work, and school reports covering the entire period of their secondary education.

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

Progression Through the Course
Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the Head of Department together with the Dean, School of Art and Design.

Assessment
An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the Head of Department.

Structure
This course offers the student an opportunity to experience three crafts as a base study in the first year, leading to a double craft major in the second year. Most students will elect to study a single craft at third year, but it is possible to continue a double major. Design Drawing is studied through the three years of the course. Theoretical studies are taken for the first two years of the course. This course emphasises design and the skills necessary to become an accomplished craftsman.

Bachelor of Arts (Graphic Communication)

Course Code: BG
Course Leader: Ted Worsley

Content
This course deals in depth with visual communication as a comprehensive area of design related to advertising, publications, information, film and television.

Admission Requirements for Degree/Diploma, first year
(a) Successful completion of a Year 12 course of study accredited by VISE being passes in four subjects including English, accumulated over one or more attempts; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) qualifications and/or experience acceptable to the Admissions Committee.

Selection of Students for Degree, (Third Year)
At the end of the first two years of the diploma, the course separates into degree and diploma streams. Selection for the degree stream is based on the students’ potential to cope with all parts of the course, and on their future aspirations.

Enrolment Procedure for New Students
Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer, School of Art and Design, preferably before
October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

**Progression Through the Course**

Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether the student has failed or completed the semester or year successfully. However, the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of the department together with the Dean, School of Art and Design.

**Assessment**

An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the Head of Department.

**Course Structure**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graphic Design Theory GRA186</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Typography GRA187</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Audio-Visual Technology GRA188</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Drawing GRA189</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice GRA190</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>History of Art GRA167</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM196</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Graphic Design Theory GRA290</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Print Technology GRA291</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Audio-Visual Technology GRA292</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Drawing GRA293</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice GRA294</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>History of Art GRA287</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM296</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing MKT292</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Major studies are offered in Graphic Design, Advertising Design, Illustration Design or Publications Design.</td>
<td></td>
</tr>
</tbody>
</table>

**Graphic Design Major**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Design Theory GRA390</td>
<td>2</td>
</tr>
<tr>
<td>Studio Practice/Professional Activities GRA393</td>
<td>13</td>
</tr>
<tr>
<td>Evolution of Ideas &amp; Visual Communication GRA397</td>
<td>3</td>
</tr>
<tr>
<td>Human Studies HUM306</td>
<td>3†</td>
</tr>
<tr>
<td>Marketing Research Methods MKT212</td>
<td>4†</td>
</tr>
<tr>
<td>Audio-Visual Design GRA394</td>
<td>4</td>
</tr>
</tbody>
</table>

**Bachelor of Arts**

(Multi-discipline)  

Course Code: BD

Students must select either two major strands or one major and two minor strands, together with sufficient subjects to make up 20 semester subjects to be studied over a period of not less than three years of full-time study, or part-time equivalent.

A major consists of eight semester subjects in an approved sequence, and a minor of four such subjects. Major and minor strands are available in Applied Psychology, Applied Sociology, Communication Studies and Political Studies. A minor strand is available in Literature.

Minor strands are also available in Statistics (taught by the School of Applied Science) and in Economics (taught by the David Syme Business School). Statistics may also be undertaken as a cognate major in conjunction with one of the four major sequences offered by the School of Social and Behavioural Studies; it comprises six semester subjects.

At least 12 of the 20 semester subjects required for the BA must be selected from those offered by the Departments of Applied Psychology, Applied Sociology, and Humanities.
Admission Requirements

(a) Successful completion of a Year 12 course of study accredited by VISE being passes in four subjects, including English, accumulated over one or more attempts; or,
(b) successful completion of an appropriate Tertiary Orientation Program, or other accredited Year 12 course of study; or,
(c) qualifications and/or experience acceptable to the Admissions Committee.

Credit Transfer

Applicants who have completed studies at tertiary level may apply for credit in equivalent subjects in the BA. No credit is allowed in a subject which forms part of the final year of the BA. Application for credit transfer is made on form SR6, obtainable from the School Administration Office.

Admission with Advanced Standing

Admission with advanced standing may be granted to an applicant who provides evidence of tertiary study equivalent to eight or more semester subjects. In all cases at least six semester subjects must be completed at Chisholm before a student is eligible for award of the BA. A student's total program of tertiary study must meet the structural requirements of the BA (multi-discipline) with respect to major and minor strands.

Conversion from Diploma to Degree

A student who has completed an approved diploma course may be admitted with advanced standing to the degree course. Successful applicants must complete studies which are equivalent to at least six semester subjects, and which, in combination with a previously completed course, expose the student to studies equivalent to the degree course.

Class Hours

Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester during first year, and at least three per semester thereafter. First year students are required to attend classes for a minimum of 16 hours per week; in later years a minimum of 11 hours per week. Part-time students are expected to undertake two subjects per semester, involving a minimum of eight hours per week.

Assessment

Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted. Methods of assessment are described in subject synopses. Subjects are graded on the following scale:

HD = High Distinction
D = Distinction
C = Credit
P = Pass (Higher Division)
PP = Pass (Lower Division)
N = Fail

In order to qualify for award of the degree, a student must achieve grades of P or above in at least 16 of the 20 subjects required for the BA. In a major sequence of eight subjects, at least six must be completed with grades of P or above. A minor sequence must include two subjects graded P or above. A minor sequence must include two subjects graded P or above. A major sequence in Statistics must include four subjects graded P or above. A student may repeat a subject in order to satisfy these requirements.

Major and Minor Strands

APPLIED PSYCHOLOGY

The Applied Psychology major requires the completion of eight semester subjects in Psychology, together with two semester subjects in Statistics (MAT171) and MAT172, or equivalent). First and second year subjects in Psychology are compulsory and must be taken in the sequence PSY101, PSY102, PSY201, PSY202. (This sequence forms a minor.) In third year, students must complete PSY301, PSY302, PSY304 and PSY303 or PSY305. The table below lists the Psychology subjects required for minor and major studies.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology (Introductory) PSY101</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Introductory) PSY102</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT171*</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT172*</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Human Development) PSY201</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Personality and Interpersonal Behaviour) PSY202</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Psychology in the Industrial Setting) PSY301</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Vocational Development) PSY302</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Theory &amp; Systems) PSY304</td>
<td>5</td>
</tr>
<tr>
<td>AND ONE OF</td>
<td></td>
</tr>
<tr>
<td>Psychology (Work Experience and the Work Environment) PSY303</td>
<td>2</td>
</tr>
<tr>
<td>Psychology (Community Psychology) PSY305</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Psychology and the Law) PSY306</td>
<td>4</td>
</tr>
</tbody>
</table>

*The one-semester subject MAT173 may be submitted for these two subjects.

APPLIED SOCIOLOGY

A major in Applied Sociology consists of eight semester subjects, the first two of which must by SOC102 and SOC104. Students then select six upper division sociology subjects to complete a major, or two to complete a minor.

For a major, SOC210 and one of SOC350, 351 or 352 are then required. In addition Statistics MAT 171 or equivalent is a requirement for a major. Provided that prerequisites are satisfied, upper division subjects may be taken in any order, except that SOC350, 351 352 must be one of the final two subjects in the major. Not all upper division subjects are offered in any one semester.
Sociology (Introductory) SOC102 4
Sociology (Introductory) SOC104 4
Statistics MAT171* 5
Upper Division
Sociology (Mass Media) SOC202 4
Sociology (Immigration and Minority Relations) SOC204 4
Sociology (Community Organisation) SOC206 4
Sociology (Sociology or Organisations) SOC208 4
Sociology (Theory and dMethodology) SOC210 4
Sociology (Sociology of Yough) SOC 212 4
Sociology (Sociology of Education) SOC214 4
Sociology (Industrial Sociology) SOC216 4
Sociology (Sociology of Prisons) SOC218 4
Sociology (Deviance and Social Control) SOC302 4
Sociology (Urban Sociology) SOC304 4
Sociology (Welfare Policy and Administration) SOC306 4
Sociology (Social Research Methods) SOC310 4
Sociology (Sociology o Religion) SOC312 4
Sociology (Social Stratification) SOC314 4
Sociology (Research Practicum) SOC350 or SOC351 or SOC352 4

COMMUNICATION STUDIES

Students should normally complete the first year subjects HUM100, HUM102 and Statistics MAT171 before proceeding to upper division subjects. A major in Communication Studies requires the completion of the seven compulsory subjects listed below (marked C), plus two of the five optional subjects (marked O). A minor requires the completion of HUM100 and SOC102, plus two other subjects as prescribed below: HUM200 and HUM202 or HUM200 and HUM204 or HUM 200 and HUM208 or HUM202 and HUM208. Note: Not all subjects are available in each semester.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies (Communication Theory) HUM100</td>
<td>C 4</td>
</tr>
<tr>
<td>Communication Studies (Verbal Message Design) HUM102</td>
<td>C 4</td>
</tr>
<tr>
<td>Statistics MAT171</td>
<td>C 5</td>
</tr>
</tbody>
</table>
| Upper Division
| Communication Studies (Communication Theory and Methodology) HUM200 | C 4 |
| Communication Studies (Audio-visual Languages) HUM202 | C 4 |
| Communication Studies (Mass Communication Theory) HUM204 | C 4 |
| Communication Studies (Communication and Information Diffusion) HUM300 | C 4 |

POLITICAL STUDIES

A major in Political Studies requires the completion of eight of the subjects listed in the following table, of which three are compulsory (marked 'C'). A minor requires the completion of HUM153 and HUM154, plus two upper level subjects. Students should normally complete HUM153 and HUM154 before proceeding to upper level subjects; completion of a minor in Political Studies is a prerequisite for HUM360.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Studies (Political Systems) HUM153</td>
<td>C 4</td>
</tr>
<tr>
<td>Political Studies (Political Ideas) HUM154</td>
<td>C 4</td>
</tr>
</tbody>
</table>

Upper Level

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Studies (Australian 20th Century History) HUM250</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Australian Politics) HUM252</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Chinese History) HUM254</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Chinese Politics) HUM256</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Indian Politics) HUM258</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Australian State Politics) HUM260</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Politics of Industrial Relations) HUM262</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Political Philosophy) HUM350</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (International Relations) HUM352</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Research and Methodology) HUM360</td>
<td>C 2+</td>
</tr>
</tbody>
</table>

Statistics

Statistics is available as a minor or as a cognate major. The course is structured so that students with different levels of mathematical background knowledge can be accommodated. Statistics MAT171 and MAT172 are for non-mathematical students and are alternative to MAT173, which is for those who have studied mathematics in Year 12. Students completing MAT171 and
MAT172 may be restricted in their subsequent choice of units from MAT273 and MAT274 (see Subject Synopses).

A major in Statistics requires the completion of MAT171 and MAT172, or MAT173 and MAT174, and the other four subjects listed in the following table. A minor requires the completion of MAT171 and MAT172, or MAT173 and MAT174, plus MAT273 and MAT274.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics MAT171</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT172</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT173</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT174</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT273</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT274</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT373</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT374</td>
<td>5</td>
</tr>
</tbody>
</table>

†Alternatives for major.

Additional Minor Strands

Literature

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature (Literature and Society 1600-1800) HUM170</td>
<td>C 4</td>
</tr>
<tr>
<td>Literature (Literature between 1800-1900) HUM171</td>
<td>C 4</td>
</tr>
<tr>
<td>Literature (Dramatist as a Social Critic) HUM270</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Australian Literature) HYM272</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Contemporary Writers) HUM274</td>
<td>4</td>
</tr>
<tr>
<td>Literature (War in Literature) HUM286</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Word and Image) HUM288</td>
<td>4</td>
</tr>
<tr>
<td>C=Compulsory subjects</td>
<td></td>
</tr>
</tbody>
</table>

For a minor in literature, students are required to complete HUM170 and HUM171, plus two other subjects.

Economics

For a minor in economics, students are required to complete Macroeconomics FIN171 and Microeconomics FIN271, and either Economic Policy Towards the Firm FIN171 and Labour Relations ADM334, or International Economics FIN348 and Studies in the Economics of Australian Industry FIN347.

Bachelor of Arts/Bachelor of Business,
or
Bachelor of Business/ Bachelor of Arts

<table>
<thead>
<tr>
<th>BA/BBus (Accounting) or BBus (Accounting)/BA</th>
<th>Course Code: JA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BBus (Administration) or BBus (Administration)/BA</td>
<td>Course Code: JK</td>
</tr>
<tr>
<td>BA/BBus (Banking and Finance) or BBus (Banking and Finance)/BA</td>
<td>Course Code: JN</td>
</tr>
<tr>
<td>BA/BBus (Marketing) or BBus (Marketing)/BA</td>
<td>Course Code: JM</td>
</tr>
<tr>
<td>BA/BBus (Secretarial) or BBus (Secretarial)/BA</td>
<td>Course Code: JB</td>
</tr>
</tbody>
</table>

Course Leader: Neville H. Knight

The Course:

Each double degree program is designed to provide a broadly based business education together with a major study in one specialised area of business (accounting, administration, banking and finance, marketing or secretarial studies), and one specialised area of arts (applied psychology, applied sociology, communication studies or political studies). In addition, minor studies are available in economics and applied psychology, applied sociology, communication studies, literature or political studies. In the BA a major consists of eight semester subjects in an approved sequence and a minor of four such subjects.

By selecting appropriate subjects in the degrees a student may progress towards qualification for membership of one or more of: the Australian Society of Accountants, the Institute of Private Secretaries (Australia), the Bankers Institute of Australia and the Australian Psychological Society. Full membership of these professional bodies may require additional study and work experience.
The course may be undertaken as Arts/Business or Business/Arts. The same subjects are involved in each case but the sequence of subjects is different.

Admission Requirements

(a) Successful completion of a Year 12 course of study accredited by VISE, (HSC), with preference being given to students who have passes in four subjects including English at the one sitting; or

(b) successful completion of an appropriate Tertiary Orientation Program, with preference being given to students who have passes in four subjects including English at one sitting; or

(c) successful completion of the Certificate of Business Studies; or,

(d) qualifications and/or experience considered by the Admissions Committee to be equivalent.

In the case of the BA/BBus (Administration) at least three years relevant work experience is essential in addition to meeting the requirements of (a) or (b) or (c) or (d) above.

In the case of the BA/BBus (Secretarial) an applicant who has successfully completed a Tertiary Orientation Program will require passes in English and three additional subjects of which one must be Accounting, Economics or Data Processing. Only one of Shorthand, Typewriting or Private Secretarial Practice may count as one of the four TOP subjects.

Right of Challenge

In the BBus the right of challenge exists in the subjects Accounting and Finance ACC101, part of Accounting and Finance ACC102, Secretarial Studies ADM133, ADM134 and ADM235, Data Processing EDP171 and Business Statistics MAT164. For more details see the entry under the appropriate BBus strand.

Credit Transfer

Applicants who have completed studies at tertiary level may apply for credit in equivalent subjects in the BA or BBus. No credit is allowed in a subject which forms part of the final year of a BA/BBus course.

Application for credit transfer is made on form SR6 obtainable from the Administration Office, School of Social and Behavioural Studies, which administers the course. Application must be made within the first semester of study of the course.

In different strands of the BBus, certain credit transfers have been standardised by the Board of Studies. For further information about these see the appropriate sections of the BBus strands.

Admission with Advanced Standing

Admission with advanced standing may be granted to an applicant who provides evidence of tertiary study equivalent to eight or more semester subjects. In all cases at least eight semester subjects must be completed at Chisholm before a student is eligible for the awards of the BA and the BBus. A student’s total program of tertiary study must meet the structural requirements of the BA (multi-discipline) and the BBus with respect to major and minor strands.

Transfer Between Double Degrees

Permission to transfer between double degree strands depends on academic performance and availability of places. If such a transfer occurs, additional subjects may be required to fulfil the structural requirements of the BA (multi-discipline) and the BBus with respect to major and minor strands.

Class Hours

Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester and are required to attend classes for a minimum of 16 hours per week.

Part-time students are expected to undertake two subjects per semester, involving a minimum of eight class hours per week. Part-time evening students are generally required to attend classes on two evenings per week.

Assessment

Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

Course Structure

For each student an individual program of subjects is constructed to meet personal and vocational needs. Advice regarding possible combinations will be given to students by the Course Leader or other nominated staff from both schools.

Different business strands require different numbers of subjects. The number of semester subjects required in each strand, and the time normally required for a full-time student to complete a program are shown below.

1) BA/BBus (Accounting)

33 semester subjects (36 if membership of Accounting professional bodies is required, 37 if Applied Psychology is chosen as a major in the BA in addition to membership of Accounting professional bodies).

Time required: 4½ years.

2) BA/BBus (Administration)

30 semester subjects (31 if Applied Psychology is chosen as a major in the BA).

Time required: 4 years full-time, 8 years part-time.

3) BA/BBus (Banking and Finance)

38 semester subjects (39 if Applied Psychology is chosen as a major in the BA).

Time required: 5 years.

4) BA/BBus (Marketing)

34 semester subjects (35 if Applied Psychology is chosen as a major in the BA).

Time required: 4½ years.

5) BA/BBus (Secretarial)

35 semester subjects (36 if Applied Psychology is chosen as a major in the BA).

Time required: 4½ years.

Two examples of double degree programs are shown below. Additional examples and information are available in a course brochure.
Example 1  BA/Bus (Accounting) — with a major in Applied Sociology and minors in Political Studies and Economics within the BA.

Semester 1   Semester 2
Year 1:
SOC102, HUM153, MAT171  SOC104, HUM154,
or MAT164, FIN171  FIN271, EDI171,
ADM121*

Year 2:
SOC212, SOC208, ACC101, SOC210, ADM231,
FIN371†  FIN111, ACC102

Year 3:
SOC216, SOC310, HUM250, SOC352, HUM252,
FIN113  MKT112, ADM334†

Years 4/5:
ACC240, ACC247, FIN217, ACC248, ACC350,
FIN319  ACC360, ADM232

(Total: 33 subjects)

NOTE: In addition to the subjects listed ACC264,
FIN393 and one other accounting elective is necessary for membership of professional bodies.

Example 2  BBus (Marketing)/BA — with a major in Applied Sociology and minors in Political Studies and Economics within the BA.

Semester 1   Semester 2
Year 1:
ACC101, FIN111, MAT171  ACC102, FIN113,
or MAT164, FIN171  EDI171, MKT112,
ADM121*

Year 2:
SOC102, FIN271, MKT211, SOC104, ADM232,
ADM231  FIN271, MKT212

Year 3:
SOC212, HUM153, MKT311, SOC210, SOC208,
ADM334†  HUM154, FIN371†

Years 4/5:
SOC310, SOC216, HUM250, SOC352, HUM252,
MKT312  ACC292, FIN371 plus
one marketing elective.

(Total: 34 subjects)

*A student undertaking a minor or major in Communication Studies would not be required to undertake ADM121.
†For the third and fourth subjects in the Economics minor, FIN348 and FIN347 may replace FIN371 and ADM334.

Bachelor of Business
(Accounting)

Course Code: BA
Course Leader: Ian Beck

Course Structure
In order to qualify for the award of the degree, a student must normally complete the equivalent of 24 four-hour weekly contact subjects.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) Satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) Satisfactory completion of the Certificate of Business Studies; or,
(d) Qualifications and/or experience acceptable to the Admissions Committee.

Intending applicants are advised that
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1983, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

Diploma to Degree Conversion (Course Code XAI)

Provision is made for persons holding a Diploma of Business from a former VIC college to upgrade their qualification to that of a degree. The course that would be prescribed would depend upon the subjects completed in the diploma; candidates could qualify for the degree after approximately one year of full-time study or the equivalent on a part-time basis.

Recognition
The BBus (Accounting) is recognised by both the Australian Society of Accountants and the Institute of Chartered Accountants as meeting academic requirements for membership. However, students are advised to note the specific requirements for each of these bodies.

Transfer Between Major Strands
Marketing, Banking and Finance, Administration and Secretarial students may seek permission to change their specialisation at the end of the first year of their course to Accounting, and Accounting students to one of the other specialisations. Permission to transfer will depend on academic performance during the first year and the availability of places.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

Awards
Students successfully completing a double degree course would qualify for two degree awards:
Bachelor of Arts (Multi-discipline), and
Bachelor of Business (Accounting, Administration, Banking and Finance, Marketing or Secretarial).

Note: At the time this entry was being compiled minor changes to the double degree course structure were being proposed. It is expected that these changes, if approved, will take effect from the beginning of 1983. For more details consult the Course Leader.
Exemptions

The following exemptions have been standardised by the Academic Board: Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in three subjects.

Students who are members of a professional accounting body approved by the Academic Board will be admitted to Year 2 of the BBus degree. The list of approved professional bodies may be obtained from the school’s Administrative Office.

Holders of a recognised Certificate of Business Studies may, upon application, be considered for exemption up to a maximum of three subjects in the Bachelor of Business, to be determined by the course leader.

It is the student’s responsibility to seek exemptions within the first semester of enrolment, and to provide supporting evidence for his/her application.

Assessment

Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

Calculator

Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distributions; two-variable statistical functions (correlation and regression).

Course Structure for Students Enrolled before 1983

Students enrolled before 1983 will undertake the equivalent to the course set out in the CIT handbook for the year in which they first enrolled. Where there has been a break in study other than by Leave of Absence the student will undertake the equivalent to the course set out in the CIT handbook for the year in which they resumed study.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting and Financial Decision Making ACC103</td>
<td>4</td>
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<tr>
<td></td>
<td>Data Processing EDP172</td>
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<tr>
<td></td>
<td>Contract Law FIN111</td>
<td>4</td>
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<tr>
<td></td>
<td>Business Statistics MAT161</td>
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<tr>
<td></td>
<td>Business Communications ADM121</td>
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<tr>
<td></td>
<td>Accounting — Systems and Procedures ACC104</td>
<td>4</td>
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<tr>
<td></td>
<td>Marketing Theory and Practice MKT112</td>
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<td></td>
<td>Macroeconomics FIN171</td>
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<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
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<tr>
<td>2</td>
<td>Accounting — Cost ACC241</td>
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<td></td>
<td>Accounting — Company ACC245</td>
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<tr>
<td></td>
<td>Company Law FIN219</td>
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<td></td>
<td>Commercial Law FIN114</td>
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<td>Business Statistics and Forecasting FIN217</td>
<td>4</td>
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<tr>
<td></td>
<td>Accounting — Finance ACC360</td>
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<td>3</td>
<td>Accounting — Advanced Financial ACC348</td>
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<td></td>
<td>Auditing ACC264</td>
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<td>Taxation Law FIN393</td>
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</tr>
<tr>
<td></td>
<td>Accounting — Management ACC351</td>
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<tr>
<td></td>
<td>Advanced Computerised Business Systems ACC359</td>
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<tr>
<td></td>
<td>Field Projects ACC370</td>
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<td>Elective</td>
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<td></td>
<td>Elective</td>
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</tr>
</tbody>
</table>

Electives

For choice of electives please see p. 20.

Bachelor of Business (Administration)

Course Code: BK
Course Leader: Ian Stagg

Content

This course is designed for students with appropriate work experience, who wish to extend their understanding of basic business principles and acquire expertise in a broad range of management skills. Present students come from a variety of industry backgrounds and are enrolled mainly on a part-time basis. They include men and women preparing themselves for senior positions as managers and administrators, as well as business executives and graduates from non-business courses wanting to extend their career options.

The provision of eight elective subjects and a comprehensive strand specialisation in administration allows considerable flexibility in planning a relevant study program to meet individual student needs and particular industry requirements. A wide range of administration electives is available and students can select combinations of electives to complete major studies in other areas, such as marketing, EDP, financial or personnel management.

Within the administration strand, early emphasis is placed on exploring the manager’s role in influencing organisational behaviour and performance. Later subjects explore current issues of relevance to the managerial process and develop ideas and practical skills for the effective management of resources and work situations within a rapidly changing environment.
Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) satisfactory completion of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.
In addition, at least three years relevant work experience is essential.
Intending applicants are advised that —
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1983, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.
Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

Diploma to Degree Conversion (Course Code XK1)
Provision is made for persons holding a Diploma of Business from a former VIC college to upgrade their qualification to that of a degree. The course that would be prescribed would depend upon the subjects completed in the diploma; candidates could qualify for the degree after approximately one year of full-time study or the equivalent on a part-time basis.

Transfer Between Major Strands
As with all other BBus students, Administration students may seek to change their specialisation at the end of the first academic year of study.

Exemptions
Students who are members of a professional accounting body approved by the Academic Board will be admitted to Year 2 of the BBus degree. A list of the approved professional bodies may be obtained from the school’s Administrative Office.
Holders of a recognised Certificate of Business Studies may, upon application, be considered for exemption up to a maximum of three subjects in the Bachelor of Business, to be determined by the course leader.
Students wishing to enter the course who are university or CAE graduates may, upon application, be considered for exemption from subjects which they have successfully completed in a previous course of study. Applications must be lodged within the first semester of enrolment.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they spend in class contact hours.

Electives
Provision of eight elective subjects enables students to specialise further in particular aspects of management (i.e. personnel administration, management of change, entrepreneurship and small business management, international management, etc.) as well as undertaking major studies in another area of related interest (i.e. marketing, EDP, accounting and finance). Students should discuss their future choice of electives with the course leader by their second year of part-time attendance, as certain combinations of electives may be necessary to satisfy academic prerequisites and meet particular industry or professional requirements. Electives should be chosen so as to constitute an integrated program of study. For choice of electives see p. 20.

Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless overall attendance is satisfactory and all prescribed assignments are submitted.

Calculator
Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distributions; two-variable statistical functions (correlation and regression).

Course Structure
In order to qualify for the award of Bachelor of Business (Administration) a student must normally complete the equivalent of 24 four-hour weekly contact subjects. The structure of the course on a part-time basis is shown below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Communication ADM121</td>
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<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
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<tr>
<td></td>
<td>Marketing Theory and Practice MKT112</td>
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</tr>
<tr>
<td>2</td>
<td>Accounting and Financial Decision Making ACC103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
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<tr>
<td></td>
<td>Contract Law FIN111</td>
<td>4</td>
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<td></td>
<td>Organisational Behaviour and Performance ADM232</td>
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<td>3</td>
<td>Process of Management ADM236</td>
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<tr>
<td></td>
<td>Labour Relations ADM334</td>
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<td></td>
<td>Management Decision Making ADM261</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Microeconomics FIN271</td>
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<tr>
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<td>Elective</td>
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<tr>
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<td>Money and Capital Markets FIN231</td>
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<td></td>
<td>Administrative Review ADM263</td>
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<td>6</td>
<td>Business Policy ADM340</td>
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<td></td>
<td>Elective</td>
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</tbody>
</table>
Bachelor of Business (Banking and Finance)

Course Code: BN
Course Leader: Don Lyell

Content
This course is designed for students who seek a career with a financial institution or who are already employed and are seeking a relevant tertiary qualification on a part-time basis. The course provides specialist study in the finance discipline in addition to a broad business core. Four elective subjects may be taken from the beginning of the second year. For choice of electives see p. 20.

Recognition
The degree is recognised by the Bankers’ Institute of Australasia for the purpose of its Senior Associateship award.

Admission Requirements
(a) successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) satisfactory completion of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.

Intending applicants are advised that —
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1993, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

Diploma to Degree Conversion (Course Code XN1)
Provision is made for persons holding a Diploma of Business from a former VIC college to upgrade their qualification to that of a degree. The course that would be prescribed would depend upon the subjects completed in the diploma; candidates could qualify for the degree after approximately one year of full-time study or the equivalent on a part-time basis.

Exemptions
Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in three subjects. Holders of a recognised Certificate of Business Studies may, upon application, be considered for exemption up to a maximum of three subjects in the Bachelor of Business, to be determined by the course leader.

Students who are members of a Professional accounting body approved by the Academic Board will be admitted to Year 2 of the BBus degree. A list of the approved professional bodies may be obtained from the school's Administrative Office.

Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

Calculator
Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distributions; two-variable statistical functions (correlation and regression).

Course Structure
In order to qualify for the award, a student must normally complete the equivalent of 24 four-hour weekly contact subjects. The course structure is set out below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting and Financial Decision</td>
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<tr>
<td></td>
<td>Making ACC103</td>
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<td></td>
<td>Macroeconomics FIN171</td>
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<tr>
<td></td>
<td>Contract Law FIN111</td>
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<td>Business Statistics MAT161</td>
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<tr>
<td></td>
<td>Business Communication ADM121</td>
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<tr>
<td></td>
<td>Data Processing EDP172</td>
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<td>Money and Capital Markets FIN231</td>
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<tr>
<td></td>
<td>Marketing Theory and Practice MKT112</td>
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<tr>
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<td>Accounting — Systems and Procedures ACC104</td>
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<td>Commercial Banking and Finance FIN240</td>
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<tr>
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<td>Microeconomics FIN271</td>
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<td>Accounting — Company ACC245</td>
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<td>Company Law FIN219</td>
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<td>Monetary Theory FIN233</td>
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<td>Banking and Lending Practice FIN260</td>
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<td>Organisational Behaviour and Performance ADM122</td>
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<td>International Banking and Finance FIN333</td>
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<td>Investments and Portfolio Management FIN363</td>
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<td>Financial Institutions Law FIN315</td>
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<td>Elective</td>
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</tbody>
</table>
Bachelor of Business
(Marketing)

Course Code: BM
Course Leader: Peter November

Content
In this course marketing studies are combined with a general business education to ensure that the graduate has a broad perspective of business. The program aims at developing a basis that will enable the graduate to deal with change in a dynamic society and also provide a foundation for further study. Students completing the course are expected to be well informed, developed in their decision-making skills, and have a comprehensive understanding and approach to business problems and situations. The course is designed to equip students for future business roles including the areas of marketing, sales, product and advertising management.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) satisfactory completion of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.

Intending applicants are advised that —
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1983, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

Transfer Between Major Strands
As with all other BBus students, Marketing students may seek to change to a different specialisation at the end of the first year.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

Exemptions
The following exemptions have been standardised by the Academic Board:
Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in three subjects.

Students who are members of a professional accounting body approved by the Academic Board will be admitted to Year 2 of the BBus degree. A list of the approved professional bodies may be obtained from the school's Administrative Office. Holders of a recognised Certificate of Business Studies may, upon application, be considered for exemption up to a maximum of three subjects in the Bachelor of Business, to be determined by the course leader. Applications for exemption must be lodged within the first semester of enrolment.

Course Structure for Students Enrolled before 1983
Students enrolled before 1983 will undertake the equivalent to the course set out in the CIT handbook for the year in which they first enrolled. Where there has been a break in study other than by Leave of Absence the student will undertake the equivalent to the course set out in the CIT handbook for the year in which they resumed study.

Electives
The inclusion of four elective subjects enables the student to follow an in-depth specialisation or to gain a broadening of the base developed in the core. To be approved, the electives, together with the compulsory units, must constitute an integrated program of study. By appropriate choice of electives, students who wish to do so may specialise in marketing management, selling, retailing, advertising, international marketing (including the Japanese language), market research, banking and finance, EDP or accounting (and thereby satisfy the requirements for provisional membership of the Australian Society of Accountants). For choice of electives see p. 20.

Students interested in pursuing a career in retailing or consumer products may elect to do the group of retail electives. This comprises two formal units (Retail Management Principles MKT250 and Retail Buying and Merchandising MKT350) and two practical units (Retail Internship MKT360/361) which require students to work three days a week in a retail organisation for one semester. Students considering this option should indicate their interest to the Course Leader as early in their course as possible.

Diploma to Degree Conversion (Course Code XM1)
Provision is made for persons holding a Diploma of Business from a former VIC college to upgrade their qualification to that of a degree. The course that would be prescribed would depend upon the subjects completed in the diploma; candidates could qualify for the degree after approximately one year of full-time study or the equivalent on a part-time basis.

Calculator
Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distributions; two-variable statistical functions (correlation and regression).

Course Structure
In order to qualify for the degree, a student must normally complete the equivalent of 24 four-hour weekly subjects. The structure of the course is set out below. Courses of study in the second and third years of the course will be individually planned and approved by the course leader.
Bachelor of Business
(Office Administration)

Course Code: BB
Course Leader: Gwyneth Moore

Content
This course prepares potential executive secretaries for their role as members of a management team in the business environment of the '80s. The course also offers people interested in a teaching career the opportunity to obtain a degree qualification in secretarial studies.

Areas studied include the aims and objectives of organisations, concepts of business administration, accounting, finance, marketing, law, economics, data processing and word processing as well as expert skills and knowledge of those tasks normally associated with the professional secretary. Communication, interpersonal skills and leadership training are also integrated into the curriculum through role-playing, case studies and simulated office situations. The course may be undertaken by full or part-time study.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm. Passes in English and three additional subjects (one of which should be Accounting, Economics or Data Processing) are required. Only one of Shorthand or Typewriting or Private Secretarial Practice may count as one of these subjects. Knowledge of any of the secretarial areas is not a requirement for admission; or,
(c) satisfactory completion of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.

Intending applicants are advised that —

(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.

(ii) For 1983, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual, 1983.)

Transfer Between Major Strands
As with all other BBus students, Secretarial students may seek permission to change their specialisation at the end of the first year of their course.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

Right of Challenge
The right of challenge has been established in the subjects Secretarial Studies ADM133, ADM134 and ADM235. A challenge consists of submitting to an appropriate examination before starting the subject. Students who successfully challenge will be credited with a pass in that subject.

Exemptions
Certificate of Business (Secretarial) holders with a minimum of two years appropriate business experience may be granted exemptions in ADM133, ADM134, ADM235, EDP172 and ADM121 or ACC103.

Students who have completed an Associate Diploma in Private Secretarial Practice at Chisholm will, upon application, be granted exemption from a maximum of 13 of the prescribed subjects. The subjects they will be required to undertake will be specified.

Applications for exemption must be lodged within the first semester of enrolment.

Electives
Scope is available for elective studies within special interest areas.
For choice of electives, see p. 20.
Calculator
Students are required to possess a calculator with the following facilities: financial mathematical functions; statistical functions for frequency distributions; two-variable statistical functions (correlation and regression).

Course Structure
In order to qualify for the award a student must normally complete a compulsory core of seven four-hour equivalent subjects, six electives and eleven subjects in the area of major study. The structure of the course is set out below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Secretarial Studies ADM133</td>
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<td>Business Statistics MAT161</td>
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<td>Contract Law FIN111</td>
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<td>Marketing Theory and Practice MGT112</td>
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<td>Organisational Behaviour and Performance ADM122</td>
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<td>Accounting and Financial Decision Making ACC103</td>
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<tr>
<td></td>
<td>Office Administration ADM237</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microeconomics FIN271</td>
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<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Secretarial Studies ADM332</td>
<td>5</td>
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<tr>
<td></td>
<td>Money and Capital Markets FIN231</td>
<td>4</td>
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<tr>
<td></td>
<td>Elective</td>
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<tr>
<td></td>
<td>Information Management ADM338</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Law of Business Administration FIN211</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

Choice of elective subjects for BBus students
Students enrolled in any of the Bachelor of Business strands should discuss their choice of electives with the course leader before entering the second year of the degree, so that a cohesive program can be planned.

A student may take as electives in his/her own course any of the compulsory subjects offered in another BBus strand. In addition, there are a number of non-compulsory subjects which may be taken, provided always that the necessary prerequisites are met. They are:

- ACC261 Management Accounting
- ACC262 Financial Management
- ACC268 Advanced Corporate Accounting & Law
- ACC269 Accounting Theory
- ADM262 Management of Change
- ADM264 Administrative Communication
- ADM265 Government Administration
- ADM266 Personnel Administration
- ADM267 Entrepreneurship & Small Business Management
- ADM268 International Management
- EDP275 Data Processing
- EDP276 Data Processing
- EDP277 Data Processing
- FIN273 The International Economy
- FIN284 Business Statistics
- FIN320 International Law
- FIN347 Studies in Economics of Australian Industry
- FIN348 International Economics
- FIN375 Economics Research
- FIN382 Industry Analysis
- FIN395 Taxation Planning
- MKT250 Retail Management Principles
- MKT252/ MKT352 Basic Japanese (taught at Swinburne I.T.)
- MKT342 Advanced Marketing Research
- MKT350 Retail Buying & Merchandising
- MKT353 Multinational Marketing
- MKT360/ MKT361 Retail Internship
- MKT362 Advertising Management
- MKT363 Marketing Internship
- MKT364 Sales Management
- MKT365 Manufacturing Processes

Students should be aware that not all electives are offered in each semester. The School's Administrative Office will have information on the availability of specific subjects before each enrolment period.

It is possible also to study as an elective a degree subject offered by another School at Chisholm, provided that this is approved by the appropriate DSBS Head of Department and the Head of Department teaching the subject. Forms for this purpose are obtainable from the Administrative Office of the David Syme Business School.

Bachelor of Education Fourth Year of Study

Course Code: BT4
Course Co-ordinator: Ian Walker

This course, which takes a minimum of two years part-time study, will be conducted on the Frankston campus only.

Scope of the Course

The fourth year of study leads to the award of the Bachelor of Education degree and is designed to:

(a) foster professional growth by providing advanced education studies which begin with a more general approach to the particular concerns of education and culminate with a direct and highly specialist concern for one of the aspects of education studied during the year.

(b) stimulate cultural and intellectual growth by providing advanced general studies which are specialist in nature in the arts, humanities and sciences.
Aims of the Course
The fourth year aims to extend the competency of the candidate by:
giving him/her that knowledge, awareness and understanding of the effects of the changing nature of the context in which teachers, students and schools function
AND
extending his/her knowledge, awareness and understanding of the factors which shape the organisation and content of the curriculum to be taught in schools
AND
provide him/her with balanced programs which contribute to the development of the candidate as a skilled professional.

Admission Requirements
This course is approved as a (part-time only) fourth year of study for registered primary teachers by the Victorian Education Department. Other candidates should contact their employer regarding the suitability of this course for registration, promotion or other purposes.

Candidates must have:
either (a) Diploma of Teaching (Primary) or its equivalent registered with the ACAAЕ
or (b) Certificate A awarded by the Victorian Education Department or its equivalent awarded by the Catholic Education Commission
and (c) teaching or relevant experience (usually of at least one year).

Structure of the Course
The course comprises four sessions of study involving evening lectures and some weekend schools.
The organisation of the course is set out in the following table:

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
<th>Course</th>
<th>Hours/Week Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Problems &amp; Issues in Contempo-</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>rary Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advanced Education Studies</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Advanced General Studies</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Advanced Education Studies</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Advanced General Studies</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Advanced Education Studies</td>
<td></td>
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<tr>
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<td></td>
<td>Advanced General Studies</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Practicum Study</td>
<td></td>
</tr>
</tbody>
</table>

*Not calculated on a weekly basis.

Units

(a) One compulsory session unit for all students — Problems and Issues in Contemporary Education BED400.

(b) Students then select two strands, one in advanced general studies and one in advanced education studies with a sequence of two session units comprising a strand. Students will be notified which units are available in any one year.

Specialist Strands in Advanced Education Studies

STRAND 1: At Work in the Classroom

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours/Week Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEA411 Looking in Classrooms</td>
<td></td>
</tr>
<tr>
<td>BBE441 Critical Teaching Problems</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BEA412 Learning Difficulties in Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BEA421 Advanced Curriculum Studies in Language</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BBE424 Curriculum Mathematics Advanced</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BBE425 Curriculum Mathematics Literature</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
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<tr>
<td>BBE425 Seminar</td>
<td></td>
</tr>
</tbody>
</table>

or

BEA422 Bases & Criteria for Curriculum (Early Childhood) | 4

or

STRAND 2: The Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours/Week Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEA431 Community Studies</td>
<td></td>
</tr>
<tr>
<td>BBE431 Case Studies in School &amp; Community</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BEA431 Multicultural Education</td>
<td></td>
</tr>
<tr>
<td>BBE432 Language Culture Multicultural Society</td>
<td>4</td>
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<tr>
<td>or</td>
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</table>

STRAND 3: The School

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours/Week Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEA441 Organisation &amp; Management of Education (Unit A)</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>BBE441 Organisation &amp; Management of Education (Unit B)</td>
<td>4</td>
</tr>
</tbody>
</table>
Advanced General Studies

STRAND 1: Advanced General Studies in English
BGA451 Advanced Studies BGB451 Advanced Studies in Australian Literature (Fiction)

or

STRAND 2: Advanced General Studies in Art
BGA452 Advanced Studies BGB452 Advanced Studies in Twentieth Century Art

or

STRAND 3: Advanced General Studies in Environmental Studies
BGA453 Advanced Studies BGB453 Advanced Studies in Environmental Studies (Unit A)

or

STRAND 4: Advanced General Studies in Health, Movement & Recreation
BGA454 Advanced Studies BGB454 Advanced Studies in Health, Movement & Recreation (Unit A)

or

STRAND 5: Advanced General Studies in Mathematics
BGA455 Advanced Studies BGB455 Advanced Studies in Mathematics (Unit A)

or

STRAND 6: Advanced General Studies in Expressive Arts
BGA456 Advanced Studies BGB456 Advanced Studies in Renaissance

or

STRAND 7: Advanced General Studies in Music
BGA458 Advanced Studies BGB458 Advanced Studies in Contemporary Australian Music Special Groups

or

STRAND 8: Advanced General Studies in Anthropology and Sociology
BGA459 Advanced Studies BGB459 Advanced Studies in Anthropology and Sociology (Unit A)

(c) Students then complete one compulsory session, BED460 (Practicum Study).

Status of the Course
The Bachelor of Education degree has received accreditation from the State College of Victoria and is currently listed as a UGI1 level of award. Registration of the course has also been granted by the Australian Council of Awards in Advanced Education (ACAAE).

Registration
The School of Education advises all intending applicants for teaching courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers' Registration Board before undertaking any course of study should they desire to use such a course as a means of obtaining full registration with the Registration Board.

Applications
Applications close with the Admissions Officer on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar (Frankston) on 781 1777 (ext 290).

Provision exists for late applications — please inquire.

Bachelor of Engineering (Civil)

Course Code: BV

Content
The course provides for a broad training in the profession of Civil Engineering and covers the large integrated range of subjects which are required in civil engineering practice. Some opportunity is provided for specialisation through elective subjects and investigation projects.

Recognition of Course
This course is recognised by the Institution of Engineers, Australia, as a qualification admitting to the grade of Graduate.

Admission Requirements
(a) Satisfactory completion of a Year 12 course of study accredited by VISE or an equivalent course approved by that body. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry and Physical Science or, preferably, Physics; or
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) satisfactory completion of Stages A and B of an appropriate Certificate of Technology.

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1983.)
Progression Through the Course

Full-time students must pass the year as a whole before being allowed to study any subject from the following year.

To pass a year of a course a student must —
(a) obtain a pass mark at the annual assessment in each subject of that year; or,
(b) be passed by the Academic Board in the year as a whole. In awarding such a pass the Board shall take into account the student’s performance in all subjects in accordance with principles which it shall from time to time determine. A student passed by the Board in the year as a whole and who has not passed at the annual assessment in any particular subject shall not be recorded as having passed in that subject but shall be allowed to proceed with subjects in a later year of the course for which a pass in that subject is a prerequisite.

A student who fails to pass a year of the course in accordance with (a) or (b) above must repeat the whole of that year as a full-time student or repeat the failed subjects only as a part-time student.

Industrial Experience
All full-time students are required to obtain a minimum of 12 weeks approved industrial experience during their course.

Diploma to Degree Conversion
Provision is made for engineering diplomates to upgrade their qualifications to that of a degree. Diplomates may enter the degree course on a full-time or part-time basis at a stage appropriate to their qualifications.

The course prescribed would depend upon the academic level attained. Selected applicants could qualify for a degree after approximately one year of full-time study or the equivalent on a part-time basis.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
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<td></td>
<td></td>
<td>Semester 1</td>
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<tr>
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<td>Engineering Design CIV101</td>
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<tr>
<td></td>
<td>Chemistry CHE115</td>
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<tr>
<td></td>
<td>Physics PHY125</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT111</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Mechanics CIV102</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Surveying CIV103</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Environmental Engineering CIV204</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT211</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Civil Engineering Materials  CIV205</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Geology CIV206</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids CIV207</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Hydraulics CIV208</td>
<td>3</td>
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<tr>
<td></td>
<td>Electrical Engineering ELE203</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC263</td>
<td>—</td>
</tr>
</tbody>
</table>

Bachelor of Engineering (Electrical)

Course Code: BE

Content

Bachelor of Engineering (Electrical) General Stream
The Bachelor of Engineering (Electrical) is a four year full-time course. The core subjects are Mathematics, Electric Circuits, Electronics, Communications, Machines, Power Systems, Computer Systems and Digital Electronics. Students may specialise in Electrical Power or Communication Engineering in the final year. The stream includes the following General Studies subjects — Psychology, Sociology, Politics, Economics, Principles of Management, Management of Production, Production Control and Marketing.

Bachelor of Engineering (Electrical) Business Stream
This stream includes all the above technical subjects but replaces the general studies subjects with the following business subjects — Macroeconomics, Marketing Theory and Practice, Accounting, Microeconomics, Accounting and Finance, Organisation Behaviour and Business Law.
Bachelor of Engineering (Electrical) EDP Stream

This stream includes all the above technical subjects but replaces the series of business subjects with subjects selected from the Bachelor of Applied Science (Electronic Data Processing).

Recognition of Course

This course is recognised by the Institution of Engineers, Australia, as a qualification admitting to the grade of Graduate. It is also recognised by the Institution of Electrical Engineers, London.

Admission Requirements

(a) Satisfactory completion of a Year 12 course of study accredited by VISE or an equivalent course approved by that body. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry and Physical Science or, preferably, Physics; or,

(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,

(c) satisfactory completion of Stages A and B of an appropriate Certificate of Technology.

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation I — Admission to Courses. (See Student Manual 1983.)

Progression Through the Course

Full-time students must pass the year as a whole before being allowed to study any subject from the following year.

To pass a year of a course a student must —

(a) obtain a pass mark at the annual assessment in each subject of that year, or,

(b) be passed by the Academic Board in the year as a whole. In awarding such a pass the Board shall take into account the student’s performance in all subjects in accordance with principles which it shall from time to time determine. A student passed by the Board in the year as a whole and who has not passed at the annual assessment in any particular subject shall not be recorded as having passed in that subject but shall be allowed to proceed with subjects in a later year of the course for which a pass in that subject is a prerequisite.

A student who fails to pass a year of the course in accordance with (a) or (b) above must repeat the whole of that year as a full-time student or repeat the failed subjects only as a part-time student.

Industrial Experience

All full-time students are required to obtain a minimum of 12 weeks approved industrial experience during their course.

Laboratory and Assignment Work

The above must be satisfactorily completed before a candidate may sit for written examinations.

Diploma to Degree Conversion

Provision is made for diplomates to upgrade their qualifications to that of a degree. Diplomates may enter the degree course on a full-time or part-time basis at a stage appropriate to their qualifications.

The course prescribed would depend upon the academic level attained and selected applicants could qualify for a degree after approximately one year of full-time study or the equivalent on a part-time basis.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>1</td>
<td>Mathematics MAT111</td>
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<tr>
<td></td>
<td>Materials Science MEC142</td>
<td>2½</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Applied Mechanics MEC131</td>
<td>3½</td>
<td>3½</td>
</tr>
<tr>
<td></td>
<td>a Physics PHY170</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electrical Engineering ELE100</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Design ELE110</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Approved Electives (minimum)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>a Students undertaking four-hour approved electives may replace PHY170 and PHY270 by PHY280 in second year.</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Mathematics MAT211</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>b Thermodynamics MEC262</td>
<td>2½</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>b Mechanics of Fluids MEC270</td>
<td>2½</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>a Physics PHY270</td>
<td>3</td>
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<td></td>
<td>a Physics PHY280</td>
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<td>Machines ELE220</td>
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<td>Electronics ELE230</td>
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<td></td>
<td>Measurement and Field Theory ELE240</td>
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<td></td>
<td>Signals and Linear Systems ELE200</td>
<td>—</td>
<td>4</td>
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<tr>
<td></td>
<td>Network Analysis ELE201</td>
<td>4</td>
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<tr>
<td></td>
<td>Design ELE210</td>
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<td></td>
<td>Approved Electives (minimum)</td>
<td>2</td>
<td>2</td>
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<tr>
<td></td>
<td>b Students undertaking four-hour approved electives may study Mechanics of Fluids MEC270 or Thermodynamics MEC263.</td>
<td></td>
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<tr>
<td>3</td>
<td>c Mathematics MAT341</td>
<td>4</td>
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<tr>
<td></td>
<td>Control Systems ELE340</td>
<td>3</td>
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<td>Machines ELE320</td>
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<td>Power Systems ELE321</td>
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<td></td>
<td>Electromagnetic Theory ELE360</td>
<td>—</td>
<td>3</td>
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<tr>
<td></td>
<td>or Illumination ELE322</td>
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<td>Electronics ELE330</td>
<td>3</td>
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<tr>
<td></td>
<td>Data Transmission ELE362</td>
<td>3</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Digital Electronics ELE350</td>
<td>3</td>
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<tr>
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<td>Design ELE310</td>
<td>2</td>
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<td>Approved Electives (minimum)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>c Students undertaking four-hour approved electives may treat Mathematics MAT341 as an elective.</td>
<td></td>
<td></td>
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</tbody>
</table>
### Bachelor of Engineering (Electrical) (Part time)

Course Code: BY

Subjects at a lower level must be studied before subjects at a higher level. The order of studying subjects in a particular year may be arranged through the head of department.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Mathematics MAT111</td>
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<td>Physics PHY170</td>
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<td></td>
<td>Design ELE110</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Material Science MEC142</td>
<td>2(\frac{1}{2})</td>
<td>2(\frac{1}{2})</td>
</tr>
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<td></td>
<td>Applied Mechanics MEC131</td>
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<td>Electrical Engineering ELE100</td>
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<td>3</td>
<td>Mathematics MAT211</td>
<td>5</td>
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<td>Electrical Engineering ELE202</td>
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<td>Electronics ELE231</td>
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<td>Design ELE210</td>
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<tr>
<td></td>
<td>Measurements and Field Theory</td>
<td>4</td>
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<td>ELE240</td>
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<td>Signals and Linear Systems</td>
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<td></td>
<td>ELE200</td>
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<td>Electromagnetic Theory ELE360</td>
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<td></td>
<td>Electronics ELE330</td>
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<td></td>
<td>Mathematics MAT341</td>
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<tr>
<td>5</td>
<td>Design ELE310</td>
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<td>Machines ELE320</td>
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<td>Data Transmission ELE362</td>
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<td>6</td>
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<td></td>
<td>Computer Control ELE441</td>
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<td>ELE450</td>
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<td>Digital Systems ELE451</td>
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**Two subjects from the following:**
- Production Control MAT441
- Marketing Fundamentals MKT195
- Industrial Management MEC350
- Thermodynamics MEC262
- Design ELE410

**Four subjects from the following:**
- Power Utilisation ELE421
- Power System Dynamics ELE422
- Power System Equipment ELE423
- Network Synthesis ELE400
- Antennae and Propagation ELE460
- Power Utilisation ELE424
- Communications Networks ELE461
- Communications Networks ELE462

### Hours per week

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<th>Year</th>
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<td>Computer Control ELE441</td>
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### Approved Electives (Semester Subjects)

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<td>*Psychology PSY190</td>
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<td>*Sociology SOC190</td>
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<td></td>
<td>Macroeconomics FIN171</td>
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<td>Marketing Theory and Practice MKT112</td>
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<td>*Economics FIN272</td>
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<td>Accounting and Finance ACC101</td>
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<td>Microeconomics FIN271</td>
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<td>Systems (EDP) EDP101</td>
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<td>†Accounting and Finance ACC102</td>
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<td>Organisational Behaviour and Performance ADM231</td>
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<td>Systems (EDP) EDP102</td>
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<td>*Production Control MAT441</td>
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<td></td>
<td>*Marketing Fundamentals MKT195</td>
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<td>†Organisational Behaviour and</td>
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<td>Performance ADM232</td>
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<td>Business Law FIN111</td>
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<td>Computer Programming EDP200</td>
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<td>Systems (EDP) EDP201</td>
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<td>Computer Graphics MEC415</td>
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</table>

*Standard course electives.
†Prerequisite required.
Bachelor of Engineering (Industrial)

Course Code: BL

Content
A course for students seeking careers in the branch of engineering which is concerned with the integration of technological, financial, human and other resources to form efficient productive systems.

Recognition of Course
Preliminary recognition of the course was granted in 1982 by the Institution of Engineers, Australia.

Admission Requirements
(a) Satisfactory completion of a Year 12 course of study accredited by VISE or an equivalent course approved by that body. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry and Physical Science or, preferably, Physics; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) satisfactory completion of Stages A and B of an appropriate Certificate of Technology.

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1983.)

Progression Through the Course
Full-time students must pass the year as a whole before being allowed to study any subject from the following year.

To pass a year of a course a student must:
(a) obtain a pass mark at the annual assessment in each subject year; or,
(b) be passed by the Academic Board in the year as a whole. In awarding such a pass the Board shall take into account the student's performance in all subjects in accordance with principles which it shall from time to time determine. A student passed by the Board in the year as a whole and who has not passed the annual assessment in any particular subject shall not be recorded as having passed in that subject but shall be allowed to proceed with subjects in a later year of the course in which a pass in that subject is a prerequisite.

A student who fails to pass a year of the course in accordance with (a) or (b) above must repeat the whole of that year as a full-time student or repeat the failed subjects only as a part-time student.

Industrial Experience
All full-time students are required to obtain a minimum of 12 weeks approved industrial experience during the course.

Course Structure

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<th>Year</th>
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<th>Semester</th>
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<tr>
<td>1</td>
<td>Industrial Engineering IND101</td>
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<tr>
<td></td>
<td>(Management and Technology)</td>
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<tr>
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<td>(Methods Engineering)</td>
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<td>Engineering IND103</td>
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26
and one unit must be chosen from the list of Energy Studies electives. The remaining three units must be selected from existing Chisholm subjects with the unit value determined by the Dean of Engineering. Four of the six units selected must form an integrated program of study in themselves or in relation to the course as a whole.

Bachelor of Engineering (Mechanical)

Course Code: BH

Content

A course for students who aim to reach the professional level in mechanical engineering. It includes study in the major disciplines: Mechanics of Solids, Fluids and Machines, Thermodynamics, Materials, Design and Management, supported by Mathematics, Physics and General Studies.

Recognition of Course

This course is recognised by the Institution of Engineers, Australia, as a qualification for the grade of Graduate.

Admission Requirements

(a) Satisfactory completion of a Year 12 course of study accredited by VISE or an equivalent course approved by that body. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry and Physical Science or, preferably, Physics; or,

(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,

(c) satisfactory completion of Stages A and B of an appropriate Certificate of Technology.

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1983.)

Progression Through the Course

Full-time students must pass the year as a whole before being allowed to study any subject from the following year.

To pass a year a student must:

(a) obtain a pass mark at the annual assessment in each subject of that year; or,

(b) be passed by the Academic Board in the year as a whole. In awarding such a pass the Board shall take into account the student's performance in all subjects in accordance with principles which it shall from time to time determine. A student passed by the Board in the year as a whole and who has not passed at the annual assessment in any particular subject shall not be recorded as having passed in that subject but shall be allowed to proceed with subjects in a later year of the course for which a pass is a prerequisite.

A student who fails to pass a year of the course in accordance with (a) or (b) above must repeat the whole...
of that year as a full-time student or repeat the failed subjects only as a part-time student.

**Industrial Experience**

All full-time students are required to obtain a minimum of 12 weeks approved industrial experience during their course.

**Diploma to Degree Conversion**

Provision is made for diplomates to upgrade their qualifications to that of a degree. Diplomates may enter the degree course on a full-time or part-time basis at a stage appropriate to their qualifications.

The course prescribed would depend upon the academic level attained and selected applicants could qualify for a degree after approximately one year of full-time study or the equivalent on a part-time basis.

**Course Structure**

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<td>Mechanics of Fluids MEC370</td>
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<tr>
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<td>Project Management MEC450</td>
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</table>
DIPLOMAS

Diploma of Art and Design (Fine Art)

Course Code: DF
Course Leader: Leon Morrocco

Content
This three year course is a flexible one allowing for considerable breadth of study. In contrast with the degree course the diploma course is directed to the promotion of skills, with less emphasis on related academic studies.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE, being passes in four subjects including English, accumulated over one or more attempts; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) the qualifications and/or experience acceptable to the Admissions Committee.

Enrolment Procedure for New Students
Students seeking admission to this course should contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

Progression Through the Course
Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the Head of Department together with the Dean of the School of Art and Design.

Assessment
An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.

Structure
Subject to the approval of the head of department, a student will be required to complete the following: a major study in painting, printmaking or sculpture, a compulsory unit at each level in Professional Practice and Related Drawing, at least one supporting study per year; and some liberal studies subjects. The last includes a compulsory three year sequence in the History of Art. There is a common first semester.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART151</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Painting ART152</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART154</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART155</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART157</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART158</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Drawing ART180</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Support Studies (Elective)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goldsmithing and Silversmithing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ART159</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramics ART160</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Photography ART161</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mural Design ART163</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Painting ART164</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART165</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART166</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Stained Glass and Related Studies ART168</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART167</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Major Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART251</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Painting ART252</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART254</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART255</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART257</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART258</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Drawing ART280</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Support Studies (Elective)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Goldsmithing and Silversmithing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ART259</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramics ART260</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Photography ART261</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mural Design ART263</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Painting ART264</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART265</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART266</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Stained Glass and Related Studies ART268</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART269</td>
<td>2</td>
</tr>
</tbody>
</table>

*NOTE: Subjects may also be taken in second year.
### Diploma of Art and Design

**Course Code:** DD

**Content**

This three-year diploma course deals with visual communication as a comprehensive area of design related to advertising, publications, information, film and television.

**Admission Requirements**

(a) Successful completion of a Year 12 course of study accredited by VISE, being passes in four subjects including English, accumulated over one or more attempts; or,

(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,

(c) the qualifications and/or experience acceptable to the Admissions Committee.

### Enrolment Procedure for New Students

Students seeking admission to this course should contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

### Progression Through the Course

Progress through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However, the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of department together with the Dean of the School of Art and Design.

### Assessment

An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.

### Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graphic Design Theory GRA186</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Typography GRA187</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Audio-Visual Technology GRA188</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Drawing GRA189</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice GRA190</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>History of Art GRA167</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM196</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Graphic Design Theory GRA290</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Print Technology GRA291</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Audio-Visual Technology GRA292</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Drawing GRA293</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice GRA294</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>History of Art GRA287</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM296</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing MKT292</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Graphic Design GRA398</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Film GRA383</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice GRA399</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Professional Practice GRA385</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>History of Art GRA387</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Electives — one of the following: Illustration GRA388</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Photographic Design GRA389</td>
<td>3</td>
</tr>
</tbody>
</table>
Diploma of Business (Accounting)

This course is in the process of being discontinued. No new students will be admitted to the program but provision will be made for existing students to complete the requirements for the award.

Recognition
It is understood that the two major professional bodies will continue to give the same recognition as before to students who are currently on course, provided the requirements are completed by December 1987.

Special Provisions
Where the number of students are insufficient for an economically viable class in a required subject, those students may be asked to attend a class in an equivalent degree level subject. In such cases appropriate examining arrangements will be made to ensure such students are not disadvantaged. A table showing equivalent degree subjects that can be adopted is given below.

<table>
<thead>
<tr>
<th>Diploma Subject(s)</th>
<th>Equivalent Degree Subject(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC217 and ACC218</td>
<td>ACC247 and FIN319</td>
</tr>
<tr>
<td>ACC218 only</td>
<td>ACC268 and ACC247 (half of each)</td>
</tr>
<tr>
<td>ADM222</td>
<td>ADM231</td>
</tr>
<tr>
<td>FIN276</td>
<td>FIN271</td>
</tr>
<tr>
<td>ACC201</td>
<td>FIN217</td>
</tr>
<tr>
<td>ACC210</td>
<td>ACC240</td>
</tr>
<tr>
<td>ACC321</td>
<td>ACC350</td>
</tr>
<tr>
<td>ACC320</td>
<td>ACC261</td>
</tr>
<tr>
<td>FIN392</td>
<td>FIN393</td>
</tr>
<tr>
<td>ACC327</td>
<td>ACC248</td>
</tr>
<tr>
<td>ACC328</td>
<td>ACC360</td>
</tr>
<tr>
<td>ACC324</td>
<td>ACC264</td>
</tr>
</tbody>
</table>

NOTE: There are no single degree equivalents for the compulsory diploma subjects ACC217, ACC218 or ACC201. However, the degree subjects ACC247 and FIN319 may be done in place of ACC217 and ACC218.

Electives
See statement under Bachelor of Business (Accounting).

Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

Course Structure
As published in the handbook for the year in which the student entered or re-entered the course. Those readmitted in 1983 will follow the structure outlined in the 1982 Caulfield handbook, details of which may be obtained from the Department of Accounting.

Diploma of Engineering (Mechanical) (part-time)

Course Code: DT

Content
This diploma is an abbreviated course of degree standard in the major disciplines, for students employed in the engineering industry. The course extends over six years of part-time study with one day release per week.

Recognition
The course is structured to meet the 1980 requirements of the Institution of Engineers, Australia, for corporate membership and has been provisionally approved.

Admission Requirements
(a) Satisfactory completion of a Year 12 course of study accredited by VISE or an equivalent course approved by that body. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry and Physical Science or, preferably, Physics; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) satisfactory completion of Stages A and B of an appropriate Certificate of Technology.

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1983.)

Progression Through the Course 1983
This will be monitored by the head of department who will match each year's study program, if different from the course structure set out below.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*Applied Mechanics MEC123</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT151</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physics PHY215</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science HUM291</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(For ex-Preliminary students)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>or Engineering Drawing MEC110*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(Semester 1)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Electrical Engineering ELE101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Engineering Materials MEC140</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT251</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC230</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Engineering Design MEC111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(Semester 2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engineering Materials MEC240</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electronics ELE232</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT351</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC330</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC160</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Engineering Design MEC210</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Engineering Materials MEC340</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Fluids MEC370</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Machines MEC220</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC260</td>
<td>3</td>
</tr>
</tbody>
</table>
### Diploma of General Studies

**Course Code: DG**

No new enrolments are accepted in this course. Students currently enrolled for the Diploma of General Studies should contact the relevant departments for information and advice.

### Diploma of Teaching (Early Childhood)

**Course Code: DC**

**Course Co-ordinator:** Elizabeth Mellor

A three year full-time course conducted on the Frankston campus.

#### Course Structure

**1981 REGULATIONS**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EEX101 ECD102 ECE103 ECA104</td>
<td>18</td>
</tr>
<tr>
<td>2</td>
<td>EEX201 ECD202 ECE203 ECA204</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>EEX301 ECD302 ECE303 EES307</td>
<td>18</td>
</tr>
</tbody>
</table>

*Not available in 1983*

<table>
<thead>
<tr>
<th>No lecture</th>
<th>2 hours per week</th>
<th>Practicum</th>
<th>3 hours per week</th>
<th>Foundation Studies</th>
<th>Studies in Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisites**

Applicants should have either:

(i) Certification by VISE as having completed a Year 12 course of study with grade D or above in at least 12 units (four subjects) of which at least nine units must comprise three group 1 subjects (including English*) and the remaining units may include group 2 subjects, results to be accumulated over no more than two successive years.

(ii) Successful completion of TOP including passes in at least four subjects, one of which must be English*.

**NOTE:** Prospective entrants who do not meet the entry requirements specified in (i) or (ii) above may be eligible to sit for an entrance test and should contact the Institute prior to 29 October 1982.

*A supplementary pass in English will not be accepted. Entry with Advanced Standing is available. The interstate/overseas student quota will not exceed two in any year.*

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**The Course**

Graduates of this course are eligible for appointment as kindergarten teachers, or primary teachers both within the Victorian Education Department and in private schools. After at least one year’s professional experience, they are also eligible to undertake Bachelor of Education fourth year studies at Frankston or the Institute of Early Childhood Education. The satisfactory completion of such studies enables students to convert their diploma to a Bachelor of Education degree.

The Diploma of Teaching (Early Childhood) consists of four main areas of studies: Studies in Early Childhood Education, Studies in Education, Studies in Curriculum, and Studies in General Education. In order to complete the requirements of the Diploma of Teaching (Early Childhood) candidates must satisfactorily complete each of the above areas of study.
### Unit Codes and Names

**Studies in Education and Professional Experience**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEI101</td>
<td>Early Childhood Practicum 1</td>
<td></td>
</tr>
<tr>
<td>EEI201</td>
<td>Early Childhood Practicum 2</td>
<td></td>
</tr>
<tr>
<td>EEI301</td>
<td>Early Childhood Practicum 3</td>
<td></td>
</tr>
<tr>
<td>ECD102</td>
<td>Studies in Childhood Development 1</td>
<td>1</td>
</tr>
<tr>
<td>ECD202</td>
<td>Studies in Childhood Development 2</td>
<td>2</td>
</tr>
<tr>
<td>ECD302</td>
<td>Studies in Childhood Development 3</td>
<td>2</td>
</tr>
<tr>
<td>ECE103</td>
<td>Studies in Early Childhood Education 1</td>
<td>2</td>
</tr>
<tr>
<td>ECE203</td>
<td>Studies in Early Childhood Education 2</td>
<td>2</td>
</tr>
<tr>
<td>ECE303</td>
<td>Studies in Early Childhood Education 3</td>
<td>2</td>
</tr>
<tr>
<td>ECA104</td>
<td>Early Childhood Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>ECA204</td>
<td>Primary School Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>EEL105</td>
<td>Early Childhood Language Across the Curriculum 1</td>
<td>3</td>
</tr>
<tr>
<td>EEL205</td>
<td>Early Childhood Language Across the Curriculum 2</td>
<td>3</td>
</tr>
<tr>
<td>EEL305</td>
<td>Early Childhood Language Across the Curriculum 3</td>
<td>3</td>
</tr>
<tr>
<td>EEM106</td>
<td>Studies in Mathematics Education 1</td>
<td>2</td>
</tr>
<tr>
<td>EEM206</td>
<td>Studies in Mathematics Education 2</td>
<td>2</td>
</tr>
<tr>
<td>EEE301</td>
<td>Early Childhood Environmental Science Curriculum Studies</td>
<td>3</td>
</tr>
<tr>
<td>EEE302</td>
<td>Primary Environmental Science Curriculum Studies</td>
<td>3</td>
</tr>
<tr>
<td>EPS309</td>
<td>Historical and Sociological Foundations of Education</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Studies

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALS101</td>
<td>Liberal Studies — Introduction to concepts in Arts and Music</td>
<td>3</td>
</tr>
<tr>
<td>ALS102</td>
<td>Liberal Studies — Introduction to Studies in Literature and Society</td>
<td>3</td>
</tr>
<tr>
<td>ALS103</td>
<td>Liberal Studies — Community Languages — Introduction to German Studies</td>
<td>3</td>
</tr>
<tr>
<td>ALS201</td>
<td>Liberal Studies — Aural/Visual Arts Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>ALS202</td>
<td>Liberal Studies — Literature and Society Continuity and Change</td>
<td>3</td>
</tr>
<tr>
<td>ALS203</td>
<td>Liberal Studies — Community Languages — German Studies</td>
<td>3</td>
</tr>
<tr>
<td>ALS301</td>
<td>Liberal Studies — New Directions in the Modern World</td>
<td>3</td>
</tr>
</tbody>
</table>

### Hrs/Week

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAE101</td>
<td>Australians and their Environment</td>
<td>3</td>
</tr>
<tr>
<td>SAE201</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>SAE202</td>
<td>Human Movement Studies</td>
<td>3</td>
</tr>
<tr>
<td>SAE203</td>
<td>Mathematics and Computer Studies</td>
<td>3</td>
</tr>
<tr>
<td>SAE301</td>
<td>Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>SAE302</td>
<td>Human Movement Studies</td>
<td>3</td>
</tr>
<tr>
<td>SAE303</td>
<td>Mathematics and Computer Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

*Not calculated on a weekly basis*

### Exemptions

Students may apply for exemptions when enrolling if they believe they are eligible.

### Electives

Students must complete one major study and one sub major study. One of these must be Science Studies and the other Liberal Studies. A major study must be taken over three successive years and a sub major must be taken over the first two years of the course.

### Deferments

No deferments are allowed.

### Applications

Students must complete the VUAC form by 29 October 1982, and applicants must also complete a School of Education application form and on receipt of this completed form applicants will be forwarded details of compulsory group counselling sessions to be held in December/January. A prospective student must attend one group counselling session.

### Diploma of Teaching Early Childhood Year 3 Students only

The Diploma of Teaching Early Childhood course was reaccredited in 1981. The students in the third year of this course in 1983 will be following the Diploma of Teaching Early Childhood 1980 Regulations course structure. Diploma of Teaching Early Childhood Year 3 students in 1983 will need to complete the following units in order to complete the requirements of the Diploma of Teaching Early Childhood (1980 Regulations).

### Professional (compulsory units)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hrs/Week</th>
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<tr>
<td>EEP302</td>
<td>Early Childhood Professional Experience 3</td>
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<tr>
<td>EIS303</td>
<td>The Individual, the School and Society</td>
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<tr>
<td>EPS305</td>
<td>Studies in Pre-School Education 3</td>
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<tr>
<td>ELC306</td>
<td>Language Across the Curriculum 3</td>
<td>3</td>
</tr>
<tr>
<td>FAE308</td>
<td>Art Education</td>
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<tr>
<td>EHM309</td>
<td>Human Movement</td>
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<tr>
<td>EMU310</td>
<td>Music Education</td>
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### General Studies (one compulsory major study)

<table>
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<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>ALS301</td>
<td>New Directions in the Modern World</td>
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or

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>SAE301</td>
<td>Environmental Studies</td>
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or

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Hrs/Week</th>
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<tr>
<td>SAE302</td>
<td>Human Movement Studies</td>
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or

<table>
<thead>
<tr>
<th>Code</th>
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<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAE303</td>
<td>Studies</td>
<td>3</td>
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</tbody>
</table>
Diploma of Teaching
(Primary)

Course Code: DP
Course Co-ordinator: Elizabeth Mellor

This course is a three year full-time course of study conducted on the Frankston campus only. The first three years of this degree course lead to the award of the Diploma of Teaching (Primary) which is a sufficient qualification for registration as a Primary Teacher. To be awarded the Diploma of Teaching (Primary) candidates must satisfactorily complete the prescribed units within each of the study areas below.

(a) Professional Experience
   This includes an on campus program as well as an off campus program of practice teaching in schools.
(b) Studies in Education.
(c) Studies in Curriculum.
(d) Studies in General Education.

Prerequisites
Applicants should have either:
(i) successfully completed the VISE (Victorian Institute of Secondary Education) Year 12 certificate course with a grade D or above in 12 units (four subjects), of which nine units must comprise three Group One* subjects (including English) and the remaining units may include Group Two subjects, results to be accumulated over no more than two successive years;
(ii) successfully completed TOP including passes in at least four subjects one of which must be English*.

NOTE: Prospective entrants who do not meet the entry requirements specified in (i) or (ii) above may be eligible to sit for an entry test and should contact the Institute prior to 29 October 1982.
* A supplementary pass in English will not be accepted.
Entry with advanced standing is available.
The interstate/overseas student quota will not exceed two in any year.

Course Structure

1980 REGULATIONS

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<thead>
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<th>Year</th>
<th>Session</th>
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<th>2</th>
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<table>
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<tr>
<th>2 hrs.</th>
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<th>6 hrs.</th>
<th>3 hrs.</th>
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<tr>
<td>Prof. Exp.</td>
<td>Studies in Education</td>
<td>Studies in Curriculum</td>
<td>Studies in General Education</td>
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</table>
Unit Codes and Names

PART I: Studies in Education and Professional Experience

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
<th>Hrs/Week</th>
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<tbody>
<tr>
<td>ECP103</td>
<td>Studies in Child Psychology 1</td>
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<td>ECP203</td>
<td>Studies in Child Psychology 2</td>
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<tr>
<td>EIS303</td>
<td>The Individual, the School and Society</td>
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<tr>
<td>ELC206</td>
<td>Language Across the Curriculum 1</td>
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<tr>
<td>ELC206</td>
<td>Language Across the Curriculum 2</td>
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</tr>
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<td>ELC306</td>
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<tr>
<td>EME107</td>
<td>Mathematics Education 1</td>
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<tr>
<td>EME207</td>
<td>Mathematics Education 2</td>
<td>2</td>
</tr>
<tr>
<td>EME307</td>
<td>Mathematics Education 3</td>
<td>2</td>
</tr>
<tr>
<td>ESE211</td>
<td>Science Education</td>
<td>2</td>
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<tr>
<td>ESS212</td>
<td>Social Science Education</td>
<td>2</td>
</tr>
<tr>
<td>EHE213</td>
<td>Health Education</td>
<td>1</td>
</tr>
<tr>
<td>EAE308</td>
<td>Art Education</td>
<td>2</td>
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<td>EHM309</td>
<td>Human Movement</td>
<td>2</td>
</tr>
<tr>
<td>EMU310</td>
<td>Music Education</td>
<td>2</td>
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<tr>
<td>ALS101</td>
<td>Introduction to Concepts in Arts &amp; Music</td>
<td>3</td>
</tr>
<tr>
<td>ALS102</td>
<td>Introduction to Studies in Literature &amp; Society</td>
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<tr>
<td>ALS103</td>
<td>Community Languages — Introduction to German Studies</td>
<td>3</td>
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<tr>
<td>ALS201</td>
<td>Aural/Visual Arts Theory &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td>ALS202</td>
<td>Literature &amp; Society — Continuity &amp; Change</td>
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<tr>
<td>ALS203</td>
<td>Community Languages — German Studies</td>
<td>3</td>
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<tr>
<td>ALS301</td>
<td>New Directions in the Modern World</td>
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<tr>
<td>SAE101</td>
<td>Australians and Their Environment</td>
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<tr>
<td>SAE201</td>
<td>Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>SAE202</td>
<td>Human Movement Studies</td>
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<tr>
<td>SAE203</td>
<td>Mathematics and Computer Studies</td>
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<td>SAE301</td>
<td>Environmental Studies</td>
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<tr>
<td>SAE302</td>
<td>Human Movement Studies</td>
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</tr>
<tr>
<td>SAE303</td>
<td>Mathematics and Computer Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

*All units in this course are of a year-long duration.

Exemptions

Students may apply for exemptions when enrolling if they believe they are eligible.

Electives

Students must complete one major study and one sub-major study. One of these must be Science Studies and the other Liberal Studies. A major study must be taken over three successive years and a sub-major must be taken over the first two years of the course.

Deferments

No deferments are allowed.

Applications

APPLICANTS MUST COMPLETE THE VUAC FORM BY 29 OCTOBER 1982. APPLICANTS MUST ALSO COMPLETE A SCHOOL OF EDUCATION APPLICATION FORM, and on receipt of this completed form applicants will be forwarded details of GROUP COUNSELLING SESSIONS to be held in December-January. A prospective student must attend one group counselling session.
ASSOCIATE DIPLOMAS

Associate Diploma in Art and Design (Ceramic Design)  
Course Code: QX  
Course Leader: Lindsay Anderson

Content
This intensive two year course is intended to meet the needs of potential potters. It also caters for those people who are already working as potters but who lack certain aspects of fundamental training. The course will provide a terminal qualification for many potters, and at the same time lay the foundation for further specialised studies.

Enrolment Procedure for New Students
Prospective students are advised to contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

Mature Age students should present where possible references given by employers and evidence of any studies undertaken since leaving secondary school.

Progression Through the Course
Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However, the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of department together with the Dean of the School of Art and Design.

Assessment
An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.

Transfer to Degree Course
Students whose interests and academic results suggest they should transfer to the degree course may be selected to do so at the end of semester three.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>First Semester Degree/Diploma</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 1    | Ceramic Design Theory and Practice  
CER101 | 12 |
|      | Ceramic Design Drawing CER102 | 6 |
|      | Ceramic Methods of Production  
CER103 | 3 |
|      | *Appreciation of Ceramics CER104 | 2 |
|      | Three-dimensional Modelling CER105 | 3 |
|      | **Second Semester Degree/Diploma** | |
| 2    | Ceramic Design Theory and Practice  
CER111 | 12 |
|      | Ceramic Design Drawing CER112 | 3 |
|      | Ceramic Methods of Production  
CER113 | 3 |
|      | Glazing and Decorating Techniques  
CER114 | 3 |
|      | *Design CER115 | 2 |
|      | Modelling and Mould-making CER116 | 3 |
|      | **Third Semester Degree/Diploma** | |
| 3    | Ceramic Design Theory and Practice  
CER201 | 12 |
|      | Ceramic Design Drawing CER202 | 3 |
|      | Ceramic Methods of Production  
CER203 | 3 |
|      | Glazing and Decorating Techniques  
CER204 | 3 |
|      | *Appreciation of Ceramics CER206 | 2 |
|      | Architectural Modelling for Ceramics  
CER205 | 3 |
|      | Geology CER208 | 1 |
|      | **Fourth Semester/Associate Diploma** | |
| 4    | Ceramic Design Theory and Practice  
CER211 | 15 |
|      | Ceramic Methods of Production  
CER223 | 3 |
|      | *Design CER225 | 2 |
|      | Kiln Design and Construction CER224 | 3 |
|      | Studio Design and Management  
CER226 | 1 |

*These subjects are interchangeable.

Associate Diploma in Art and Design (Ceramic Design) — Part Time  
Course Code: QB  
Course Leader: Lindsay Anderson

Content
This four year course is intended to meet the needs of potential potters. It also caters for those people who are already working as potters but who lack certain aspects of fundamental training. The course will provide a terminal qualification for many potters and at the same time lay the foundation for further specialised studies.
The Associate Diploma can be studied on a part-time basis at the Frankston campus. The four year course includes the equivalent of one full-time semester's work to be passed each year. Students will be required to attend classes two nights each week and undertake day classes on Saturday or during the week.

Enrolment Procedure for New Students
Prospective students are advised to contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

Mature Age students should present where possible references given by employers and evidence of any studies undertaken since leaving secondary school.

Progression Through the Course
Progression through the course will depend on the successful completion of each semester or year. If a student fails in any subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of department together with the Dean of the School of Art and Design.

Assessment
An 80 percent attendance record is required before a student may present for assessment in any subject. Exception will be subject to the approval of the head of department.

Transfer to Degree Course
Students whose interests and academic results suggest they should transfer to the degree course may be selected to do so at the end of semester three.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Semester 1</td>
<td>Ceramic Design Theory and Practice CER110 6</td>
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<td>Ceramic Design Drawing CER106 3</td>
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<td>Ceramic Methods of Production CER103 3</td>
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<td>2</td>
<td>Semester 2</td>
<td>Ceramic Design Theory and Practice CER120 6</td>
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<td>3-D Modelling CER105 3</td>
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<td>Semester 3</td>
<td>Ceramic Design Theory and Practice CER130 6</td>
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<td>Ceramic Design Drawing CER112 3</td>
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<td>Glazing and Decorating Techniques CER114 3</td>
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<td>Modelling and Mouldmaking CER116 3</td>
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<td>Semester 5</td>
<td>Ceramic Design Theory and Practice CER210 6</td>
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<td>Ceramic Design Drawing CER202 3</td>
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<td>Glazing and Decorating Techniques CER204 3</td>
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<td>Semester 6</td>
<td>Ceramic Design Theory and Practice CER220 3</td>
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<td>Modelling and Mouldmaking CER209 3</td>
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<td>Appreciation of Ceramics CER205 3</td>
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<td>Methods of Production CER223 3</td>
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<td>Kiln Design and Construction CER224 3</td>
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<td>Studio Design and Management CER226 1</td>
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<td></td>
<td>Design CER225 2</td>
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</table>

Associate Diploma in Marketing
Course Code: QM
Course Leader: Rodger Morton

Content
This four year part-time course is designed to provide a broad perspective of business and an understanding of the marketing function. It is intended for those aspiring to, or in middle management positions who seek a blend of business principles and contemporary marketing theory.
Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,
(c) satisfactory completion of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.

Intending applicants are advised that —
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1983 students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

Exemptions
Students who hold the Certificate of Business Studies (Sales and Marketing) may, upon application, be granted exemptions in seven of nine first year subjects of the Associate Diploma in Marketing. The two remaining first year subjects each student will be required to complete will be determined by the course leader of the Associate Diploma in Marketing.

Students who hold the Certificate of Business Studies (other than with a specialisation in Sales and Marketing) and who have had a minimum of two years' business experience may, upon application, be granted exemptions in four first year subjects of the Associate Diploma in Marketing. The exemptions granted will be determined by the course leader in the light of the subjects the student has studied in the Certificate of Business Studies.

Applications for exemption must be lodged within the first semester.

Course Structure
Students must complete 17 semester subjects of which 14 are compulsory and three are electives. Students will normally take two subjects each semester.

In most instances the course will be taken in the following sequence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>ADM111, MAT164, EDP171, ADM121, MKT112</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Business Law FIN111, Accounting Principles ACC297</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Macroeconomics FIN171, Marketing Research Techniques MKT367</td>
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<td>4</td>
<td>1</td>
<td>Administrative Studies ADM412, Elective* MKT344</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Elective* MKT268</td>
</tr>
</tbody>
</table>

*Two of these electives to be chosen from:
Salesmanship and Sales Force Management MKT341
Promotional Strategy and Communication MKT261
Product Management MKT343

One elective from the Bachelor of Business (Marketing) subjects at second or third year level listed in this handbook.

Associate Diploma in Police Studies
Course Code: QP
Course Leader: James J. Reilly

Content
This part-time course provides higher training in both academic and professional studies for serving members of police forces and can be completed in a minimum time of 3½ years (seven semesters).

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE, being passes in four subjects, including English, accumulated over one or more attempts; or,
(b) successful completion of an appropriate Tertiary Orientation Program, or other accredited Year 12 course of study; or,
(c) completion of a Certificate in Police Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.

Applicants must be employed by a Statutory Police Authority, or a registered Security Organisation.
Satisfactory Completion of the Course

In order to qualify for the Associate Diploma in Police Studies, a student must satisfactorily complete at least 14 subjects of which 11 must be graded P or above. A student may repeat a subject in order to satisfy the above conditions.

Course Structure

The course is designed around a core of ten compulsory semester subjects plus optional subjects, a total of 14. Students take two subjects per semester and are usually required to attend the Institute on two evenings per week.

The compulsory subjects are:
- Police Studies HUM121, HUM123, and HUM221 (three units)
- Legal Studies HUM125, HUM127, and HUM223 (three units)
- Social and Behavioural Studies — Applied Psychology and Applied Sociology (four units).

Optional subjects may be selected from a wide range, e.g. Communication Studies, Political Studies, Accounting and Finance, Data Processing, Economics, Statistics.

Class Hours

Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions. Students are expected to undertake five subjects per semester during the first year, and four subjects per semester in the second year.

Admission Requirements

(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm. Passes in English and three additional subjects (one of which should be Accounting, Economics or Data Processing) are required. Only one of Shorthand or Typewriting or Private Secretarial Practice may count as one of these subjects. Knowledge of any of the secretarial areas is not a requirement for admission; or,
(c) satisfactory completion of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.

Intending applicants are advised that —
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1983, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

Course Structure

To be awarded the associate diploma, a student must obtain passes in 16 single semester subjects and must complete two units of Practical Work Experience. A pass in Private Secretarial Practice (Legal) ADM256 or Private Secretarial Practice (Medical) ADM274 will not be awarded unless the student has satisfied the skill requirements of the subject.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Typewriting ADM141</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADM143</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Communication</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>ADM121</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applied Sociology SOC193</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aust. Legal &amp; Economic Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN150</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Typewriting ADM142</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADM144</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Data Processing EDP171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aust. Health Care Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADM171</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biological Sciences ADM172</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate Diploma in Private Secretarial Practice

(Legal)

Course Code: QL
Course Leader: Gillian Stainforth

Associate Diploma in Private Secretarial Practice

(Medical)

Course Code: QD
Course Leader: Kathleen P. Ralston

Content

These two year full-time courses provide a broad business education, advanced secretarial skills and basic management training for potential secretaries.

Each course is based on the need for particular expertise in either the legal or medical secretarial area, and this expertise is an additional element to the normal competence and skills of the secretary.

Exemptions

Students who hold the Certificate of Business Studies (Secretarial) who wish to enter an Associate Diploma in Private Secretarial Practice and have a minimum of two years’ appropriate business experience may, upon application, be granted ADM143, ADM144, FIN150, ADM121, and ACC198 or ACC199 provided their certificate includes the Advanced Typewriting 1B and 2A (Advanced Typewriting I and II in old course) and Secretarial Projects A and B.
Associate Diploma in Retail Management

Course Code: QT

Course Leader: Michael J. S. Collins

Content

This four year part-time course is specifically designed for retail practitioners seeking a formal business qualification as a preparation for senior management responsibilities in the retail industry. Its aim is to equip participants with the knowledge and aptitude to manage a business and to develop problem-solving and decision-making skills in a retail context.

**Admission Requirements**

(a) Successful completion of a Year 12 course of study accredited by VISE; or,

(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by Chisholm; or,

(c) satisfactory completion of the Certificate of Business Studies; or,

(d) qualifications and/or experience acceptable to the Admissions Committee,

(e) a minimum of three years relevant experience is normally required.

Intending applicants are advised that:

(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.

(ii) For 1983, students completing a full-time Year 12 course of study accredited by VISE will be expected to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1983.)

**Exemptions**

Holders of the Certificate of Business Studies (Sales and Marketing) will be eligible for exemptions. Similarly, graduates may gain exemptions for units under *ad eundem statum* regulations.

Applications for exemptions must be lodged within the first semester.

**Class Hours**

Classes take the form of lectures, tutorials and special study periods. The course is part-time only and is held on Tuesday afternoons and evenings from 2-10 p.m. Students are expected to take two subjects per semester.

**Course Structure**

The course has no elective subjects and requires students to undertake an initial group of general business subjects related to retailing followed by a group of specialist retail subjects. The final year of the course requires students to complete a project and to provide Chisholm with formal feedback on the application of the knowledge acquired during the course.

The normal sequence of subjects will be as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Management and People in Organisations ADM113</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting Principles in Business ACC196</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>The Economic Environment and the Retail Industry FIN133</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Marketing and Retailing MKT134</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Private Secretarial Practice (Medical) ADM273</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Office Management ADM247</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting/Medical ACC198</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Medical Terminology ADM275</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Private Secretarial Practice (Medical) ADM274</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Medical Terminology ADM276</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Practical Work Experience ADM240/ADM241 (2 units)</td>
<td>8*</td>
</tr>
</tbody>
</table>

*This is based on eight class contact hours for two units plus what is seen as a reasonable time allocation for private study.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Typewriting AD141</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Private Secretarial Practice ADM143</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Business Communication ADM121</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Applied Sociology SOC193</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Aust. Legal &amp; Economic Systems FIN150</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Typewriting ADM142</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Private Secretarial Practice ADM144</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Accounting/Legal ACC199</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Data Processing EDP171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Legal Procedures I FIN151</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Private Secretarial Practice (Legal) ADM255</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Legal Procedures II FIN254</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Office Management ADM247</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Word Processing Systems ADM254</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Private Secretarial Practice (Legal) ADM256</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Legal Procedures III FIN255</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Practical Work Experience ADM240/ADM241 (2 units)</td>
<td>8*</td>
</tr>
</tbody>
</table>

*This is based on eight class contact hours for two units plus what is seen as a reasonable time allocation for private study.
### Year Semester Subject Hours per week

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>Retail Management MKT233</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Analysis MAT165</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Retailing and Consumer Law FIN121</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Retail Promotion MKT234</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retail Distribution and Inventory Management MKT331</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employee Relations and Personnel Development ADM321</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Retail Project MKT 431</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practical Application MKT432</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practical Application MKT432</td>
<td></td>
</tr>
</tbody>
</table>

The fourth year will not require formal class attendance but students will be individually supervised. They will undertake a project which has direct relevance to their work to demonstrate their analytical capability and depth of knowledge. In addition, they will be required to present regular reports on the application and review of course material in their particular work situation.

### Associate Diploma in Welfare Studies

**Course Code:** QW  
**Course Leader:** George M. Clarke

**Content**

This course is designed to provide academic and practical training for prospective welfare workers. Although the course will concentrate on the provision of service to individuals and family units, students will be given the opportunity to develop skills in working with groups and the systems of the wider community. Students normally complete the course in two years of full-time study. The course may be completed on a part-time basis over a longer period, normally not more than four years.

### Satisfactory Completion of the Course

In order to qualify for the Associate Diploma in Welfare Studies, a student must successfully complete at least 14 subjects of which 11 must be graded P or above. A student may repeat a subject in order to satisfy the above conditions.

### Admission Requirements

(a) Successful completion of Year 12 course of study accredited by VISE, being passes in four subjects, including English, accumulated over one or more attempts; or
(b) successful completion of an appropriate TOP, or other accredited Year 12 course of study, or,
(c) qualifications and/or experience acceptable to the Admissions Committee.

Applicants must have reached the age of 19 years by 1 January in the year which studies begin. Applicants may be required to attend an interview.

### Course Structure

The course for the associated diploma consists of 14 semester subjects, 13 of which are compulsory. The remaining subject is normally chosen from first year subjects offered by the Humanities Department, but may, with approval, be a subject offered by another department or school in the Institute.

Normally the course is taken in the following sequence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Psychology PSY101</td>
<td>5</td>
</tr>
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<td></td>
<td></td>
<td>Sociology SOC102</td>
<td>4</td>
</tr>
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<td></td>
<td></td>
<td>Humanities Subject</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies HUM131</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Psychology PSY102</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology SOC104</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Law HUM315</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies HUM133</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Fieldwork and Practice HUM235</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Welfare Sociology HUM241</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies HUM233</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Fieldwork and Practice HUM237</td>
<td></td>
</tr>
</tbody>
</table>

* For the range of subjects, students should refer to the subject synopses and the BA (Md).
** 38 days of practical experience in each semester, plus a two-hour seminar each week.
GRADUATE DIPLOMAS

Graduate Diploma in Accounting and Finance
Course Code: PM1
Course Leader: Dennis Taylor

Content
This two year part-time course offers advanced studies in finance and accounting and closely allied disciplines for accountants or other suitably qualified people. Emphasis is placed on the managerial aspects of accounting, finance, quantitative methods and related areas considered most relevant for managers involved in planning business strategy and finance for large enterprises.

Recognition
The graduate diploma entitles associates of the Australian Society of Accountants to advance to the level of senior associate. Chisholm and the Institute of Chartered Secretaries and Administrators have established co-examining arrangements whereby students may take additional elective subjects towards Institute membership.

Standard of Admission
An approved degree or diploma, together with several years’ appropriate business experience. Bridging subjects may be required for applicants who do not meet the above requirements.

Bridging Subjects
Subjects provided are:
   Managerial Accounting ACC602
   Data Processing EDP680
   Accounting Theory ACC601
   Administrative Studies ADM611

Each subject entails attendance at classes for three hours per week for one semester of 14 weeks. Normally, two subjects are taken concurrently.

Exemptions
Exemptions will not be granted from subjects within the course. However, where a student’s background indicates that he/she has an appropriate level of expertise in a core subject, he/she will be able to substitute an additional elective for that core subject.

Course Structure
The course structure provides students with a range of electives so that they may specialise in an area of interest. Two major options are available: Finance and Management Accounting.

To complete the Graduate Diploma in Accounting and Finance, a student must complete eight semester sub-

jects, including five compulsory core subjects of three hours duration per subject per week. Two subjects are normally studied concurrently per semester. The subjects are undertaken in the order indicated in the course structure below. Intending students should indicate in advance to the Admissions Office the specialised areas they wish to pursue.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Finance Option</th>
<th>Accounting Option</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACC674</td>
<td>ACC674</td>
</tr>
<tr>
<td></td>
<td>Admin. Studies</td>
<td>Admin. Studies</td>
</tr>
<tr>
<td></td>
<td>ADM612 or</td>
<td>ADM612 or</td>
</tr>
<tr>
<td></td>
<td>ADM613</td>
<td>ADM613</td>
</tr>
<tr>
<td>Sem. 2</td>
<td>Quantitative Methods</td>
<td>Quantitative Methods</td>
</tr>
<tr>
<td></td>
<td>FIN692</td>
<td>FIN692</td>
</tr>
<tr>
<td></td>
<td>*Institutional Invest.</td>
<td>*Management</td>
</tr>
<tr>
<td></td>
<td>Mgt. FIN665</td>
<td>Planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACC673</td>
</tr>
</tbody>
</table>

| Year 2 | | |
|--------| | |
|        | FIN663          | ACC670            |
|        | *Tax Planning FIN691 | *Financial Reporting |
|        |                 | ACC672            |
| Sem. 2 | *Corporate Financial | *Contemporary Acct. |
|        | Policy ACC675   | Problems ACC671   |
|        | Corporate Strategy | Corporate Strategy |
|        | ADM668          | ADM668            |

Elective subjects co-examined with the Institute of Chartered Secretaries and Administrators

| ♦Advanced Company Law | FIN613 |
| ♦Corporate Secretarial Practice | FIN617 |

* Any four of the subjects marked with an asterisk are required, together with satisfactory completion of the course, for advancement to senior associateship of the Australian Society of Accountants.

† The subjects marked † are normally required towards membership of the Institute of Chartered Secretaries and Administrators, together with any other subjects the Institute may require when matching its course requirements with undergraduate subjects completed. The Personnel Administration subject may not be required if the Institute accepts an equivalent undergraduate subject for this purpose.

Compulsory core subjects:

| Financial Management | ACC676 |
| Quantitative Methods | FIN692 |
| Corporate Strategy | ADM668 |

* together with two restrictive core electives:

| One of — Administrative Studies | ADM612 |
| Personel Administration | ADM613 |

| One of — Institutional Investment |
| Management | FIN665 |
| Management Planning | ACC673 |
Graduate Diploma in Advanced Typography

Course Code: PQI
Course Leader: Jack Larkin

Content
This course provides information and expertise in editing, production and design as affected by recent developments in typesetting. It provides training for those who practise in, or are associated with the graphic arts industry, and whose earlier training is now insufficient due to changing technology and methods of production.

The course consists of formal lectures, tutorials, studio workshops, practical sessions in industrial situations, and visits to specialised typesetters, printers and suppliers.

This course is to be completed in three semesters, each of 15 weeks with eight hours per week. The eight hours consist of six hours day release plus one separate evening of two hours.

Admission Requirements
To qualify for entry a student should hold one of the following:
- Diploma of Art and Design (Graphic Design)
- Bachelor of Arts (Graphic Communications)
- Applicants with alternative or equivalent qualifications will be considered on their merits.

It is anticipated that the majority of students who enrol for this course will already be in practice in the publishing, printing and related industries.

Graduate Diploma in Agribusiness

Course Code: PA1
Course Leader: refer Head of Department

Content
This two year part-time course is concerned with financing, producing, processing and marketing foods and fibres. It covers the role of all participants — from the farm sector supplier to consumer. Emphasis is placed on business administration, financial management and marketing as related to the farm sector, and has been designed specifically for executives working in various sectors of agribusiness.

Admission Requirements
(a) An approved degree or diploma; or,
(b) an equivalent tertiary level course with academic accreditation.

A minimum of three years work experience is also required.

Exemptions
Applicants who are Associates of the Australian Society of Accountants may be granted an exemption from Financial Management ACC681. However, they will be required to enrol for an alternative suitable elective.

Course Structure
Participants are required to successfully complete two subjects per semester. No electives are allowed in the first year. One elective is possible in the second year. The normal subject progression is shown below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Agribusiness MKT662 Financial Management ACC681</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Government in Agribusiness MKT661 The Management Process ADM641</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Marketing Theory &amp; Practice MKT671 Financial Management ACC667</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Agribusiness MKT672 Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agribusiness MKT673 Agricultural Marketing MKT663</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Distribution MKT641</td>
<td>3</td>
</tr>
</tbody>
</table>

This course is presently subject to review and may be offered in a revised structure from mid-1983.

Graduate Diploma in Applied Numerical Analysis

Course Code: PN1
Course Leader: Ken Mann

Content
This two year part-time course is seen as well suited to any scientist or engineer who requires some knowledge of the use and scope of computer-oriented numerical analysis. It aims to provide a student with a practically-oriented course in numerical techniques by development of the subject matter simultaneously with mathematical modelling of physical systems.

Admission Requirements
An approved degree or diploma in science or engineering, which includes a pass in a suitable second year mathematics subject or its equivalent.

Appropriate vocational experience may form a suitable foundation for the course. Entry via this alternative will require a recommendation from the Head of the Mathematics Department to the Chisholm Admissions Committee.
### Graduate Diploma in Applied Polymer Science

**Course Code: PL1**

**Course Leader: Kevin R. Chynoweth**

**Content**

This two year part-time course concerns the organic, physical and analytical chemistry of synthetic, natural and bio-macromolecules, with emphasis on the present more relevant synthetic compounds. Environmental relationships are stressed. Emphasis is placed upon variation in polymer structure arising from formulation and polymerisation conditions, their characterisation, and their ultimate relationship to the useful properties of the finished product.

**Admission Requirements**

This course is designed for scientists employed in polymer processing industries (plastics, fibres, rubber, surface coatings, adhesives).

It is primarily intended to attract graduates and diplomates in Chemistry. However, graduates with suitable backgrounds in other science and engineering areas will be considered by the Chisholm Admissions Committee.

**Course Structure**

Eight hours per week are devoted to formal lectures, practical work and field trips.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polymer Structure and Synthesis</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>CHE611</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Polymer Characterisation CHE612</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Polymer Degradation and Thermo-dynamics CHE613</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Polymer Processing CHE614</td>
<td>8</td>
</tr>
</tbody>
</table>

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### Graduate Diploma in Applied Psychology

**Course Code: PY5**

**Course Leader: Arthur E. Crook**

**Content**

This course has been designed to:

(a) provide an advanced treatment of a range of issues central to most fields of Applied Psychology and develop some basic professional skills;

(b) satisfy the criteria laid down by the Australian Psychological Society for accreditation as a fourth year of study in Psychology;

(c) help students to explore various fields in Applied Psychology with special reference to further post-graduate training or professional employment.

**Admission Requirements**

A degree with an accredited major in Psychology.

**Course Structure**

The course comprises six semester subjects of study. These subjects may be completed in one year of full-time study or on a part-time basis, usually over two years. The sequence in which subjects are undertaken may be varied (within timetabling constraints) according to the experience, interests, career plans and enrolment status (full or part-time) of individual students, in consultation with the Graduate Diploma Course Leader.

The six subjects are:

- Psychology (Psychological Assessment) PSY401
- Psychology (Changing Behaviour) PSY402
- Psychology (Multivariate Data Analysis) PSY403
- Psychology (Professional Experience) PSY404
- Psychology (Professional Experience) PSY405
- Psychology (Applied Research Project) PSY406

Syllabuses for individual subjects are contained under subject synopses under the heading Psychology.

Each of the subjects PSY401, PSY402 and PSY403 requires class attendance of six hours a week.

Both of the subjects PSY404 and PSY405 involve the equivalent of 25 days attendance in a psychology placement setting. Placements are arranged by the department. In addition there are fortnightly seminars of two hours' duration.

PSY406 requires the student to design and carry out an applied research project. Fortnightly seminars are held and each student is obliged to see his supervisor approximately once a week in order to facilitate the successful completion of the project.

The typical class attendance time for full-time students is 12 hours a week; and for part-time students is nine hours a week in the first year of the course and three hours a week in the second year. Part-time students usually undertake PSY401, PSY402 and PSY403 in the first year, and PSY404, PSY405 and PSY406 in the second year.
Graduate Diploma in Art Education

Course Code: GFl
Course Co-ordinator: Phil Perry

This is a one year full-time course (also available part-time) which is conducted at the Frankston campus only.

Scope of the Course
This course has been designed to give teachers committed to art education experience and expertise in art and education that will enable them to extend their influence into areas of curriculum development and research and to be competent to act in an advisory capacity in any art education organisation.

Three areas of work are to be satisfactorily completed:
- professional studies in art education;
- field experience, including a research project;
- general studies in art, one of which is to be taken to a fourth year level.

It is assumed that students are able to enter the fourth year of study and have the necessary background to develop their major practical area of work to a high level of competence.

Registration
The School of Education advises all intending applicants for courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers Registration Board before undertaking any course of study should they desire to use such a course as a means of obtaining full registration with the Registration Board.

The course is not a pre-service teacher training qualification.

Admission Requirements
Applicants must:
(i) have satisfactorily completed a course leading to the award of an undergraduate degree or diploma in education, or
(ii) hold the Education Department of Victoria’s Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (i) above.

Evidence of a major study in art or an additional year of full-time art study at a recognised tertiary institution is also required.

and
(b) At least one year of teaching or other approved educational experience.

A limited number of places are available for the admission of candidates not meeting requirements (i) and (ii) if they are able to show evidence of other attainments appropriate to the course.

Course Structure
The course has been organised as follows:

<table>
<thead>
<tr>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
</table>

Professional Studies —
GAE401 Aesthetics and the Arts 2
GAE402 Field Experience 2
GAE403 Issues in Art Education 2
GAE404 Material Studies 2
GAE405 Program Development and Curriculum Implementation in Art Education 2
GAE406 Research Methods and Existing Research in Art Education 2
GAE407 Research Project 2
* Not calculated on a weekly basis.

General Studies
One major studio study and two minor studio studies must be completed.

Major Studio Studies
GAE411 Ceramics 4
GAE412 Fibre Arts 4
GAE413 Graphic Arts 4
GAE414 Metal Crafts 4
GAE415 Painting 4
GAE416 Sculpture 4

Minor Studio Studies
GAE421 Ceramics 2
GAE422 Fibre Arts 2
GAE423 Graphic Arts 2
GAE424 Metal Crafts 2
GAE425 Painting 2

Requirements to Qualify
To qualify for the award of Graduate Diploma in Art Education, the candidate must complete satisfactorily each of the units shown in the Course Structure above.

Recognition and Study Leave
This course has received National Registration. It has been approved by the Victorian Education Department as a fourth year of study and also as suitable for the award of full-time study leave.

Applications
Applications close with the Admissions Office on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar (Frankston campus) 781 1777 (ext 290).

Provision exists for late applications — please inquire.
Graduate Diploma in Ceramic Design

Course Code: PEI
Course Leader: Lindsay Anderson

Content
This is a one year full-time course which can be studied part-time over two consecutive years. Applicants must have relevant experience in their chosen field of study. The course is suited to those who wish to pursue, at a higher level, a special area of study taken in their undergraduate course. The course of study to be undertaken will be planned by the student and his tutor and presented to the Dean and the assessment panel for their approval. Applicants may undertake a program in one of the following areas: Ceramic Technology, Design for Ceramics; or Studio Practice in Clay and Glaze, Glass, Concrete, or Architectural Ceramics.

Admission Requirements
To qualify for entry, the applicant should hold one of the following diplomas or an equivalent qualification from another tertiary college.
(a) Diploma of Art and Design (Ceramic Design).
(b) Bachelor of Arts (Ceramic Design).
Applicants who hold an Associate Diploma of Art and Design (Ceramic Design) will be considered for the course if they have professional experience and a demonstrated ability to study at this advanced level. Applicants with any of the above qualifications may be required to undertake bridging studies to equip them to begin this postgraduate program.

Graduate Diploma in Children’s Literature

Course Code: GL1
Course Co-ordinator: Brian Murphy

This is a two year part-time course conducted on the Frankston campus only.

Scope of the Course
This course is both a literary and a practical study. The overall objective is to draw these two studies together so that a student not only develops an appreciation of literature for children but can transmit this appreciation to children.

The course will develop in the students the critical awareness needed to make informed choices from the vast array of literature published for children.

The students in the course will be brought to a realisation of the quantity, nature and quality of literature available for children and will be encouraged to use it as a resource in their work with children.

It is anticipated that the course will explore ways and means of using literature in literary studies, other areas of the curriculum and as a vital component in the development of literacy.

During the course students will present literature to children in practical situations. An important aspect of the study will be to analyse the responses the child makes to this literature.

Admission Requirements
Every candidate for admission to the course shall:
(a) have satisfactorily completed a course leading to the award of a UG1 or UG2 degree or diploma or
(b) hold the Education Department of Victoria’s Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (a) above; or
(c) show evidence of other attainments or calibre appropriate to the course.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(GCL401) Sources of Children’s Literature 3</td>
</tr>
<tr>
<td></td>
<td>(GCL402) Literature and Literacy 3</td>
</tr>
<tr>
<td></td>
<td>(GCL403) Comparisons in Australian, American and British Children’s Literature 3</td>
</tr>
<tr>
<td></td>
<td>(GCL404) Poetry 3</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(GCL405) Concepts of Excellence in Children’s Literature 3</td>
</tr>
<tr>
<td></td>
<td>(GCL406) Children’s Literature in a Multicultural Society 3</td>
</tr>
<tr>
<td></td>
<td>(GCL407) Storytelling 3</td>
</tr>
<tr>
<td></td>
<td>(GCL408) Special Study 3</td>
</tr>
</tbody>
</table>

Registration
The School of Education advises all intending applicants for courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers Registration Board before undertaking any course of study should they desire to use such a course as a means of obtaining full registration with the Registration Board. This course is not a pre-service teacher training qualification.

Applications
Applications close with the Admissions Office on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar (Frankston) on 781 1777 (ext 290).

Provision exists for late applications — please inquire.

Graduate Diploma in Community Education

Course Code: PB1
Course Leader: Jim Ross

Content
This two year part-time course is designed to equip practitioners with conceptual understanding and practical skills in a variety of community education settings.
including community/neighbourhood learning centres, school based programs, municipal programs and community health centres. Emphasis is placed upon personal development and community development and processes involved in communication, group dynamics, community resource utilisation, administration and program development.

Admission Requirements
The normal entry level is a three year undergraduate course. Some places will be made available to applicants whose training and experience are judged as appropriate to the course and equivalent to the normally prescribed qualifications.

Course Structure
To complete the Graduate Diploma in Community Education, a student must complete 11 semester subjects. Three subjects are normally studied concurrently per semester with one subject option, namely interpersonal and socio-cultural communication studies or teaching methods. The final semester of the course is devoted primarily to fieldwork. The normal subject progression is shown below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Sociology (Community Development) SOC408</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Human Growth and Development) SOC402</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Group Reflection and Community Education Forum) SOC403</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Sociology (Community Education — Neighbourhood Centres) SOC404</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Community Education — School and Community) SOC405</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Processes in Community Education) SOC406</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Sociology (Community Education Theory) SOC401</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Administration in Education) SOC407</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Methods of Teaching) SOC409 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Interpersonal and Sociocultural Communication) SOC410</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Community Education Practice (Fieldwork)) SOC411</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Group Reflection and Community Education Forum) SOC412</td>
<td>2</td>
</tr>
</tbody>
</table>

Graduate Diploma in Computing and Information Systems

Course Code: PC1
Course Leader: Peter Torokfalvy

Content
This two year part-time course builds on a previous course such as the Bachelor of Applied Science (EDP) or the Graduate Diploma in Data Processing. The course offers advanced study in computer programming systems analysis and design, and information storage and retrieval.

Admission Requirements
The minimum entry standard is a recognised degree or graduate qualification in computing and/or data processing, or equivalent.

Consideration may be given to an applicant who has a relevant diploma plus work experience, or who has relevant professional qualifications and experience, and is occupying a higher level position in electronic data processing. In some cases an applicant may be required to undertake a bridging course to bring him up to the required entry standard.

Course Structure

A student will be required to take eight semester subjects. Each subject involves four hours class contact per week for one semester.

To complete the course a student must accumulate eight credit points by passing:

- Three of the basic subjects 3 credit points
- Two advanced subjects of the selected major strand 2 credit points
- A project from one of the significant areas related to the major strand selected 2 credit points
- One subject of free choice (not a second project) as approved by the Course Leader 1 credit point

Total 8 credit points

Subject | Credit points
---|---

Basic Subjects
- Information Storage and Retrieval EDP623 1
- Analysis and Design EDP622 1
- Programming Systems EDP624 1
- Computer Systems EDP620 1
- Systems Theory EDP621 1
- Computer Networks EDP635 1

Advanced Subjects
- Information Storage and Retrieval EDP630 1
- Analysis and Design EDP627 1
- Programming Systems EDP628 1
- Systems Theory EDP625 1
- Information Storage and Retrieval EDP631 1
- Programming Systems EDP629 1
- Systems Theory EDP626 1

Project Areas
- Information Storage and Retrieval EDP634 2
- Programming Systems EDP633 2
- Systems Theory EDP632 2
Graduate Diploma in Data Processing

Course Code: PPI
Course Leader: John V. Daly

Content
This course is available for either full-time or part-time study, and is designed to give students who have a tertiary qualification in a discipline other than EDP, the chance to add a sound grasp of data processing theory and techniques to their existing career skills. The course is industry-oriented, and aims at presenting the student with an integrated package of techniques covering the complete life-cycle of EDP projects, from systems analysis and design, through development, to implementation and post-implementation review. The full-time course takes one academic year of two semesters. The part-time course takes five semesters. All subjects in the part-time course are offered at night; in addition, some subjects (principally the first-year subjects) are offered in afternoon time-slots to enable students to make use of any study-release provision made by their employers.

Admission Requirements
An approved degree or diploma, or equivalent.

Course Structure
The course consists of 15 mandatory or core units, and a number of elective units. In all but one case, the units are of 28 hours duration, commonly seven weeks of four hours per week. The exception is the double-unit core subject, EDP664 Case Study, which is 14 weeks of four hours. Students must pass the 15 core units along with a minimum of four elective units. No exemptions are granted, and the sequence of progression through the units is strictly controlled.

<table>
<thead>
<tr>
<th>Full-time Semester</th>
<th>Part-time Semester</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Introduction to Programming EDP650</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Systems EDP651</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programming I EDP652</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Equipment EDP653</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Operating Systems and Assembler EDP654</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Data Organisation and Storage EDP655</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programming II EDP656</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Systems Development I EDP658</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Data Base EDP657</td>
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<tr>
<td></td>
<td></td>
<td>Distributed Systems I EDP659</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Systems Development II EDP660</td>
</tr>
</tbody>
</table>

* The elective subjects approved to date are:
  - Computer Security EDP670
  - Computers in Education EDP672
  - EDP Management EDP674
  - Management Information Systems EDP676
  - PL/1 Programming EDP685
  - FORTRAN Programming EDP687
  - Digital Computer Equipment I ELE682
  - Numerical Mathematics MAT622
  - Advanced Data Base EDP671
  - Computers and Society EDP673
  - Systems Software EDP675
  - Systems Theory EDP677
  - RPG Programming EDP686
  - BASIC Programming EDP688
  - Digital Computer Equipment II ELE683

Graduate Diploma in Digital Communications

Course Code: PX1
Course Leader: J. Chamberlain

This course is designed as a two year part-time course. It will involve four academic semesters of study with eight hours per week of class contact.

The aim of the course is to provide specialised training in digital communications for those people who will work as planners, managers or technical experts in the fields of computer communication systems and digital data transmission. To achieve this aim the course has been designed around three objectives, namely:

(a) as an educational program to update practitioners with the changing technology in computer telecommunication systems;
(b) as a process to bridge the gap between the software and hardware specialists in the data and information communication industry;
(c) as a training program to provide in-depth appreciation of the technical and behavioural needs of the users and providers of data communication networks.
Admission Requirements

The normal entry requirement will be at least a three year degree or diploma in a course which provides a relevant foundation for studies in digital telecommunications or an equivalent qualification approved by the Chisholm Admissions Committee. For example a degree or diploma in Computer Science, Data Processing or Electrical Engineering would be acceptable.

However applicants who do not have an appropriate degree or diploma qualification will be considered if their training and experience are judged to be suitable alternatives to the normal entry requirements. In some cases an applicant may be required to undertake a bridging course to attain the necessary entrance standard.

Course Structure

To satisfy the course requirements a student must complete 12 units and a major project. The course units are arranged in six groups as follows:

Group 1 Computer Systems RDT602
   Systems Analysis and Design EDP613
   Information Storage and Retrieval EDP611

Group 2 Computer Networks I RDT603
   Computer Networks II RDT604
   Computer Networks III RDT605

Group 3 Communication Systems
   Communication Networks in Society HUM491
   Teletraffic Engineering ELE633
   Queuing Theory MAT670

Group 4 Real-Time Systems I RDT608
   Real-Time Systems II RDT609
   Real-Time Programming I RDT606
   Real-Time Programming II RDT607

Group 5 Digital Electronics I ELE630
   Digital Electronics II ELE631
   Propagation Systems ELE632
   Robotics and Communication RDT610

Group 6 Digital Communications Marketing MKT681
   Operations Management EDP612
   Systems Management EDP614
   Systems Selection and Procurement EDP615

Students are required to take at least two units from Group 2, two units from Group 4 and one unit from each other group. Chisholm Institute of Technology reserves the right to not offer a unit in any one year.

The course structure allows students to select units which provides a course with emphasis on software or hardware or management and marketing skills. Selection of units is subject to approval by the course leader.

Scope of the Course

The course has been designed as an in-service course to enable teachers to acquire the knowledge, understanding, skills and techniques necessary if they are to effectively meet new administrative responsibilities and challenges in educational institutions.

It is expected that students will undertake the course whilst continuing to be employed full-time or part-time in educational institutions.

Broad areas of study will consist of theories of organisation and their application to practical situations; management techniques, operational skills, administrative responsibilities and practices relevant to educational institutions; educational planning and policy formulation; curriculum development and evaluation; interpersonal relations and community-school relations.

Admission Requirements

Applicants must:

(a) (i) have satisfactorily completed a course leading to the award of an undergraduate degree or diploma in education, or
   (ii) hold the Education Department of Victoria’s Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (i) above;

(b) have a minimum of five years of teaching and/or administrative experience.

A limited number of places are available for the admission of candidates who do not meet requirements (i) or (ii) in (a) above, but who are able to show evidence of other attainments or calibre appropriate to the course.

Course Structure

The course content has been organised into six separate but interrelated one semester units which will normally be taken as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 (GEA402)</td>
</tr>
<tr>
<td></td>
<td>School Management</td>
</tr>
<tr>
<td>2</td>
<td>2 (GEA405)</td>
</tr>
<tr>
<td></td>
<td>The Administrator and School Personnel</td>
</tr>
<tr>
<td>3</td>
<td>3 (GEA406)</td>
</tr>
<tr>
<td></td>
<td>The Administrator and the Curriculum</td>
</tr>
<tr>
<td>4</td>
<td>4 (GEA404)</td>
</tr>
<tr>
<td></td>
<td>School and Community</td>
</tr>
</tbody>
</table>

* Three hours per week for each unit.

Registration

The School of Education advises all intending applicants for courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers Registration Board before undertaking any course of study should they desire to use such a course as a means of obtaining full registration with the Registration Board. This course is not a pre-service teacher training qualification.

Graduate Diploma in Educational Administration

Course Code: GE1

This is a two year part-time course conducted on the Frankston campus only.
Requirements to Qualify
To qualify for the award of the Graduate Diploma in Educational Administration the student must satisfactorily complete each of the six units.

Applications
Applications close with the Admissions Office on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar (Frankston) on 781 1777 (ext 290).

Provision exists for late applications — please inquire.

NOTE: No new enrolments were accepted into this course in 1982. At this stage it is unlikely that this course will be offered in 1983, but applications will still be accepted.

Graduate Diploma in Educational Studies (Learning Difficulties in Language and Mathematics)

Course Code: GS1
Course Co-ordinator: Ian Walker

This two year part-time course will be conducted on the Frankston campus only.

Scope of the Course
This course aims to further the professional education of primary and post-primary teachers by extending their knowledge and techniques for handling a wide range of common learning difficulties and teaching strategies in language and mathematics.

The primary vocational objective is that of developing the special skills and techniques of diagnosis and remediation which are necessary for competent teaching of language and mathematics. These skills and techniques are seen as appropriate for both classroom teachers and special assistance resource teachers.

Admission Requirements
Applicants must:
(i) have satisfactorily completed a course leading to the award of an undergraduate degree or diploma of education,

or

(ii) hold the Education Department of Victoria’s Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (i) above;

and have adequate professional experience.

A limited number of places is available for the admission of candidates not meeting requirements (i) or (ii) if they are able to show evidence of other attainments appropriate to the course.

Course Structure
The Graduate Diploma in Educational Studies is likely to involve two evenings’ attendance per week.

The organisation of the course is set out in the following table:

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
<th>Course No</th>
<th>Course Title</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>GLD401</td>
<td>Learning Strategies</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GLD402</td>
<td>Acquisition of Language</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>GLD403</td>
<td>Studies in Mathematics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GLD404</td>
<td>Individual Project</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>GLD405</td>
<td>Diagnosis and Remediation of Learning Difficulties</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>GGLD406</td>
<td>Fieldwork</td>
<td>†</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>GLD407</td>
<td>Counselling Options*</td>
<td>†</td>
</tr>
</tbody>
</table>

† Not calculated on a weekly basis.

Registration
The School of Education advises all intending applicants for courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers Registration Board before undertaking any course of study. Should they desire to use such a course as a means of obtaining full registration with the Registration Board.

Requirements to Qualify
To qualify for the award of the Graduate Diploma in Educational Studies (Learning Difficulties) the candidate must satisfactorily complete each of the seven units.

Applications
Applications close with the Admissions Office on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar on 781 1777 (ext 290). Provision exists for late applications — please inquire.

NOTE: No new enrolments were accepted into this course in 1982. At this stage it is unlikely that this course will be offered in 1983, but applications will still be accepted.

Graduate Diploma in Education (Multicultural Education)

Course Code: GM1

This course may be taken full-time (one year) or part-time (two years) and will be conducted on the Frankston campus only.

Scope of the Course
The course is designed for persons interested in fostering and developing multicultural education within schools and the local community and to teach English as a second language.
The course has two major aspects; one is concerned with the nature of the changing Australian society; the other is concerned with the current educational and political developments in the field of multicultural education.

Admission Requirements
Applicants must:
(i) have satisfactorily completed a course leading to the award of an undergraduate degree or diploma in education
or
(ii) hold the Education Department of Victoria’s Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (i) above;
or
(iii) show evidence of a practical concern and/or a background of active participation in multicultural education.

Unit Title
GME401 Linguistics and Language Learning A
GME402 Linguistics and Language Learning B
GME403 Sociology of Migration
GME404 Cross-cultural Studies in Social Psychology
GME405 Background Cultures and Community Languages A
GME406 Background Cultures and Community Languages B
GME407 Language and Culture
GME408 Teaching English as a Second Language and Teaching Community Languages A
GME409 Teaching English as a Second Language and Teaching Community Languages B
GME410 Migrants in Society
GME411 Multi-cultural Curriculum Development
GME412 Aesthetic Appreciation of Migrant Cultures
GME413 Field Work

Course Structure
The course has been organised into 13 separate but interrelated units which will normally be taken as follows:

Part-time

<table>
<thead>
<tr>
<th>Semester 1 Unit</th>
<th>Hrs/Wk</th>
<th>Semester 2 Unit</th>
<th>Hrs/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>GME401</td>
<td>1</td>
<td>GME402</td>
<td>1</td>
</tr>
<tr>
<td>GME403</td>
<td>1</td>
<td>GME407</td>
<td>3</td>
</tr>
<tr>
<td>GME404</td>
<td>1</td>
<td>GME409</td>
<td>1</td>
</tr>
<tr>
<td>GME405</td>
<td>1</td>
<td>GME410</td>
<td>3</td>
</tr>
<tr>
<td>GME406</td>
<td>2</td>
<td>GME411</td>
<td>2</td>
</tr>
<tr>
<td>GME407</td>
<td>2</td>
<td>GME412</td>
<td>2</td>
</tr>
<tr>
<td>GME408</td>
<td>2</td>
<td>GME413</td>
<td>Total 25 days of Fieldwork</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GME403</td>
</tr>
<tr>
<td>GME404</td>
</tr>
<tr>
<td>GME406</td>
</tr>
<tr>
<td>GME413</td>
</tr>
</tbody>
</table>

Requirements to Qualify
To qualify for the award of the Graduate Diploma the student must complete satisfactorily each of the 13 units.
This course has received National Registration with the Australian Council of Awards on Advanced Education. It has been approved by the Victorian Education Department as a fourth year of study for primary teachers.

Registration
The School of Education advises all intending applicants for courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers Registration Board before undertaking any course of study should they desire to use such a course as a means of obtaining full registration with any of these Registration Boards. This course is not a pre-service teacher training qualification.

Contact Hours
Students will be involved in course work for six hours per week (part-time) over two years or 12 hours per week (full-time) over one year. Students will be required to spend approximately double this contact time per week in additional studies and undertake fieldwork.

Applications
Applications close with the Admissions Office on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar (Frankston) on 781 1777 (ext 290).
Provision exists for late applications — please inquire.

NOTE: No new enrolments were accepted into this course in 1982. At this stage it is unlikely that this course will be offered in 1983, but applications will still be accepted.
Graduate Diploma in Engineering Tribology
Course Code: PT
Course Leader: W. F. Wiles

Content
A two year part-time course to give academic training in the field of lubrication, friction and wear.

Admission Requirements
An approved degree or diploma in applied science or engineering.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mathematics MAT651</td>
<td>2</td>
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<tr>
<td></td>
<td>Fluid Dynamics MEC610</td>
<td>1</td>
<td>—</td>
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<tr>
<td></td>
<td>Machine Health Monitoring CHE621</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Applied Science Practical CHE622</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Surface Mechanics Friction and Wear MEC611</td>
<td>—</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Numerical Analysis and Computation Techniques MAT652</td>
<td>—</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Surface Mechanics Friction and Wear MEC612/613</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Lubrication MEC618</td>
<td>2</td>
<td>1</td>
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<tr>
<td></td>
<td>Bearings MEC616</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Engineering Practical MEC617</td>
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<td>—</td>
</tr>
<tr>
<td></td>
<td>Project MEC619</td>
<td>—</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduate Diploma in Highway and Traffic Engineering
Course Code: PV
Course Leader: K. T. Solomon

Content
This two year part-time course offers specialised training for qualified engineers. The course involves attendance at classes for six hours per week.

Admission Requirements
A recognised degree or diploma in civil engineering, or in an associated discipline.
Applicants who lack the necessary qualifications, or who do not wish to undertake the complete course, will be permitted to enrol for single subjects.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Planning for Transportation Systems CIV670</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highway Design CIV671</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Construction Planning CIV672</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Project CIV673</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Traffic Engineering CIV674</td>
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<tr>
<td></td>
<td></td>
<td>Bridge Engineering CIV675</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Pavement Design CIV676</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hydrology and Drainage CIV677</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project CIV673</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Highway Elective Stream</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Bridge Engineering CIV679</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highway Construction CIV680</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Project CIV681</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Geotechnical Engineering CIV682</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highway Design CIV683</td>
<td>3</td>
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<td></td>
<td></td>
<td>Project CIV681</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Electives, one of two to be selected.</td>
<td></td>
</tr>
</tbody>
</table>

Graduate Diploma in Fine Art
Course Code: PF
Course Leader: Leon Morrocco

Content
The one-year course is suited to those students who wish to pursue the subject of their undergraduate courses at a higher level. It will also cater for a student who wishes to make a specialised study of a particular area, or the professional artist who wishes to study new directions or specialised interests.

The emphasis in the course will be on studio practice. The award of the qualification will depend upon the student mounting a professional exhibition and presenting a related paper.

Admission Requirements
To qualify for entry a student should hold one of the following:
(a) Diploma of Art and Design (Fine Art), or
(b) Bachelor of Arts (Fine Art).
Applicants with alternative or equivalent qualifications will be considered on their merits. It is expected that most potential students will have had some relevant experience in the practice of the arts.
Graduate Diploma in Marketing
Course Code: PJl
Course Leader: George Papasavvas

Content
The aim of this course is to provide students with an understanding of marketing and marketing functions, and to give them specialist knowledge in either marketing management or marketing research. The course is designed principally for diplomates and graduates who have undertaken tertiary level study in an area other than marketing.

Admission Requirements
An approved degree or diploma, or equivalent. Candidates are required to have passed a statistical component in their tertiary qualification or an equivalent course. Where this is not the case, candidates will be required to undertake a preliminary statistics subject. A minimum of five years relevant business experience is also required.

Course Structure
The course involves two years part-time study comprising eight subjects. The first year is common to both streams and comprises four compulsory core subjects or their equivalent. In second year students may elect to choose the Marketing Management stream or the Marketing Research stream.

Each unit requires three hours per week. Classes in elective units will not run unless there are sufficient enrolments.

First Year:
Semester
1 Marketing Theory and Practice MKT616
   Buyer Behaviour MKT611
2 Marketing Research and Forecasting MKT612
   The Management Process ADM641

Second Year:
Marketing Management Stream:
Four units from the following:
Marketing Communication
   MKT626 Strategies
Marketing Financial Control ACC680
Marketing Analysis in Marketing
   MKT631 Behavioural Applications
Sales Management
   MKT628 in Marketing Research
   MKT632
Marketing Financial Control ACC680
   Advanced Marketing Research Analysis
Product Management MKT627
Competition and Consumer Law FIN615
Marketing in Foreign Environments MKT634
   plus Special Assignment MKT635 (compulsory)

NB: The Marketing Research Stream is not offered every year and it will not be offered in 1983. For further details, please contact course leader.

Graduate Diploma in Music for Therapy
Course Code: GT1

This course of one year full-time or two years part-time study will be conducted on the Frankston campus only.

Scope of the Course
The course is designed for occupational therapists, physiotherapists, speech therapists, nurses, teachers of children in ‘Special’ schools and others concerned with the treatment of the physically, mentally and socially or emotionally disadvantaged. It aims to provide training in the application of music to therapeutic situations, and in the use of music with disturbed patients and handicapped children. A student shall normally follow a course of study not less than one year of full-time study and no more than three years of part-time study.

Admission Requirements
Applicants must:
(a) (i) have satisfactorily completed a course leading to the award of an undergraduate degree or diploma in education, para-medical studies, or the helping professions
   or
   (ii) hold the Education Department of Victoria’s Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (i) above.

Coursework in Psychology, as a substantial component of degree or diploma study, is required.

(b) hold a recognised qualification in practical music at a level equivalent to at least third Grade AMEB.

A limited number of places are available for the admission of candidates not meeting requirements (i) or (ii) if they are able to show evidence of other attainments appropriate to the course.

Course Structure

<table>
<thead>
<tr>
<th>Course</th>
<th>Year 1</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMT401 Elective Instrumental Study</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GMT406 Psychology of Music</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>GMT404 Music and Movement</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>GMT402 Choral Class</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Year 2</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMT408 Psychopathology and Exceptionality</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>GMT407 Music in Therapy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>GMT403 Harmonisation and Improvisation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GMT405 Creative Music</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GMT409 Research Methods in Behavioural Sciences</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(Autumn session only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMT410 Field Work and Additional Experience</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

(time to be arranged)

53
Requirements to Qualify
To qualify for the award of the Graduate Diploma in Music for Therapy the student must satisfactorily complete each of the ten units.

Registration
The School of Education advises all intending applicants for courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers Registration Board before undertaking any course of study should they desire to use such a course as a means of obtaining full registration with the Registration Board. This course is not a pre-service teacher training qualification.

Applications
Applications close with the Admissions Office on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar (Frankston) on 781 1777 ext 290.

Provision exists for late applications — please inquire.

NOTE: No new enrolments were accepted into this course in 1982. At this stage it is unlikely that this course will be offered in 1983, but applications will still be accepted.

Graduate Diploma in Outdoor Studies
Course Code: G01
Course Co-ordinator: Richard Trembath
This two year part-time course will be conducted on the Frankston Campus only.

Scope of the Course
In recent years there have been many developments in the use of the environment for educational and recreational purposes. Few teachers, youth leaders and recreation workers have sufficient background to develop programs that present an 'INTEGRATED' approach which will allow young people to derive maximum benefit from their interaction with the urban and rural environment.

The course has been designed to meet this need by giving students the opportunity to develop knowledge and skills in both the areas of the Outdoor Pursuits and the Sciences thus presenting an integrated approach to the use of the environment.

It is expected that students will continue to be employed on a full- or part-time basis.

Admission Requirements
To gain entry to the course students must:
A. (i) have satisfactorily completed a course leading to the award of UG1 or UG2 degree or diploma.
   or
(ii) hold the Education Department of Victoria’s Certificate A, or have satisfactorily com-
pleted some other course approved by the School of Education as equivalent to (i) above.

or
(iii) show evidence of other attainments or calibre appropriate to the course.

B. have studies judged appropriate to the course by the School of Education, e.g. environmental sciences, geography, physical education, recreation, agriculture, teaching (primary, secondary, technical).

Course Structure
The course has been organised into eight separate but interrelated units to be taken as follows:

GOS401 Orientation Program 25 hours

Assessment: GOS402
Session 1 Foundation Studies A 39 hours
Assessment: GOS 403
Session 2 Foundation Studies B 39 hours
GOS405 Assessment: GOS407
Session 3 Integrated Field Studies Service Studies 26 hours
GOS406
Assessment: GOS408
Session 4 78 hours GOS409 Final Leadership Assessment Program 25 hours

3 hours/week 1 hour/week *1½ hours/week

* or equivalent.

Students will be required to complete all eight units. Selections within Foundation Studies B (GOS403), to be taken during the second session, will be based on an assessment of the needs of each individual student.

Registration
The School of Education advises all intending applicants for courses other than the Diploma of Teaching that they should apply for registration with the appropriate Teachers Registration Board before undertaking any course of study should they desire to use such a course as a means of obtaining full registration with the Registration Board. This course is not a pre-service teacher training qualification.

Applications
Applications close with the Admissions Office on 29 October 1982. Telephone inquiries should be directed to the Assistant Registrar (Frankston) on 781 1777 ext 290.

Provision exists for late applications — please inquire.
Graduate Diploma in Physical Distribution Management

Course Code: PD
Course Leader: Rollyn Graham

Content
This course is designed to prepare graduates for careers in physical distribution management or in some aspect of the physical distribution function. The course is particularly useful to people in supervisory/middle or higher management positions in engineering, accounting, general business, or the sciences.

Admission Requirements
An approved degree or diploma or equivalent, together with relevant business experience.
A candidate who does not have an appropriate statistical component in an undergraduate qualification is required to take an additional single subject (Basic Statistics MAT661) during the first semester of first year.

Course Structure
The course consists of two years part-time study comprising eight 14 week semester subjects, each requiring three class hours per week.
Considerable emphasis is placed on discussion and debate in the form of syndicate and seminar work. Students are expected to devote a minimum of three hours per week per subject in private study or assignment work. Assessment is based on a combination of assignments, class participation and examinations.
A student must submit a written paper based upon research begun in second year before the award of the Graduate Diploma.
Candidates must complete two compulsory core units listed for the first year of the course before being eligible to take second year core subjects.

NOTE: This course is presently under review. Should changes be introduced in 1983, they will be advised to incoming students at the time of enrolment.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Physical Distribution MKT641</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Physical Distribution MKT642</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>Physical Distribution MKT643</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Physical Distribution MKT644</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives*
Techniques of Materials Handling MKT645
Decision Making Techniques MAT662
Applied Operation Research MAT664
Techniques of Forecasting MAT663
Computer Programming EDP690
System Analysis and Design EDP691
Investment Analysis and Portfolio Management FIN663
Accounting and Budget Planning ACC682

Graduate Diploma in Process Computer Systems (part-time)

Course Code: PC
Course Leader: Max L. Telfer

Content
This course has been structured for graduates interested in updating their knowledge in this area. The course examines in detail the application of digital computers to control systems and the various levels of computer hardware and software available for the solution of control problems.

Admission Requirements
A degree or diploma in engineering or applied science.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Process Modelling ELE650</td>
<td>4</td>
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<tr>
<td></td>
<td>Digital Logic and Components ELE651</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Process Simulation ELE652</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Process Control and Identification ELE653</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Small-computer Software ELE654</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Measurement and Instrumentation ELE655</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Computer Architecture and Interfacing ELE656</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Computer Process Control ELE657</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Operating System Software ELE658</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Project ELE679</td>
<td>4</td>
</tr>
</tbody>
</table>

* Students without an educational qualification in Basic Statistics will be required to take this additional single unit during the first semester.
Graduate Diploma in Process Plant Project Engineering
Course Code: PH
Course Leader: L. Wyatt

Content
A two year part-time course to introduce graduates to the fundamental techniques of management as applied to project engineering, and to develop an understanding and co-ordination of the various engineering disciplines on which major projects rely.

Admission Requirements
An approved degree or diploma.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Management I MEC631</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Project Technology I MEC635</td>
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<td></td>
<td>Project Management II MEC632</td>
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<tr>
<td></td>
<td>Project Technology II MEC636</td>
<td>3</td>
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<tr>
<td>2</td>
<td>Project Management III MEC633</td>
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<tr>
<td></td>
<td>Project Technology III MEC637</td>
<td>3</td>
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<tr>
<td></td>
<td>Project Management IV MEC634</td>
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</tr>
<tr>
<td></td>
<td>Project Technology IV MEC638</td>
<td>3</td>
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</tbody>
</table>

Graduate Diploma in Secretarial Studies
Course Code: PS1
Course Leader: Hazel A. Ryan

Content
This one year full-time course is specially structured so that early application of secretarial skills is made to a variety of complex office situations, devised to challenge people with a high level of education. To complement these skills, the graduate may study administration, office procedures, business systems, marketing, editing, personnel and data processing.

Admission Requirements
An approved degree or diploma.

Assessment
Satisfactory completion of ten subjects and a research paper.

Course Structure
The course structure is formed by a basic business/secretarial core with a series of electives. Two intensive three week training sessions in shorthand and typing are conducted during the normal academic year to assist students achieve maximum skill development. During this period no classes are conducted in other academic areas.

Graduate Diploma in Structural Computations
Course Code: PZ5
Course Leader: W. J. Spencer

Content
This two year part-time course offers specialist training for qualified engineers who are involved in using computers for structural analysis and design. This course involves attendance at classes for approximately four hours per week.

Admission Requirements
A recognised degree or diploma in civil engineering or in an associated discipline.

Applicants who lack the necessary qualifications, or who do not wish to undertake the complete course, may be permitted to enrol for single subjects.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 &amp; 2</td>
<td>Computer Programming EDP640</td>
<td>1</td>
</tr>
<tr>
<td></td>
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<td>Computer Systems EDP641</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skeletal Frame Analysis CIV603</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Application I CIV604 (Project)</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>1 &amp; 2</td>
<td>Digital Computer Equipment EDP642</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td>Finite Element Analysis CIV606</td>
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<td>Numerical Analysis CIV607</td>
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<tr>
<td></td>
<td></td>
<td>Computer Application II CIV608 (Project)</td>
<td>2</td>
</tr>
</tbody>
</table>

* Subject to be taught by the Department of Electronic Data Processing (School of Computing and Information Systems).
Graduate Diploma in Water Science

Course Code: PK1
Course Leader: Barry T. Hart

Content
This course is an interdisciplinary one, employing the resources of the School of Applied Science, and the Departments of Civil Engineering and Applied Sociology. It provides specialist training in fields concerned with the maintenance of the quality of fresh, estuarine and marine water resources.

Admission Requirements
A degree or diploma in science or engineering.

Course Structure
This part-time course requires two years of attendance on two afternoons per week. Ten hours per week are devoted to formal lectures, discussion groups, practical work and field trips.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water Science Concepts CHE601</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Water Systems CHE602</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Water Pollution CHE603</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Water Science Project CHE605</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Water Management CHE604</td>
<td>6</td>
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<tr>
<td>6</td>
<td>Water Science Project CHE605</td>
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<tr>
<td>7</td>
<td>Water Management CHE604</td>
<td>6</td>
</tr>
<tr>
<td>8</td>
<td>Water Science Project CHE605</td>
<td>4</td>
</tr>
</tbody>
</table>

Graduate Diploma in Welfare Administration

Course Code: PW1
Course Leader: Jim Ross in conjunction with Hayden Raysmith, Victorian Council of Social Service

Content
This two year part-time course is designed to equip practitioners with a sound theoretical basis on which to analyse current welfare issues, problems, programs, policies and organisational factors in the welfare industry. Emphasis is given to the acquisition of practical skills in management, administration, resource allocation, communication, policy formulation and implementation.

Admission Requirements
The normal entry level is a three year undergraduate course. Some places will be available to applicants whose training and experience are judged as appropriate to the course and equivalent to the normally prescribed qualifications.

<table>
<thead>
<tr>
<th>Years</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Organisational Structures and Processes in Welfare Systems SOC421</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Welfare Industry SOC422</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Design and Initiation SOC425</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Social Policy and Planning SOC426</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Evaluation and Research in Welfare SOC427</td>
<td>3</td>
</tr>
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MASTERS DEGREES

Postgraduate study, by research project and thesis, leading to a Master degree in Applied Science, Arts, Business or Engineering is available at Chisholm. Normally, the course requires at least two years full-time, or equivalent part-time study (except for those with a high standard four-year qualification where the period of candidature may be shortened to one year). The first year is a preliminary program to raise the level of the candidate's knowledge of the theoretical principles and practices underlying the chosen field of research, and to introduce the candidate to the techniques of research methodology. Subject to the satisfactory completion of the preliminary study program, in the second year the candidate is permitted to proceed with a research project and thesis. At the discretion of the Higher Degrees and Research Committee, the preliminary year may be either waived or shortened. The standard required for entry to the preliminary course of study is a degree or diploma of an approved institution, plus appropriate employment experience. Applications must be submitted to the Academic Registrar and must be approved by the Higher Degrees and Research Committee of Chisholm before being forwarded for ratification by the Victorian Post Secondary Education Commission (VPSEC). Preliminary study courses and research supervision can be provided for a large number of fields and particularly within the specialisations listed below.

Master of Applied Science

Course Code: MSS

Applied Physics — acoustics, instrumentation and materials. Chemistry — water sciences, aquatic biology, applied electro-chemistry, manufacture of synthetic drugs, polymer chemistry and surface chemistry. EDP — the organisation of large data systems; data processing in small businesses; data communications systems; the architecture of data processing systems; theory of systems; the design of operating systems; the design and application of 'intelligent' systems; machine-assisted management systems. Mathematics — mathematical modelling of large physical systems; models of the patterns of deposition of strontium 90 in Australia; of power production systems in Victoria; of rainfall runoff.

Master of Arts

Course Code: MA

Applied Psychology — applied experimental psychology; developmental, forensic, occupational, and organisational psychology; stress and stress management, and skilled performance. Applied Sociology — social theory; deviance; community relations; adolescence; religion; minority groups; organisations. Communication Studies — Social psychology of communications; telecommunications in education. Political Studies — the Labour Movement in Australia in the 20th Century; Australian State politics; political implications of the 1930s depression; war and morality; natural rights; post-1949 politics of the Chinese Communist Party and army.

Master of Business

Course Code: MB

Accounting — all areas. Finance and Law — studies relating to the determination of factors affecting borrowing and lending policies in the finance industry; portfolio theory; efficient capital market research. Marketing — all areas of general marketing; agribusiness; retailing; physical distribution management.

Master of Engineering

Course Code: ME

Civil — transportation economics; traffic flow; road safety; design of steel structures; finite elements in fluids and structures; limit state design of highway bridges; soil and rock engineering; public health. Electrical and Electronic — avionics; communications; electric power. Mechanical — the mechanics of fluids, machines, materials and solids, and thermodynamics. Industrial — methods engineering; operations research; work place layout; ergonomics. More information may be obtained from the Secretary, Higher Degrees and Research Committee.
SUBJECT SYNOPSES

ACCOUNTING ACC210
Students still needing this subject will follow the program for ACC240.

ACCOUNTING ACC218
Students still needing this subject will follow the program for module two of ACC247 and the takeover module of ACC268.

ACCOUNTING ACC320
Students still needing this subject will follow the program for ACC261.

ACCOUNTING ACC321
Students still needing this subject will follow the program for ACC350.

ACCOUNTING ACC324
Students still needing this subject will follow the program for ACC264.

ACCOUNTING ACC327
Students still needing this subject will follow the program for ACC248.

ACCOUNTING ACC328
Students still needing this subject will follow the program for ACC360.

ACCOUNTING FIN392
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisites: Business Law FIN111 and normally Accounting ACC217 will be required. Business Law FIN113 is desirable.
Syllabus: The course will cover incidence of income tax, income recognition, deductions and rebates, classes of taxpayers, double tax agreements, returns and assessments, payment of tax, appeals and objections, sales and payroll tax.
References:
Australia, Income Tax (International Agreements) Act.
Australia, Sales Tax Act.

ACCOUNTING — ADVANCED FINANCIAL ACC348
A course of four hours per week for one semester.
Prerequisites: Accounting — Intercorporate Reporting ACC246
Syllabus: The aim of the subject is to develop further skills of evaluation and synthesis in the areas of financial accounting and reporting and, in the process, to create an awareness of current developments in the field. Topics covered include purpose and structure of financial accounting, alternative methodologies, alternative accounting valuation systems, continuously contemporary accounting, cash flow accounting and funds statements.
References:

ACCOUNTING AND BUDGET PLANNING ACC682
A course of three class contact hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject has been specifically designed for physical distribution managers and, therefore, concentrates on the use of accounting data rather than the recording process.
Planning and control systems; revenue, expense and profit planning; analysing profit alternatives, sales and cash forecasts; managing liquidity; planning for inventories; capital expenditure decisions; capital structure and the rate of return; responsibility reporting and control; budgeting for the distribution effort.
Reference:

ACCOUNTING AND FINANCE ACC101
A course of four to six hours instruction per week for one semester. Students may be offered alternative learning paths including lectures/tutorials, teaching classes and laboratory sessions.
Prerequisites: Nil.
Syllabus: The aim of this course is to establish an accounting framework for the firm by developing the fundamental concepts related to financial reporting and to provide training in the techniques of collecting, classifying and presenting financial information.
Assessment: The PQ grading will apply.*

References:
*Pass. No higher grade is available in this subject.
ACCOUNTING AND FINANCE ACC102
A course of four hours instruction per week for one semester. Students may be offered alternative learning paths including lectures/tutorials, teaching classes and laboratory sessions.
Prerequisite: Accounting and Finance ACC101.
Syllabus: To extend the basic accounting framework treated in Accounting and Finance ACC101 by developing the ability of the student:
(a) to record and report changes in capital structure (including distribution of profits) of partnerships and companies; and to prepare final accounting reports for companies and partnerships;
(b) to understand and apply the basic principles underlying funds statements, and the tools of financial analysis and interpretation;
(c) to understand and apply the basic tools of business finance.
References: To be advised.

ACCOUNTING AND FINANCE ACC240
A course of a two hour lecture and two hours tutorial and case work per week for one semester.
Prerequisite: A pass in Accounting and Finance ACC102.
Syllabus: The subject is designed to develop the basic techniques of costing for a manufacturing enterprise, with particular reference to cost behaviour and the development and use of relevant accounting data for management decision making. Topics covered include cost concepts, behaviour, and classification, job and process costing, inventory valuation, accounting for overhead, standard costing, cost-volume profit analysis and contribution analysis.
References:
Accounting & Finance ACC240 Lecture Notes and Tutorial Questions, CIT Publication.

ACCOUNTING AND FINANCE ACC247
A second year degree subject with class contact of four hours per week which will comprise a lecture and a tutorial.
Prerequisite: Admission to the degree course with a pass in ACC102. FIN319 must have been passed or be taken concurrently.
Syllabus: The nature, purpose and preparation of company accounts including the associated professional, legal and stock exchange requirements. The subject considers reporting for subsidiary and associated companies including corporate joint ventures. Limitations of contemporary reporting.
References:

ACCOUNTING AND FINANCE ACC248
A second year second semester unit of four hours per week class contact consisting of lectures, tutorials and laboratory sessions as appropriate.
Prerequisite: A pass in Accounting and Finance ACC247 will normally be required.
References:

ACCOUNTING AND FINANCE ACC350
A course of four hours class contact per week for one semester.
Prerequisite: A pass in Accounting and Finance ACC240.
Syllabus: The subject is designed to develop the concept of an integrated financial system for multi-division firms. Topics covered include planning and control systems, corporate goals and objectives, divisional performance, residual income and rate of return measures, transfer pricing, budgetary control and profit planning.
Reference:

ACCOUNTING AND FINANCIAL DECISION MAKING ACC103
A course of four hours per week for one semester.
Prerequisites: Nil
Syllabus: The aim of this course is to provide all students with an understanding of the nature and purpose of accounting information, so that they are able to use financial data to assist in the decision making and control processes of a business organisation. Topics include nature and environment of accounting, nature and purpose of accounting information and management accounting information for decision making purposes.
Reference:
Other references to be advised.

ACCOUNTING APPLICATIONS FOR MARKETERS ACC290
A course of two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.
Prerequisite: Accounting and Finance ACC102.
Syllabus: The subject aims to give marketers an appreciation of the financial implications of marketing
decisions. Topics covered include cost behaviour, break even analysis and incremental profit analysis for decision making. The relationship between marketing strategies and financial resource requirements will be investigated and management control techniques applicable in a marketing environment will be reviewed.

References:

ACCOUNTING — BUSINESS FINANCE ACC360
Four hours class contact per week for one semester. Prerequisite: Successful completion of all first and second year compulsory subjects.
Syllabus: Corporate financial objectives, financial planning and forecasting, financial mathematics, working capital management, capital budgeting, financing decisions, capital markets and introduction to portfolio theory.
References:
SMITH, N. S. Lease or Buy Decision, Australian Society of Accountants, 1981.

ACCOUNTING — COMPANY ACC245
A course of two hours per week for one semester.
Prerequisites: Accounting and Financial Decision Making ACC103. Company Law FIN219 should be taken concurrently.
Syllabus: This subject will provide students with an understanding of the reporting processes applicable to public companies. Issues in financial reporting are explored, as well as accounting for and reporting of shareholders' funds. In addition, accounting standards and professional reporting requirements, together with legal and stock exchange requirements, are examined.
References:

ACCOUNTING — COST ACC241
A course of four hours per week for one semester.
Prerequisites: Accounting — Systems and Procedures ACC104.
Syllabus: This subject is designed to explain basic costing techniques which can be used by the accountant to provide relevant financial information for management decision making. Topics covered include cost accounting in commercial and not-for-profit organisations; cost concepts, chart of accounts and computerisation; cost-volume-profit analysis; accounting for materials, labour and overheads; job, process and standard costing; cost reporting.
Reference:
Other references to be advised.

ACCOUNTING FOR THE MARKETING FUNCTION ACC679
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Marketing strategy. The design of marketing information systems and the role of accounting information including its limitations. Accounting information for the planning and control of the total marketing effort and the specific areas of product mix, source, quality, promotion and distribution costs.
References:

ACCOUNTING — INTERCORPORATE REPORTING ACC246
A course of two hours per week for one semester.
Prerequisite: Accounting — Company ACC245.
Syllabus: The subject aims to provide an understanding of the importance of intercorporate investments, the reporting requirements and their adequacy and to develop an understanding of the principles involved in preparing group accounts and reports.
References:
Australian National Companies and Securities Legislation, CCH.
Student Guide to Intercorporate Investments, Chisholm publication.

ACCOUNTING/LEGAL ACC199
A course of four hours instruction per week for one semester consisting of two hours lectures and two hours tutorials. Laboratory assistance is also available.
Prerequisites: Nil.
Syllabus: To give students a vocationally orientated as well as theoretical grasp of a double entry bookkeeping system of legal practitioners. This includes recording and summarising of transactions applicable to those practitioners.
Assessment: The PQ grading will apply.
Reference:
ACCOUNTING — MANAGEMENT ACC351
A course of four hours per week for one semester
Prerequisite: Accounting — Cost ACC241
Syllabus: Theoretical analysis and discussion of the principles for satisfactory design of financial planning, control and reporting systems, together with practical problem solving of minor and major case studies. Topics covered include profit planning and control, responsibility centres, performance measures, relevant costing, budgetary systems for planning and control.
Reference:
Others to be advised.

ACCOUNTING/MEDICAL ACC198
A course of four hours instruction per week for one semester consisting of two hours lectures and two hours tutorials. Laboratory assistance is also available.
Prerequisites: Nil.
Syllabus: To give students a vocationally orientated, as well as theoretical grasp of a double entry book-keeping system of service industries, and a special grasp of the requirements of medical practitioners, either as sole trader, or in partnership. This includes recording and summarising of transactions applicable to those practitioners.
Reference:
Assessment: The PQ grading will apply.

ACCOUNTING PRINCIPLES ACC297
A course of four hours instruction per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of the course is to provide students with a basic understanding of accounting principles and procedures to assist them in analysing and interpreting financial reports.
References:

ACCOUNTING PRINCIPLES IN BUSINESS ACC196
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This course provides students with an understanding of the basic accounting information flows and concepts. It examines the accounting framework, accounting reports and processes, applications to retailing, retail inventory and contribution accounting, interpretation of financial statements and design of retail accounting systems. It will be taught by lectures, tutorials, case studies and practical work.

References:
MAHONEY, D., Accounting for Inventories, VCTA, 1979.

ACCOUNTING — SYSTEMS AND PROCEDURES ACC104
A course of four hours per week for one semester.
Prerequisite: Accounting and Financial Decision Making ACC103
Syllabus: The aim of this subject is to develop an accounting framework for financial reporting through the process of collecting, analysing, classifying and presenting financial information. Topics covered will include the basic accounting cycle, means of recording and classifying accounting information, profit measurement under accrual accounting and accounting for fixed assets and inventories.
References:

ACCOUNTING THEORY ACC267
A course of four hours per week for one semester.
Prerequisite: Pass in Accounting and Finance ACC357 will normally be required.
Syllabus: The importance of financial accounting theory; historical development of accounting and its underlying concepts; terminology and methodology; basic concepts of accounting theory; controversies and problems in accounting theory. Various concepts of income and asset evaluation, contemporary developments.
References:
The Institute of Chartered Accountants and/or The Australian Society of Accountants, Statements of Accounting Standards.
Other references to be advised.

ACCOUNTING THEORY ACC269
Prerequisite: A pass in Accounting and Finance ACC247 will normally be required.
Syllabus: Attention is focused on contemporary issues and problems associated with financial reporting. Topics relating to extensions to disclosure include segmental financial reports, accounting for intangibles and leasehold property; topics relating to alternative practice include extractive industry reporting, foreign operations; topics relating to alternative reporting dimensions include social accounting, reporting to employees. Also considered is computerised systems design for financial reporting.
ACCOUNTING THEORY ACC601
A course of three hours per week for one semester.  
Prerequisite: No formal prerequisite is required; however, a sound basic knowledge of financial accounting is assumed.
Syllabus: Basic concepts and methodology of financial accounting theory. Problems and controversies such as accounting for: price-level changes; leases; deferred tax; goodwill; business combinations; human resources; diversified companies; extractive industries; overseas subsidiaries and governments. The practical application of accounting theory will be emphasised.
Text: Institute of Chartered Accountants in Australia, Statements on Accounting Practice.
References:  

ACQUISITION OF LANGUAGE GLD402
Contact Hours Per Week: Two hours per week for one year.
Syllabus: The unit will be concerned with the structure of English language; a review of the acquisition but development of language in children; the functional use of language and the role of language in mathematics learning.
Assessment: Assignments and/or class tests.
References:  

ADMINISTRATION AND MARKETING COMMUNICATION MKT392
A course for degree students of two hours per week for two semesters, with an additional one hour tutorial for one semester. This subject may constitute the theme for the degree research paper.
Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication with MKT292.

Syllabus: Promotion and the relationship with the marketing mix. Consumer motivation and behaviour in terms of communication requirements and in-depth study of the function of advertising.
Assessment: The research paper will be assessed by the examination panel. Also one test and four written assignments are required.

ADMINISTRATIVE COMMUNICATION ADM264
A course of four hours per week for one semester.  
Prerequisite: Business Communication ADM121 and Organisational Behaviour and Performance ADM122.
Syllabus: Content of the course is designed principally to improve verbal skills in a business context. Areas covered include communication theory and practice, workshops in oral communication, persuasive communication, interviewing techniques and the preparation and presentation of action-oriented reports.
Preliminary Reading:  
References:  
Specific reference materials will be advised in first class.

ADMINISTRATIVE REVIEW ADM263
A course of four hours per week for one semester.  
Prerequisite: Organisational Behaviour and Performance ADM232.
Syllabus: This elective subject explores practical considerations in the analysis and design of administrative systems and procedures. Students completing the subject are expected to acquire a sound understanding of relevant tools, techniques, services and equipment necessary for procedural review.
References:  
To be advised during first week of classes.

ADMINISTRATIVE STUDIES ADM226
A course of four hours per week for one year.  
Syllabus: This subject surveys the nature and significance of major variables affecting the management and performance of work organisations.
Text:  
References:  

ADMINISTRATIVE STUDIES ADM238
A course of four hours per week for one year.  
Syllabus: This subject surveys the nature and significance of major variables affecting the performance of work organisations, and of leading theoretical models advanced in this connection.
References:

ADMINISTRATIVE STUDIES ADM412
A course of four hours per week for one semester.
Prerequisite: Contemporary Business ADM111.
Syllabus: This subject gives an overview of the organisation at work. As such students will examine the components of an organisation model including individual and group behaviour, the impact of technology, the environment, particularly related to the survival and decision making activity of the organisation.
References: To be advised.

ADMINISTRATIVE STUDIES ADM611
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will be introduced to the broad sweep of organisation theory, concentrating on its rationale, evolution and major contributors, and modern perspectives.
References:

ADMINISTRATIVE STUDIES ADM612
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The program is designed to help students identify the key aspects of current management practice. In doing this they are encouraged to develop a critical approach to the various theories and principles that appear in management texts. There are two principal objectives: the first is to find methods of application of managerial principles to current work environments, the second is to develop skills in working as an investigatory management team.
Texts:
References:

ADVANCED COMPANY LAW FIN613
A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: An in-depth study of the company as a corporate entity, contractual effect of the memorandum and articles of association, the raising and maintenance of capital (including loan finance, and a consideration of the kinds of securities available), the rights of shareholders, the relationship of the company to parties dealing with it, reporting requirements, the duties of its directors and officers, and the control of takeovers.
References: To be advised.

ADVANCED COMPUTERISED BUSINESS SYSTEMS ACC359
A course of two hours per week for one semester.
Prerequisites: Computerised Business Systems ACC259
Syllabus: The purpose of this subject is to provide students with a guide to determining the requirements of an accounting system, the selection of the most appropriate computing method and the selection between various suppliers of accounting computer facilities. Topics dealt with include development of accounting information systems, evaluation of suppliers, requests for proposal, hardware, software, in-house computers, service bureaus and EDP controls.

ADVANCED CORPORATE ACCOUNTING AND LAW ACC268
A third year degree elective with four hours of class contact per week for one semester. The subject is divided into two units, i.e., Merger/Takeovers and Corporate Failures.
Prerequisites: Accounting and Finance ACC247, and Corporate Law FIN319.
References:

ADVANCED CURRICULUM STUDIES IN EXCEPTIONALITY (EARLY CHILDHOOD) BEB422
Contact Hours Per Week: Four hours per week for one session.
Prerequisites: BEA422.
Syllabus: The course seeks to provide an overview of those forms of exceptionality which may be encountered in pre-school and early primary grades. Emphasis is
placed on the use of screening, the development of appropriate teaching strategies and the utilization of community resources on behalf of these children and families. The course concludes with an overview of recent trends in special education.

Assessment: Seminar paper, Essay.

References:

**ADVANCED CURRICULUM STUDIES IN CHILDREN’S LITERATURE BEB425**

*Contact Hours Per Week: Four hours per week for one session.*

**Prerequisites:** BEA421.

**Syllabus:** This unit develops an understanding of children’s literature through a close literary study of a wide range of children’s fiction. The unit will have two main emphases:

- increasing knowledge of themes, content, form and style of children’s books and developing criteria of excellence by which to evaluate children’s literature;
- the value and place of children’s literature in the primary school curriculum.

**Assessment:** Assignments and/or class tests.

References:

**ADVANCED CURRICULUM STUDIES IN LANGUAGE BEB421**

*Contact Hours Per Week: Four hours per week for one session.*

**Prerequisite:** BEA421.

**Syllabus:** An advanced study of the acquisition of the language skills of listening, speaking, reading and writing in relation to the development of language functions for curriculum planning. The relevance of language functions as described by Halliday, Hymes, Jakobson and Britton for language across the curricula will be examined. Curriculum design and syllabus planning for learners of English as a second language will also be considered.

**Assessment:** Two assignments — the functional analysis of teacher language and the development, implementation and evaluation of a language syllabus.

References:

**ADVANCED CURRICULUM STUDIES IN MATHEMATICS BEB423**

*Contact Hours Per Week: Four hours per week for one session.*

**Prerequisite:** BEA421.

**Syllabus:** Recent developments in theories of mathematics learning and the applications of these theories to classroom programs will be studied. The course will provide experiences of large group, small group and individual learning, workshop activities, mastery learning programs and thematic approaches to mathematics learning. The relevance of these learning modes to the various aspects of mathematics learning will be discussed in the context of school mathematics programs. Special emphasis will be given to the development of skills and techniques of diagnosis and remediation as part of everyday classroom practice in the teaching of both skills and concepts in mathematics.

**Assessment:** Assignments and/or class tests.

References:

**ADVANCED CURRICULUM STUDIES IN MATHEMATICS AND SCIENCE BEB424**

*Contact Hours Per Week: Four hours per week for one session.*

**Prerequisite:** BEA421.

**Syllabus:** This unit will examine a variety of programs for an integrated mathematics-science study of environmental problems. The criteria for choice of problems, such as inherent motivation, concepts (mathematics and science) involved in relation to the student’s age and stage of cognitive development, will be investigated. These questions will be related to the place of mathematics and science in an integrated curriculum or a thematic approach to learning.

**Assessment:** Assignment and/or class tests.

References:
Unified Sciences and Mathematics for Elementary Schools (USMES) Project.
ADVANCED DATA BASE EDP671
A course of four hours per week for seven weeks.
Prerequisites: Data Base EDP657 and Systems Development II EDP660.
Syllabus: Advanced CODASYL DDL/DML; CODASYL ’78; database administration — DBACP, restart/recovery; query languages; non-CODASYL DBMS examples; data dictionary automation; distributed database; database standards.
References: To be advised.

ADVANCED MARKETING RESEARCH MKT342
A course of four hours class work per week for one semester.
Prerequisites: Marketing Research MKT212 and Buyer Behaviour MKT211.
Syllabus: This course takes the prerequisite subject MKT212 on to an advanced level. The emphasis is on the logic of analysis and techniques associated with data analysis and marketing information systems. The course also covers the development of market specific models oriented towards forecasting.
References: To be advised.

ADVANCED MARKETING RESEARCH ANALYSIS MKT633
A course of three hours per week for one semester.
Prerequisite: Marketing Research and Forecasting MKT612.
References: To be advised.

ADVANCED STATISTICS MAT631
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Probabilistic model building using engineering based data; statistical inference, parameter estimation and significance tests; quality assurance, control charts and acceptance sampling; simulation, monte-carlo methods, random variate generation; regression analysis, linear and non-linear models; experimental design and analysis of variance; estimation of extreme values.
References: To be advised.

ADVANCED STUDIES IN ANTHROPOLOGY AND SOCIOLOGY UNIT B BGA459
Contact Hours Per Week: Three hours per week for one session.
Prerequisite: Nil
Syllabus: This unit is designed to provide an opportunity for students to undertake a small exploratory field project of their own, using the anthropological and statistical research technique of neo-ethnographic methodology. This method will first be examined using case studies, and also problems and methodology of investigating social behaviour in high cultures, before students undertake their own field project.
Assessment: Essay, Major field project.
References:
MANNING, R., 'Field-work' and the new ethnography, in Man, 1976.

ADVANCED STUDIES IN AUSTRALIAN LITERATURE (FICTION) BGA451
Contact Hours Per Week: Three hours per week for one session.
Prerequisites: Nil
Syllabus: Analysis and evaluation of the work of selected Australian prose writers up till World War II and a study of Australian poetry from colonial times to the present day. Topics include:

i. some important trends in Australian fiction until the end of World War II;

ii. major developments in Australian verse from the bush ballads to contemporary poetry;

iii. the view of man which emerges in relation to Australian society and to the landscape in this writing.

Assessment: One major assignment. One in-class test.
References: Prescribed texts (novels and poetry) available prior to start of semester.
ADVANCED STUDIES IN AUSTRALIAN LITERATURE (POETRY AND DRAMA) BGB451

Contact Hours Per Week: Three hours per week for one session.

Prerequisite: BGA451.

Syllabus: Analysis and evaluation of the work of selected Australian prose writers since World War II and a study of Australian drama. Topics include:

i. some important trends in 20th century Australian drama;
ii. some major figures in the Australian novel since 1945;
iii. whether a coherent view of man emerges from Australian literature;
iv. the relative emphasis of the rural and the urban, the personal and the public, the egalitarian and the elitist as elements in Australian drama and novels.

Assessment: One major assignment. One in-class test.

References:


ADVANCED STUDIES IN CONTEMPORARY AUSTRALIAN MUSIC BGA458

Contact Hours Per Week: Three hours per week for one session.

Syllabus: An advanced and detailed study of contemporary Australian composers and their compositions. Australian music of the present time will be studied in its own context and in relation to current world movements. This strand offers two closely interrelated approaches to the study of the period: an understanding of the period through a study of representative works and practical participation in performance.

Assessment: Assignments and/or class tests and/or practical work.

References:

Australia Music Centre, Australian Compositions: Orchestral Music; Instrumental and Chamber; Keyboard; Vocal and Choral; Electronic; Jazz; Folk; Pop and Rock, Sydney: 1976-1978.

ADVANCED STUDIES IN ENVIRONMENTAL STUDIES — UNIT A BGA457

Contact Hours Per Week: Three hours per week for one session.

Prerequisites: Nil

Syllabus: This unit is designed to broaden the environmental perspectives of students through the consideration of a range of concepts, skills and techniques that are relevant to an understanding of environmental issues. Environmental problems and decision can not be adequately understood from a single discipline background, hence this unit will incorporate studies in environmental sciences, economics and politics. Environmental issues considered will range from aspects of personal health to global considerations of populations and energy.

Assessment: Two essays.

References:

ii. style and meaning, style and feeling;
iii. mise-en-scene and montage: how meaning is made within and between sequences;
iv. the director as the key creative figure — the auteur theory of film-making;
v. genre: conventions and constraints.
Assessment: One major assignment. End-of-semester test.

References:
PERKINS, V., Film as Film, Harmondsworth: Penguin, 1972.

ADVANCED STUDIES IN FILM STUDIES — UNIT B BGB457
Contact Hours Per Week: Three hours per week for one session.
Prerequisite: BGA457.
Syllabus: Continuation and extension of the work begun in the previous session on 'How to read a film'. The aims are increased understanding of how films function as formal structures and some attempt at critical evaluation. Topics include:
i. critical approaches: authorism, genre criticism, mise-en-scene criticism;
ii. signs and meaning in the cinema;
iii. some aspects of film theory;
iv. the emergence of contemporary directorial trends;
v. some comparisons between recent films from Australia and elsewhere.
Assessment: One major assignment. One in-class test.
References:
*Prescribed texts.

ADVANCED STUDIES IN HEALTH, MOVEMENT AND RECREATION — UNIT B BGB454
Contact Hours Per Week: Three hours per week, one session.
Prerequisites: Nil
Syllabus: Advanced study of current trends, problems and issues and possible future developments in selected areas of human movement.
Areas of study include:
1. Children in sport.
2. Women in sport.
4. Sport in Australian society.
Assessment: Assignments and/or class tests.
References: Selected readings from current professional journals, periodicals and government reports relevant to topics considered.

ADVANCED STUDIES IN HEALTH, MOVEMENT AND RECREATION — UNIT B BGB454
Contact Hours Per Week: Three hours per week for one session.
Prerequisite: BGA454.
Syllabus: A study of the health and recreation needs of special groups within the community including a work experience placement. Guidelines for the provision of health and recreation services are examined together with problems and resources in service delivery. Special groups include mentally and physically disabled, aged, poor, socially deviant and dependent youth, aborigines and migrants.
Assessment: Examination, literature review and assignment.
References: To be advised.

ADVANCED STUDIES IN MATHEMATICS — UNIT A BGA455
Contact Hours Per Week: Three hours per week, one session.
Prerequisites: Nil
Syllabus: A study of the origins and evolution of important mathematical concepts and techniques including number systems, geometric and algebraic procedures, calculating devices and the principles underlying modern computer technology. The axiomatic method and concepts and problems of Euclidean and non-Euclidean geometries. Inductive and deductive logic; formal symbolic logic, truth tables, an algebra of propositions and valid argument forms.
Assessment: Assignments and/or class tests.
References:

ADVANCED STUDIES IN MATHEMATICS — UNIT B BGB455
Contact Hours Per Week: Three hours per week for one session.
Prerequisite: BGA455.
Syllabus: The application of statistical techniques to the problems of education; emphasis on underlying logical principles and concepts. The nature of educational measurement. Concepts and methods of testing; statistics of test construction and interpretation. The use of calculators in the analysis of educational data. The educational applications of computers; the structure, organization and operation of a computer. The operating system; batch and online processing. The use of visual display terminals, printers, and applications software packages.
Assessment: Assignments and/or class tests.
References:
ADVANCED STUDIES IN MUSIC FOR SPECIAL GROUPS BGB456

Contact Hours Per Week: Three hours per week for one session.

Prerequisite: BGB456.

Syllabus: A study of the use of music in association with specific problems/characteristics of contemporary society.
The history and development of the therapeutic use of music. Guidelines for provision of music services to special groups. Behavioural objectives and evaluation procedures as applied to specific needs of special groups. Special groups include: mentally and physically disadvantaged, geriatrics, migrants or gifted.

Assessment: Assignments and/or class tests and/or practical work.

References:

ADVANCED STUDIES IN RENAISSANCE STUDIES — UNIT A BGA456

Contact Hours Per Week: Three hours per week, for one session.

Syllabus: An advanced study of the culture of the Elizabethan Court by way of Renaissance studies to continue studies in music, drama and literature. All students will be involved in the performance and dance, drama and music of the era. This course offers two closely interrelated approaches to the period: an understanding of the background of the period and participation in dance and either music or theatre. An understanding of achievements in literature and the arts will emerge from the three-part study.

Assessment: Assignments and/or class tests.

References:
Reading List for Music and Drama.

Bibliography — Drama

ADVANCED STUDIES IN RENAISSANCE STUDIES UNIT B BGB456

Contact Hours Per Week: Three hours per week, for one session.

Prerequisite: BGB456.

Syllabus: An advanced study of the culture of the Elizabethan Court by way of Renaissance studies to continue studies in music, drama and literature.

Section A: Background Study
A series of lectures to provide the students with sufficient information to understand the second part of the course and to provide an intellectual framework and a way of viewing the world that will correspond with that of the educated Elizabethan.

Section B: Dance, Drama and Music
1. Dances of English Renaissance which, for their fullest and most meaningful expression, depend on an understanding of the educated Elizabethan, e.g. Pavane, La Valla, Galliard.
2. Accompaniment will be provided by a small group of instruments, e.g. flute, recorders, krummhorn, viol da gamba, lute and small drums.
3. Drama
Students will be required to become thoroughly familiar with the play and then make a selection of scenes for presentation with musical accompaniment at the 'entertainment'. Stress will be placed upon the reproduction of a setting as close to that used in Shakespeare's day as possible.

Assessment: Assignments and/or Class Tests.

References:

ADVANCED STUDIES IN TWENTIETH CENTURY ART BGA452

Contact Hours Per Week: Three hours per week for one session.

Prerequisites: Nil

Syllabus: A study of the visual arts of the twentieth century and their relationships with the social changes of the age. Although the visual arts will form the main study, other art forms will be used to supplement the understanding of the times as expressed through individual artists and art movements. The study will commence with Paris as the centre of the avant garde at the turn of the century and conclude with New York in the 1950s. Australian art of this time will be looked at in its own context and in relation to world movements.

Assessment: Assignments and/or class tests.

References:
ADVANCED STUDIES IN VISUAL ARTS AND CONTEMPORARY SOCIETY BGB452

Contact Hours Per Week: Three hours per week for one session.

Prerequisite: BGA452.

Syllabus: A study of the visual art forms as a reflection of the concepts of contemporary society and in turn the influence of visual art on other art forms and the society in general. World trends will be studied and then their implications for, and influence on, Australian artists and craftsmen. The study will commence with the art forms of the 1960s and continue to the present day. Graphic and sculptural forms will be the major area for study but architecture and the development of craft movements will be looked at in the context of the whole contemporary movement.

Assessment: Assignments and/or class tests.

References:

ADVERTISING MANAGEMENT MKT362

Four hours per week for one semester.

Prerequisites: Marketing Communication MKT341.

Syllabus: Students will obtain an understanding and appreciation of the role of advertising management and an appreciation of how an advertising agency works.

Reference:
RUNYON, K., Advertising and The Practice of Marketing, Merrill, 1979.

AESTHETIC APPRECIATION OF MIGRANT CULTURES GME412

Contact Hours Per Week: Two.

Syllabus: The aim of this unit is for the student to examine and participate in a variety of art forms which are associated with selected ethnic groups and which are currently practised within an Australian environment. Emphasis is also placed on factors contributing to the maintenance of art forms within specific communities.

Assessment: One class presentation. One assignment (maximum 2,500 words).

References:
Migrants’ Melbourne, Melbourne Ministry of Immigration and Ethnic Affairs, 1981.

AESTHETICS AND THE ARTS GAE401

Contact Hours Per Week: Two for both sessions.

Syllabus: The subject aims to:
1. enable students to experience the arts and come to understand the relationships between the various forms of the expressive arts;
2. develop in students a critical appreciation of the arts;
3. help students develop ways of introducing children to a knowledge, understanding, and appreciation of art forms.

Topics to be covered will include: the nature of the arts; subject matter of the arts; function of the arts; media of the arts; organisation of the arts; style, contemporary culture and the arts.

Assessment: Assigned work, diary, visual test.

References:

AESTHETICS/PHILOSOPHY AND ART ART720

This course is offered for students majoring in either practical or theoretical areas of the degree and diploma, but it may not be available every year. It consists of two hours of lectures and a two-hour tutorial-seminar for one semester.

Prerequisite: First year of degree or diploma course in Fine Art.

Syllabus: The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art forms. It is a study of the translation of common experience into visual or creative expression and the aesthetic premises involved.

The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.

Assessment: By assignment and class papers.

References: To be advised.

AESTHETICS/PHILOSOPHY AND ART ART342

A course for degree students consisting of a one hour lecture and a one hour tutorial per week for one semester.

Prerequisite: Second year of the Bachelor of Arts (Fine Art).

Syllabus: This subject is offered as an alternative related study for the third year student majoring in areas other than liberal studies. This subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art forms. It is a
study of the translation of common experience into visual or creative expression and the aesthetic premises involved.
The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.

Assessment: By assignment and class papers.

References: To be advised.

**AGRICULTURE MKT662**
A course of two hours of lectures and two hours of tutorials per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Definition of agribusiness. The quantitative description of the farm input, farm output and service sectors. The management and organisation characteristics of each agribusiness sector and the inter- and intra-relationships between each sector. The relationship between the agribusiness and non-agribusiness sectors. Vertical and horizontal integration. Co-operatives. International relationships.

References:


**AGRICULTURE MKT672**
A course of two hours of lectures and two hours of tutorial/seminars per week for one semester.

**Prerequisites:** Agribusiness MKT662.

**Syllabus:** A detailed consideration of the management of each of the major Australian food and fibre commodity systems.

References:


**AGRICULTURE MKT673**
A course of one semester. The student will work on a selected thesis topic. Student/staff consultations and seminars will occupy three hours per week during the semester.

**Prerequisites:** Agribusiness MKT662.

**Syllabus:** The objectives of this subject are to enable the student to strengthen his/her knowledge and skills in a particular area of agribusiness management or finance.

References: To be determined by the thesis topic.

**AGRICULTURAL MARKETING MKT663**
A course of two hours of lectures and two hours of tutorials per week for one semester.

**Prerequisites:** Marketing Theory and Practice MKT671 and Agribusiness MKT662.

**Syllabus:** The marketing process — market concentration, dispersion and equalisation. Management of marketing activities. Buying behaviour in agricultural markets. Planning and developing new products/services in agriculture. Place, time, form and diversity aspects of agri-marketing. Distribution channels. The price mechanism in agriculture. Promotional activities for farm products. Management of sales power and advertising function.

References:


**ANALYSIS AND DESIGN EDP622**
A course of four hours per week for one semester.

**Prerequisites:** Required entrance level.

**Syllabus:** Review and explanation of work on system documentation techniques including trends towards automation; study of structured analysis and design approaches with a view to ease of implementation, maintenance and documentation; structure and control of the systems project team — scheduling, progress monitoring; evaluation of systems, estimation of costs and equipment needs and staffing.

References:


Relevant research papers.

**ANALYSIS AND DESIGN EDP627**
A course of four hours per week for one semester.

**Prerequisites:** Systems Analysis and Design EDP622.

**Syllabus:** Selection of computer hardware to satisfy various system specifications, including performance estimates and cost/benefit analysis; design calculations for real time systems including ‘tuning’ a real time system — queueing calculations and simulation; practical work to include measurement of ‘live’ systems.

References:


Relevant research papers.
ANALYSIS IN MARKETING MKT631
A course of three hours workshop per week for one semester.
Prerequisite: Marketing Research and Forecasting MKT612.
Syllabus: This course provides an appreciation of marketing information systems and quantitative techniques of data organisation and analysis. Students are required to work on the practical exercises in analysis and interpretation of actual data. The course also covers the development of market-specific models oriented towards forecasting.
References: To be advised.

ANALYTICAL METHODS OF PHYSICS PHY225
A course of two hours theory and one hour tutorial per week for two semesters.
Prerequisite: It is recommended that students have at least attempted Mathematical Methods MAT205.
Syllabus: Experimental analysis; optics; electronics; information retrieval; wave propagation in isotropic and anisotropic media; statistical mechanics; theory of feed-back; general tensors.
References: To be advised.

ANTENNAE AND PROPAGATION ELE460
A course of four hours per week for one semester.
Syllabus: General properties of antennas, the current element, the Dipole, travelling wave antennas, arrays, impedance, earth planes, frequency independent antenna, special purpose antenna, ground wave and ionosphere propagation.
Assessment: Written examination at the end of the semester. Laboratory and assignment work.
References:

APPLIED CHEMISTRY CHE229
A course of four hours lectures and four hours practical work per week for two semesters.
Prerequisite: Completion of first year. To be taken only in conjunction with CHE225.
References: To be advised.

APPLIED CHEMISTRY CHE339
A course of five hours lectures and five hours practical work per week for two semesters.
Prerequisites: CHE225, CHE229. To be taken only in conjunction with CHE335.

References: To be advised.

APPLIED INVENTORY THEORY MKT646
A course of three hours per week for one semester.
Syllabus: This unit further develops the theory of inventory management in a distribution system. Topics will include: economic order quantities and cycles under seasonal variations and uncertainty; use of forecasts; influence of market demand and production planning; computer modelling.
References:

APPLIED MATHEMATICS MAT201
A course of six hours per week for two semesters. Credit will not be given for both this subject and Mathematical Methods MAT205.
Prerequisites: Mathematics MAT103 and Mathematical Methods MAT104.
Syllabus: Fluid dynamics and modelling techniques including vectors, vector calculus, introduction to cartesian tensors, physical properties of fluids, governing equations of fluid motion, Navier-Stokes equation developed from analogy with simple shear flow, some exact solutions of the Navier-Stokes equation. Differential equations including Fourier series, Laplace transforms, special functions defined by differential equations, boundary value problems, separation of variables, numerical solution. System dynamics. Linear control theory including feedback characteristics, sensitivity, transient response, stability criteria, time domain analysis. Analogue computer techniques.
References:
DORF, R. C., Modern Control Systems, Addison-Wesley, 1974.

APPLIED MATHEMATICS MAT301
A course of six hours per week for two semesters. Prerequisite: Applied Mathematics MAT201.
Syllabus: This course emphasises the setting up of mathematical models which describe a wide range of physical problems and the techniques of determining approximate and exact solutions of these problems. Techniques are introduced through case studies of applications. A selection of the following topics will be offered: Continuum mechanics. Partial differential equations. Optimisation concepts and search techniques. Mathematical modelling. Approximate methods. Viscous flow, boundary layers and vortex dynamics. Hydrodynamic lubrication.
References:

APPLIED MECHANICS MEC123
A course of three hours of lectures per week and two hours of laboratory work per fortnight throughout the year.
Prerequisite: As prescribed under Admission Requirements to First Year.
Syllabus: Machines: Newton’s laws, units, inertia force, D’Alembert’s principle, free body diagrams, combined systems; non-uniform acceleration, energy work and power, kinetic and potential energy, momentum, linear and angular systems, impulse and impact; friction, inclined plane, screw application, mechanisms, instantaneous centre, relative velocity, external forces. Solids: Force systems; statics, light frames, heavy frames, three-dimensional systems. Internal forces: thrust, shearing force, bending moment, twisting moment. Analysis of stress and strain: relationship between stress and strain, elastic constants strain energy. Application of strength of materials theory: thin walled vessels, simple connections, compound bars, thermal strain, bending on beams, deflection of beams (moment area method), eccentric loading, torsion of circular shafts.
References:

APPLIED MECHANICS MEC131
A course of three hours of theory per week and two hours of laboratory per month for two semesters.
References:

Semester 2 Syllabus: Basic dynamics: Newton’s Laws; units, inertia force, D’Alembert’s principle, free body diagrams; non-uniform acceleration; rotational dynamics, moment of inertia, combined linear and angular systems; friction, static and kinetic; work, energy, power, conservation of energy, momentum, impulse and impact. Applied dynamics: simple gear trains; belt drives, balancing brakes and dynamometers, flywheels, clutches, mechanisms, vibration.
References:

APPLIED MECHANICS MEC223
A course of two hours per week of lectures related to the theoretical and practical aspects of the course, throughout the year.
Prerequisite: Applied Mechanics MEC131.
Syllabus:
Mechanics of Machines
Friction, screw applications. Mechanisms, velocity and acceleration diagrams, Epicyclic gear trains, torque and tooth forces, acceleration. Vibration.
Mechanics of Solids
References:

APPLIED NUMERICAL ANALYSIS MAT204
A course of six hours per week for two semesters.
Prerequisite: Mathematics MAT103.
Syllabus: The course emphasises the application of numerical analysis to those problems which are likely to be encountered in industrial and scientific research and development.
Topics: zeros of polynomials, non-linear equations, linear algebraic systems, non-linear systems, orthogonal functions, approximations of functions, differentiation, quadrature, ordinary differential equations.
References:

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APPLIED OPERATIONS RESEARCH MAT664
A course of three hours per week for one semester.
Syllabus: This unit caters for candidates who have undertaken studies in mathematics at an undergraduate level. Topics covered will include: linear and dynamic programming; transportation methods; theory of queues and applications; resource scheduling and planning; CPM; PERT.
Use of computer packages.
Emphasis will be placed on physical distribution problems.

References:
DAELLENBACH and BELL, Users' Guide to Linear Programming, Prentice-Hall.
MODER and PHILLIPS, Project Management with CPM and PERT, Reinhold.

APPLIED PSYCHOLOGY PSY191
Three hours of lectures and tutorials per week for one semester.
Syllabus: The subject introduces basic principles of psychology with an emphasis on their application in everyday life. The subject is designed to assist the student in understanding human behaviour in various contexts. Topic areas include perception, learning, memory, child development, personality, abnormal psychology and social psychology.
Assessment: Cumulative, based on tests, tutorial reports and participation.

References: To be advised.

APPLIED PSYCHOLOGY PSY291
Four hours per week for one semester.
Prerequisite: Applied Psychology PSY191.
Syllabus: Basic psychological theory and concepts in terms of organisational behaviour. Problems arising from the organisation/individual interface. Specifically these problems are examined within the areas of group dynamics; work motivation and adjustment; leadership; productivity and effectiveness; conflict resolution and organisational change.

References: To be advised.

APPLIED PSYCHOLOGY PSY391
Four hours per week for one semester.
Prerequisite: Applied Psychology PSY291.

References: To be advised.

APPLIED SCIENCE PRACTICAL CHE622
A course of one hour per week for two semesters.
Prerequisite: This unit can only be studied in combination with the Machine Health Monitoring CHE621.
Syllabus: It is designed to provide practical instruction in those instruments which form the basis of the Machine Health Monitoring unit.

References: To be advised.

APPLIED SCIENCE THESIS/PROJECT CHE333, PHY333, MAT333, EDP333
Students may undertake a project and complete a thesis in an area of special interest under the supervision of a member of staff of one of the departments within the School of Applied Science.

APPLIED SOCIOLOGY SOC191
Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Sociology for understanding the social world. The process by which an individual becomes a member of society. Social differentiation in terms of social class, sex, race and ethnic group. Perspectives on social control and deviance. An examination of social factors which influence family, minority group relations, community problems and social change.
Assessment: Cumulative, based on class participation, assignments and a test.

APPLIED SOCIOLOGY SOC193
A subject for secretarial studies students of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Relationship between individual and society; socialisation, social control and deviance; group interaction and dynamics, e.g. listening skills, assertiveness skills; cultural and social change; women in society.
Assessment: Cumulative, based on assignments, projects and workshop participation.

References: To be advised.

APPLIED SOCIOLOGY SOC291
Four hours per week for one semester.
Prerequisite: Applied Sociology SOC191.
Syllabus: Social Control and Deviance: an analysis of various types of social deviance and some perspectives on deviance. Social Stratification: an examination of different types of inequality, sociological approaches to the study of social differentiation and the effects of technology on the class structure of society. Religion: the secularisation of Australian society and some of the effects of this on the Protestant work ethic. Social Change: some differing views of social change including an examination of changes brought about by advanced technology.
Assessment: Cumulative, based on class assignments and tests.

References: To be advised.
APPLIED SOCIOLOGY SOC391
Four hours per week for one semester. A group research project will be conducted; small groups will meet in three class hours with the instructor in charge of the project, and there will be one scheduled hour of individual supervision per week. Alternatively, individual research projects may be carried out under supervision.
Prerequisites: Applied Sociology SOC191 and SOC291.
Syllabus: A project of social research, involving the following stages: formulation of a sociological problem, theoretical conceptualisations, coding and analysis of data, and the writing and presentation of a research report.
Assessment: One research report of approximately 8,000-12,000 words to be submitted for examination.

APPRECIATION OF CERAMICS CER104
A course including a one-hour lecture and a one-hour tutorial for one semester.
Prerequisites: Nil.
Syllabus: This subject will encourage students to appreciate that any enduring ceramic work cannot really be separated from cultural elements. The ceramics of various ages, countries and specific periods will be studied to emphasise the wide range of ceramics included in what must be considered one of man's oldest art forms.
Assessment: Students will be required to prepare and deliver a class paper on an aspect of importance relating to the work covered. They will be required to produce visual aids to accompany this paper.

APPRECIATION OF CERAMICS CER206
A course including a one-hour lecture and a one-hour tutorial for one semester.
Prerequisite: Appreciation of Ceramics CER104.
Syllabus: A world survey of 19th and 20th century ceramics which will not only seek to show the influence of social environment on the ceramic artist and his work but also show how individual artists have their own modes of expression.
Assessment: As in Appreciation of Ceramics CER104 students will be required to produce and present a class paper complete with visual aids.

APPRECIATION OF CERAMICS CER308
A course for degree students including a one-hour lecture and a one-hour tutorial for one semester.
Prerequisite: Appreciation of Ceramics CER206.
Syllabus: By this semester students will be orientated towards one of the three major studies, Clay and Glaze Studies, Concrete Studies and Glass Studies. Lectures will be given to cover the needs of the three major studies and a reasonable knowledge and appreciation of the three areas concerned would be expected of all degree students.

AQUATIC SCIENCE CHE290
The subject consists of four hours of lectures and two hours of practical work a week for one semester.
Syllabus: Origin of lake basins, morphology of lakes, temperature, stratification, sediment transport, chemical features of Australian lakes, sources and mechanisms of ion supply, chemistry of lake sediments, vertical and horizontal gradients, biota of lakes, major biological communities, biological production, energy flow, limiting nutrients, river characteristics, stream order, flow regimes, sediment transport in streams, influence of flow on water chemistry, composition of river biota, factors controlling distribution of biota, longitudinal zonation of biota.
References: To be advised.

ARCHITECTURAL MODELLING FOR CERAMICS CER205
A course of three hours per week for one semester.
Prerequisite: Modelling and Mould-making.
Syllabus: This study is designed to provide varied and practical experience in the field of architecture and environment design and to include work for exterior and interior cladding, semi-structural units and other forms of architectural elements. Emphasis will be on introducing industrial techniques and the basic disciplines of the work will be drawn from that already taught in ceramic studio sessions.
Assessment: This will be on a progressive basis by the lecturer in charge of the subject. There will be an examination of folio work by the examination panel at mid-semester and at the end of the semester.

ART AND LITERATURE ART272
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: The time allocated for this study is one semester. The subject may not be offered every year. The subject will deal with the relationships which have occurred between the visual arts and literature during the 18th, 19th and 20th centuries. Rather than just show literary examples in the visual arts and vice-versa the student will study how general philosophical ideas find tangible expression in paint, stone or words.
Assessment: By a class paper.
References: To be advised.
ART AND MUSIC ART273
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year degree or diploma course in Fine Art.
Syllabus: The subject may not be offered every year. The subject is designed to stimulate a sensitivity to form in music and an awareness of the parallels which often occur with other forms of cultural expression, in particular the visual arts. The lectures and tutorials will be conducted with both audio and visual comparisons and constant cross-references. Particular emphasis will be placed on the origins in the mass media of pop culture and pop music.
Other selected areas from the history of music will also be presented.
Assessment: By a tutorial program and papers.
References: To be advised.

ART AND PSYCHOLOGY ART274
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year degree or diploma course in Fine Art.
Syllabus: The subject may not be offered every year. This will be a continuation study from psychology taken as a related study in the second year of the course. The emphasis in this subject will be on selected aspects of the psychology of visual perception with more advanced study in sensory physiology, perceptual phenomena and the various sense modalities and information processing approaches to visual perception. These theories should be developed by constant cross-reference to examples drawn from art.
Assessment: By class papers.
References: To be advised.

ART AND SCIENCE/TECHNOLOGY PHY207
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year degree or diploma course in Fine Art.
Syllabus: The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.
Assessment: By assignment and class papers.
References: To be advised.

ART AND SCIENCE/TECHNOLOGY PHY307
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year degree or diploma course in Fine Art.
Syllabus: This subject is offered as an alternative related study for areas other than liberal studies areas. The subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.
Assessment: By assignment and class papers.
References: To be advised.

ART EDUCATION ART279
A course for degree and diploma students of two hours per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area but may not be available every year. The subject will be a brief introduction to current principles and practices of teaching the visual arts in schools at the primary and secondary level. It will afford an opportunity for students to evaluate, through observations in schools, the variety of requirements and procedures operating in the field. Each student will have the opportunity to conduct a minor research program in art education, relative to his own interests.
Assessment: By assignment.
References: To be advised.

ART EDUCATION EAE308
Contact Hours Per Week: Two hours per week. Autumn and Spring sessions.
Syllabus: The unit is designed to prepare students to be able to develop successfully art/craft programs in the primary school and kindergarten.
Students are expected to attain:
1. an understanding of the characteristics, qualities and development of child art;
2. a knowledge of methods of establishing meaningful programs in art education; and
3. an understanding of ways and means of promoting an interest in art forms and the environment.
Practical work supplements the theory and gives the students experience in using the media, tools and equipment appropriate to the age ranges of the pupils.
Assessment: Assignments (essays, analyses, reports, workshops) and program construction.
References:
HALL, W. and GREIG, S., Ready, Set ... Art Teacher, Frankston: Art Department State College of Victoria, 1980.
AUDIO-VISUAL TECHNOLOGY GRA188
A course for degree/diploma students of four hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Introduction to basic principles of photography, sensitised materials, mechanical and optional controls over image formation, laboratory processing, print finishing. Distortion, lenses, their purpose. Lighting, lighting techniques, natural/artificial. Special characteristics of photographic image, camera as a recording tool, reportage. Industrial, educational uses, systems and sequences in photography. Introduction to overhead projectors, slide projectors and their usage. Types of camera, features and applications.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

AUDIO-VISUAL TECHNOLOGY GRA292
A course for degree/diploma students of five hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: Basic principles of colour photography, filters, processing, laboratory manual, machine print processing. Specialist photography, time regulated shots, high speed shots. Instruction and practice in audio-visual programs.

Basic techniques of animation. Introduction to filming procedures and practice, scripting, story-boarding, production, timing, shot sequence, nomenclature of shot, continuity, sequential presentation of information. Practice in use of equipment of film and animation, shooting, editing, sound recording, synchronising, voice/music over.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

AUDIO-VISUAL DESIGN GRA394
A course for degree students of four hours per week for two semesters.

Prerequisite: Satisfactory completion of Second Year Graphic Design Studies and entry to the degree course.

Syllabus: Projects are selected for students within the areas of advertising, publications, graphic design or illustration, and relate to specific problems of Audio-Visual Communication. This course includes a study of colour, light and optics as related to the technologies of print and film.

Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.

References: To be advised.

AUDITING ACC264
A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars or alternatively four hours of class instruction.

Prerequisite: Accounting and Finance ACC247 or Company Law FIN219 and Accounting-Company ACC245.

Syllabus: Nature of auditing; relationship between auditing philosophy and methodology; an examination of audit standards; planning, delegation and supervision, audit evidence, documentation, study and evaluation and internal control; audit reporting; audit techniques and procedures, external conditions governing the audit; independence, due care, skill and competence; auditor's appointment, duties and liabilities; audit testing; audit of EDP systems.

References:
Australian Society of Accountants, Statements of Accounting and Auditing Standards and Auditing Practice.

AURAL/VISUAL ARTS — THEORY AND PRACTICE ALS201
Contact Hours Per Week: Three hours per week. Autumn and Spring sessions.

Prerequisite: ALS101.

Syllabus: This unit comprises a study of aural and visual arts through theory and practice. Students are given the opportunity to develop their practical skills in a selected area of art or music.
The element of aural and visual arts such as shape, melody, contour, rhythm, timbre-texture and structure are discussed and developed through a study of representative examples. The relationships between the aural and visual arts are investigated through a study of styles in the media.

Assessment:
One visual/aural test 40 per cent
Art Strand
— Folio 30 per cent
— Work Book 30 per cent
Music Strand
— Practical test of selected repertoire 30 per cent
— Creative music assignment 30 per cent

References:

AUSTRALIAN COLONIAL HISTORY HUM150
Four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: The course will examine the development of Australian society and culture from the foundation of the colony of New South Wales to the inauguration of the Australian Commonwealth, with the object of establishing an understanding of the relative contributions of social, economic, and political forces in the transformation from penal settlement to nation state.
Assessment: Cumulative, based on tutorial work and essays. A formal examination may be set.
Reference:

AUSTRALIAN HEALTH CARE SYSTEMS
ADM171
A course of two hours per week for one semester.
Prerequisites: Nil.
Assessment: One assignment and one two-hour examination.
References:

AUSTRALIAN LEGAL AND ECONOMIC SYSTEMS
FIN150
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction to law and society, the social role of law, the concepts of justice and their interaction with legal systems, the court system, the making of the law, the divisions of the law and the makers of the law. An overview of the Australian economy, components of aggregate demand and their effect on the economy, the pricing mechanism/resource allocation and contemporary and future problems.
References: To be advised.

AUSTRALIAN POLITICS
HUM290
Three hours per week of lectures and tutorials for one semester.
Syllabus: The course covers the Australian political system and includes the formal institutions of government, e.g. Federalism, Cabinet Government and Parliament. It also examines the principal elements in the political process: the role of pressure groups, elections and electoral systems and the organisation, policies and bases of support of political parties.
Assessment: By class papers and assignment work.
References: To be advised.

AUSTRALIANS AND THEIR ENVIRONMENT
SAE101
Contact Hours Per Week: Three hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisites: Nil
Syllabus: Students will take any two options.
Option 1:
Introduction to studies of the natural environmental, ecological terms and concepts; mapping, sampling and recording techniques used in laboratory and field. Evolution, basic genetics. Biogeochemical cycles.
Option 2:
Introduction to human movement studies. Trends, problems and issues in human movement studies. Participation in selected lifetime activities.
Option 3:
Assessment: Laboratory and field reports, written examination.
References:

BACKGROUND, CULTURES AND COMMUNITY LANGUAGES
A GME405
Contact Hours Per Week: One hour per week for one session.
Prerequisites: Nil
Syllabus: This unit deals with sociolinguistic concepts relevant to TESL and community languages. It focuses on (1) techniques for developing and using sociolinguistic profiles of language learners and (2) designing TESL syllabuses based on a communicative approach to second language learning. Topics include sociolinguistics and its relevance to language education; lin-
guistic variation especially in Australian English; para-
language, kinesics and proxemics; language domains,
networks and role relationships; the speech community;
speech functions; speech acts; and communicative
competence.
Assessment: The production of a sociolinguistic profile
of learners of English as a second language.
References:
ALLEN, J. P. B. and CORDER, S. P. (eds.), Readings
for Applied Linguistics (The Edinburgh Course in
ALLEN, J. P. B. and CORDER, S. P. (eds.), Papers
in Applied Linguistics (The Edinburgh Course in
FISHMAN, J. A., Who speaks what language to whom
PLATT, J. T. and PLATT, H. K., The Social
Significance of Speech, Amsterdam: North-Holland,
1975.

BACKGROUNDs, CULTURES AND
COMMUNITY LANGUAGES AND
GME406
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil
Syllabus: This unit examines the political, historical,
geographical, educational and cultural backgrounds of
selected ethnic groups. The unit will examine how
knowledge of the traditional background of a group
(in particular small scale societies) can help explain
contemporary sociological and psychological problems
facing a group. Specific attention here will be directed
to Australian Aboriginal societies.
Assessment: Two assignments (maximum 3,000 words
each).
References:
BERNDT, R., The World of the First Australians,
Ethnic Background Papers, Settlement Branch, Depart-
ment of Immigration and Ethnic Affairs, 1977.

BANKING AND LENDING PRACTICE FIN260
A course of four hours per week for one semester.
Prerequisites: Commercial Banking and Finance
FIN240.
Syllabus: The purpose of the subject is to provide
students with a thorough knowledge of those wide
ranging aspects of law and practice relevant to everyday
banking. Topics include banker and customer, negoti-
able instruments, lending practice, securities for
advances, property and guarantees, finance of inter-
national trade and the role of banks in international
trade.
References:
RAJANAYAGAM, M.J.L., The Law Relating to
Negotiable Instruments in Australia, Butterworths,
1980.
WEAVER, G.A. and CRAIGIE, C.R., The Law
Relating to Banker and Customer, The Law Book
Co., 1975.
MATHER, L.C., Securities Acceptable to the Lending
Banker, Waterloo and Sons, 1974.
WATSON, A.J.W., Finance of International Trade,
Institute of Bankers, 1982.

BASES AND CRITERIA FOR CURRICULUM
BEA421
Contact Hours Per Week: Four hours per week for
one session.
Prerequisite: BED400.
Syllabus: This unit is aimed at developing competency
in planning for school based curriculum development
and implementation. Different rationales for curricu-
* luum will be analysed and evaluated. Included in the
treatment will be philosophical, psychological and
social bases. Relevant research findings from appro-
priate disciplines will be considered within the frame-
work of this unit. Practical application of curriculum
design and development skills will be integrated into
the course, so that basic planning competencies are
mastered.
Assessment: Assignments.
References:
HUNKINS, F., Curriculum Development: Program
Improvement, Merrill, 1980.
MARSH, C., Curriculum Process in the Primary
School, Novak, 1980.
DAVIS, E., Teachers as Curriculum Evaluators, Allen
and Unwin, 1981.

BASES AND CRITERIA FOR EARLY
CHILDHOOD CURRICULUM BEA422
Contact Hours Per Week: Four hours per week for
one session.
Prerequisite: BED400.
Syllabus: Consideration will be given to the develop-
ment of curriculum modes for early childhood pro-
grams in pre-schools and junior primary grades with
particular reference to Wheeler, Taba, Hunkins and
Clyde. Current pre-school programs such as Montes-
sori, Hi-Scope and Banks Street plus primary programs
based on 'integrated day', 'open education' and 'family
grouping' principles will be considered as examples of
implementation of curriculum planning.
Assessment: Development of curriculum for use in
student's centre/classroom.
References:
TAYLOR, J., Organizing and Integrating the Infant
HASS, G., Curriculum Planning: A New Approach
HUNKINS, F. P., Curriculum Development, Charles
Merrill, 1980.
VANCE, B. J., Teaching the Pre-Kindergarten Child:
Instructional Design and Curriculum, Monterey,

BASIC CHEMISTRY CHE225
A course of four hours lectures and four hours practical
work per week for two semesters.
Prerequisite: Completion of first year.
Syllabus: Descriptive Chemistry: Trends in the Periodic
Table. Bonding. Chemistry of transition metals. Coordi-
nation Chemistry. Organic Chemistry.
Organic Synthesis. Safe laboratory practice.
Separation and Purification Processes: Distillation,
Extraction, Crystallisation. Chromatography.

References:
CIT, Applied Thermodynamics Notes and Problems.
CIT, Analytical Chemistry II Problems.

BASIC CHEMISTRY CHE335
A course of four hours lectures and six hours practical work per week for two semesters.
Prerequisite: CHE225.
Preparative Chemistry: Classification of reaction types. Reaction mechanisms. Industrial processes.
Separation and Purification Processes: Chromatography.
Industrial Chemistry: Topics to be selected from the chemistry of pigments and dyes; surface coatings; agrochemicals, polymers, lubricants, surfactants.
References:
CIT, Analytical Chemistry III Notes.
CIT, Applied Electrolyte Chemistry Notes and Problems.
CIT, Pharmaceutical Chemistry lecture notes.
CIT, Practical Organic Chemistry notes.

BASIC JAPANESE MKT252/MKT352
These subjects are taught at Swinburne Institute of Technology. For details contact that institute.

BASIC PROGRAMMING EDP688
A course of four hours per week for seven weeks.
Prerequisites: Operating Systems and Assembler EDP654 and Programming II EDP656.
Syllabus: The BASIC programming language. Characteristics of the language; syntax; sample program study; suggested use in implementing structured program designs; coding techniques; debugging techniques.
References: Manufacturers' manuals as required.

BASIC SHORTHAND ADM663
A course of six hours per week for one semester.
Prerequisites: Nil.
Syllabus: This will be an intensive study using the functional approach, of Pitman Shorthand. Concentration will be placed on the writing of smooth, naturally connected vocational shorthand material through simple logical presentation of the principles governing the construction of outlines. It is anticipated that students will obtain a shorthand writing skill of approximately 50 words per minute upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Based on class tests and assignments.
References:
SHEEDY, M. I., Shorthand for Today — Correlated Reading and Dictation, Pitman, 1976.

BASIC STATISTICS MAT681
A course of three hours per week for one semester.
Syllabus: A course in basic statistics designed for post graduate students in the physical distribution field. The topics to be covered include: descriptive statistics, empirical distributions, probability distributions, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term precasting and least squares curve fitting techniques.
References: To be advised.

BASIC TYPEWRITING ADM664
A course of six hours per week for one semester.
Prerequisites: Nil.
Syllabus: This will be an intensive study of the principles of typewriting. Concentration will be placed on rapid accurate production of material through the acquisition of correct touch and manipulating techniques. It is anticipated that students will have developed the ability and judgment to reproduce data with suitable presentation at approximately 35 words per minute upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Based on class tests and assignments.
References:
Working papers for Vocational Typing.

BEARINGS MEC616
A lecture course of one hour per week in one semester and two hours per week in the following semester.
Syllabus: Classification — by operation, by load and shape.
Types — dry, impregnated, fluid-film and rolling contact.
Selection — based upon load, speed, environment and materials.
Bearing failure — thermal effects, distortion, effect of lubricants, etc.

BEHAVIOURAL APPLICATIONS IN MARKETING RESEARCH MKT632
A course of three hours per week for one semester.
Prerequisites: Marketing Research and Forecasting MKT612.
Syllabus: This course provides an advanced understanding of behavioural and attitudinal techniques and their application. Qualitative research techniques. Large group testing. Attitudes and Opinion Measurement. Projective techniques. Image measurement. Advertising research. Consumer panels.
References: To be advised.

BIOLOGICAL SCIENCES ADM172
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: An introduction to cellular physiology leading to the study of peripheral nerves and muscle. The muscular system and the skeleton. The structure of the thorax and the lung mechanics of respiration. The heart and circulatory system, anatomy and function. Alimentary tract structure and its role in digestion. The structure of kidney and bladder, the formation of urine. The central nervous system, structure and function. Structure of eye and ear. The endocrine system. The organs of reproduction.
Assessment: There will be frequent testing with objective (multiple choice) questions during the course to give the student adequate feedback on progress in the subject. There will be a final assessment using both multiple choice questions and extended responses.
References:

BIOLOGY CHE181
The course consists of three hours of lectures per week and two hours of practical work per fortnight for two semesters. In addition, students will be required to complete assignments and field work.
Syllabus: Cells: eucaryotes and pro eucaryotes, cell structure and function, virus, bacteria, microbiological methods. Organisms: (a) plants — structure, nutrition, growth, reproduction, coordination, plant variety control; (b) animals — structure, nutrition, growth, reproduction, behaviour. Populations: population ecology, population growth patterns, human population growth, genetics, genetic manipulation, evolution. Communities: general features of ecosystems, energy flow, material cycling, ecology of rocky shores, ecology of forests, ecology of lakes, humans and ecosystems.

BIOLOGY CHE280
The course will consist of two hours per week of lectures and a two-hour practical session per fortnight for two semesters. In addition, students will be required to complete assignments and field work.
Prerequisite: Biology CHE180.
References: To be advised.

BRIDGE ENGINEERING CIV675
A course of lectures and discussion sessions of one hour per week for one semester.
Syllabus: Bridge types and superstructures, design philosophies, factors influencing selection, material properties. Sites, choice of foundation type, pier spacing, aesthetic and hydraulic considerations. Bridge loadings, design standards. Practical and economic considerations.
Assessment: To be based on a series of assignments submitted during the semester.
References:
NAASRA and SRA publications to be advised.

BRIDGE ENGINEERING CIV679
A course of four hours per week of lectures and project work for one semester.
Prerequisite: Bridge Engineering CIV675.
Syllabus: Bridge superstructure types; structural characteristics. Analysis of decks; manual methods, computer methods including finite element approach. Design methods; elastic, ultimate strength and limit state approach. Details, formwork, prestressing, bearings, surfacing, services.
Assessment: To be based on a series of submitted assignments throughout the semester.
References: To be advised.
BUSINESS ANALYSIS MAT165
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Use of data in business decision making, sources of data and use of computer data output, presentation of data, critical assessment of the quality of data. Special retailing applications — forecasting and budgeting, merchandising analysis, inventory management (open-to-buy). Critical appraisal of more advanced statistical techniques for use in retailing.
References:

BUSINESS COMMUNICATION ADM121
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit aims to develop and extend skills in the application of oral and written communication within a business environment. Common forms of verbal and non-verbal communication are explored and considerable emphasis is placed on strategies for effective letter and report writing. Opportunities are provided for students to obtain feedback on their ability to make brief speeches, and attention is also put on the management of meetings. It is stressed that this subject is not intended as a remedial unit and students with marked deficiencies in English expression should approach the Holmesglen College of TAFE (Caulfield campus) for specialised assistance.
Text and References: To be advised during the first week of classes.

BUSINESS COMMUNICATION IND104
Four hours per week for one semester.
References:
References: To be advised.

BUSINESS LAW FIN113
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: A pass in Business Law FIN111.
Syllabus: Agency, partnership, negotiable instruments, bankruptcy law, insurance, lending or security of goods and priorities, lending or security of proceeds.
References: To be advised.

BUSINESS POLICY ADM340
A course of four hours per week over one semester, with emphasis on case study preparation and presentation.
Prerequisites: Completion of all common core subjects and substantial progress towards completion of a Bachelor of Business degree.
Syllabus: This integrative subject develops skills in the practical analysis and evaluation of business policy. Specific areas covered include business policy making and strategic management, the strategic decision process, policy implementation and evaluation.
References:
Students are required to read widely from current journals.

BUSINESS STATISTICS MAT161
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Use and interpretation of statistics; frequency distributions; association of variables; summary statistics for average value; variation, correlation; time series; simple linear regression; graphical techniques.
Reference:
Students will be required to have the use of a suitable calculator.

BUSINESS STATISTICS AND FORECASTING FIN217
A course of four hours per week for one semester.
Prerequisite: Business Statistics MAT161 (and Macroeconomics FIN171 and Data Processing EDP172 preferred).
Syllabus: Techniques of business forecasting: time series decomposition, simple linear and logarithmic regression, multiple regression, exponential smoothing, Gompertz curves, Box-Jenkins models. Network analysis — critical path diagram, normal and crash cost techniques. Decision trees, the use of expected monetary value as a decision criteria.
References:

Chisholm Institute of Technology Publications — Forecasting Techniques and Decision Theory and Critical Path Method.

BUSINESS STATISTICS FIN284

A course of four hours per week for one semester. 
Prerequisites: Business Statistics and Forecasting MKT217.
Syllabus: Students will study two or three modules concerned with the application of mathematical techniques to business decision problems to be chosen from the following — business forecasting, critical path analysis and dynamic programming, inventory management, market research, simulation. 
References: 

BUSINESS STRUCTURES AND SYSTEMS ADM665

A course of two two-hour seminars per week for one semester.
Prerequisites: Nil.
Syllabus: This course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraint under which they operate. The constraints discussed include those imposed by trade unions, government, the stock exchange and the legal system. Emphasis is also placed on the importance of communications in the business environment. Where appropriate, preparation and interpretation of business statistics and financial statements are included. Student discussion is at all times encouraged and developed. Speakers are invited to talk to students and if time permits, external visits are arranged. Wherever possible the topics discussed are inter-related with other areas students are currently studying.
Assessment: Assessment is continuous throughout the semester and is based on class exercises, essays, practical projects, etc.
References: To be advised.

BUYER BEHAVIOUR MKT611

A course of three hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: Essential concepts in psychology and sociology relevant to consumer behaviour; essential frameworks, models and concepts; fundamental processes of motivation, perception and learning in individual behaviour; nature and influence of individual predispositions, including personality characteristics, attitude formation and change; the social influences of culture, class, reference groups and family; consumer decision processes; diffusions culture, class reference groups and family; consumer decision processes; diffusions of innovations and fads; aspects of industrial buying.
References: To be advised.

BUYER BEHAVIOUR IN MARKETING MKT211

A course of four hours per week for one semester.
Prerequisites: Marketing Theory and Practice MKT112.
Syllabus: Introduction to consumer behaviour, the individual, personality, attitudes, attitudes change, culture, social influences, family influences, diffusion and adoption, decision processes, market segmentation, consumerism.
References: To be advised.

CASE STUDIES IN MARKETING MKT268

A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing Research Techniques MKT367 and Accounting Principles ACC297.
Syllabus: Framework for approaching marketing problems through case studies: break-even analysis, marketing research, demand concepts, influence of the consumer, product policy, pricing policy, advertising, sales management and competition. Seminars in effective communication.
References: To be advised.

CASE STUDIES IN SCHOOL AND COMMUNITY BEB431

Contact Hours Per Week: Four hours per week for one session.
Prerequisites: BEA431.
Syllabus: This unit is designed to provide continuing studies of the issues raised in the unit School and Community Studies. Emphasis will be placed on the practical implementation of school-based community education using case studies from Australia and other parts of the world. Issues considered will include: the school/community advisory committee, process and program, leadership, community participation, group work skills, agency cooperation, program development and evaluation.
Assessment: Two assignments and one final class test.
References:
Australian Association for Community Education, 1980 Plus: Community, Participation and Learning, Book 1-6, Victorian Education Department, 1979.
CASE STUDY EDP664
A course of four hours per week for one semester.  
Syllabus: The case study will involve the study of a realistic business problem. Students will be required to undertake the analysis, design and implementation of an appropriate data processing system.
References: To be advised.

CERAMIC ARTS GAE411
Contact Hours Per Week: Four, in both sessions.  
Prerequisites: Ceramic arts studies at third year level.  
Syllabus: Students will develop practical projects of special interest. Use of specialised techniques will be demonstrated and encouraged. Students will gain practical knowledge in kiln design, construction and firing using a variety of fuels. Students will be encouraged to undertake personal research into geology and chemistry related specifically to their personal, practical projects. Students will also undertake personal research into aspects of history or philosophy.  
Assessment: Each student is required to prepare and present an exhibition of completed ceramic works. A written research submission of about 3,000 words, or other approved written or filmed submission, must accompany the exhibition.
References:  

CERAMIC DESIGN DRAWING CER102
A course of six hours per week for one semester.  
Prerequisites: Nil.  
Syllabus: This study will be part of an integrated program which is designed to develop fundamental drawing skills and stimulate visual and aesthetic awareness. Many exercises will be closely involved with design studies so that drawing will be taught within the context of a broader understanding of the creative needs of students.  
Assessment: This will be on a progressive basis by the lecturer in charge of the subject. There will be an examination of folio work by the examination panel at the mid-semester and at the end of the semester.

CERAMIC DESIGN DRAWING CER112
A course of three hours per week for one semester.  
Prerequisite: Ceramic Design Drawing CER102.  
Syllabus: This subject will lead to a further development of the basic drawing skills commenced in Ceramic Drawing 1. A greater use will be made of the human form and natural forms as the actual source of material to extend the drawing experience and a greater emphasis will be placed on the development of three-dimensional forms. The work will be closely integrated with Ceramic Design Theory and Practice 2 and Design 1.  
Assessment: This subject will be assessed with Design 1 at the mid-semester and at the end of the semester by the examination panel and a separate mark will be given for each subject. There will be a cumulative assessment by the lecturer in charge of the subject.

CERAMIC DESIGN DRAWING CER202
A course of three hours per week for one semester.  
Prerequisite: Ceramic Design Drawing CER112.  
Syllabus: This subject will continue to develop the communication drawing skills, with emphasis placed upon the development of ideas and designs through drawing and the techniques of presentation drawings and rendering. Design ideas developed will be carried through to production in studio sessions and the final work will be assessed in conjunction with the preliminary drawings and client presentation drawings.  
Assessment: This subject will be assessed with Ceramic Design Theory and Practice 3 at mid-semester and at the end of the semester by the examination panel. A separate mark will be given for each subject. There will be a cumulative assessment by the lecturer in charge of the subject.

CERAMIC DESIGN DRAWING CER212
A course of three hours per week for one semester for degree students.  
Prerequisite: Ceramic Design Drawing CER202.  
Syllabus: This subject will continue the general development of drawing skills and idea-forming through drawing. In addition students will be given lectures and tutorials dealing with the history of drawing. Students will be encouraged to experiment with a wide range of materials and techniques to discover those most suited to their needs. Increased emphasis will also be placed upon drawing as a means of personal expression and as an art form in its own right. Design considerations will continue to be central in the teaching of drawing.  
Assessment: This subject will be assessed with Ceramic Design Theory and Practice 4 and Design 2 at mid-semester and at the end of the semester by the examination panel. A separate mark will be given for each subject and there will be cumulative assessments throughout the year by the lecturers in charge of the subjects.

CERAMIC DESIGN DRAWING CER306
A course of three hours per week for one semester.  
Prerequisite: Ceramic Design Drawing CER212.  
Syllabus: This subject will continue the general development of drawing skills and idea-forming through drawing. In addition students will be given lectures and tutorials dealing with the history of drawing. Students will be encouraged to experiment with a wide range of materials and techniques to discover those most suited to their needs. Increased emphasis will also be placed upon drawing as a means of personal expression and as an art form in its own right. Design considerations will continue to be central in the teaching of drawing.  
Assessment: This subject will be assessed with Ceramic Design Theory and Practice 5 and Design 3 at mid-semester and at the end of the semester by the examination panel. A separate mark will be given for each subject and there will be progressive assessments throughout the year by the lecturers in charge of the subjects.
CERAMIC DESIGN THEORY AND PRACTICE  
CER101
A course of 12 hours per week for one semester.  
Prerequisite: Nil.  
Syllabus: This course will develop in students an understanding of clay and an appreciation of its qualities, and will involve studio work, regular tutorials and demonstrations. Students will study basic forming methods and decorating techniques associated with clay.  
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE  
CER111
A course of 12 hours per week for one semester.  
Prerequisite: Ceramic Design Theory and Practice CER101.  
Syllabus: Projects developed by students during this semester should start to show greater individuality as students gain skill and as the impact of Design 1 and Ceramic Design Drawing 1 and 2 courses take effect. The regular tutorials and demonstrations will deal equally with design factors as well as the techniques and processes. The background studies for this subject fall basically into the four areas: — mould-making, wheelwork, decoration and design studies.  
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE  
CER201
A course of 12 hours per week for one semester.  
Prerequisite: Ceramic Design Theory and Practice CER111.  
Syllabus: This course will build on the work done in Ceramic Design Theory and Practice 2. The design teaching embodied in tutorials will relate directly to the techniques taught and demonstrated.  
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE  
CER211
A course of 12 hours per week for one semester for degree students.  
Prerequisite: Ceramic Design Theory and Practice CER201.  
Syllabus: Students will study more thoroughly certain topics dealt with in their third semester. They will be presented with a greater number of design-based problems.  
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject, and an examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE  
CER221
A course of 15 hours per week for one semester.  
Prerequisite: Ceramic Design Theory and Practice CER201.  
Syllabus: Students will be expected to develop the skills learnt in the preceding three semesters. Considerable emphasis will be placed upon the design quality of their work as this will be important to their subsequent development as potters. Tutorials and demonstrations will continue during this semester, and planned individual work programs will give the student the opportunity to specialise to some extent.  
Assessment: In addition to the progressive assessment of work by the lecturer in charge of the subject, an examination panel will review a folio of work at mid-semester and at the end of the semester. As this will be the final assessment, the examination panel will include at least two practising professional potters.

CERAMIC DESIGN THEORY AND PRACTICE  
CLAY AND GLAZE CER301/CER302
CER301 12 hours per week for one semester.  
CER302 6 hours per week for one semester.  
A course of 18 hours per week involving studies in Clay and Glaze, Concrete, and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.  
Prerequisite: Ceramic Design Theory and Practice CER211.  
Syllabus: This subject will involve three main areas of study. The development of quantity production methods, the continued development of studio pottery and the making of non-utilitarian forms.  
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE  
CLAY AND GLAZE CER303/CER304/CER305
CER303 16 hours per week for one semester.  
CER304 10 hours per week for one semester.  
CER305 6 hours per week for one semester.  
A course of 16 hours per week for one semester involving studies in Clay and Glaze, Concrete, and Glass. Students may elect to specialise in one main study or choose to exploit the possibilities to study in two areas. They may do this for the remaining two semesters of the course or can elect at the end of any semester to study only one area. If two studies are undertaken it is important to realise that the second study is a study of emphasis and not a separate minor study. Students will be encouraged to use the combination of studies to produce work of a distinctly different character. One study may be taken for 16 hours, but alternatively two studies may be taken in combination for 10 and six hours duration.  
Prerequisite: The student must meet the requirements of the previous semester.  
Syllabus: This subject will require students to work on an approved program which will be based on the central design structure of the course and which will
allow for individual development. These approved programs will be determined by class consultation with the lecturer in charge of the study.

**Assessment:** Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

### CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE CER401/CER402/CER403

CER401 16 hours per week for one semester.
CER402 10 hours per week for one semester.
CER403 6 hours per week for one semester.

A course of 16 hours per week for one semester in studies of Clay, Glaze, Concrete and Glass. Students may elect to specialise in only one main study or exploit the possibilities of continuing to study in two areas: they will do this for the remaining semester or they can elect at the end of the semester to study only one area. It is important to realise that the second study is a study of emphasis and not a separate minor study. Students will use the combination of studies to produce work of a distinctly different character. Students in this semester will be required to study the theoretical components of only one subject.

**Prerequisite:** The student must meet the requirements of the previous semester.

**Syllabus:** At the beginning of Semester 7, students involved in the studies of Clay and Glaze will work with their design lecturer to obtain a practical design commission which they will complete during the final semester. Students in this semester will work on approved programs which will be based on the central design structure of the course. Areas from which students will select their program of work will be the following: architectural ceramics; product design; studio pottery; and non-functional ceramics.

### CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE CER404/CER405

CER404 20 hours for one semester.
CER405 10 hours of study for one semester.

A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete, and Glass. Students may elect to specialise in only one study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars.

**Prerequisite:** The student must meet the requirements of the previous semester.

**Syllabus:** Students will be given the freedom to work in an independent way once their programs of work for each have been approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it appears to be required or at the request of the students.

A major task will be the successful completion of the design commission begun in the previous semester. An evaluation of the success of this work by the examination panel and the client will be one important aspect of the qualifying examination.

**Assessment:** There will be a presentation of folio work at the end of the semester which will be examined by the examination panel and the lecturer in charge of the subject. The examination panel will include not less than two outside examiners.

### CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE CER311/CER312

CER311 12 hours per week for one semester.
CER312 6 hours per week for one semester.

A course of 18 hours per week involving studies in Clay and Glaze, Concrete and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.

**Prerequisite:** Ceramic Design Theory and Practice CER211.

**Syllabus:** This subject will require the student to gain an extensive understanding of the technical requirements of the materials used in the composition of concrete and its industrial and studio application. The decorative potential of concrete will be explored and creative expression encouraged.

**Assessment:** There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

### CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE CER313/CER314/CER315

CER313 16 hours per week for one semester.
CER314 10 hours per week for one semester.
CER315 6 hours per week for one semester.

See course details for Ceramic Design Theory and Practice — Clay and Glaze CER303, CER304 and CER305.

**Prerequisite:** The student must meet the requirements of the previous semester.

**Syllabus:** This subject is intended to consolidate the experience gained in the previous semesters. Lectures, laboratory and studio practice sessions will be associated with exercises undertaken in the subject Metal Fabrication. Design exercises will be correlated accordingly.

**Assessment:** It is not considered practicable to assess work on a progressive basis or at mid-semester. Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

### CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE CER411/CER412/CER413

CER411 16 hours per week for one semester.
CER412 10 hours per week for one semester.
CER413 6 hours per week for one semester.

See course details for Ceramic Design Theory and Practice — Clay and Glaze CER401, CER402, CER403.

**Prerequisite:** The student must meet the requirements of the previous semester.

**Syllabus:** Students of Concrete Studies will work with the lecturer to obtain practical design commissions which will be completed during the final semester. Students will continue to work at practical exercises and explore the variety of structures and forms already presented. They will be further involved with the integration of glass and ceramic motifs with concrete and the development of structures utilising these particular materials allowing the full investigation of surface finishes and textures and firing techniques.
CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE CER414/CER415
CER414 20 hours study for one semester. 
CER415 10 hours study for one semester.
A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete and Glass. Students may elect to specialise in only one study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars. 
Prerequisite: The student must meet the requirements of the previous semester.
Syllabus: Students will be given the freedom to work in an independent way once their programs of work for each have been approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it appears to be required or at the request of the students. A major task will be the successful completion of the design commission begun in the previous semester. An evaluation of the success of this work by the examination panel and the client will be one important aspect of the qualifying examination.
Assessment: There will be a presentation of folio work at the end of the semester which will be examined by a examination panel and the lecturer in charge of the subject.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER321/CER322
CER321 12 hours per week for one semester.
CER322 6 hours per week for one semester.
A course of 18 hours per week involving studies in Clay and Glaze, Concrete and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours. 
Prerequisite: Ceramic Design Theory and Practice CER211.
Syllabus: This subject will require students to spend a considerable amount of time practising basic studio techniques in order to obtain skills necessary to carry through their designs. Both hot and cold methods of working glass will be pursued.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER323/CER324/CER325
CER323 16 hours per week for one semester.
CER324 10 hours per week for one semester.
CER325 6 hours per week for one semester.
See course details for Ceramic Design Theory and Practice — Clay and Glaze CER303, CER304 and CER305.
Prerequisite: The student must meet the requirements of the previous semester.
Syllabus: This subject will help students to build on the experience gained in the previous two semesters of glass studies. It is intended that the further development of techniques in this semester will allow students to select a minimum of at least two techniques for specialisation in the final year of the course. In keeping with their greater technical competence students will be given a wider range of specific design problems. Time will also be allowed for students to produce work which is self-motivated.
Assessment: It is not considered practicable to assess work on a progressive basis or at mid-semester. Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER421/CER422/CER423
CER421 16 hours per week for one semester.
CER422 10 hours per week for one semester.
CER423 6 hours per week for one semester.
See course details for Ceramic Design Theory and Practice — Clay and Glaze CER401, CER402, CER403.
Assessment: The student must meet the requirements of the previous semester.
Syllabus: Students of Glass Studies will work with their design lecturer to obtain practical design commissions which will be completed during the final semester. Students will continue to work with the glass blower who will produce the more sophisticated or complex design forms for them. There will be a regular program of lectures dealing with the specific needs of setting up a glass studio or workshop and professional design practice for architectural glass designers and industrial glass designers.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER424/CER425
CER424 20 hours of study for one semester.
CER425 10 hours of study for one semester.
A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete and Glass. Students may elect to specialise in only one area of study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars.
Prerequisite: The student must meet the requirements of the previous semester.
Syllabus: As above for CER414, CER415.
Assessment: As above for CER414, CER415.

CERAMIC METHODS OF PRODUCTION CER103
A course including a one-hour lecture followed by a two-hour laboratory class for one semester.
Prerequisites: Nil.
Syllabus: This subject will present students with an introductory knowledge of the materials and processes commonly used in studio and industrial ceramics. The technology of ceramics will be covered, including the demonstration of equipment and methods used to produce clays and ceramic material. Using correct laboratory procedures, students will carry out standardised tests on ceramic materials.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.
CERAMIC METHODS OF PRODUCTION
CER113
A course including a one-hour lecture followed by a two-hour laboratory class for one semester.
Prerequisite: Ceramic Methods of Production CER103.
Syllabus: This subject will be taught through a series of lectures and laboratory classes. Where possible the study is to be closely followed and supported by the tutorials taken in Ceramic Design Theory and Practice 2. It will present the students with further knowledge of the materials and processes used in studio and industrial ceramics. Subject matter will include decorating and finishing techniques, glazes and heat measurement.
Assessment: Students will be required to submit practice assignments throughout the semester and sit for a written examination at the end of the semester. A pass in both areas is required.

CERAMIC METHODS OF PRODUCTION
CER203
A course including a one-hour lecture followed by a two-hour laboratory class for one semester.
Prerequisite: Ceramic Methods of Production CER113.
Syllabus: This subject will be taught through a series of lectures and laboratory classes. It will extend some of the topics dealt with in Ceramic Methods of Production 1 and 2. It will provide the students with a deeper understanding of the materials and processes used in ceramics. Specifically it will increase the knowledge of chemical processes and bonds, and the balancing of chemical equations to investigate the theoretical compositions of glazes and raw materials.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CERAMIC METHODS OF PRODUCTION
CER213/CER223
A course including a one-hour lecture followed by a two-hour laboratory class for one semester for degree and diploma students.
Prerequisite: Ceramic Methods of Production CER203.
Syllabus: This subject will be taught through a series of lectures and laboratory classes. It will extend some of the topics dealt with in Ceramic Methods of Production 1, 2 and 3. It includes a study of kilns which is intended to correlate with Kiln Design and Construction and to serve as a foundation for Kiln and Furnace Design and Construction.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas is required.

CERAMICS CER128 and CER129
A course for students undertaking the Craft Major of the Fine Art Degree Course.
CER128 Six hours per week for Semester One
CER129 Six hours per week for Semester Two
Prerequisites: Nil.
Syllabus: The aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various handbuilding techniques are studied and students are introduced to wheel-work as well. Emphasis is placed on developing an understanding and appreciation of the ceramic medium.
Assessment: Progressive assessment of work throughout the year.

CERAMICS CER160
A course of three hours per week for two semesters for the fine art diploma students.
Prerequisites: Nil.
Syllabus: This aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various handbuilding techniques are studied and, as well, students are introduced to wheel-work. Emphasis is placed on developing an understanding and appreciation of the ceramic medium.
Assessment: Progressive assessment of work throughout the year, together with the major study.

CERAMICS CER260
A course of three hours per week for two semesters for fine art diploma students.
Prerequisite: Ceramics CER160 or equivalent.
Syllabus: This is a course designed to expand the number of skills and techniques learnt during the first year. Students are given sufficient technical knowledge to enable them to develop their own finishes and glazes. The possibilities of press and drape moulds are studied and tile making and decorating are included in the course. Where possible students are encouraged to relate this elective to their major study.
Assessment: Progressive assessment of work throughout the year, together with the major study.

CERAMICS CER360
A course of three hours per week for two semesters for fine art diploma students.
Prerequisite: Ceramics CER260 or equivalent.
Syllabus: At this level students have sufficient skill and knowledge to enable them to concentrate even more on design principles peculiar to the ceramic medium. Every encouragement is given to them to use materials to suit their individual needs for expression and, if they so desire, to support the work of their major studies. Although this course allows considerable freedom, a number of new disciplines are taught. Students learn how to extend colour ranges by firing glazes both under oxidation and reduction. Pyrometry as it is associated with the firing of a kiln is another unit of study, and students also receive working knowledge of kiln setting and operation.
Assessment: As for Ceramics CER160.

CERAMICS GAE421
Contact Hours Per Week: Two, in one session.
Prerequisites: Nil.
Syllabus: The unit promotes creative development through discriminating and sensitive use of clay and related materials as artistic expression. Students gain experience in: clay preparation; clay forming — hand-
building and wheel processes; clay firing — kilns; glazing.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

CHEMICAL TECHNOLOGY CHE334
A course of three hours per week for two semesters. Approximately half the time will be devoted to formal lectures, and the other half to industrial visits and project work.
Prerequisites: Chemistry CHE225 or CHE229 or CHE201 and CHE202.
Syllabus: Chemical Engineering Unit Processes: Pollution Control Technology — study of the technology used in the control of water, air and noise pollution, energy usage, resource recovery. Industrial processes — a study of the processes of such industries as petroleum refining, organic coatings, dye stuffs, paper making, food processing, resin and polymer production, paint production, textile dyeing and brewing.

CHEMISTRY CHE110
Four hours per week for one semester.
Syllabus: Introduction; basic concepts, stoichiometry, energy relationships in chemical systems, properties of gases, electronic structure of atoms; periodic relationships, chemical bonding, geometries of molecules, liquids, solids and intermolecular forces, solutions, atmospheric chemistry. Chemical reactions; chemical equilibrium, free energy, entropy and equilibrium. Acids and bases; aqueous equilibria, chemistry of common non-metals, chemistry of metals including coordination compounds, phosphorous, sulphur, nitrogen. Introduction to chemistry alkanes, ethers, alkanols, amines, alkenes, aromatics and related materials.
Assessment: By a final examination with a satisfactory performance in laboratory work.

CHEMISTRY CHE111
A course of three hours lectures and four hours practical work per week in two semesters.
Prerequisites: Nil.
Syllabus: Physical (45 hours): Phase relationships, one and two component systems, Clapeyron equation, Raoult’s and Henry’s laws, practical distillation, cooling curves, colligative properties. Electrochemistry; electrolytes, conductivity, pH and other electrolyte equilibria, including acid-base titration, back titration, oxidation-reduction, disproportionation, solubilities, electrode potentials, cells and the Nernst equation. Kinetics; first, second and third order reactions, differential and integral methods of driving rate constants. Thermo-chemistry; enthalpy, internal energy, heat capacity, Kirchhoff equation. Spectroscopy; atomic structure, energy levels, Beer’s law, I.R. and U.V., simple molecules.
Organic (22 hours): Introduction to general organic chemistry covering areas of practical interest, e.g. pesticides, surfactants, detergents, cosmetics, functional group chemistry and medical compounds, etc.
Inorganic and Analytical (45 hours): Bonding methods, resonance, directed valence, overlap, Sidgwick-Powell theory. Hydrides, trends, types, applications, d-block elements, properties, valence, oxidation state, complex formation, f-block elements, lanthanide contraction, properties, uses. Co-ordination compounds; Werner’s theory, chelation, crystal field theory, spin complexes, spectra of metal complexes. Errors, accuracy, precision, determinate errors, blanks and controls, significance of results.

CHEMISTRY CHE115
A course of three hours per week of lectures and laboratory work for two semesters.

CHEMISTRY (Core) CHE201
Three hours theory and five hours practical work per week for two semesters.
Prerequisites: Completed first year.

CHEMISTRY (Alternative) CHE202
Three hours theory and four hours practical work per week for two semesters.
Prerequisites: Completed first year. To be taken only in conjunction with CHE201.
Syllabus: Topics to be selected from non-aqueous chemistry, surface chemistry, organic synthesis, spectroscopy, organo-metallic compounds, polymer chemistry, reaction mechanisms, biological chemistry, fuels.
References: To be advised.

CHEMISTRY CHE210
Two hours per week for one semester.
Syllabus: A selection of topics from the areas below to be given by specialists.
Industrial: fuels, petrochemicals, pesticides and fertilisers, explosives, pharmaceuticals, applied electrochemistry, polymers.
Environmental: atmospheric pollution and solutions, water quality standards, gas analysis.
Assessment: By individual assignments.
References: Appropriate references will be given by the lecturers concerned.

CHEMISTRY (Core) CHE301
Two hours theory and three hours practical work per week for two semesters.
Prerequisite: CHE201.
References: To be advised.

CHEMISTRY (Alternative) CHE302
Four hours theory and six hours practical work per week for two semesters.
Prerequisites: CHE201, CHE202, and to be taken only in conjunction with CHE301.
Syllabus: Spectroscopy, electrochemistry, organic chemistry (dyestuffs, paints, polymers, petrochemicals, agricultural chemicals, soaps and detergents, pharmaceuticals), inorganic chemistry (transition metals, redox behaviour, organometallics), kinetics, physical chemistry of analytical processes.
References: To be advised.

CHILDREN’S LITERATURE IN A MULTICULTURAL SOCIETY GCL406
Contact Hours Per Week: Three hours per week for one session.
Prerequisites: Nil.
Syllabus: Students will examine a variety of genres: myths, legends, folktales, folksongs, biographies, poetry and comics from a variety of languages and cultures in original texts, translations and bilingual texts to develop appreciation of different cultural values and identities and with a view to helping children develop positive cultural identities. A critical examination of the portrayal of the Australian Aborigine in children’s literature. Strategies for developing appreciation of English literature for ESL learners.
Assessment: One critical literacy essay and one literature program for ESL learners.
References:
DAVEY, G., Young Children — Old World, Non-English Literature and Folklore for Children, Primary Education, 1982.
MATTINGLY, C., Recent Translations of European Fiction for Older Children and Young Adults (Bibliographies No. 6), Library Association of Australia, 1978.
RASMUSSEN, R. and RASMUSSEN, H. (eds), Prejudice in Print, Centre for Migrant Studies, Monash University, 1982.

CHORAL CLASS GMT402
Contact Hours Per Week: One hour per week, both sessions.
Syllabus: The principal component of this unit will be the participation of students in part-singing and choral activities under the leadership of an experienced conductor.
Opportunity will be given to each student to lead the group in learning or performing at least one work.
Music used will include standard part-songs and choral works of a level of difficulty and in such parts as may be appropriate to the group.
Assessment: Satisfactory attendance and participation.
References: Nil.

CINEMATOGRAPHY AND THE COMMUNICATIONS MEDIA ART275
A course for degree and diploma students consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: The time allocated for this study is one year. The subject may not be offered every year. The first part of the subject will consist of a brief survey of the history and techniques of film-making, and the viewing and analysis of film classics and recent films. The second part of the subject will be a study of the nature and effects of the media from the point of view of world culture. It will trace interactions through a study of media samples and the work of such writers as Colin Cherry, Buckminster Fuller and Marshal McLuhan. Constant references will be made to current information published in journals.
Assessment: By assignment and examination.
References: To be advised.

CIVIL ENGINEERING MANAGEMENT CIV418
A course of four hours per week for two semesters.
Syllabus: The nature and influence of major variables in co-operative achievement; environment, structure,
technology and psycho-social factors. Organisation theory, the elements and administrative significance of organisation behaviour, phases of the administrative process.

Economic management, interest, annual cost, present worth, benefit cost analysis.

Economic study techniques, estimation of costs and benefits. Cost indices, sources of funds, capital budgeting.

Construction planning techniques, critical path method, scheduling, site organisation, types of contracts, contract administration.

Assessment: To be based on assignments and projects submitted throughout the year.

References:

CIVIL ENGINEERING MATERIALS CIV205

A course of four hours per week of lectures and laboratory work for two semesters.

Syllabus: Material properties; structure of metals, polymers and ceramics, crystal imperfections, phase diagrams. Properties of solids, environmental deterioration. Quality control.


Assessment: To be based on examinations at the end of each semester, together with assignments and reports.

References:
- Cement & Concrete Associations of Australia, various publications.
- NAA SRA, various publications.
- SAA, Steel Structures, Part 1, Planning, Part 9, Erection.

COBOL PROGRAMMING EDP382

A course of three hours per week for two semesters. Prerequisite: EDP282 or a satisfactory stage of development in programming.

Syllabus: A study of the COBOL language and its application to commercial data processing problems. The course will emphasize design and construction techniques which promote ease of program testing and maintenance.

Assessment: Programming assignments and a final examination.

References:
- Manufacturer's COBOL Reference Manual as appropriate.

COLLECTIVE SECRETARIAL PROBLEMS
ADM666

A course of six hours per week for second semester. Prerequisites: Office Procedures ADM 662, Basic Shorthand ADM663, and Basic Typewriting ADM664.

Syllabus: This is a "finishing course" for the potential professional administrative secretary. Emphasis in the subject is on the refinement of skills, attitudes and techniques needed by the professional secretary. The course includes a word processing component. Students are expected to reach minimum speeds of 100 wpm in shorthand and 50 wpm in typewriting non-technical general material. It is anticipated that at the end of the course students will be able to fill positions which require people of the very highest calibre.

Laboratory Facilities: Students are expected to use programmed materials in the stenographic laboratory to supplement class work.

Assessment: Assessment is continuous and based on class projects and assignments.

References: To be advised.

COMMERCIAL BANKING AND FINANCE
FIN240

A course of four hours per week for one semester. Prerequisite: Money and Capital Markets FIN231.

Syllabus: The purpose of the subject is to introduce students to a broader view of the changing commercial banking environment and to develop conceptual, analytical and decision making skills for the policy formulation and implementation areas in commercial banking and finance functions. Topics include the commercial and finance environment, basic considerations in commercial banking and finance, balance sheet management and other policy development, and implementation areas in commercial banking.

References:
- WESTON, R., Domestic and Multinational Banking, Croomhelm Limited, 1980.
- Other references from periodicals, journals and financial market's publications will be advised.

COMMERCIAL LAW
FIN114

A course of two hours class contact per week for one semester. Prerequisite: Contract Law FIN111

Syllabus: Agency, partnership, consumer credit, title to goods and lending on security of goods, consumer protection and creditors, remedies.

References: To be advised.
COMMUNICATION NETWORKS IN SOCIETY
HUM491
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus:
• introduction to communication theory, interpersonal, group and mass communication.
• Existing telecommunication and recording media. New communication networks and services.
• Technology assessment, the socio-economic aspects of new communication and information technologies.

References:

COMMUNICATION PROJECT RDT601
Four hours per week for two semesters.
Prerequisites: The student is expected to have completed all subjects relevant to the selected project area.
Syllabus and Assessment: In conjunction with the lecturer, a student will select a project associated with one of the core subject areas. The project will involve practical work and the presentation and submission of a paper of 20 to 30 thousand words or equivalent.

COMMUNICATION STUDIES HUM100
Four hours per week, comprising lectures, tutorials and workshops for one semester.
Prerequisites: Nil.
Syllabus:
1. Theories and models of communication behaviour.
2. Perceptual processes in interpersonal communication.
3. The socio-cultural context of communication.
4. Small group communication.
Assessment: Two essay assignments, a tutorial paper, a multiple-choice test and a final examination.
Reference:

COMMUNICATION STUDIES HUM102
Four hours per week, comprising lectures, tutorials and workshops for one semester.
Prerequisites: Nil.
Syllabus:
1. Approaches to the study of messages — communication and the codification of reality — language as a system.
2. The structure of verbal messages.
   — oral and written communication.
   — variables in symbolic communication.
Assessment: Oral and written exercises, tests and tutorial papers.
References:

COMMUNICATION STUDIES HUM200
Four hours per week comprising lectures and tutorials for one semester.
Prerequisites: HUM100 or approved equivalent.
Syllabus: The main topics to be covered will be:
1. • Methodological and theoretical approaches to communication studies.
   • Scientific method and empirical evidence.
   • Communication models. Contributions of other disciplines.
2. Signs, Codes and Culture.
   • Signs, sign-systems and codes.
   • Context variables.
   • Semiotics and the study of codes.
   *Speech Acts.
   *Pragmatics.
Assessment: Tutorial papers, assignments and tests.
References:

COMMUNICATION STUDIES HUM202
Four hours per week comprising lectures, tutorials and workshops for one semester.
Prerequisites: HUM102 or approved equivalent.
Syllabus:
• Communication variables focusing on message design in audio-visual media.
• Language as both a verbal and visual medium. Semiotic components of language — signs, symbols, icon, index and how they interact to form codes.
• Syntax — framing and composition using video examples.
• Denotative and connotative dimensions in film.
• Film theory, highlighting montage and mise en scene.
• Organisational principles in planning and coordinating an audio-visual production.
Assessment: Tests, analytical reports and production exercises for both individual and group work.
References:
BRETZ, R. A., Taxonomy of Communication Media (A Rand Corp. Research Study), Educational Tech-

COMMUNICATION STUDIES HUM204
Four hours per week comprising lectures, tutorials and workshops for one semester.
Prerequisite: HUM200 or approved equivalent.
Syllabus:
- • Functional and structural approaches to the study of mass communication.
- • Role of the mass media and patterns of influence: research findings and interpretations.
- • Media content and cultural codes.
- • Overview of the media and audiences in Australia.
Assessment: Tutorial papers and assignments.
Reference:

COMMUNICATION STUDIES HUM208
Four hours per week comprising lectures, tutorials and workshops for one semester.
Prerequisite: HUM102 or approved equivalent.
Syllabus:
- • Print publications, audio-visual media and their purposes.
- • Styles of scripting for media, variable according to audiences, message and related matters.
- • Script preparation including information gathering, interviewing and reporting.
- • Editing and proof reading.
  — Design of the final product: layout, typefaces, illustrations and other factors influencing effective print communication.
  — Design of the final product: juxtaposition, duration of parts, audio effects, continuity, impact of radio material.
- • Print and tape preparation.
- • Production decisions
  — selection of magazine, newspaper or program material.
  — equipment options.
Assessment: Two individual projects (one audio and one print) and tests.
Reference:

COMMUNICATION STUDIES HUM300
Four hours per week comprising lectures and tutorials for one semester.
Prerequisite: HUM204 or approved equivalent.
Syllabus:
- • Persuasion and the communication process. Logic and rhetoric in persuasion. Social and behavioural theories and approaches relevant to persuasion and information diffusion.
- • Information and opinion change. The social and cultural context.
- • Message content and media selection. Planning and designing communication campaigns. Assessment criteria for different audiences.
Assessment: Individual and group assignments, essays and short tests.
References:

COMMUNICATION STUDIES HUM302
Four hours per week comprising lectures and tutorials for one semester.
Prerequisites: HUM300 or approved equivalent and Statistics MAT171 and MAT172 (or MAT173) or approved equivalent.
Syllabus:
- • Audience research. Information needs and problem definition. Identification of relevant variables.
- • Survey planning. Sampling methods; problems of validity and reliability.
- • Audience ratings: guidelines for interpretation and use. Assessment of variables and concepts involved.
- • Principles of content analysis.
Assessment: Assigned exercises, tests and team projects.
References:
Human Communication Research (Serial).

COMMUNICATION STUDIES HUM304
Three hours per week comprising lectures and tutorials for one semester.
Prerequisite: Communication Studies HUM300 or approved equivalent. (HUM300 may be studied concurrently.)
Syllabus:
- • Organisations as systems. Communication systems. Information systems.
- • Formal and informal communication systems. The external environment.
- • Communication problems in organisations: cases and examples.
- • Innovation and development of new communication systems and practices.
Assessment: Assignments and tests.
References:
COMMUNICATION STUDIES HUM306
Four hours per week comprising lectures, tutorials and production exercises for one semester.
Prerequisite: HUM202 or approved equivalent.
Syllabus: Styles of discourse in audio-visual media. Film as a semiotic system focusing on the theorists — Mitry, Metz, Eco, and Wollen. Analysis of the narrative form in film and television.
Assessment: Tests, critical reports and production exercises.
References:

COMMUNICATION STUDIES HUM308
Three hours per week comprising seminars, lectures and/or work experience for one semester.
Prerequisites: HUM300 and MAT171 or approved equivalents.
Syllabus: The topics will aim to explore issues of relevance to the communicator in vocational and social environments. Projects may include for example: communication in industrial settings and emergency organisations; information dissemination; evaluation of communication strategies; ethics and philosophical issues in communication.
Assessment: Seminar papers and/or reports on specific individual or group projects.
References: To be advised.

COMMUNICATION SYSTEMS ELE634
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction, signal analysis, random signal and noise, sampling and pulse modulation, discrete signal processing, amplitude modulation systems, angle modulation systems, information and digital transmission.
References:

COMMUNICATIONS NETWORKS ELE461
A course of four hours per week for one semester.
Prerequisite: Data Transmission ELE362.
Syllabus: Australia telecommunication network; national plans and objectives; switching system components; teletraffic concepts and traffic models; transmission systems objectives; voice frequency transmission, carrier FDM and PCM systems; telecommunication measurements.
Laboratory and Assignment Work: A series of experiments and assignments related directly to the theory covered in the course must be satisfactorily passed before the student is allowed to take the written examination.
Assessment: Written examination at the end of the semester. Laboratory and assignment work.
References:

COMMUNICATIONS NETWORKS II ELE462
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Radar systems, broadcast transmitters and receivers — radio and TV, microwave radio link and satellite transmission.
Assessment: Written examination at the end of the semester. Laboratory and assignment work.
References:

COMMUNITY LANGUAGES — INTRODUCTION TO GERMAN STUDIES ALS103
Contact Hours Per Week: Three hours per week, Autumn and Spring sessions.
Prerequisites: Nil.
Syllabus: This course is intended for students with little or no previous knowledge of German. For this reason the first year aims at introducing the student to the fundamentals of grammar and a basic vocabulary of some 1,000 words, making use of the language laboratory to instil correct pronunciation and the acquisition of basic communicative competence through the situational approach. Reference to contemporary German Culture and significant issues will also be made.
Assessment:
Regular exercises in language and 75 per cent language-laboratory performance
Formal presentation of a paper on a 25 per cent chosen topic
References:
Deutsch Abitur I, Langenschudt, 1981 (Bk 1) + Workbook.
German-English, English German dictionary.
LOF, MALLBERG and ROSENTHAL, Die Bundesrepublik Deutschland, Longman, 1975.
COMMUNITY LANGUAGES — INTRODUCTION TO GERMAN STUDIES ALS203

Contact Hours Per Week: Three hours per week, Autumn and Spring sessions.
Prerequisite: ALS103 or equivalent.

Syllabus: The unit aims at further improving communicative competence in contemporary German through emphasis on functional languages. In addition and together with further reading, students gain insight into the culture of the two Germanies. There will be a section devoted to the German speakers in Australia. Use is made of the language laboratory, video tapes, slides and written materials.

Assessment:
Regular exercises in language, oral 75 per cent and written
One seminar paper on a chosen topic 25 per cent

References:

COMPANY LAW FIN219
A course of two hours a week for one semester.
Prerequisites: Commercial Law FIN114
Syllabus: Types of companies, constitution of the company, management and control — directors, secretary and executive officers, general meetings, Director — duties, appointment and removal, shares, debentures, creditors protection and remedies.

References: To be advised.

COMPARISONS OF AUSTRALIAN, AMERICAN AND BRITISH CHILDREN’S LITERATURE GCL403

Contact Hours Per Week: Three hours per week for one session.
Prerequisites: Nil.
Syllabus: The content of this unit will be based on a thematic approach to Children’s Literature. The works of authors from Australia, America and Britain will be discussed.
Cultural comparisons will be made through themes such as alienation, national identity and racial tensions.

Assessment:
1. Class paper of 1,200-1,500 words.
2. Essay of 2,500 words.

References:

COMPETITION AND CONSUMER LAW FIN615
A course of three hours of class work each week for one semester.
Prerequisites: Nil.
Syllabus: In depth study of trade practices including cartelisation and its various forms — price fixing; exclusive dealing; contracts in restraint of trade. Monopolisation and its various forms — price discrimination, mergers, R.P.M. Consumer protection on a federal and state level and credit law affecting merchandising.

References:
Trade Practices Act (Federal).
Other acts and references to be advised.

COMPUTER AIDED DESIGN CIV687
A course of lectures, discussion and practical sessions for two hours per week.
Prerequisites: Nil.
Syllabus: Review of computer hardware; digital, analogue and hybrid machines, peripheral units including input/output modes. Interactive programming; computer graphics. Computer software; commercial packages, pre-processor and post-processor programs. Use of software in traffic engineering, bridge engineering and highway design.

Assessment: To be based on continual assignment during the semester.

References: To be advised.

COMPUTER APPLICATION I (PROJECT) CIV604
An industrially based project involving an application relevant to skeletal frame analysis and design.

COMPUTER APPLICATION II (PROJECT) CIV608
An industrially based project involving an application relevant to finite element analysis.

COMPUTER ARCHITECTURE AND INTERFACING ELE656
A course of two hours per week for one semester including lectures, laboratory and tutorials.

Prerequisites: Nil.

Assessment: Written examination. Laboratory and assignment work.

References:
COMPUTER CONTROL ELE441
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Process control concepts, computer hardware and software for process control, signal transmission, DDC and supervisory control, multivariable control schemes, energy management.
Assessment: Written examination at the end of the semester. Laboratory and assignment work.
References:

COMPUTER EQUIPMENT EDP653
A course of four hours for seven weeks.
Prerequisites: Introduction to Programming EDP650 and Introduction to Systems EDP651.
References: To be advised.

COMPUTER GRAPHICS IN ENGINEERING MEC415
A course of two hours per week for two semesters.
Prerequisite: Satisfactory completion of third year studies.
Project Work: A computer graphics project will be carried out during the second semester, if possible, in an industrial environment.
References:

COMPUTER IMAGING PHY236
A course of two hours theory per week and two hours per week of laboratory work for two semesters.
Prerequisites: Nil.
Analogue imaging systems.
3D TV images — computer generated holograms.
References: To be advised.

COMPUTER NETWORKS EDP635
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction to Data Communications: Introduction and basic concepts in data communication. Data and communication codes, computer network components, terminals, multiplexers and concentrators, line control protocols, error control and efficiency, common carrier services and tariffs, network architecture, network design, network operations, teleprocessing systems, teleprocessing software, trends in data communications.
Advanced Data Communications: circuit, message and packet switching, routing algorithms, fixed and adaptive routing, flow control, congestion avoidance, packet radio, packet cable, satellite systems, network architectures, protocol levels, open network concepts, authentication, encryption, security in open networks, network design and optimisation, distributed processing.
References:

COMPUTER NETWORKS I RDT603
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Data and communication codes, computer network components, line control protocols, common carrier services and tariffs, network architecture, network design, teleprocessing systems, trends in data communications.
References:

COMPUTER NETWORKS II RDT604
Two hours per week for one semester.
Prerequisite: Computer Networks I.
Syllabus: Circuit, message and packet switching, routing algorithms, satellite systems, packet radio, packet cable, network architectures, protocol levels, distributed data-bases, distributed processing and operating systems.
References: Manufacturers' manuals as required.

COMPUTER NETWORKS III RDT605
Two hours per week for one semester.
Prerequisite: Computer Networks I.
Syllabus: Feasibility studies and planning, network analysis and design, optimisation of network design, simulation techniques in network design, operations and system implementation, network management, future network developments.
References:

COMPUTER PROCESS CONTROL ELE657
A course of two hours per week for one semester including lectures, laboratory and tutorials.
Prerequisites: Nil.
Assessment: Written examination. Laboratory and assignment work.
References:

COMPUTER PROGRAMMING EDP100
A course of three hours of lectures and two hours of tutorials per week for two semesters.
Prerequisite: HSC (or equivalent).
Syllabus: Design and construction of programs, commercial programming techniques, COBOL programming — sequential processing, indexed sequential and random processing. Introduction to Operating Systems; testing and debugging approaches. Introduction to BASIC programming: Comparison of BASIC and COBOL languages.
References:

COMPUTER PROGRAMMING EDP200
A course of five hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP100 and Systems EDP101.
Syllabus: Operating Systems — general functions and facilities, user privileges and security, program compiling execution, macros.
Data Structures and program design — types of structured and program manipulation of structures.
Assembler programming, Fortran programming, Basic programming, RPG programming.
Advanced COBOL programming.
References: Manufacturers' manuals as required.

COMPUTER PROGRAMMING EDP300
A course of five hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP200 and Systems EDP201.
References: Manufacturers' manuals as required.

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COMPUTER PROGRAMMING EDP640
A course of one hour per week for two semesters.
Prerequisites: Nil.
Syllabus: Introduction to Programming:
Problem definition and solution using algorithms defined by logic diagrams such as flowcharts, structure diagrams and decision tables; the benefits of modular and structured programming methods.
Programming Techniques:
- the need for adequate program documentation and techniques to achieve this; 'forced self-documentation' possibilities;
- introduction to secondary storage data structures and file processing;
- division of a program into logically separate and hierarchically structured modules which are either 'manager' — or 'worker' — oriented;
- test data selection, use of trace facilities and general debugging techniques.
Programming Languages: BASIC, ANSI FORTRAN IV
Reference:
Manufacturer's Programming Reference Manuals to be decided.

COMPUTER PROGRAMMING EDP690
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit is designed to familiarise students with computers and to acquire an ability to write simple computer programs. Topics covered will include: configuration of a computer system; analysis of problems and flowcharts; programming with a high level language (FORTRAN, ALGOL or COBOL).
References:
Manufacturers' manual as required.
Reading lists and lecture materials will be issued during the course.

COMPUTER SCIENCE MAT208
A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT103.
Syllabus: Analog computer techniques, its theory and mathematical applications. Digital computer equipment and its logic; formats of data and instructions; elementary assembly language programming. Structural programming and algorithms using PASCAL.
References:
CIT Computer Centre Users Handbook.
Others to be advised.

COMPUTER SCIENCE MAT308
A course of two hours lectures and one hour tutorial per week for two semesters. Half unit value.
Prerequisite: To have passed, or to be taking concurrently, Computer Science MAT208.
Syllabus: Boolean algebra; addressing modes and techniques; advanced assembly language programming, operating systems; data structures.
References: To be advised.

COMPUTER SCIENCE PHY130
A course of four hours per week including lectures, tutorials, and laboratory work.
This course aims to give Bachelor of Applied Science (multi-discipline) students some aspects of computer science.
Prerequisites: Nil.
Syllabus: Structured program design and data structures using Pascal. Introduction to digital circuits including number storage and operations, codes and parity, logic, multiplexers, ROM, RAM, PLAs. Introduction to Computer Systems and Architecture including coding, error detection, peripheral devices, CPU and memory, control and bussing. Introduction to micro computer systems: CPU, memory, bus, DOS, software, Basic, assembler, monitor, input/output, peripheral cards.
References:
MANO, M. Foundations of programming with PASCAL, Horwood.
Apple II Reference Manual
Apple II Users Guide

COMPUTER SCIENCE PHY308
Only for students undertaking the Alternative Stream in Physics.
A course of one hour lecture and one hour tutorial per week for two semesters.
Prerequisite: Computer Science MAT208.
Syllabus: Mini and micro-computers and their uses; modern electronic technology; communications equipment; protocol and interfacing.
References: To be advised.

COMPUTER SCIENCE PHY309
A course of two hours lectures and one hour tutorial per week for two semesters. Half unit value.
Prerequisite: To have passed, or to be taking concurrently, Computer Science MAT208.
Syllabus: The development of the architecture of computing systems, and techniques or organisation; the development of hardware technology. An introduction to Systems Analysis.
COMPUTER SCIENCE EDP381
A course of six hours of lectures and tutorials per week for two semesters.
Prerequisite: Computer Science EDP281.
Syllabus: Computer graphics; systems programming, translation techniques, macro-generation, program relocation and loading; file structure, their management and manipulation, PL/1 programming; on-line systems, design, case studies. The content of this subject is under review.
References:

COMPUTER SYSTEMS EDP620
A course of four hours per week for one semester.
Prerequisite: Required entrance level.
Syllabus: Review the latest developments in computer hardware — in the areas of the CPU, mass storage devices and input/output equipment; review the latest developments in software packages — data entry, file organisation application, etc.; consideration of the implications of these developments on the design of information systems; consideration of trends in these areas with a view to prediction of the future.
References:
Manufacturer documentation of both hardware and software.
Research papers.

COMPUTER SCIENCE EDP381
A course of six hours of lectures and tutorials per week for two semesters.
Prerequisite: Computer Science EDP281.
Syllabus: Computer graphics; systems programming, translation techniques, macro-generation, program relocation and loading; file structure, their management and manipulation, PL/1 programming; on-line systems, design, case studies. The content of this subject is under review.
References:

COMPUTER SYSTEMS EDP620
A course of four hours per week for one semester.
Prerequisite: Required entrance level.
Syllabus: Review the latest developments in computer hardware — in the areas of the CPU, mass storage devices and input/output equipment; review the latest developments in software packages — data entry, file organisation application, etc.; consideration of the implications of these developments on the design of information systems; consideration of trends in these areas with a view to prediction of the future.
References:
Manufacturer documentation of both hardware and software.
Research papers.

COMPUTERISED BUSINESS SYSTEMS ACC259
A course of two hours per week for one semester.
Prerequisites: Accounting — Systems and Procedures ACC104 and Data Processing EDP172.
Syllabus: Students will obtain practical experience in the use of the PRIME operating system, LINEDIT, MODEL, and the NOVA mini-computer, with particular reference to the accounting applicability of these systems.
References:
DERN, D. F., New Users’ Guide to Editor and Runoff, PRIME Computer Inc.
LINEDIT booklet, Chisholm publication.

COMPUTERISED BUSINESS SYSTEMS ACC259
A course of four hours per week for one semester consisting of two hours of lectures plus one two-hour seminar for the first half of the course, and for the second half two two-hour seminars.
Prerequisites: All second year accounting core units either completed or taken concurrently.
Syllabus: This course will cover the application of the computer to the business environment and particularly the design and implementation of business systems from the point of view of the auditor and the accountant. Case studies will be based on business systems utilising the school’s computer laboratory. A working knowledge of financial modelling will be developed.
References:

References:
Manufacturers’ Operating Systems Reference Manuals to be decided.

COMPUTER SYSTEMS RDT602
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Computer hardware: CPU, input/output and storage devices, buses, interfaces, device controllers, cache and associative memories.
Operating systems: their role, scheduling, resource allocation, multiprogramming. Compilation, assembly, linking, loading, execution, macros.
Assembly language programming: instructions, addressing, input/output, interrupt processing, reentrant code, timing considerations.
References:
KATZAN, H., Microprogramming Primer, McGraw-Hill.

COMPUTERS AND SOCIETY EDP673
A course of four hours per week for seven weeks.
Prerequisites: Nil.
Syllabus: The computer industry, economics, available data, growth patterns, computers and employment, technological change, impact on individuals, information control, privacy, electronic fund transfers, transfer data flows, Information services for the home.
References: To be advised.

COMPUTERS IN EDUCATION EDP672
A course of four hours per week for seven weeks.
Prerequisites: Systems Development II EDP660 and Programming II EDP656.
Syllabus: The computer resource requirements for education; application of computers to teaching and learning; computer-assisted instruction, computer-assisted learning, computer-managed learning; the design and development of educational software; use of computers in educational administration; an examination of existing syllabi; major learning based systems, e.g. PLATO.
References: To be advised.

COMPUTER SECURITY EDP670
A course of four hours per week for seven weeks.
Prerequisites: Systems Development II EDP660 and Programming II EDP656.
Syllabus: Audit responsibilities; internal control in an EDP system; system development controls; operational controls; physical and procedural security; computer audit techniques.
References: To be advised.

CONCEPTS OF EXCELLENCE IN CHILDREN'S LITERATURE GCL405
Contact Hours Per Week: Three hours per week for one session.
Prerequisites: Nil.
Syllabus: A study will be made of a wide range of books traditionally regarded as 'good' and these will be compared with the books which children are reading in school and at home. Reasons will be postulated for differences which emerge.
Assessment:
1. Class paper of 1,200-1,500 words.
2. Essay of 2,500 words.
References:

CONCRETE STUDIES CER215
A course of three hours per week for one semester for degree students.
Prerequisites: Nil.
Syllabus: This subject will introduce students to concrete as a ceramic material and demonstrate its application over a wide range of architectural, studio and industrial uses. Practical studio classes will be held in conjunction with lectures and demonstration classes.
Assessment: There will be an assessment of student work at mid-semester and the end of the semester by the examination panel and the lecturer in charge of the subject.

CONSTRUCTION AND ADVANCED SURVEYING CIV315
A course of three hours per week for two semesters.
Prerequisite: Surveying CIV103.
Syllabus: Cadastral and topographic surveys; engineering surveys; investigation surveys; preparation of site plan and set out surveys; hydrographic surveys; methods of sounding and location of soundings; introduction to photogrammetry; solving problems relating to the above topics. Examination of the techniques and equipment used in engineering works: excavation and earthmoving, rock drilling and blasting, tunnelling, piling, hoisting, paving material production and concrete handling.
Assessment: To be based on examination at each semester.
References:
SCHOFIELD, W., Engineering Surveying, Vols. 1 and 2.
WILSON, R. J. P., Land Surveying, McDonald & Evans, 1971.
CIT, Exercises in Surveying Computation II.

CONSTRUCTION PLANNING CIV672
A course of lectures and discussion sessions of two hours per week.
Syllabus: Job planning, preliminary and detailed scheduling of operations, bar charts, critical path methods. Job estimates. Project organisation, the resident engineer, labour, plant and material control and costing, job financing, cost indices. Job safety, industrial relations, demarcation disputes. Day labour and contract options, contract documents, legal considerations, arbitration.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:
ANTILL, J. and RYAN, P., Civil Engineering Construction, Angus and Robertson, 1974.
Australian Federation of Construction Contractors, various publications.
CONTEMPORARY ACCOUNTING PROBLEMS ACC671

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: Recent developments in the theory and practice of financial accounting, with an emphasis on problems encountered by the practising accountant and on areas of controversy. Selected topics, which may vary from one semester to another, will be examined in depth. They include: accounting for leases, R&D expenditure, foreign operations, extractive industries, business segments, inter-company investments, labour fringe benefits, taxation, management forecasts, etc.

References:
Australian Accounting Research Foundation, Discussion Papers Nos. 1-6.

CONTEMPORARY BUSINESS ADM111

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: The course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraints under which they operate. The various stakeholders in contemporary business are considered. Student discussion is at all times encouraged and developed.

Assessment: Assessment will be continuous throughout the semester based on assignments.

References:

CONTEMPORARY ISSUES IN ECONOMICS AND FINANCE FIN331

A course of four hours per week for one semester.

Prerequisites: Economic Policy Towards the Firm FIN371 and Monetary Theory FIN233.

Syllabus: Because of the nature of this subject, this syllabus will vary depending on current policy problems existing at the time of offering the subject. Examples of potential areas of study would be: international realignment of currencies, and their effects on financial decision-making; EFTS developments; impact of price level changes; patterns of development of our existing financial institutions, wealth-maximisation models applied to financial institutions; and the dynamic environment in which financial institutions must operate.

References: To be advised.

CONTEMPORARY PHYSICS PHY330

A course of two hours per week for two semesters.

Prerequisite: To be admitted to the final year of the Bachelor of Engineering (Mechanical) course. This course is designed to give engineers an appreciation of the use of Physics in a modern society.


Assessment: The assessment will be a combination of report and examination (approximately equal weight).

CONTRACT LAW FIN111

A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

Prerequisites: Nil.

Syllabus: Legal structure; how law is made. The main emphasis of the course is on aspects of contract law, including the ingredients of a valid/enforceable contract and the consequences of breach.

Preliminary Reading:
CAFFREY, B. A., Guidebook to Contract Law in Australia, CCH, 1980 — chapters 1 and 2.

CONTROL SYSTEMS ELE340

A course of three hours per week for two semesters.

Syllabus: The control system: open loop, closed loop, block diagram representation, continuous time and discrete time systems.


Assessment: Written examination. Laboratory and assignment work.

References:

CORPORATE FINANCIAL POLICY AND STRATEGY ACC675

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: The evaluation of computerised financial models in solving corporate financial planning problems. Participants will interactively build models and use sensitivity analysis to suggest additions.
References:
CAS, Financial modelling package.

CORPORATE LAW FIN319
A second year degree subject with four hours of class contact per week for one semester.
Prerequisite: Business Law FIN111.
Syllabus: Historical background; the corporate entity, its formation and constitution, kinds of company, liability for wrongs; corporate finance, the prospectus, loan and share capital; management and control; minority protection; trading in securities.
References: Details to be announced during the first class of the semester.

CORPORATE PLANNING ADM333
Four hours per week for one semester. Normally taken in the final semester.
Syllabus: Determining company strategy: analysing the dynamic environment, identifying relative strengths of a company, selecting company strategy, defining major policy; marketing policy — product line and customers, production policy, personnel and industrial relations policy, financial policy — allocating capital.
Organising for action: grouping activities for effective action, organisational relationships, board of directors and central management organisation.
Guiding the execution: short-range and long-range programming, activating.
References:

CORPORATE SECRETARIAL PRACTICE FIN617
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course comprises two segments:
The Administrative Function in Business and Government: Management fundamentals; investigations, planning co-ordination, control, communication, forecasting, budgeting, committees; departmental organisation; record maintenance, security; system analysis and design; documents and form design; office equipment and layout; management responsibility and EDP; credit management; insurance; business names, patents, trade marks, copyright; export and import procedures; the law and procedure of meetings.
References:
Other references to be advised.
The Law and Procedure of Meetings: Private and public meetings; conduct, notice, quorum, agenda; rules of debate; motions, amendments, addendums, proxies; defamation; terms; minutes; company meetings — directors, members, creditors; Stock Exchange requirements as to meetings of listed companies.
References:

CORPORATE STRATEGY ADM668
A course of three hours per week for one semester.
Prerequisite: A pass in at least five of the units offered for the Graduate Diploma in Accounting and Finance.
Syllabus: Introduction, the objectives of business enterprise, decision making, the concept of corporate strategy; corporate planning models; determination of corporate strategy; implementation of strategy; concept of financial mobility; case studies.
References:

COUNSELED OPTION GLD407
Contact Hours Per Week: Not calculated on a weekly basis.
Prerequisites: Nil.
Syllabus: Students may be required to, in consultation with the course co-ordinator, select options from amongst units offered in language, mathematics or education as may be deemed necessary to complement or strengthen their background knowledge.

CRAFT DRAWING/DESIGN ART136 & ART137
A course for students undertaking the Craft Major of the Fine Art Degree Course.
ART136 Six hours per week for first semester.
ART137 Six hours per week for second semester.
Prerequisites: Nil.
Drawing Syllabus: This aspect of the syllabus is designed to equip the student with a wide range of fundamental skills in drawing and to provide the foundation for later specialisation and progress in major areas. Many exercises will be closely involved with design studies.
Design Syllabus: The aim of this subject is to integrate two-dimensional and three-dimensional forms into a comprehensive design study. Design Study requires the student to comprehend and apply a terminology through which he can implement his own artistic expression.
Assessment: Progressive assessment by a lecturer and assessment by a panel at mid-semester and at the end of each semester.
References: To be advised.
CRAFT DRAWING/DESIGN ART236 & ART237
ART236 Six hours per week for first semester.
ART237 Six hours per week for second semester.
Prerequisite: Craft Drawing/Design ART136 and ART137.

Drawing Syllabus: The syllabus is designed to develop skills acquired during the first year of the course. There are two main study areas: (i) the human figure and (ii) general drawing. There will be different tutorial emphases, depending on the student’s major study, e.g. Mechanical Drawing.

Design Syllabus: This subject encourages the further development of artistic ideas and expression, and relates to studies already undertaken in Materials and Technology, Silversmithing and Jewellery, Glass Studies, and Ceramics. It includes a study of ergonomics to enable students to develop proficiency in solving design problems.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.

References: To be advised.

CRAFT DRAWING DESIGN ART336 & ART337

ART336 Six hours per week for first semester.
ART337 Six hours per week for second semester.
Prerequisite: Craft Drawing/Design ART236 and ART237.

Drawing Syllabus: The emphasis is on particular techniques and media which relate to the student’s area(s) of study.

Design Syllabus: The syllabus is designed to provide a synthesis of studies undertaken in earlier design units, and Materials and Technology units. It includes the study of more complex design problems, and encourages an awareness of the responsibility of the designer to be responsive to social and community needs.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester. In both Drawing/Design, students are expected to develop a program which relates to their major subject area.

References: To be advised.

CRAFTS IN SOCIETY ART138 & ART139

A course consisting of a one hour lecture and a one hour tutorial per week for students undertaking the Craft Major of the Fine Art Degree Course.

ART138 Two hours per week for first semester.
ART139 Two hours per week for second semester.
Prerequisites: Nil.

CREATIVE MUSIC GMT405

Contact Hours Per Week: One hour per week.
Prerequisites: Nil.

Syllabus: Students will be made aware of the wide variety of methods and materials available which allow both elementary and more sophisticated creativity in music.

The course will embrace the study of:

1. aspects of sound and sound organisation;
2. electronic sounds;
3. rhythmic and melodic creativity (Orff Schulwerk Instruments and methods, rhythmic and melodic ostinatus as song accompaniments and as part of original compositions);
4. use of instruments of various kinds to accompany dramatisations;
5. song writing (creating simple songs based on pentatonic or diatonic scales for specific purposes).

Assessment: Periodic exercises and the production of a properly scored and explained original composition for tape or percussion instrument and an original song suited to a specific purpose.

References:


CRITICAL TEACHING PROBLEMS BEB411

Contact Hours Per Week: Four hours per week for one session.
Prerequisite: BEA411.

Syllabus: This unit is designed to extend and apply the studies of ‘Looking in Classrooms’ to particular problems of the classroom and may include such areas as multicultural education, open school methodology, student behaviour, evaluation, students requiring special assistance, parent-teacher relations and design, use and evaluation of teaching and learning materials. The areas offered by the Institute will reflect staff resources at the time, and any special local concern identified for further study by schools and their staff.

Assessment: Tutorial submission and project work.

References:


CROSS-CULTURAL STUDIES IN SOCIAL PSYCHOLOGY GME404

Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.

Syllabus: The course examines both social and cognitive aspects of cross-cultural psychology and includes methods in cross-cultural research, child rearing techniques, cognitive styles, the nature and measurement of intelligence, prejudice, sociocultural modes of abnormality and counselling for migrant populations.

Assessment: Case Study (maximum 3,000 words), Essay (maximum 3,000 words).
References:

CURRICULUM STUDIES IN CREATIVE ARTS
ECA104
Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.
Syllabus:
ART (one hour/week): Study for artistic growth in infants and of the effects of physical and emotional condition, concept development, environment, and culture upon that growth. Practical study of art materials.
MUSIC/MOVEMENT (two hours/week): Practical study of the piano. Study of rhymes, games, movement activities. The role of parent, teacher in developing an awareness of the elements of music. Basic musical knowledge.
Assessment: Assignments and practical tests.
References:

CURRICULUM STUDIES IN CREATIVE ARTS
ECA204
Contact Hours Per Week: Three hours per week.
Prerequisite: ECA104.
Syllabus:
MUSIC/MOVEMENT (two hours/week): Practical study of the guitar. The approaches of Orff, Kadaiy, Dabroze and Schafer and their implementation into a balanced music program.
Assessment: Assignments and practical tests.
References:
HOLT, D. and THOMPSON, K., Developing Competencies to Teach Music in the Elementary Classroom, Merrill, 1980.

CURRICULUM STUDIES IN ENVIRONMENTAL SCIENCE
EES307
(This unit will not be offered in 1983.)
Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.
Syllabus: Emphasis upon designing appropriate learning experiences which facilitate young children's understanding of their environment through the development of concepts and skills derived from science, social science and health studies. Instruction will be organised into three one-hour concurrent strands each week. Emphasis will be placed on:
Science: skills of observation, discrimination, and classification.
Social Science: membership of social groups such as family, preschool and neighbourhood.
Health: physical, and special problems.
Assessment: Assignments.
References:
SEEfeld, T., Social Studies for the Pre-School-Primary Child, Merrill, 1977.
SEEfeld, T., Science Experiences for Young Children, N.A.E.Y.C.

CURRICULUM STUDIES IN ENVIRONMENTAL SCIENCE (Primary) EES308
(This unit will not be offered in 1983.)
Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.
Syllabus: This unit is organised so that teaching methods common to Health, Science and Social Studies are integrated. The content is presented in modules to deal with:
1. teaching and organisational approaches appropriate to junior, middle and upper levels of the primary school;
2. topics/concepts selected from the main areas of each subject;
3. inquiry teaching strategies appropriate to the three subjects.
Assessment: Assignments.
References:
Education Department of Victoria, New Guides for Primary Science, 1981.

CURRICULUM STUDY SEMINAR BEB426
Contact Hours Per Week: Four hours per week for one session.
Prerequisite: BEA421.
Syllabus: Participants will select a specific area of the curriculum to study in depth. Supervisors will be appointed to direct reading and investigation. A series of compulsory seminars will also be scheduled. Researching the curriculum, literature reviews, quan-
titative versus qualitative research methods, writing a research proposal. Students will develop in-depth literature reviews of their curriculum areas and an appropriate research/valuation proposal.

Assessment: Assignments and a proposal for individual investigation.

References:
BASTIANI, J. and TOLLEY, H., Researching into the Curriculum, Univ. of Nottingham, 1979.

CUSTOMER BEHAVIOUR MKT221
A course of four hours per week.

Prerequisite: Marketing Theory and Practice MKT112.

Syllabus: Concepts from the behavioural sciences relevant to understanding the buying behaviour of both consumer and industrial buyers. The consumer, the development of buyer behaviour theories, contribution of the social sciences in understanding buyer behaviour, the consumer decision process, concepts in buyer behaviour, industrial buying, techniques in buyer research.

References: To be advised.

D

DATA BASE EDP657
A course of four hours per week for seven weeks.

Prerequisites: Data Organisation and Storage EDP655 and Systems Development I EDP658.

Syllabus: The data base concept; data base models — relational, hierarchical, network; CODASYL DBMS — data definition, schema, sub-schema, data manipulation; query languages.

References:

DATA ORGANISATION & STORAGE EDP655
A course of four hours per week for seven weeks.

Prerequisites: Programming I EDP652 and Computer Equipment EDP653.

Syllabus: The characteristics of secondary storage media; entry point access, navigational access; physical file structures — sequential, indexed, relative; physical data structures — lists, rings, trees, networks; mapping logical data structures to physical file structures; introduction to data base.

References:

DATA PROCESSING EDP110
Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Structure of data, compiler languages and facilities, use of commercially oriented language in developing computer solutions, designing problem solutions, file handling (sequential and direct) in representative business processes.

Assessment: Practical programming assignments. Unit tests.

References: Manufacturers' manuals as required.

DATA PROCESSING EDP171
A course of three hours per week for one semester.

Syllabus: This subject introduces students to computer systems both hardware and software, teaches the use of an interactive terminal to manage data files and develops an understanding of simple business computer programs. Attention is given to the types of business systems that are popularly processed by computers, and a range of business computer packages is surveyed.

References: To be advised.

DATA PROCESSING EDP172
A course of four hours per week for one semester.

Prerequisites: Nil.

Aim: To introduce Business students to computer systems, both hardware and software.

Syllabus: Introduction to computers; programs and operating systems; PRIMOS; hardware; problem solving; program code analysis; overview of computer systems; business records handling; data needs of management; debtors/creditors; stock control and sales analysis systems.

Assessment: Practical work and examination.

References: To be advised.

DATA PROCESSING EDP275
A course of four hours per week for one semester.

Prerequisite: Data Processing EDP171 or equivalent.

Aim: To familiarise students with a commercial programming language and generally acceptable programming techniques; develop programs interactively; become familiar with features available in a representative computer operating system.

Syllabus: Program design tools and techniques; COBOL language features including sequential and other file handling techniques; interactive program development; use of operating system features — file handling, editing, copying.

Assessment: Assignment work and examination.

YOURDON, GANE et al., Learning to Program in Structured COBOL, Parts 1 and 2.
DATA PROCESSING EDP276
A course of four hours per week for one semester.
Prerequisite: EDP170 or EDP171.
Aims of Unit: To enable the student to:
• understand the role of the systems analyst/designer in the commercial environment;
• participate as an active (user-orientated) member of a system development team.
Syllabus: Concepts of on-line, batch, real-time, database; analysis techniques; design techniques; system implementation including file creation, user training, system testing, cut-over, systems maintenance, post-implementation review.

DATA PROCESSING EDP370
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP271.
Syllabus: Mass storage, information systems, telecommunications; real-time; database; information retrieval; case study research involving projects in selected areas.
References:

DATA PROCESSING EDP371
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP276.
Syllabus: Data, data structures, database, database applications. Telecommunications, computer networks, distributed processing. Systems analysis, systems documentation. The computer system and the information system for management. Security and the computer based system.
Assessment: One significant project (50%), unit test (50%).
References:
KROENKE, David, Database Processing, SRA, 1977.

DATA PROCESSING EDP680
A course of three hours of classes per week for one semester.
Prerequisites: Nil.
Syllabus: Business systems: a review of the significance of data processing; the data processing cycle; basic business operations. Electronic data processing systems: basic types of computers; elements of an EDP system - hardware, software, staffing; management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program listing and debugging, program documentation.
References: To be advised.

DATA PROCESSING EDP681
A course of one and a half hours of classes per week for one semester (for students in the Graduate Diploma in Secretarial Studies).
Prerequisite: Nil.
Syllabus: Business systems: a review of the significance of and need for data processing; the data processing cycle; basic business operations. Electronic data processing systems: basic types of computers; elements of an EDP system - hardware, software, staffing; management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program listing and debugging, program documentation.
References: To be advised.

DATA TRANSMISSION ELE362
A course of three hours per week for one semester.
Prerequisite: Signals and Linear Systems ELE200.
Syllabus: Spectral analysis and Fourier transform, correlation; envelope modulation and demodulation techniques; angle modulation spectral analysis, FM modulation/demodulation; SSB modulation; pulse code modulation principles; information theory and coding.
Assessment: Written examination at the end of the semester. Laboratory and assignment work.
References:

DECISION MAKING TECHNIQUES MAT662
A course of three hours per week for one semester.
Syllabus: This unit is designed to provide an awareness and appreciation of the importance of quantitative analysis to decision making.
Topics covered will include: linear programming with special reference to allocation and transportation problems; waiting time policy and queuing problems; planning and scheduling with reference to networks, CPM and PERT.
Emphasis will be given to physical distribution problems.
References:
THIERAUFT and GROSSE, Decision Making Through Operations Research, Wiley.
WAGNER, Principles of Management Science, Prentice-Hall.
DESIGN CER115
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will be taught in close relation with Ceramic Design Theory and Practice 2 and Ceramic Design Drawing 2. It will consist of a series of lectures and studio classes dealing with an introduction to the basic elements of design. The subject will be treated broadly but will also be directed towards the particular needs of ceramic design students.
Assessment: This subject will be assessed with Ceramic Design Drawing 2 at mid-semester and at the end of the semester by the examination panel and a separate mark will be given for each subject. There will be cumulative assessment also throughout the semester.

DESIGN CER214/CER225
A course of two hours per week for one semester for degree and diploma students.
Prerequisite: Design CER115.
Syllabus: This subject will complement the lectures and studio classes covered in Design 1, and will relate to areas of instruction which will be studied concurrently in Ceramic Drawing 4 and Ceramic Design Theory and Practice 4. It will direct the students to a more critical awareness of the purpose of design and the work sequence necessary for the solution of design problems.
Assessment: This subject will be assessed with Ceramic Design Drawing 4 at mid-semester and at the end of the semester by the examination panel, and a separate mark will be given for each subject. There will be cumulative assessment also throughout the semester.

REFERENCES:
Cement & Concrete Association of Australia, Australian reinforced concrete design handbook, 2nd ed.

DESIGN CIV420
A course of seven hours per week of lectures and design office work for two semesters.
Prerequisites: Nil.
Syllabus: Lectures to cover design of engineering projects as a whole with reference to function, site, aesthetic requirements, alternative solutions and decision of best alternative. Design office work will consist of design of large projects related to the elective chosen by the student.
Assessment: To be based on project work and other material presented during the year.
References: To be advised.

DESIGN ELE110
A course of four hours per week for each semester.
Graphic Communication 1
Syllabus: Sketching; drafting including details, assembly layouts, orthographic and isometric projection; Australian standards.
Graphic Communication 2
Syllabus: Symbols, schematic diagrams, block diagrams, industrial and domestic wiring diagrams; specifications; S.A.A. regulations, control circuit diagrams, printed circuit production and layout.
Communication Project
Syllabus: Oral and verbal communications, working in groups, researching a topic and compilation of a project report.
Assessment: Assignments and class tests.
References:
S.A.A. Wiring Rules, 1981.
ASCZ1, Part 1—1977.

DESIGN ELE210
Two hours per week for two semesters.
Design 1
Design 2
Assessment: Assignments and class tests.

References:

DESIGN ELE310
A course of two hours per week for two semesters.


Design 4
Syllabus: Speed control and starting circuits for DC and AC motors. Transformer and rotating machine design. Economics of design. Insulators and cables, including thermal problems.

Assessment: Assignments and class tests.

References:

DESIGN ELE410
A course of five hours per week for two semesters. There is no prescribed syllabus for the project subjects. A student will work individually or in a team to investigate an industrial research or design problem, starting from the stage of defining the problem to the presentation of a final report.

DESIGN FOR RELIABILITY IND415
Four hours per week for one semester.

Prerequisite: Engineering Design IND315.

Objective: To give students an ability to contend with complex engineering systems with special reference to availability.

Syllabus: The economics of reliability; cost/benefit analysis and life cycle costing, catastrophic failure. Configuration improvement; failure mode and effect analysis, reliability mathematics as the basis of the design function. The physics of failure approach; failure mechanisms, environmental engineering and life testing. Contractual reliability; planning, organising and controlling a program through its definition, design and development, production and operational stages.

Testing for reliability; prediction, apportionment and statistical inference with constant and variable time schedules. Maintenance, monitoring and maintainability; data retrieval, data banks and further reliability improvement via the use of engineering statistics.

Assessment: By assignment and final examination.

References:

DIAGNOSIS AND REMEDIATION OF LEARNING DIFFICULTIES GLD405

Contact Hours Per Week: Four hours per week for one year.

Prerequisites: GLD401, GLD402, GLD403.

Syllabus: This study will include the concept of ‘learning difficulties’ including alternative viewpoints regarding their delineation; specific difficulties in oracy, literacy and mathematics, strategies in diagnosis and remediation of learning difficulties including formal, and informal procedures; the use of other professions and helping children with special needs and an examination of school based strategies.

Assessment: Assignments and/or class tests.

References:
HOWELL, K. and KAPLAN, J., Diagnosing Basic Skills, Charles E. Merrill, Columbus, 1980.

DIFFERENTIAL EQUATIONS AND DATA ANALYSIS MAT606

A course of 45 hours lectures/tutorials.

Syllabus: Initial value problems (linear and non-linear): Taylor series, line multistep and Runge-Kutta methods, Extension to higher order systems at stiff ordinary differential equations. Boundary value and eigenvalue problems: finite difference, shooting, collocation, variational (Rayleigh-Ritz) and Galerkin methods.

References:
The need and choice of approximating function. Collocation, Taylor, least squares, minimax, rational functions and spline approximations. Data analysis (including fast Fourier transform). Statistical tests of 'goodness of fit'.

References:

DIGITAL COMMUNICATIONS MARKETING MKT681
Two hours per week for one semester.
Prerequisites: Nil.

Syllabus:
1. The analysis of marketing problems: finding out about customers, competitors, resources supplies, regulations, pressure groups, the economy, organisational constraints and opportunities.
2. Solving marketing problems: the use of product/market policy and tactical tools, particularly pricing, advertising, direct mail, sales literature, exhibitions, personal selling, distribution and after sales service.

References:

DIGITAL COMPUTER EQUIPMENT EDP642
A course of lectures and tutorial work of one hour per week.

Syllabus: Combinational logic; integrated circuits and their characterisation. Sequential logic, Microprocessor systems and programming. Interfacing standards and techniques.

References:

DIGITAL ELECTRONICS ELE350
A course of three hours per week for two semesters.


Assessment: Written examination. Laboratory and assignment work.

References:

DIGITAL ELECTRONICS I ELE630
Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Logical functions and gates, logic families, combinational logic, K maps, multiplexors, decoders, counters, shift registers, LSI circuits — ROM, RAM, PLA, algorithmic state machines.

References:

DIGITAL ELECTRONICS II ELE631
Two hours per week for one semester.

Prerequisite: Digital Electronics I

Syllabus: CPU structure and operation, addressing modes, program and interrupt control, input/output devices, semiconductor memories and memory mapping.

References:

DIGITAL INFORMATION PROCESSING ELE450
A course of four hours per week for one semester.

Syllabus: Macro assembly for microprocessors; compilers and interpreters; structured languages, analysis and design; operating systems; database concepts; algorithmic processes; diagnostic designs; multi-processor systems.

Assessment: Written examination. Laboratory and assignment work.

References:
DIGITAL INFORMATION PROCESSING ELE674
A course of three hours per week for one semester including lectures, laboratory and tutorials.


**Assessment:** One written examination together with performance in laboratory and assignment work.

References:

Manufacturers' Reference and Programming Manuals.

DIGITAL LOGIC AND COMPONENTS ELE651
A course of two hours per week for one semester, including lecture, laboratory and tutorial.


**Assessment:** Written examination. Laboratory and assignment work.

References:

Manufacturers' Data and Application Manuals.

DIGITAL SYSTEMS ELE451
A course of four hours per week for one semester.

**Syllabus:** Computer architecture and implementation. Minicomputers. The computer and its environment. Man-machine interaction. Overview of computer science.

**Assessment:** Written examination. Laboratory and assignment work.

References:

DISTRIBUTED SYSTEMS I EDP659
A course of four hours per week for seven weeks.

**Prerequisites:** Introduction to Computers EDP651 and Computer Equipment EDP654.

**Syllabus:** Real-time and distributed computer systems, characteristics, typical applications, justification of approach. Data communication concepts, codes, channels, modulation, error control, multiplexors, concentrators, switching, common carrier services, network protocols, network design.

Reference:

DISTRIBUTED SYSTEMS II EDP662
A course of four hours per week for seven weeks.

**Prerequisite:** Distributed Systems I EDP659.

**Syllabus:** System development stages, analysis, design steps, distributed processing and data, estimation, project management, implementation, system supervision, restart and recovery, tuning, interface to batch systems.

Reference:

DISTRIBUTION MKT348
A course of four hours class contact per week for one semester.

**Prerequisite:** Business Statistics MAT161 and Quantitative Methods in Marketing MKT113.

**Syllabus:** The course covers the essentials of business logistics. Physical distribution and supply as a major management function. The elements of a business logistics system. The role of purchasing and supply management. Transportation and the concept of door to door freight forwarding. How physical distribution and supply relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.

**Assessment:** Continuous throughout the semester based on class participation, assignments, and final examination.

References:

Selected publications of the Productivity Promotion Council of Australia.

DISTRIBUTION SYSTEMS MKT398
A course of two hours of lectures and two hours of tutorials per week for one semester.

**Prerequisite:** Marketing Theory and Practice MKT112.

**Syllabus:** The distribution mix: channels of distribution and trends in their development; elements, operation and marketing implications of physical distribution; design, development and planning of distribution systems, including their adaptation to change; the administration of distribution systems; the selection, motivation, and development of members of the distribution system.

References:
DRAWING ART176
A course for first year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Pre-requisites: HSC, TOP or equivalent including an interview with file.
Syllabus: There will be two major components to this drawing course:
(a) Life drawing which will deal with fundamental issues involved in observational/perceptual drawing.
(b) The second component will be concerned to foster an intimate relationship between drawing and the major study. Here the emphasis will be on the students finding ways and means of drawing that can help them to develop as artists.
Assessment: End of year folio assessment with regular advisory tutorials during the year.

DRAWING ART180
A course for first year Fine Art Diploma students of six hours per week for two semesters.
Pre-requisites: Nil.
Syllabus: There are two major components of this drawing course:
(a) Life drawing which will deal with the fundamentals of objective and observational drawing.
(b) The investigation of drawing as a language of expression in itself and the development of its relationship to the major study area.
Assessment: End of year folio assessment with regular advisory tutorials during the year.

DRAWING GRA189
A course for degree/diploma students of five hours per week for two semesters.
Pre-requisites: Nil.
Syllabus: Drawing will be taught fundamentally as an analytical, organisational, and communication skill, though there will be allowances made, in the case of exceptionally gifted students, for the more expressive and emotive forms of illustration. Introduction to drawing instruments and techniques. Object drawing, basic geometric shapes, three-dimensional rendering. Principles of one and two point perspective. Architectural perspective. Basic anatomical studies. Figure drawing, draped, undraped. Topographical analysis of the body. Basic techniques of illustration: line, line and wash gouache, pastel.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

DRAWING ART200
A course for second year Fine Art Diploma students of six hours per week for two semesters.
Pre-requisite: Drawing ART180.
Syllabus: This area of study will be an extension of first year drawing and will expand previous skills and concepts. As in first year there will be two basic components comprising drawing from life, and general drawing. Students will be encouraged to search for their own means of interpreting forms and to become more self-motivated in the application of their drawing vocabulary.
Assessment: End of year folio assessment with regular advisory tutorials during the year.

DRAWING ART206
A course for second year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Pre-requisite: First year drawing or equivalent.
Syllabus: This area of study will be an extension of first year drawing and will expand previous skills and concepts. As in first year there will be two basic components comprising drawing from life and general drawing. Students will be encouraged to search for their own means of interpreting forms and to become more self-motivated.
Assessment: End of year folio assessment with regular advisory tutorials during the year.

DRAWING GRA203
A course for degree/diploma students of four hours per week for two semesters.
Pre-requisite: Satisfactory completion of first year Graphic Design studies.
Syllabus: This subject will extend the program already taken in first year. There will be further study in life drawing, and full presentation renderings.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

DRAWING ART306
A course for third year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Pre-requisite: Second year drawing or equivalent.
Syllabus: In third year the student has a greater degree of autonomy and is expected to be self-motivated. Drawing at this level should show the personal development of the candidate and should complement the work of their major study area. Students will have the same opportunity to work from life as in first and second year. Drawing from life will form a component of the folio as in first and second year.
Assessment: End of year folio assessment with regular advisory tutorials during the year.

DRAWING ART300
A course for third year Fine Art Diploma students of six hours per week for two semesters.
Pre-requisite: ART280.
Syllabus: In third year students generally have a greater degree of autonomy and are expected to be largely self-motivated. Drawing at this level should show the personal development of students, and should complement the work of their major study area. Students will be given the same opportunity and encouragement to work from the life model as in first and second year, and drawing from life will be a component of the folio presented for assessment.
Assessment: End of year folio assessment with regular advisory tutorials during the year.
EARLY CHILDHOOD LANGUAGE ACROSS THE CURRICULUM EEL105
Contact Hours Per Week: Three hours per week. Prerequisites: Nil.

Syllabus: This unit is an intensive study of the child’s language during early childhood and pre-school years. Emphasis is placed upon the nature of language, theories of acquisition of language, and its development. In addition to an introduction to teaching the basic skills of handwriting and reading, by examining pre-writing and pre-reading activities, the unit includes an examination of both the importance of, and means of assisting, the development of verbal communication skills, an extensive language repertoire, and functional uses of language. Attention is paid also to the provision of activities such as dramatic play, story-telling, and suitable literature for very young children in the nursery, pre-school, and junior school environment.

Assessment: Assignments and/or class tests.

References:
PFLAUM, S. W., The Development of Language and Reading in the Young Child, Columbus, Ohio: Merrill, 1974.

EARLY CHILDHOOD LANGUAGE ACROSS THE CURRICULUM 2 EEL205
Contact Hours Per Week: Three hours per week. Prerequisites: Nil.

Syllabus: This course is a study of the development of language skills across the curriculum in the early and middle years of the primary school. In the literacy area, emphasis is placed upon methods of developing and consolidating reading performance. Teaching approaches aimed at developing children’s oral language, listening skills and writing skills are studied as are the roles of drama, children’s literature and spoken English in an early and middle grades language program. Means of providing a variety of language experiences in the differing content areas of the curriculum are also studied. Although the main emphasis of this unit is on language development in children, students will be introduced to techniques of diagnosing and remediating language and reading disabilities experienced by middle primary school children. A critical appraisal of reading schemes and approaches in current use will also be included.

Assessment: Assignments and/or class tests.

References:
PFLAUM, S. W., The Development of Language and Reading in the Young Child, Columbus, Ohio: Merrill, 1974.

EARLY CHILDHOOD LANGUAGE ACROSS THE CURRICULUM 3 EEL305
(This unit will not be offered in 1983)
Contact Hours Per Week: Three hours per week. Prerequisites: Nil.

Syllabus: During one session, students are offered various elective studies from which to choose. These include children’s literature (both at the pre-school and primary levels), issues in language difficulties, language studies, drama and oral English. During a second session, two major topics are studied. These are:
1. Methods of teaching English as a second language.
2. Organisation of language arts programs at the pre-school, infant school and primary school levels.

Assessment: Assignments and/or class tests.

References:

EARLY CHILDHOOD PRACTICUM EEX101
Contact Hours Per Week: 29 days off-campus teaching practice and observation over two sessions.
Prerequisites: Nil.

Syllabus: In first semester students will visit child care centres, pre-schools and primary schools in order to familiarise themselves with the range of professional opportunities available. They will also complete a teaching round and half day program in day-care. During second semester students will visit infant welfare centres and a hospital nursery as well as carrying out teaching practice in play groups and pre-schools.


References:
AMES, L. B. and ILG, F. L., Your Two Year Old: Terrible or Tender, Delacourte, 1976.
EARLY CHILDHOOD PRACTICUM 2 EEX201
Contact Hours Per Week: 55 days of off-campus teaching practice and observation over two sessions.
Prerequisites: Nil.
Syllabus: At the beginning of first semester, students will spend one week observing children starting pre-school then will carry out a four week teaching practice round in pre-school with emphasis on setting objectives and developing competence in positive guidance techniques. In second semester students will undertake a 20 day teaching practice round in junior primary grades where they will be required to plan sessions for small groups of children across a range of curriculum areas. Assessment: Practicum folio and practice teaching assessment.
References:

EARLY CHILDHOOD PRACTICUM 3 EEX301
(This unit will not be offered in 1983.)
Contact Hours Per Week: 70 days of off-campus teaching practice and observation over two sessions.
Prerequisites: Nil.
Syllabus: At the beginning of first semester, students will complete a four week teaching practice round of which one week will be spent in preparatory grade assisting the teacher orient the children to school, and the remaining weeks will be spent teaching small groups and whole classes in the middle and upper grades. During second semester students will carry out two teaching rounds in pre-school, culminating in two weeks of sole charge. Students will also undertake excursions to institutions offering programs for exceptional children. Assessment: Practicum folio and practice teaching assessment.
References:
Materials prepared by the School of Education, Chisholm Institute of Technology.

EARLY CHILDHOOD PROFESSIONAL EXPERIENCE 3 EEP302
(This unit will not be offered in 1983)
Contact Hours Per Week: 60 days of practice teaching over two semesters.
Prerequisites: Nil.
Syllabus: Students undertake a program of 60 days of practice teaching in pre-schools and are expected to participate in a voluntary capacity in a creche, or an after-school program or a program for children with special needs. Students are required to prepare detailed plans and carry out increasing teaching responsibilities culminating in two weeks of role change. A year-long child study of eight children is also included. Assessment: Field experience folio and teaching practice assessment.
References:

THE ECONOMIC ENVIRONMENT AND THE RETAIL INDUSTRY FIN133
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This course provides students with an understanding of Australia’s economic environment and how it impinges on the retailing sector. It covers economic systems, business organisations, government objectives, policies and activities that have an impact on the retail industry, aggregate demand and economic instability. It will be taught through lectures, tutorials and special research projects.
Reference:

ECONOMIC POLICY TOWARDS THE FIRM FIN371
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.
Syllabus: An overview of government instrumentalities which effect operations of the firm. A study of three to four current economic issues such as: mineral resources policy, prices and incomes policy, government credit management policy; the degree of protection in Australia and its effects on resource allocation; urban problems and policies toward decentralisation.
References: To be advised.

ECONOMICS FIN295
A course of two one-hour lectures and two hours of tutorial work per week for two semesters.
Prerequisites: Nil.
Syllabus: Macroeconomics: analysis of the forces determining the level of economic activity in the Australian economy, in particular the role of government and international trade. Microeconomics: the theory of the firm and its behaviour in various market structures; the organisation of firms, conditions of demand, costs of production and price variables.
Assessment: Assignments, class tests, final examination.
References: To be advised.

ECONOMICS FIN272
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Analysis of the forces determining the level of economic activity in Australia and evaluation of government actions to achieve stated economic goals.
Analysis of the factors which influence the price and output decisions of firms within specified market structures, particularly in relation to competitive and non-competitive markets.

References: To be advised.

ECONOMICS FIN386
A course of four hours of class work per week for two semesters.
Prerequisite: Economics FIN295.
Syllabus: The topics to be covered will be chosen from the following areas of applied economics: tariffs and trade, money and banking, business forecasting, economic growth, public finance, labour relations and labour economics, industrial economics.
Assessment: Assignments and class tests.
References: To be advised.

ECONOMICS FOR ENGINEERS IND304
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The nature and operation of the Australian economy, with particular reference to areas relevant to industrial engineers (e.g., efficiency criteria). Analysis of the forces determining the level of economic activity in Australia and evaluation of government actions to achieve stated economic goals. Analysis of the factors which influence price and output decisions of firms within specified market structures, particularly in relation to competitive and non-competitive markets.
References: To be advised.

ECONOMICS FOR MANAGEMENT FIN652
A course of three hours per week for one semester.
Prerequisites: While there are no formal prerequisites students are expected to have a sound basic knowledge of economic theory.
Syllabus: The task of the manager; objectives of the firm. A study of three major areas of managerial concern such as analysis of economic conditions; money markets and monetary policy; international trade and industry assistance; location theory and environmental constraints; benefit cost analysis.
References:

ECONOMICS RESEARCH FIN375
Syllabus: A minimum of two case studies will be undertaken by students under the guidance of staff members. Students will be required to participate in seminar discussion and analysis of case studies. The case studies will involve the preparation and presentation of:

* A comprehensive report on relevant economic factors to assist management to determine effective strategy with respect to some hypothetical business problem
OR
* A critical analysis of relevant economic factors to assist in the development of a mission by a firm to a government agency or tribunal on a hypothetical issue affecting the firm's operations.
References: No specific texts or references will be given. Students will be expected to seek out relevant data and to refer to journals, papers and texts as necessary.

EDITING AND PUBLISHING ADM669
A course of one and a half hours per week of lectures, tutorials and workshop for one semester (for students in the Graduate Diploma in Secretarial Studies).
Prerequisites for PS Students: Nil.
Syllabus: A detailed history of the publishing and printing industry underpinning discussion of the modern book. The functions of the various specialists in a publishing house are analysed (commissioning editor, house editor, designer, production manager and sales manager). The study of modern publishing is focused on Australia, and the place of the book in a multi-media society is considered. A practical course in copy editing and proof reading is followed in tutorials.
Assessment: Assignments and class tests.
Reference:

EDP MANAGEMENT EDP674
A course of four hours per week for seven weeks.
Prerequisites: Programming III EDP661 and Systems Development III EDP663.
Syllabus: Project planning and control, resource allocation, organisation and staffing, standards, documentation, management packages, trends towards automation, maintenance considerations, equipment and software selection and procurement.
References: To be advised.

EDP PROJECT EDP303
A course of two hours of practical work per week for two semesters.
Prerequisites: Systems EDP201, Computer Programming EDP200.
Syllabus: Students to select one of:
* Software projects. Real life problems of a software nature requiring original thought and intimate software knowledge.
* Case Studies. A system development task from feasibility study to programming and implementation.
* Industrial Experience. Real life problems of a systems development nature generally involving analysis, design, programming and implementation.

Work to be done in small groups under the leadership of a member of the academic staff.
EDUCATIONAL PLANNING GEA403
Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.
Syllabus: Educational Planning in Australia. Topics include: objectives of educational planning; Federal, State, and local responsibilities in educational planning; Commonwealth/State relations; economic aspects of planning; a study of specific examples of educational planning, e.g. the Schools’ Commission.

Educational Planning in Developing Countries. A comparison between the problems experienced in developing countries and those experienced in Australia.

Planning Techniques. Topics include: a survey of the major planning techniques at the disposal of the educational administrator, e.g. network analysis and manpower analysis; a review of cases where specific planning methodologies have been implemented.

Planning for Change. Topics include: problems associated with organisational change; facilitation of and resistance to change; change agents; organisational climate and innovations; the responsibility of the educational administrator in planning for change in his/her organisation.

Assessment: An analysis of an actual/proposed change in an educational organisation to which the student has access. A review, not exceeding 1,500 words, of a report concerned with some aspect of educational planning. A written examination.

References: A comprehensive reading guide will be issued.

ELECTRICAL ENGINEERING ELE100
A course of six hours per week including lecture, tutorial and laboratory work.

Prerequisites: Nil.


References:


ELECTRICAL AND ELECTRONIC DESIGN ELE211
A course of two lectures and two hours practical work per week.

Prerequisites: Electrical Engineering ELE100, Design ELE110 and concurrently Electrical Engineering ELE202 and Electronics ELE231.


Project Work: Each student should complete a number of minor projects with relevant design and adequate sketches of normal drawing office standard. The emphasis should be on calculation, design and clear ruled sketches.

Assessment: Continuous assessment by assignment work and test through the year.

References:

BOOTH, T. L., Digital Networks and Computer Systems,
Copper Development Association, Copper for Busbars, 1954.

FAIRCCHILD, TTL Data Book.

FAIRCCHILD, TTL Applications Book.

ELECTRICAL ENGINEERING ELE101
A course of three hours per week including lecture, tutorial and practical work throughout the year. This subject covers basic circuit theory as an introduction to Electronics ELE232, and also gives an introduction to electrical power circuits and machines with an emphasis on the applications applicable to mechanical engineers.

Prerequisites: Nil.

Syllabus: The electric circuit, resistance, capacitance and inductance. The solution of simple magnetic circuit

**Laboratory and Assignment Work:** Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examinations.

**Assessment:** Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

**Reference:**

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### ELECTRICAL ENGINEERING ELE202

A course of two lectures and two hours practical work per week for one year.

**Prerequisite:** Electrical Engineering ELE100.


**Assessment:** Written examination. Laboratory and assignment work.

**References:**

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### ELECTRICAL ENGINEERING ELE203

Two hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** DC circuits; resistance, capacitance, inductance; AC circuits, phasors; simple electrical problems, DC and AC machines, transformers, power production, distribution and illumination.

**Laboratory and Assignment Work:** Work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

**Assessment:** Written examination at the end of the semester together with laboratory and assignment work.

**Reference:**

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### ELECTRICAL ENGINEERING ELE315

Four hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** Electrical circuits, machines, electric supply, switching, signals, illumination, transducers, electronic processing of signals, monitoring and recording, control and feedback.

**Assessment:** Based on one written examination at the end of semester together with laboratory and assignment work.

**References:**

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### ELECTRICAL MACHINES ELE320

A course of four hours per week for two semesters.

**Prerequisites:** Nil


**Assessment:** Written examination. Laboratory and assignment work.

**References:**

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### ELECTRICAL PROJECT ELE313

A course of three hours per week of practical work. Generally one project is undertaken during the year. The project may be of an investigational, research or constructional nature in which some electrical problem is considered in detail.

**Assessment:** To be based on written report and project work.

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### ELECTROMAGNETIC THEORY ELE360

A course of three hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Maxwell's equations and their applications to wave propagation, transmission lines, striplines, waveguides, microwave devices, microwave networks, optical fibres.

**Assessment:** Written examination. Laboratory and assignment work.

**References:**
ELECTRONIC PROJECT ELE314
A course of three hours per week for practical work. Generally one project is undertaken during the year. The project may be of an investigational, research or constructional nature in which some electrical problem is considered in detail.
Assessment: To be based on a written report and project work.

ELECTRONICS ELE230
A course of four hours per week for one semester.
Prerequisite: Electrical Engineering ELE100.
Assessment: Written examination taken at the end of the semester. Laboratory and assignment work.
References:

ELECTRONICS ELE231
A course of two lectures and two hours practical work per week.
Prerequisite: Electrical Engineering ELE100.
Assessment: Written examination. Laboratory and assignment work.
References:

ELECTRONICS ELE232
The course of two lectures and two hours practical work per week for one semester is designed to provide an understanding of, and ability to use, electronic equipment for the measurement and control of mechanical quantities.
Prerequisite: Electrical Engineering ELE101.
Syllabus: The representation of mechanical variables by electrical signals, the processing of electrical signals. Transducers, recorders and display devices. The principles of feedback and control.
Laboratory and Assignment: Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examinations.
Assessment: Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

References:

ELECTRONICS ELE330
Three hours per week for two semesters.
Prerequisites: Nil.
Assessment: Written examination at the end of the semester. Laboratory and assignment work.
References:

ELECTRONICS FOR EDP ELE241
A course of two hours of lectures, one tutorial per week and two hours practical work on alternate weeks for two semesters.
Prerequisite: HSC Physics.
Assessment: Written examination. Laboratory and assignment work.
References:

ELECTRONICS FOR EDP ELE351
A course of two hours of lectures, one tutorial per week and two hours practical work on alternate weeks for two semesters.
Prerequisite: Electronics ELE241 or equivalent.
Syllabus: Digital codes, combinational and sequential logic analysis and design, data transmission, mass storage hardware. Microprocessors: internal organisation, addressing modes, I/O and interrupts, support devices, system configuration. Microprocessor based system development.
Assessment: Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.
References:

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ELEMENTARY COMPUTER PROGRAMMING
EDP205
A course for degree students of two hours per week for one semester.
Prerequisite: First Year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by students majoring in the liberal studies area but may not be available every year. The aim will be to provide an understanding of elementary programming techniques which could be used by artists’ configurations or gallery assistants for surveys. This is considered to be important in the light of increased use of computers in visualisation and the conceivable use of computers in art gallery surveys in the near future.
Assessment: By assignment.
References: To be advised.

EMPLOYEE RELATIONS AND PERSONNEL DEVELOPMENT ADM321
A course of four hours per week for one semester.
Prerequisite: Management and People in Organisations ADM113.
Syllabus: Career planning and management succession, training and development, improving productivity; employee relations — issues, awards, practices and procedures, including the role of management and unions; personnel administration, recruitment, selection, performance appraisal, motivation and counselling.
References: To be advised.

ENGINEERING IND103
Seven hours per week for one semester.
Prerequisites: Nil.
Computer Programming (two hours per week): introductory computer programming, algorithms, flowcharting, language levels, BASIC and FORTRAN coding, introduction to program execution, practice with simple examples.
Engineering Drawing (four hours per week): basic principles; scales, orthographic projection, details, sections, dimensioning, tolerancing, symbols used in welding, pipework systems, electrical circuits. Sketching. Drawing office practice.
Assessment: By assignments and reports.
Textbooks:
AS 110 — 1972, Drawing Practice.
AS CZ1 — 1973, Engineering Drawing Practice.
References:

ENGINEERING DESIGN CIV101
A course of four hours per week of lectures and drawing office work for two semesters.
Prerequisites: Nil.
Assessment: To be based on project work, reports and other material presented during the year.
References:

ENGINEERING DESIGN IND203
Four hours a week for two semesters.
Prerequisite: IND115.
Syllabus: The phases of design feedback and iterative aspects; the need analysis (input analysis) as an aid to defining the problem, various methods for creative thinking — inversion, analogy, model formulation including application of solid mechanics and machines theory to design of real components with static and dynamic loads, detail design procedure. Specification of designs by detail drawings and assembly drawings.
Analysis of stress and strain: analysis of plane stresses, Mohr’s stress circle, theories of static failure, stress concentration, photoelasticity, effect of impact loading.
Design principles: factors of safety, ignorance failure, endurance limit, reduction of stress concentration, modifications of Goodman diagram.
Application of strength of materials theory: shear stresses in beams. Principal stresses in beams subjected to bending and shear. Beams of composite materials, bending of curved beams, close coiled helical springs, torsion of non-circular sections, stresses in thin walled pressure vessels.
Assessment: By a final three hour examination, mid semester tests and design assignments. Each will carry a substantial proportion of marks.
References:

ENGINEERING DESIGN IND315
Five hours per week for one semester.
Prerequisite: Mechanics IND115.
Syllabus: Influence of forming and fabrication on design. Basic structural elements — beams and column.

References:
design to AS 1250 Structural Steel code, keys for shafts, bolted and welded joints. Pressure vessels — a general introduction to AS 1210; design of shafts to AS 1403. Selection of flat, vee, belt and chain drives including belt conveyors; selection of bearings including both ball or roller types and boundary lubricated type. Design of systems; plant selection and rating various materials handling systems including conveyors, fork lift, trucks, cranes.

Class Work: An average of at least two hours per week of drawing office, and tutorial work based on design assignments. Students must submit at least three designs covering machine elements, materials handling equipment and a plant layout.

Assessment: By a final three hour examination, mid-semester tests and design assignments. Each will carry a substantial proportion of marks.

References:
Manufacturer's Catalogues.

Australian Standards
AS1250 — Structural Code
AS1418 — Crane and Hoist Code
AS1403 — Shaft Code
AS1131 and AS1163 — Steel Sections
PABLA — Design Sheets (U.K.A.E.A.) for plant layout.

ENGINEERING DESIGN MEC111
A course of four hours per week over one semester. Prerequisite: Engineering Drawing MEC110.
Syllabus: Functional and spatial design through the use of layouts and assembly drawings. Influence of basic manufacturing processes on produced shape. Design and specification of machine elements, miscellaneous linkages, fluid power components and circuits. Methods of approach to creative design. The subject provides practice in advanced layout drawing, creative design, design synthesis for common engineering components and assemblies.

Design Office Practice: Design projects will carry substantial marks, and must be completed satisfactorily before a student is allowed to sit for the final examination.

References:

ENGINEERING DESIGN MEC210
A course of six hours theory and supervised design practice per week for one semester. Prerequisites: Engineering Design MEC111 and Mechanics of Solids MEC230 must be taken concurrently.
Syllabus: Design procedures for function, safety and servicing, from concept to detail design and drawing simple machines and components. Use of mathematical models.

Selection of materials, factors of safety and shock loads. Secondary design problems (accidental loads, structural instability, redundant constraint).
Analysis and design of components, e.g. beams, shafts, keys, bolted and welded joints (eccentrically loaded). Design against fatigue, preloaded bolted joints. Design of pressure vessels. Forces on spur, helical and bevel gears.

Design of spur gears. Selection of plain and rolling-element bearings, and methods of lubrication. Selection of belt and chain drives.

Design Office Practice: Students will be required to submit a specified number of fully-documented design projects and assignments during the year. These carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.

References:
Manufacturers' Catalogues (bearings, drives, and components).

ENGINEERING DESIGN MEC310
A course of two hours supervised design practice per week in first semester and two hours of lectures with two hours of supervised design practice per week in second semester. Prerequisites: Engineering Design MEC210. Students must also have attempted Mechanics of Solids MEC230 and Mechanics of Machines MEC220.

Design Office Practice: This will include at least three design projects involving several disciplines. Design projects carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.

References:
CARTER, A. D., Mechanical Reliability, Macmillan, 1972.

ENGINEERING DESIGN MEC410
A course of seven hours per week throughout the year. Prerequisites: Entry standard for degree year as prescribed in handbook.
Syllabus: A major design project involving a complex engineering system, under the auspices of an industrial
ENGINEERING DRAWING MEC110
A course of four hours per week for one semester.
Prerequisite: As prescribed under Admission Requirements for first year.
Syllabus: Line techniques; scales, proportion; multiview drawing including orthogonal projection methods; pictorial sketching; machine drawing: detailing, sectioning, dimensioning; tolerancing, surface and welding symbols, assembly and layout drawings. Application to basic machine elements using standard engineering drawing conventions.
Drawing Office Practice: Drawing projects will carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:

ENGINEERING MATERIALS MEC140
A course of four hours of lectures per week and two hours of laboratory work per week for one semester.
Prerequisite: As prescribed under Admission Requirements for first year.
References:

ENGINEERING MATERIALS MEC240
A course of four hours per week for one semester.
Prerequisite: Engineering Materials MEC140 or equivalent.
Reference:

ENGINEERING MATERIALS MEC245
Four hours per week for one semester.
Prerequisite: Nil.
References:

ENGINEERING MATERIALS MEC340
A course of four hours per week of lectures related to the theoretical and practical aspects of the course for one semester.
Prerequisite: Engineering Materials MEC240 or equivalent.


ENGINEERING MATERIALS MEC440 (Elective)
A course of three hours per week of lectures/laboratory work for one semester. 
Prerequisite: As prescribed under Progression Through the Course.
Syllabus: Fracture: occurrence and types, Griffiths Theory, toughness and brittleness in metals, temper brittleness. Failure of metals: theories and mechanisms of hydrogen embrittlement, stress corrosion, fatigue, corrosion fatigue, creep, high temperature fatigue and thermal fatigue. Polymers: the effects of processing on structure and properties, fibre reinforcement; joining methods; deg- radation; recycling. Materials selection: value analysis, selection of materials based on design, fabrication and application. References: To be advised.

ENGINEERING PRACTICAL MEC617
Laboratory work: two hours per fortnight for one semester.
Prerequisites: Nil.
Syllabus: The laboratory work will involve experiments on journal bearings, thrust bearings, oil pumps and oil systems, measurement of surface finishes and wear measurement.

ENGINEERING PROJECTS MEC400
A course of four hours per week of investigational work.
Prerequisites: Nil.
Syllabus: The object of this unit is for the student to complete a task under conditions more like those to be met in industry. He is given an objective to achieve; he has to manage the resources available to him in the best possible manner; and he has to communicate his results satisfactorily to his supervisor. Students will be assessed both individually and collectiv- ely on the basis of their performance throughout both semesters, and on the standard of their written and oral reports.

ENGINEERING PSYCHOLOGY PSY110
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The contribution of experimental psychology to the design of man-machine systems; models of man as a system component (anthropometric, transducer, information transmitter, decision maker). Introduction to the more general models of man as a member of a work group and of an organisation. Assessment: One test and one major OR two minor assignments during the semester. 

ENGINEERING SCIENCE MEC299
A course of four hours theory per week for two semesters.
Prerequisites: A pass in Mathematics MAT102 and Physics PHY123.
Syllabus: Electrical: electrical sources and elements; electrical circuits; electrical measurement; non-sinusoidal wave forms; steady state AC circuits, transformers. Mechanical: an introduction to mechanical engineering problems and their solution; concepts of statics; internal forces in parts; deflection, strain energy and impact; plane stresses including principal stresses; kinematics; dynamics and vibration. Assessment: Two written examination papers; one at mid-year and one at the end of the year, together with performance in assignment work. References: To be advised.

ENGINEERING SCIENCE MEC399
A course of six hours theory per week for two semesters.
Prerequisite: A pass in Engineering Science MEC299.
Syllabus: Civil: the principles of analysis and design of structural elements; beams, including beams of two materials and pre-stressed beams, simple and continuous beams; short and long columns; joints using simple and moment connections; frameworks and massive structures; arches and portal frames; the flow of water in pipes and channels; pipework systems, network analysis. Electrical: network and analysis; switching algebra; power systems; principles of electrical machines. Mechanical: first and second laws of thermodynamics; heat transfer, conduction and radiation; properties of fluids, hydrostatics, fluid dynamics, Reynolds's no., continuity, Bernouilli equation, fluid friction and pipe flow problems.

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT ADM267
A course of four hours per week for one semester.
Prerequisite: Substantial completion of the first two years of a Bachelor of Business program.
Syllabus: A course designed to assist participants to understand the elements of entrepreneurship and small
business management. Topics covered include the personal characteristics of entrepreneurs, marketing and financial planning for a new venture, development of feasibility studies and business plans, philosophies of successful entrepreneurs. A special feature of this program will involve the participants working in groups of four on the conduct of a feasibility study and the development of a business plan for a new venture. They will be provided with the opportunity to present business plans to a group of financiers and/or venture capitalists for evaluation.

References:
ENGLISH, J., How to Organise and Operate a Small Business in Australia, George Allen and Unwin, 1981.

ENVIRONMENTAL ECOLOGY CHE190
A course for one semester of four hours per week of lectures and tutorials plus field trip of five days.
Prerequisites: Nil.
Syllabus: This course deals with current environmental issues. After a short introduction on the history of human impact on the earth, topics dealt with include issues such as growth of human populations, energy consumption, resource depletion, forestry and forest resources, pollution, nature conservation and uranium mining.
Assessment: By written assignment, tutorial papers and participation.
References: To be advised.

ENVIRONMENTAL ENGINEERING CIV204
A course of three hours per week of lectures and discussion throughout the year.
Prerequisites: Nil.
Assessment: To be based on examination at the end of each semester, together with assignment work submitted throughout the year.
References:

ENVIRONMENTAL SCIENCE SAE201
Contact Hours Per Week: Three hours per week comprising lectures, laboratory sessions and field studies for Autumn and Spring sessions.
Prerequisites: SAE101 including Option 1.
Syllabus: Human population and the demand for resources. Ecosystem structure and threats posed by various forms of pollution. Deleterious effects in the human environment of such resources as radiation, alcohol, drugs. Taxonomic work on flora and fauna, field surveys, selected ecological case studies.
Assessment: Field and laboratory reports, small and team investigation of a selected environment, written examination.
References:

ENVIRONMENTAL SCIENCE SAE301
Contact Hours Per Week: Three hours per week, comprising lectures, laboratory sessions and field studies.
Prerequisite: SAE201.
Syllabus: Depending on student choice, two of the following three options will be offered:
Option 1: Behavioural Ecology
Factors underlying the development of behaviour and the origins of certain behaviour patterns found in humans.
Option 2: Microbiology
Nature of micro organisms; microbial growth and control; infection and immunity; bacterial disease; fungal and protozoal disease; viruses; environmental, water, food, agricultural and industrial microbiology.
Option 3: Environmental Problems and Prospects
Population control, engenies, human cloning, genetic engineering, radiation hazards, social responsibilities of the scientist.
Assessment: Field and laboratory reports, written assignment, written examination.
References:

ENVIRONMENTAL STUDIES IN CURRICULUM HEALTH EDUCATION EHE213
Contact Hours Per Week: One hour per week.
Prerequisites: Nil.
Syllabus: A study of the factors which contribute to the health of the school community — the school health services, the school environment and the health teaching provided. Special emphasis is placed on the role and responsibility of the classroom teacher in the total school health program including observation and referral of specific health disorders, organisation and implementation of a comprehensive health teaching program, and the establishment of a classroom and
school environment conducive to optimal emotional, social and physical health.

**Assessment:** Assignments, class tests, final examination.

**References:** To be advised.

**ESTATE PLANNING FIN693**

A course of three hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Establishing estate planning objectives; the relationship between estate planning and tax savings; the use of gifts — outright, with tags, gift duty, State and Federal; what property is subject to probate and estate duties — actual estate, notional estate, stamp duty; what vehicles can be used — partnership, co-ownership, companies, trusts — discretionary or otherwise.

**References:**


Australia, *Estate Duty Assessment Act*.

Australia, *Gift Duty Assessment Act*.

Victoria, *Gift Duty Act*.

**EVOLUTION OF IDEAS AND VISUAL COMMUNICATION GRA397**

A course for degree students of three hours a week for two semesters.

**Prerequisites:** Successful completion of second year Graphic Design Studies, or entry into the degree course.

**Syllabus:** The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments in the communications media, and implications for the future are outlined.

**Assessment:** This subject will be assessed by the presentation of one class paper and written or audio-visual assignments as considered necessary. Evaluation will be by the lecturer concerned, subject to approval by the examination panel.

**References:** To be advised.

**FIBRE ARTS GAE422**

**Contact Hours Per Week:** Two, in one session.

**Prerequisites:** Nil.

**Syllabus:** The unit is planned to give students an understanding of the properties of fibres and fabrics and develop in them a sensitivity to the use of these materials in weaving and embroidery. A knowledge of terminology and techniques associated with fibre arts will enable students to research and assimilate published information in the area. Work includes: natural dyeing of fibres; spinning; weaving; creative embroidery.

**Assessment:** Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

**Reference:**


**FIELD EXPERIENCE GAE402**

**Contact Hours Per Week:** Variable.

**Prerequisites:** Nil.

**Syllabus:** Visits are designed to provide students with insights into the art activities provided, and the problems faced, by various institutions.

**Assessment:** Two written reports — one planning and the other summarising the year’s activities.

**References** Nil.

**FIELD EXPERIENCE GOS407**

**Contact Hours Per Week:** 78 hours over the four sessions, or equivalent in approved field work.

**Prerequisites:** Nil.

**Syllabus:** Participation in a variety of field activities including half- and one-day excursions, and residential camps, with different groups, e.g. school children, youth groups, handicapped persons, adult groups. Participation as a learner and as a leader in field activities.

**Assessment:** Individual assessment of the level of participation as a learner and as a leader by course supervisors and approved external field experience leaders. Submission of a written report at the end of each session.

**References:**

Nil.
FIELD PROJECTS ACC370
This subject is conducted as a reading and research unit over two hours per week.
Prerequisite: Completion or concurrent study of final year accounting strand subjects.
Syllabus: The primary purpose of this subject is to encourage the translation of studies in accounting to practical organisational situations and applications. The field project may be based upon one organisation only, or it may be a survey-type study of several organisations. It should develop from an adequate theoretical base to a practical solution, providing the student with the opportunity to integrate theoretical work with practical experience in an unstructured, open-ended business situation.
References: Specific to each project.

FIELDWORK GME413
Contact Hours Per Week: Total of 45 days.
Prerequisites: Nil.
Syllabus: Experience in primary and post-primary schools. TAFE, adult education and/or experience within the community to study school-community relationships. Topics include the teaching of English as a second language; community languages and multicultural education; critical reviews of selected ethnic television and radio programs; agencies which assist immigrants in the Australian community; participation in ethnic cultural events and attendance at seminars on multiculturalism.
References: Nil.

FIELD WORK AND ADDITIONAL EXPERIENCE GMT410
Contact Hours Per Week: 25 hours per week for eight weeks.
Prerequisites: Nil.
Prerequisites: Syllabus: The timetable for field work will be, as far as possible, directly related to the student’s original field of specialisation.
Weekly Program for Field Experience:
Week 1: Observing the music therapist in the everyday situation. Studying general clinical procedures including the preparation of accepted clinical reports.
Weeks 2-3: Helping the therapist in the role of co-therapist. Undertake specific tasks under the direction of the therapist.
Weeks 4-8: Continue activities as a co-therapist with the student taking an increasing part in planning and implementation of programs.
Assessment: Grading of satisfactory and unsatisfactory will be awarded by the supervisor and the lecturer in charge of GMT407 Music in Therapy.
References: Nil.

FIELD WORK/SCHOOL-BASED EXPERIENCE GLD406
Contact Hours Per Week: Not calculated on a weekly basis.
Prerequisites: Nil.

Syllabus: The field work should involve some program related to diagnosis and remediation carried out in a school or other appropriate setting. It should also be related to the education studies. It may also incorporate the use of diagnosis and remediate by the supervising teacher in the development of the classroom skills of the undergraduate student in the teaching of language and/or mathematics.
Assessment: A written report of the field work and/or school based experience (10,000 words).

FIGURATIVE DRAWING CER316
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed as an elective study for those students who wish to develop their drawing skills and extend their experience so that drawing may be used as a means of artistic expression in its own right, or as a principal tool to further design investigation in their main area of study.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

FIGURATIVE DRAWING CER443
A further development of Figurative Drawing to be taken for three hours per week. This subject will be taught on a tutorial basis. Students will use the studios and facilities of the drawing section to work on an individual drawing program.
Prerequisite: Figurative Drawing CER316.
Syllabus: Individual programs of work will be prepared by the students in consultation with the lecturers in charge of Figurative Drawing and Ceramic and Design Theory and Practice.
As this is the final level of drawing studies the work will be assessed not only for its artistic merit but for the part it plays in assisting the creation of work in the main study. In general, students will not be encouraged to produce highly finished drawings merely for the sake of exhibition. The drawings will be assessed together with the finished work of which they are a result.
Assessment: Folio work will be assessed in conjunction with the practical work produced in Ceramic Design Theory and Practice by the examination panel and two lecturers in charge of the subjects. This will be done at mid-semester and at the end of the semester.

FILM GRA383
A course for Diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: This involves the participation in the production of projects directly related to the study (e.g. production of group film).
Assessment: By assignments throughout the year.
References: To be advised.
FINANCE CONTROL AND INFORMATION SYSTEMS ACC322
A course of four hours per week for one semester.
Prerequisites: Business Analysis MAT165 and Accounting Principles in Business ACC196.
Syllabus: Components of retail information systems; evaluation of current systems; the development of computerised systems, particularly P.O.S. terminals; the interpretation and consolidation of financial and stock data including application in different types of retail organisations.
References: To be advised.

FINANCIAL INSTITUTIONS LAW FIN315
A course of two hours per week for one semester.
Prerequisite: Banking and Lending Practice FIN260
Syllabus: The purpose of the subject is to provide students with a thorough grasp of the organisation, control and role of various financial institutions, both bank and non-bank, operating in Australia. Topics include the organisation of various types of financial institutions, the money market, the new paper money bill line facilities and standing letters of credit and negotiable instruments.

FINANCIAL MANAGEMENT ACC681
A course of two hour lectures and a one hour tutorial per week for one semester.
Prerequisites: Nil.
Syllabus: Basic accounting principles. The construction and interpretation of annual financial reports. Management accounting techniques, particularly in the areas of costing and budgeting.
Reference:

FINANCIAL MANAGEMENT OF OPERATIONS ACC670
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Production system controls — bill of material data base manipulation, dependent and independent inventory systems, scheduling, job design, quality control.
References:
WIGHT, O. W., Production and Inventory Management in the Computer Age, Gower, 1974.

FINANCIAL MODELLING FIN340
A course of two hours per week for one semester.
Prerequisite: Business Statistics and Forecasting FIN217
Syllabus: The purpose of the subject is to develop an appreciation of and competence in using modelling packages to solve problems of particular concern to the banking and finance community. Topics include logging on to the Prime System, files and structure of “model”, modelling methodology, and case studies in capital budgeting/project financing, cost of money, lease or make versus buy, ratio analysis, risk analysis, forecasting sub-routines and optimisation (portfolio mixes).
References:
Journal articles — various.

FINANCIAL REPORTING ACC672
A course of weekly three hour seminars for one semester.
Prerequisite: Nil, but a prior study of advanced financial accounting at undergraduate standard will be assumed.
Syllabus: In depth examination at an advanced level of selected accounting concepts and accounting practices which underlie or have evolved from the preparation and presentation of accounting reports. Topics areas will include: reporting objectives and standards setting, valuation and costing systems, research into the decision usefulness of public information, multidimensional reporting.
References:

FINITE ELEMENT ANALYSIS CIV606
A course of lectures and tutorial work of two hours per week.
Prerequisite: Nil.
Syllabus: Introduction to the finite element method; energy principles, approximate solutions, the Rayleigh-Ritz method, displacement finite element approach. Membrane elements, isoparametric elements, plate bending and shell elements. Practical application of the finite element methods.
References:

FINITE ELEMENT ANALYSIS MAT608
A course of 45 hours lectures/tutorials.
Syllabus: Construction of the equations for an element. The assembled matrix for the system. Inclusion of boundary conditions. Derivation of finite element equations by: physical, variational (Rayleigh-Ritz); weighted residuals (Galerkin, least squares) and energy balance methods. Relative merits and limitations of each. Elements and interpolation functions. Transient and non-linear problems. Singularities.
References:

FLUID DYNAMICS MEC610
A lecture course of one hour per week for one semester on the principles of fluid dynamics which are essential to lubrication.
Prerequisite: Nil.

FORTRAN PROGRAMMING EDP687
A course of four hours per week for seven weeks.
Prerequisite: Operating Systems and Assembler EDP 654 and Programming II EDP656.
Syllabus: The FORTRAN programming language. Characteristics of the language; syntax; sample program study; suggested use in implementing structured program designs; coding techniques; debugging techniques.
References: Manufacturers’ manuals as required.

FOUNDATION STUDIES A GOS402
Contact Hours Per Week: Three hours per week, comprising lectures and laboratory sessions.
Prerequisite: Nil.
Syllabus: Environmental perception and sensory awareness activities, as the basis of environmental studies. An introduction to ecological terms and concepts. Consideration of selected global environmental issues, with an emphasis on the role of humans in changing the biosphere, and the importance of political, economic and social constraints in relation to studies of the environment. Techniques for investigating environmental issues including literature searches, a range of social science techniques and field activities.
Assessment:
1. A practical investigation, using at least two different methodologies, of a local environmental issue.
2. Presentation of a tutorial, demonstrating the political/social/economic aspects of a selected environmental issue.
References:

FOUNDATION STUDIES B GOS403
Contact Hours Per Week: Three hours per week comprising lectures, laboratory sessions, field studies and practical activities.
Prerequisite: Satisfactory completion of GOS402.
Syllabus: A counselled selection of three modules from: basic ecology, techniques of assessing the environment, environmental education, outdoor pursuits and base camping, base camp activities — land and aquatics, environmental science, sailing, horse riding and trail riding.
Assessment: Written/practical examinations.

References:
Department of Youth, Sport and Recreation, People and Participants, Melbourne: Department of Youth, Sport and Recreation, 1977.

FURTHER NUMERICAL TOPICS MAT610
A course of 45 hours lectures/tutorials.
Syllabus: A selection from the following topics:
Numerical solution of integral equations.
Classification. Relation between integral and differential equations (Green's function). Fredholm equations (a selection of the following: separation of variables; quadrature; collocation; Galerkin; least-squares; iteration; variational).
Reference:
Numerical optimisation techniques.
References:
Numerical analysis in industry.
Specific examples from invited experts.
References:
Text and journal articles as selected by the lecturer.

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GALLERY MANAGEMENT ART276
A course for degree and diploma students of two hours per week for two semesters.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The subject is designed to provide an insight into the range of problems encountered in operating art galleries both large and small. Emphasis will be placed on practical matters but interest will be developed in the changing roles and significance of art galleries and museums in the 20th century.
Assessment: By assignment.
References: To be advised.

GENERAL CURRICULUM A EGC104
Contact Hours Per Week: Two hours per week, Autumn and Spring sessions.
Prerequisites: Nil.
Syllabus: An introduction to fundamental systemic, sociological, philosophical and psychological elements and constraints on curricula. Relationships between educational authorities, schools, teachers, parents and the children are explored as are the roles of curriculum support personnel and agencies. A foundation framework for the preparation of curricula is established by studying curriculum decision making components at the classroom and school levels.
Assessment: Two major assignments plus an end of course examination.
References:

GENERAL CURRICULUM EGC304
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: The course is directed to the theory and practice of curriculum decision making as a school based activity. It focuses on the making of school policy as well as classroom curriculum decisions. Special emphasis is given to curriculum evaluation. The course culminates in a large scale, team curriculum decision making simulation exercise.
Assessment: Three minor and one major assignment.
References:
GEOLOGY CER208

A course of one hour per week for one semester for Ceramic Design students.

Prerequisites: Nil.

Syllabus: This subject will introduce students to the occurrence and properties of natural materials used in ceramics. As well as lectures there will be excursions and field work.

Subject matter will include: methods of obtaining raw materials, and geological and geographical distribution of ceramic materials.

Assessment: Students will be required to compile and present assignments as specified by the examination panel.

GEOLOGY CIV206

A course of two hours per week of lectures and tutorials for two semesters. In addition, four field excursions will be conducted during the year.

Syllabus: Fundamental geological concepts, crystallography and mineralogy, petrology, structural geology, geomorphology, basic elements of the geology of Victoria. Practical work; examination of the common minerals and rocks, geology map exercises, introductory air-photo interpretation.

Assessment: To be based on examinations at the end of each semester together with assignment work submitted throughout the year.

References:

GEOENGINEERING CIV62

A course of lectures, discussion and practical work of three hours per week for one semester.

Prerequisites: Nil.


References:

GLASS STUDIES ART134 & ART135

A course for students undertaking the Craft Major of the Fine Art Degree Course.

ART134 Six hours per week for first semester.
ART135 Six hours per week for second semester.

Prerequisites: Nil.

Syllabus: Producing designs, suitable for production in glazes, cartoon making, pattern cutting, leading, use of tools, etc. Kiln firing, cementing, slumping, cold glass techniques, engraving, sand blasting.

Assessment: Assessment will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester.

References: To be advised

GLASS STUDIES CER216

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject will introduce students to glass as a ceramic material and demonstrate its application over a wide range of domestic and industrial uses. This introductory unit will concentrate on basic aspects of glass blowing and cold glass working. Practical studios will be held in conjunction with lectures. The lecture program will deal with glass constituents and the theory of glassmaking.

Assessment: There will be an assessment of student work at mid-semester and at the end of the semester by the examination panel and the lecturer in charge of the subject.

GLASS STUDIES ART234 & ART235

ART234 Nine hours per week for first semester.
ART235 Nine hours per week for second semester.

Prerequisites: Glass Studies ART134 and ART135.

Syllabus: During the first semester emphasis will be given to painting on glass. In the second semester, the emphasis will be on the construction of domestic panels, including the use of paint and/or techniques developed with hot glass, in particular with resin and oil bound sand forming processes.

Assessment: This will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester. The number of assignments to be completed will depend on size and complexity.

References: To be advised.

GLASS STUDIES ART334 & ART335 or ART338 & ART339

ART334 Twenty-four hours per week for first semester.
ART335 Twenty-four hours per week for second semester.
ART338 Twelve hours per week for first semester.
ART339 Twelve hours per week for second semester.

Students wishing to specialise in Glass Studies will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Glass Studies and Silversmithing and Jewellery.

Prerequisites: Glass Studies ART234 and ART235.

Syllabus: Prior to starting this final year, each student must submit a written work plan, setting out aims to be achieved and techniques to be used. Students may choose to concentrate on a monumental work; on a folio with historical/traditional bias; or on a folio of innovative character. (Independence and self-motivation will be encouraged.)

Assessment: Assessment will be by a presentation of work, and interview with an examination panel. A
private survey of glass-art/stained glass, in the form of a slide library, must be submitted with the folio presentation. In addition the student will be required to mount an exhibition of his year's work.

References: To be advised.

GLAZING AND DECORATING TECHNIQUES

CER114
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will introduce students to a wide variety of glazes and techniques suitable for use in a studio situation. It will also be a practical outlet for much of what is taught in Ceramic Methods of Production I and 2. Students will learn how ceramic designs of other countries and periods, and those connected with industry, have developed certain glaze and decorating techniques.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

GLAZING AND DECORATING TECHNIQUES

CER204
A course of three hours per week for one semester.
Prerequisites: Glazing and Decorating Techniques CER114.
Syllabus: This subject will cover most aspects of glazing and decorating. Areas of study will include techniques associated with engobe, underglaze and overglaze decoration. Salt glazing and work with lustres and enamels will be covered.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

GOLD AND SILVERSMITHING

ART159
A course of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Students learn basic techniques and working methods related to casting, use of fabricication and forming in several metals, and methods of finishing, use of 'pickles', chemical oxidants and the properties of various metals and solders. Students are instructed in the safe and efficient use of hand-tools and machinery. Preliminary drawing and sketches are required to ensure an understanding of the fundamental design principles involved in designing and making jewellery and hollow-ware.
Assessment: Progressive assessment of work throughout the year, together with the major study.

GOLD AND SILVERSMITTHING

ART259
A course of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Students elect to study some aspect of Jewellery or Silversmithing that interests them. They design and make a number of objects that continue their technical development and foster aesthetic judgements; these are based on knowledge from the previous year's study, or encompass an area of interest new to the student such as lost-wax casting, gem setting, enamelling, or the use of precious metals. Students are encouraged to become competent craftsmen but are given freedom to develop personal ideas and styles. Design aesthetics are initiated through workshop drawings for their proposed projects.
Assessment: Progressive assessment of work throughout the year, together with the major study.

GOLD AND SILVERSMITTHING

ART359
A course of three hours per week for two semesters.
Prerequisites: Gold and Silversmithing ART259.
Syllabus: A continuation in greater depth of the work of first and second years.
Assessment: Progressive and final folio assessments.

GOVERNMENT ADMINISTRATION

ADM265
A course of four hours per week for one semester.
Prerequisites: Organisational Behaviour and Performance ADM231 and ADM232.
References: To be advised.

GOVERNMENT IN AGRIBUSINESS

MKT661
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The Australian public sector and agribusiness - an overview. The role of the Australian public sector within the major sectors of agribusiness. Foreign agricultural policies which influence Australian agribusiness. Seminars on the major Australian industries within agribusiness.
References:
JAMES, P. G., Agricultural Policy in Wealthy Countries, Angus & Robertson, 1972.

GRAPHIC ARTS

GAE413
Contact Hours Per Week: Four, in both sessions.
Prerequisites: Graphic arts studies at third year level.
Syllabus: Students will be expected to extend their conceptual abilities through drawing as well as other means of graphic communication. Serigraphic, intaglio and relief printing methods will be available but it is expected that at this level students will develop multi-media printing techniques to suit their own particular needs.
Students will be required to investigate the properties of the materials being used, and to experiment with plates, grounds and inks. An investigation will be carried out on printmaking in Australia and the work of a selected Australian printmaker is to be studied in depth.

**Assessment:** Each student is required to present: a folio of prints and drawings completed during the course, and a thesis on an Australian printmaker.

**References:**


**GRAPHIC ARTS GAE423**

**Contact Hours Per Week:** Two, in one session.

**Prerequisites:** Nil.

**Syllabus:** Students will explore the materials of the printmaker in a creative manner and will experience the following methods: relief printing; intaglio printing; planographic printing; stencil printing.

**Assessment:** Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

**Reference:**


**GRAPHIC DESIGN GRA398**

A course for diploma students of two hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year Graphic Design Studies.

**Syllabus:** A series of intense theoretical exercises embracing all aspects of the course; typography, photography, film TV presentation, illustration, 2D or 3D, concentrating on concept and presentation, skills within the given time. Remedial work can be looked at in this session. Project work commenced can be carried into Graphic Design Practice GRA384.

**Assessment:** This will be on a progressive basis with a review by the examination panel at the end of the year.

**References:** To be advised.

**GRAPHIC DESIGN PRACTICE GRA294**

A course for degree/diploma students of six hours per week for two semesters.

**Prerequisite:** Satisfactory completion of first year Graphic Design Studies.

**Syllabus:** A series of projects which will require research and application of material across a broad subject range, reinforcing and expanding knowledge gained in Graphic Design Theory GRA290.

This subject will deal with concept and application of problems in 2D and 3D. Projects will be brief and structured to be presented in stages, demonstrating the varying skills required at each stage. Projects should be set relative to skills acquired in other areas of study such as typography, photography, drawing, illustration, packaging, etc.

The demands of projects will increase and become more practical during the second semester, however the overall aim for the subject is to create an atmosphere of enthusiasm and experiment in applications and to allow for a large degree of personal expression.

Within the projects, demands will be placed on such skills as use of instruments, applied perspective principles, paper and card constructions, rules of stabilising 3D structure, ergonomic factors involved in three-dimensional design. Grids and organisational structures and their application within the field of layout.

**Assessment:** This will be on a progressive basis with a review by the examination panel at the end of the year.

**References:** To be advised.

**GRAPHIC DESIGN PRACTICE GRA399**

A course for diploma students of ten hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year Graphic Design Studies.

**Syllabus:** A series of projects which will require research and application of material across a broad subject range, reinforcing and expanding knowledge gained in Graphic Design GRA398. The standard of projects will increase, and will be set relative to skills acquired in all the areas of the course. Students will be expected to achieve a high standard of skillful and imaginative presentation of their work.

**Assessment:** Students will be reviewed at the end of the first semester, and assessed at the end of the year by the examination panel.

**References:** To be advised.
GRAPHIC DESIGN THEORY GRA186
A course for degree/diploma students of two hours per week for two semesters.
Prerequisites: Nil.
Assessment: This would be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

GRAPHIC DESIGN THEORY GRA290
A course for degree/diploma students of two hours per week for two semesters.
Prerequisites:宋事ate completion of first year Graphic Design Studies.
Syllabus: A wide range of briefs in 2D or 3D, involving concept and application to rough stage within a given time. The basic knowledge and skills in typography, photography, illustration and design will be put to work in a series of intense projects. Decisions at speed and presentation of roughs to good comprehensive standard will be encouraged. Creativity and areas of specialist talents will also be encouraged. By class discussion and criticism of the particular brief and its solutions, all students will be exposed to group opinion and expected to defend their particular approach to problem solving. Many of the projects commenced within this period can be carried to finish within the hours of Graphic Design Practice GRA294. The period can also be used as a remedial session should students seek assistance with particular skills.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

GRAPHIC DESIGN THEORY GRA390
A course for degree students of two hours per week for two semesters.
Prerequisites: Satisfactory completion of second year Graphic Design Studies, and entry to the Degree course.
Syllabus: A series of lectures and intensive theoretical exercises covering concepts, principles and theories of visual communication introduced as an integral part of practical graphic design. Project work to be carried into Studio Practice/Professional Activities GRA393/396.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

GRAPHIC DESIGN THEORY GRA490
A course for degree students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of third year Graphic Communication Studies.
Syllabus: Professional practice for the graphic designer in business. Presenting work to clients, costing and accounting. The laws of libel, copyright, statutory regulation regarding advertising material.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

HARMONISATION AND IMPROVISATION GMT403
Contact Hours Per Week: One hour per week.
Prerequisites: Nil.
Syllabus: This unit aims to provide students with the ability to harmonise and accompany such music and songs as might be required for directed and recreational musical activities.
Areas of study will include:
1. functional piano (ability to invent and organise musical ideas at the piano, as required for such activities as creative movement and rhythms);
2. harmonisation and transposition at sight of songs and provision of a suitable accompaniment;
3. styles of music appropriate to a recreational program, e.g. arrangement techniques for 'sing-along', 'quiet time', word music, music for movement.
Assessment: Assessment will be of a practical nature requiring the student to demonstrate the ability to perform and conduct activities related to the topics set out above.
References:

HEALTH, MOVEMENT AND RECREATION STUDIES SAE202
Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.
Syllabus:
Autumn session:
Consideration of the health needs and problems in Australian society and the importance of personal health to one's efficiency, happiness and survival. Studies aimed at developing an understanding of the meaning, scope and significance of recreation and...
leisure in Australian society. Focus on the needs of the individual and of the family unit.

Students will also participate in selected outdoor recreation pursuits (bushwalking/camping, canoeing, orienteering, sailing scuba, skiing) as an extension of their classroom studies.

**Spring session:**
A study of four areas of study in the field of human movement:
(i) acquisition of skill;
(ii) motor development;
(iii) biomechanical analysis of human movement;
(iv) physical work analysis.

Students will also participate in skills laboratories in dance, gymnastics and aquatics as extensions of these four areas of study.

**Assessment:** Assessment will be progressive through each session and students will be assessed by a combination of criteria rather than a final examination. Consideration will be taken of marks gained for tutorial presentations, related literature reviews, tests throughout the semester and active participation in practical skills laboratories.

**References:**
Selected readings from current professional journals and periodicals relevant to personal health and recreation for the individual and the family unit.


**HEALTH, MOVEMENT AND RECREATION STUDIES SAE302**

**Contact Hours Per Week:** Three hours per week.
**Prerequisite:** SAE202.

**Syllabus:**

**Autumn session:**
Students will pursue studies in either community health or community recreation.

Health Studies: an examination of the current issues, problems, trends and interests in the field of community and public health;

or
Recreation Studies: studies aimed at developing an understanding and appreciation of the place of recreation in the community. Students will be involved in fieldwork with selected agencies in the community to examine special service needs for particular groups in the community.

Students will also participate in skills laboratories in selected team sports (volleyball, basketball, hockey, soccer, Australian football, softball, cricket, etc.) and weekend camping programs.

**Spring session:**

Students will have the opportunity of studying in greater depth one of the following areas considered in SAE202:
1. acquisition of skill;
2. aesthetics and human movement;
3. biomechanical analysis of human movement;
4. physical work analysis.

Students will also participate in selected skills laboratories (dance, gymnastics, aquatics, fencing, badminton, etc.) as extensions of their classroom laboratories.

**Assessment:** Assessment will be progressive through the session and students will be assessed by a combination of criteria rather than a final examination. This subject will provide students with practicum opportunities in the local community and consideration will be taken of marks gained for case reports, as well as tests and oral presentations throughout the session, and active participation in practical skills laboratories.

**References:**


MERRIS, S., *Care and Recreation of School Age Children*, Melbourne: Department of Youth, Sport and Recreation, 1974.


**HIGHWAY AND TRAFFIC ENGINEERING CIV317**

A course of two hours per week including some field work for two semesters.

**Prerequisites:** Nil.


**Assessment:** To be based on examination at end of each semester along with coursework submitted throughout the year.

**References:**


ARRB, various publications.

CRB, *Road and freeway design manuals*.

NAASRA, *Geometrical design of rural roads, urban roads and freeways*.

**HIGHWAY CONSTRUCTION CIV680**

A course of lectures and discussion sessions of two hours per week.

**Prerequisites:** Nil.

Assessment: To be based on submitted assignments and open book examination at the end of the semester. References: CIT, Highway construction, 1978. NAA SRA and SRA publications to be advised during the course.

HIGHWAY DESIGN CIV671
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Geometric design and standards for the various road classes, design speed and economic implications, capacity, mid-block intersection designing, channelisation, rotary, signalised, grade separated. Safety considerations, human factor engineering, road furniture. Earthworks, manual and computer analysis.
Assessment: To be based on a series of submitted assignments during the semester.
References: O'FLAHERTY, C. A., Highways and Traffic, Vols 1 and 2, Arnold, 1974. ARRB, CRB and NAA SRA publications to be advised during the course.

HIGHWAY DESIGN CIV683
A course of lectures, discussion sessions and project work of three hours per week.
Prerequisite: Highway Design CIV671.
Assessment: To be based on submitted assignments throughout the semester.
References: NAA SRA and SRA publications to be advised during the course.

HISTORICAL AND SOCIOLOGICAL FOUNDATIONS OF EDUCATION EPS309
(This unit will not be offered in 1983.)
Contact Hours Per Week: Three hours per week, Autumn and Spring sessions.
Prerequisites: Nil.
Syllabus: The course comprises two strands and begins with an introduction to the major social, intellectual and political trends in the history of Australian education since World War 2. The substantive objective of the second strand is to develop an institutional (sociological) understanding of education. A theoretical framework will be developed which analyses education as being located within a framework of many other institutions, especially those concerned with economic and practical functions.
Assessment: Assignments and class tests.


HISTORY OF ART ART147
A course of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: This subject is to be taken by all students in the first year as a related study. It will be devoted to tracing the major developments in western art in the period prior to the 19th century. This will involve a study of the art and culture of the Classical, Medieval and Renaissance periods. The course will emphasise the inter-relationship of art and culture and involve the student in a study of the ways in which mythology, religion and philosophy relate to the development of content and artistic form.
Assessment: By assignments and class tests.
References: To be advised.

HISTORY OF ART ART167
A course for Fine Art students of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in HSC Art, or an approved equivalent study.
Syllabus: The content for this course will be chosen from periods prior to the 19th century. Various themes will be developed, from historic evidence, and through visual appreciation.
Assessment: By assignments throughout the year and class tests based on the content of the year's course.
References: To be advised.

HISTORY OF ART GRA167
A course for Graphic Design students of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in HSC Art, or an approved equivalent study.
Syllabus: The content for this course will be chosen from periods prior to the 19th century. Various themes will be developed, from historic evidence, and through visual appreciation.
Assessment: By assignments throughout the year and class tests based on the content of the year's course.
References: To be advised.

HISTORY OF ART ART247
A course for degree students of two hours of lecture work and a one hour tutorial per week for two semesters.
Prerequisite: History of Art ART147.
Syllabus: This subject is to be taken by all students in the second year of the course as a related study. It will be devoted to tracing, throughout the history of western art, the descriptive mode of image making. This will involve the study of classical civilisations, the Renaissance and selected periods from the Renaissance to the
present day. Thus emphasis will be thrown on the implications of the eye in production of visual images and involve the student in study of aspects such as the development of humanism, scientific thought, the perception and codifying of the visual image and the concepts of ideal beauty and visual truth. This thematic approach will thus continue to trace the durable and dynamic elements that seem to persist in artistic expression.

Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART ART269
A course of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in History of Art ART167 or an approved equivalent study.
Syllabus: A series of lecture programs based on more advanced study of visual form in the fine arts, in the 19th and 20th centuries.
Assessment: By assignments throughout the year and class tests based on the content of the year's course.
References: To be advised.

HISTORY OF ART ART277
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisite: First year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. This subject will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of the works of the period concerned, detailed reference will be made to the comparative methods of historians and writers who have contributed to the scholarship of that era.
Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART GRA287
A course of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in History of Art GRA167 or an approved equivalent study.
Syllabus: A series of lecture programs based on more advanced aspects of visual form, with an emphasis on aesthetics and design. An interrelated historical and contemporary study with reference to visual communication skills of the past.
Assessment: By research assignments throughout the year and class tests based on the content of the year's course.
References: To be advised.

HISTORY OF ART ART356
A course for degree students consisting of two one hour lectures and a one hour tutorial per week for semester one and a one hour lecture and a one hour tutorial in semester two.
Prerequisite: History of Art ART247.

Syllabus: This subject is offered for two semesters as a compulsory related study for all degree students. The content of the course will emphasise aesthetic theories and the interrelationship of art, artists, and society in the 20th century. During the first semester the student will present a program of work for approval by the examination panel. This program will include a substantial research project requiring a high standard of scholarship in the History of Art, in the form of a dissertation. Students will be advised regarding choice of subject matter and research techniques at the end of course ART247 and will be given tutorial assistance through course ART340 as an aid to their research. The dissertation will be presented to the examination panel at the end of the second semester.
Assessment: By dissertation.
References: To be advised.

HISTORY OF ART ART367
A course of a one hour lecture and a one hour tutorial per week.
Prerequisites: A pass in History of Art ART269 and completion of the second year of the Fine Art course.
Syllabus: A series of lecture programs on themes of contemporary relevance for a student finalising his course. Emphasis will be on aesthetics, communication, society and the individual, projected towards the specialised interest of the fine artist.
Assessment: On the submission of a class paper and a substantial research paper which may be accompanied by audio-visual information.
References: To be advised.

HISTORY OF ART GRA387
A course for degree students, consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisites: A pass in History of Art GRA287 and completion of the second year of the Fine Art degree course.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The program of lectures and tutorial meetings will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of major works of the time, a detailed study will be made of primary sources and the comparative methods of historians and writers who have contributed to the evaluation and analysis of art within the cultural context of the period.
Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART ART387
A course of a one hour lecture and one hour tutorial per week.
Prerequisites: A pass in History of Art ART287 and completion of the second year of Graphic Design studies.
Syllabus: A series of lecture programs on themes of contemporary relevance for a student finalising his or
her course. Emphasis will be on aesthetics, communication, society and the individual, projected towards the special interest of the graphic designer.

**Assessment:** On the submission of a class paper and a research project which may be accompanied by audio-visual information.

**References:** To be advised.

**HUMAN BIOLOGY CHE180**

A course of two hours of lectures and two hours of practical work per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Origin of humans, structural elements of the human body, physiology of muscle, neurophysiology, circulatory and excretory systems, endocrine system, reproductive system, human development.

**Assessment:** Continuous, based on tests, essays and practical reports.

**References:** To be advised.

**HUMAN COMMUNICATIONS HUM192**

Three hours per week comprising lectures and tutorials for one semester.

**Prerequisites:** Nil.

**Syllabus:**

Communication Elements:
- The nature of communication
- Communication models.


**Assessment:** Assigned exercises, tutorial papers and a final test.

**Reference:**


**HUMAN MOVEMENT AND RECREATION EHM309**

*(Curriculum Studies)*

**Contact Hours Per Week:** Two hours per week.

**Prerequisites:** Nil.

**Syllabus:** Development of teaching procedures, materials and techniques relevant to the pre-school and primary school. Competition and learning skills, play, sport, recreation, games, coaching. Teaching styles, open and closed skills, coaching and teaching framework. Legal liabilities and safety. Planning programs with specific reference to indoor/outdoor pre-school programs, peer group teaching, school based teaching innovations in physical education, fitness and evaluation, Austswim Teacher of Swimming Certificate, basic first aid, advanced teaching techniques, fundamental movements, acquisition of motor skills, relaxation.

**Assessment:** Class test and resource folio.

**References:**

Education Department, *Physical Education — A Suggested Course of Study for Primary Schools*, Education Department, Victoria, 1976.


**HUMAN RESOURCES ACCOUNTING ACC678**

A course of one three-hour seminar per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Models for valuation of human resources. Definition, control and evaluation of costs. Payment and compensation schemes.

**Reference:**


**HUMAN STUDIES HUM196**

Five hours per week, consisting of two hours of typewriting and three hours of Language Communication Studies for two semesters.

**Prerequisites:** Nil.

**Syllabus:** Typewriting — development of basic keyboard competence and familiarity with the operation of the typewriter.

Manuscript and report typing including: proofreading signs, quotations, footnotes, statistics, outlines, contents, bibliographies and appendices, letter typing and placement. Acquisition of a typing speed of 25-30 w.p.m., on a five minute writing, with five or fewer errors. Acquisition of methodical work patterns. Communication — a practical emphasis and designed to increase competency in communication skills.

- Verbal and non-verbal communication.
- Communication process.
- Effective letter and report writing.
- Group processes; meetings and interviews: structured and unstructured contexts.

**Assessment:** Assessment for the typewriting component will be cumulative; assessment for the communication studies by oral and written exercises, assignments and tests.

**References:**


**HUMAN STUDIES HUM298**

A course for degree and diploma students of three hours per week for one semester.

**Prerequisites:** A pass in first year Graphic Design studies.

**Syllabus:** This is a practical course to be based on sound knowledge of theory, and the topics to be included are:

- Characteristics of mass communication.
- Forms and characteristics of each mass medium.
- Functions of mass communication.
- The advertisers’ use of the media.
- Introduction to copywriting.

**Assessment:** Assessment will be on a cumulative basis with a formal examination.

**Reference:**

HUMAN STUDIES HUM396
A course for degree students of three hours per week for two semesters.
Prerequisites: Satisfactory completion of second year Graphic Design studies or entry to the degree course.
Syllabus: This is a course combining theory and practice, and topics to be included are:
• Definition and distinction between: information, communication diffusion, persuasion and change.
• Bases of persuasion: values, beliefs and attitudes.
• Theories of persuasion and change.
• Social and cultural contexts.
• Delivery via channel and media.
• Designing strategies for information diffusion, persuasion, and innovation, e.g. advertising campaigns and other promotional activities.
Assessment: Assessment will be on a cumulative basis with a formal examination.
Reference:

HYDRAULICS CIV208
A course of three hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisites: Nil.
Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.
References:

HYDRAULICS CIV312
A course of two hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisites: Nil.
Syllabus: Flow in open channels; flow states, the hydraulic jump, flow resistance. Controls in open channels, channel transitions, bed and wave models. Flow measurement, sediment transport. Hydraulic machines.
Assessment: To be based on examinations at the end of each semester.
References:

HYDROLOGY AND DRAINAGE CIV677
A course of lectures and discussion sessions of one hour per week.
Prerequisites: Nil.
Syllabus: Hydrologic analysis, rainfall-runoff estimation and probability, flood control methods. Hydraulic analysis, flow in various conduits, control structures, culvert design, scouring effects. Erosion and sedimentation control. Drainage, surface and sub-surface design.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

ILLUMINATION ELE322
A course of three hours per week for one semester. This unit may be selected in place of Electromagnetic Theory.
Prerequisites: Nil.
Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.
Assessment: Written examination. Laboratory and assignment work.
References:
KEITZ, Light Calculations and Measurements, Philips Technical Library.

ILLUSTRATION GRA388
A course for diploma students of three hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design studies.
Syllabus: A study of the problems of illustrations, of the work of prominent illustrators, advanced media techniques and applications. Advanced illustration project related to advertising or publication (or both).
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.
INDIVIDUAL PROJECT GLD404

Contact Hours Per Week: Equivalent of four hours per week for one year.

Syllabus: Students will formulate a topic or question to be investigated, plan the literature search, organise the material, and present a colloquium paper to other students. As well, there will be seminar work on evaluative skills (psychometrics) and experimental design and opportunity to discuss the validity of the instruments being used.

Assessment: A literature review and presentation.

References: Nil.

INDUSTRIAL ENGINEERING IND101

Two hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Students will be exposed to problems of a practical nature and be expected to make reports on their approach and suggested solutions. They will also be involved in site visits, with a bias towards manufacturing industry and will have some elementary machine shop practice in conjunction with this orientation. There will be exposure to other types of industry such as the distributive trades, transportation and extractive.

Assessment: By assignments and projects.

INDUSTRIAL ENGINEERING IND102

Five hours per week for one semester.

Prerequisites: Nil.

Syllabus: Introduction; definitions of scope of motion and time study, historical development, limitations, work methods design, process analysis, activity charts, operation analysis, micromotion study, hand motions, motion economy, mechanisation.

Work measurement; recording and measuring existing methods, time studies, equipment, rating factors, time standards.

Predetermined time systems; introduction, motion-time analysis, MTM, BMT, MSD, MODAPTS, use of the techniques in particular situations.

Human factors; work sampling, physiological work measurement, fatigue, practice, motivation, incentives, job enlargement.

Assessment: By assignments, laboratory reports and a formal examination.

References:


INDUSTRIAL ENGINEERING IND201

Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Historical development: the roles of O and M, EDP, and IE and their respective interfaces in an organisation.

The project life cycle.

Systems analysis including theory and practice relating to the classical and structured methodologies, and relevant tools and techniques.

Systems design including suite design for automated and/or clerical procedures, detailed program and/or clerical procedure design, file and/or data base design. Implementation including program and/or clerical procedure construction.

Work measurement and control as applicable to clerical functions and their productivity.

Human considerations, management and user support, education and audit aspects.

Assessment: Assignment work and unit tests.

References:


INDUSTRIAL ENGINEERING IND202

Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Casting processes: sand, permanent mould, die, shell, centrifugal and investment castings.

Mechanical workings: cold working and hot working of metals, forging, rolling, extrusion, drawing and sheet metal working, explosive forming.

Powder metallurgy: compacting and sintering principles, applications of powder metallurgy. Welding and allied processes.

Surface hardening.

Surface finishing: electroplating principles, electro-forming, electromachining, chemical plating, electroless plating, hot dipping, anodising processes.

Decorative coatings.

Manufacturing processes for plastics, rubbers and ceramics.

Machining processes: make cutting, shaping, planing, drilling, turning and related operations, boring, milling and broaching, thread and gear cutting.

Non-destructive testing: dye penetrants, magnetic particles, ultrasonic, eddy current and radiography.

Assessment: Classwork and a final examination.

Reference:


INDUSTRIAL ENGINEERING IND301

Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Probability distributions: an examination of theoretical models and their applications in industry. The distributions considered will include: binomial, hypergeometric, geometric, Poisson, uniform, exponential, gamma, normal, log-normal and Weibull.

Inference: an examination of the underlying philosophy of point estimation, interval estimation and hypothesis testing. The application of these concepts to problems concerning the population mean and proportion. Distribution free tests of location and equivalence of two populations.
Test the agreement of theoretical model to observed data.

Assessment: By assignments, case studies and formal examination.

References:

INDUSTRIAL ENGINEERING IND302
Four hours per week for one semester.

Prerequisites: Nil.


Absorption costing. Process and job costing. Flow or costs, production and inventory control systems. Standard costing and variances from standard as a control of mechanism.

Control of service department costs. Cost allocation. Relevant costs. Engineering appraisals of costs.

Assessment: By assignment and a final examination.

References:
GARRISON, R. H., *Managerial Accounting*.

INDUSTRIAL ENGINEERING IND303
Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Human physical and mental capacities in relation to task performance; anthropometric, anatomical and physiological capabilities, visual perception, control design, design of displays, sources and types of error.

Skill and stress: effects of task and environmental stress on performance.

Specific stresses: noise, heat and cold, distraction, information overload.

Motivation and incentives: job analysis and job design, job enlargement, job satisfaction.

Assessment: One major assignment and a final examination.

References:

INDUSTRIAL ENGINEERING IND304
Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Segmented reporting, fixed costs, direct and common costs, breakdown of sales, inventory evaluation, contribution approach.

Profit planning, budgeting, budget period, human relations, sales forecasting, sales budget, production budget, materials budget, administration budget, cash budget, zero-based and program budgeting.

Flexible budgets and overhead analysis.

Control of decentralised operation; information flow, investment profit, management performance, rate of return, transfer pricing, opportunity cost.

Capital budgeting and investment decisions. Analysis and evaluation of projects.

Assessment: By assignments and a final examination.

References:
GARRISON, R. H., *Managerial Accounting*.

INDUSTRIAL ENGINEERING IND305
Four hours per week for one semester.

Prerequisite: Industrial Engineering IND301.

Syllabus: Economic and organisational bases of the control of quality. The cost of quality. Specifications and standards. Functional relationships and special aspects such as visual inspection.

The inter-relationship between sample size, goodness and confidence as the fundamentals of sampling theory.

The central role of data interpretation in design development and evaluation, in supplier quality assurance and incoming goods inspection, in process control and maintenance of plant, and in the monitoring of field performance.

The use of variables in control charting, capability studies, cu-sum approaches and acceptance sampling.

The use of attributes via the properties of the O.C. curve and the binomial nomogram.

Concepts of experimental design to allow optimum statistical analysis; full and fractional factorial design in product and process improvement. Other strategies in multi-variable situations.

Assessment: By assignments and final examination.

References:

INDUSTRIAL ENGINEERING IND306
Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: The computer as an aid to manufacture; data, CAD/CAM, programming. Numerical control
principles. Multiple axis systems; relative and absolute addressing. Systems for translating manufacturing needs into computer commands — plug board, line following and tape controlled systems; robots. Automatic data collection systems; instrumentation systems. Automatic control principles in manufacture — stepping systems and feedback systems. Economics of computer aided manufacturing systems. CAD/CAM systems — Gerber, HCS and other commercial systems. Social issues in computer aided manufacturing (CAM) — transfer of skill, retraining and effects on motivation and morale.

**Assessment:** One three-hour examination and a mid semester test.

**References:** Readings from current literature.

### INDUSTRIAL ENGINEERING IND401

Four hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Organisation of the production control function; operations planning and scheduling, inventory control in production.

Forecasting production needs; techniques of forecasting moving average methods, regression analysis, interpretation of forecasts; effects of risk and uncertainty on decisions. Aggregate scheduling; operations scheduling; resource allocation for men and machines and its influence on cost; sequencing and scheduling control systems — Gantt chart; assembly line balancing methods. Inventory control systems; procurement and stock control costs; minimization methods including demand and lead time variations. Materials requirement planning. Job sequencing and planning; progress control in the production sequence; reporting systems. Computer systems in production control — NC Interactive Manufacturing Control System. Distribution models and routing.

**Assessment:** One three-hour examination.

**References:**


### INDUSTRIAL ENGINEERING IND402

Four hours per week for one semester.

**Prerequisite:** Industrial Engineering IND302.

**Syllabus:** Segmented reporting; fixed costs, direct and common costs, breakdown of sales, inventory evaluation, contribution approach.

Profit planning; budgeting, budget period, human relations, sales forecasting, sales budget, production budget, materials budget, administration budget, cash budget, zero-based and program budgeting.

Flexible budgets and overhead analysis.

Control of decentralised operations; information flow, investment profit, management performance, rate of return, transfer pricing, opportunity cost.

Capital budgeting and investment decisions. Analysis and evaluation of projects.

**Assessment:** By assignments and final examination.

**References:**


GARRISON, R. H., *Managerial Accounting*.

### INDUSTRIAL ENGINEERING IND403

Five hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Management: this subject surveys the nature and influence or major variables in co-operative achievements, viz., environment, structure, technology and psycho-social factors. The main streams of organisation theory will be reviewed and evaluated, the elements and administrative significance of organisation behaviour examined, and attention directed to phases of the administrative process.

Industrial relations: the influence of environment, personality and industrial relations institutions on the behaviour of labour and management.

**Assessment:** By assignments and projects.

**References:**


### INDUSTRIAL ENGINEERING IND404

Three hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** The student is required to integrate industrial engineering concepts in the design of productive systems. Students are required to work in industry on productivity oriented projects covering technological, administrative, management, physical distribution problems as either separate or as integrated problems. Designs so produced are to be presented as formal reports and assessed.

Topics to be covered both in lectures (one hour per week throughout the year) and the design project include: process types, production flow analysis, labour issues, aggregate scheduling, inventory control, facility selection, technology change and strategies for its introduction, manufacturing strategy, new projects, inventiveness, costing, appraisal and analyses, production engineering aspects, management structures, labour relations, accountancy, sales, research, marketing, the total scene.

**Assessment:** By assignment.

**References:**


### INDUSTRIAL ENGINEERING IND405

Five hours per week for two semesters.

**Syllabus:** Nature of management science, decision theory and trees. Linear programming, simplex method,
duality, transportation problem, sensitivity analysis, cost ranging, right hand side ranging, integer programming and quadratic programming, general nonlinear programming, dynamic programming, stochastic programming; project scheduling, critical path method, program evaluation and review technique, project management, Gantt barcharts, cost/resource graphs, inventory systems; queueing system, queueing models, service times, service discipline, single server queueing model.

The simulation process and business complexity, simulation and analogue models, characteristics of simulation models; probability distributions, pseudo-random number generation, inverse transformations, convolution, Monte Carlo simulation; identifying subsystems and variables, process generators validating the model; experimental design analysis of variance gaming, simulation languages, GPSS, DYNAMO.

Assessment: Assignments and a final examination.

References:

INDUSTRIAL MANAGEMENT MEC350
A course of two hours per week for two semesters.

Principles of Management and Organisation — first semester
Prerequisites: Nil.


Prerequisites: Nil.

Management of Production — second semester

References:
DRUCKER, P. F., The Practice of Management, Pan Piper.

INDUSTRY ANALYSIS FIN382
A course of four hours per week for one semester.

Prerequisite: Studies in the Economics of Australian Industry FIN347 must either precede or be taken concurrently with this unit.

Syllabus: The structure and operation of the mining, manufacturing and tertiary sectors of the Australian economy, including an analysis of each sector’s significance in the future development of the Australian economy. An analysis and evaluation of the extent and significance of overseas investment in these sectors, government minerals and energy policies, trade practices legislation.

An in-depth study by each student of the structure, conduct and performance of an industry operating in the Australian economy including the preparation of a demand/supply forecast for the industry. For this study each student will engage in independent research under the supervision of a member of staff.

References: To be advised.

INFORMATION MANAGEMENT SYSTEMS ADM338
A course of four hours per week for one semester.
Prerequisites: Office Administration ADM237 and Secretarial Studies ADM331
Syllabus: The aims are to develop an awareness of office procedures and systems and their integration; to develop the skills and knowledge to adapt changing technological systems to the human needs of the office and to enable the student to develop an awareness of the role of the administrative information manager and the need to provide a smoothly operating information complex.

The subject will be studied in the general context of communication networks and office systems theory and will also specify telecommunication technologies, the inter-relationship of office functions and a range of leadership techniques.

References:
COVVEY, D., Office Automation, the Productivity College, Prentice-Hall, 1982.

INFORMATION STORAGE AND RETRIEVAL EDP611
Two hours per week for one semester.
Prerequisites: Computer Systems.
Syllabus: The concept of data and its structure, data structures, access and storage techniques, the data base concept, a review of current approaches and trends in data base structuring and access.

References:

INFORMATION STORAGE AND RETRIEVAL EDP623
A course of four hours per week for one semester.
Prerequisites: Required entrance level.
Syllabus: Investigation of information structures and study of the technique of storing and accessing various
structures; review of existing approaches and future trends for database structuring and access, e.g. hierarchic, network and relational databases and query languages.

References:

Relevant research papers.

**INFORMATION STORAGE AND RETRIEVAL**

**EDP630**

A course of four hours per week for one semester.

**Prerequisite:** Information Storage and Retrieval EDP623.

**Syllabus:** Detailed study of the role of the database administrator function especially the design, operation and control of the database (including security and integrity considerations); the relevance of company structure to the design of the information system and use of the computer; a study of distributed processing aspects and the problems and advantages associated with distributed databases.

References:

Relevant research papers.

**INFORMATION STORAGE AND RETRIEVAL**

**EDP631**

A course of four hours per week for one semester.

**Prerequisite:** Information Storage and Retrieval EDP630.

**Syllabus:** Detailed study of 'query' languages including both natural languages and designed 'query' packages; detailed study of approaches to information retrieval including such aspects as 'key word'.

References:

Relevant research papers.

**INFORMATION STORAGE AND RETRIEVAL**

**EDP834**

A project involving the presentation and submission of a paper of approximately ten thousand words.

**Prerequisite:** Information Storage and Retrieval EDP631.

**Syllabus:** In conjunction with the lecturer, a student will select a project which is associated with a major aspect of information storage and retrieval.

References: To be advised.

**INSTITUTIONAL INVESTMENT MANAGEMENT**

**FIN665**

A course of three hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Description and analysis of the financial markets — money markets and liquidity adjustment — capital markets and flow of funds — evaluation of financial market performance.

References: To be advised.

**INSTRUMENTATION**

**ELE440**

A course of four hours per week for one semester.

**Prerequisites:** Nil.


**Assessment:** Written examination. Laboratory and assignment work.

References:

**INTEGRATED FIELD STUDIES**

**GOS404**

**Contact Hours Per Week:** Three hours per week for 26 weeks or equivalent, comprising lectures, laboratory sessions and field work.

**Prerequisites:** Satisfactory completion of units GOS401, GOS402 and GOS403.

**Syllabus:** A variety of field techniques to assess the nature of selected environments. Collection and processing of field data in the various disciplines relevant to each selected environment, e.g. geology, geomorphology, meteorology, biology, physio-chemistry, soil science. The use of a diversity of outdoor pursuits in conjunction with investigations of each selected environment. Environmental assessment criteria. Design of learning experiences for various groups incorporating a combination of appropriate outdoor pursuits and field study techniques.

Selected environments for investigation: urban, freshwater aquatic, coastal aquatic, bushland.
Assessment: Laboratory and field reports. Practical assessment of outdoor pursuits. Active participation in all practical and field work. Comprehensive group report on a particular environment.

References:
COSTERMANS, L. F., Native Trees and Shrubs of South-eastern Australia, Rigby, 1981.

INTERNATIONAL ECONOMICS FIN348
A course of four hours a week for one semester.
Prerequisite: Microeconomics FIN271.
References: To be advised.

THE INTERNATIONAL ECONOMY FIN273
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171, and Microeconomics FIN271 to have been passed or studied concurrently.
Syllabus: Students will gain an appreciation of the economic development, structure and operation of the world economy and the impact that these factors have on the Australian economy. Topics include: development of the capitalistic economic order; alternative approaches to economic development and the impact of these approaches on the world economy; world trade; international organisations and trading blocs; dynamic world influences on the Australian economy.
References:
Various international journals.

INTERNATIONAL FINANCIAL MANAGEMENT FIN333
A course of four hours per week for one semester.
Prerequisite: Monetary Theory FIN233.
Syllabus: The subject is designed to develop an overall understanding of current international financial principles. Topics include debt management, country risk, exchange rate management, project financing, the Euromarkets, multinational banking and offshore financial centres.

INTERNATIONAL LAW FIN320
A course of four hours per week for one semester.
Prerequisites: Contract Law FIN111.
Syllabus: The subject examines the law affecting a person engaged in international business either in Australia or from Australia. Areas treated are international trade conventions, tariffs and trade, exports, carriage of goods by sea and air, bill of lading and The Hague rules, payment and documentary credits, negotiable instruments, international commercial arbitration, the role of confirming houses and merchant banks, marine insurance, taxation, and the protection of trade marks and patents.
References:

INTERNATIONAL MANAGEMENT ADM268
A course equivalent to four hours per week over one semester — to include classes, seminars and visiting speakers.
Prerequisites: Marketing Theory and Practice MKT112 and Organisation Behaviour and Performance ADM122.
Syllabus: Content of this elective subject relates management theory to varying cultures, as well as exploring the complex challenges of the multinational business enterprise and the significance of cross-cultural variables in the business environment. After an examination of the environment and concerns of international business, topics will focus on current issues associated with managerial values, practices and strategies.
References: To be advised.

INTERNATIONAL MARKETING MKT243
A course of four hours class contact for one semester.
Prerequisites: Marketing Theory and Practice MKT112 and Marketing Management MKT311.
Text:
References:
INTRODUCTION TO CONCEPTS IN ARTS AND MUSIC ALS101

Contact Hours Per Week: Three hours per week, Autumn and Spring sessions.

Prerequisites: Nil.

Syllabus: This unit offers an introduction to the Expressive Arts through a study of basic concepts, principles and skills of art and music and provides a basis for further specialised and integrated studies in the liberal studies area — Art Studies include — Drawing, quality of line, Mass, Colour and Form Music Studies — an introduction to the various style periods in the music of western culture — introduction to basic music materials.

Assessment:
One assignment on a art/music theme 40 per cent
Practical work 30 per cent
One class test 30 per cent

References:

INTRODUCTION TO DIGITAL SYSTEMS ELE352

A course of two hours of lectures and two hours of laboratory work per week for one semester.

Prerequisites: Nil.

Syllabus: Digital codes for numerical variables and characters; combinational and synchronous sequential logic analysis and design; digital data transmission. Microprocessors: addressing modes and the instruction set, input-output, support devices, system hardware design, development systems.

Assessment: One three hour examination at the end of the semester, continuous assessment of laboratory and assignment work.

References:

INTRODUCTION TO PROGRAMMING EDP650

A course of four hours for seven weeks.

Prerequisites: Nil.


References: To be advised.

INTRODUCTION TO STUDIES IN LITERATURE AND SOCIETY ALS102

Contact Hours Per Week: Three hours per week.

Prerequisites: Nil.

Syllabus: The unit offers an introduction to literary and sociological ways of viewing experience. The unit introduces a range of literary modes — fiction, drama, verse — so as to alert students to the exciting potential of the imaginative use of language; and, through the study of works of modern writers, to make clear that literature is a vital element in western society; examines certain key aspects of western society through the study of concepts such as culture, tradition, societal control, interdependence, conflict, technology implications, spiritual belief, change and family relationships.

Assessment: One assignment on a socio/literary theme (2,000 words). One class paper or minor assignment. One in-class test.

References:

INTRODUCTION TO SYSTEMS EDP551

A course of four hours per week for seven weeks.

Prerequisites: Nil.


Reference:
BEHAN and HOLMES, The Computer Solution, Prentice-Hall.

INVESTIGATION PROJECT CIV422

A nominal two hours per week for two semesters devoted to an original study, supported by laboratory work, field work or literature search, related to an area of special interest to the student.

Assessment: To be based on a typewritten report submitted at the end of the year.

INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT FIN663

A course of three hours per week for one semester.

Prerequisite: Successful completion of ACC674.

Syllabus: Yield patterns in the Australian capital markets, security analysis and valuation, forecasting, portfolio construction and management.

References: To be advised.
INVESTMENTS AND PORTFOLIO MANAGEMENT FIN363

Four hours class contact per week for one semester. 

Prerequisite: Successful completion of Accounting and Finance ACC360.

Syllabus: Evaluation, formulation and implementation of a flexible portfolio policy and management. Yield patterns in the Australian capital market, value analysis and selection of securities, forecasting, portfolio theory, construction and management.

References: To be advised.

ISSUES IN ART EDUCATION GAE403

Contact Hours Per Week: Two hours for one session.

Prerequisites: Nil.

Syllabus: The unit aims to provide the students with an understanding of the problems likely to be faced in the classroom, district or gallery situation, and methods of overcoming these difficulties. Topics to be covered will include: a review of factors influencing human development in art; roles in art education; needs of pupils, schools, administrators; Education Department syllabuses; overcoming blocks to creative expression.

Assessment: Essays and tutorials.

References:


K

KILN AND FURNACE DESIGN AND CONSTRUCTION CER309

A course of three hours per week for one semester. 

Prerequisites: Nil.

Syllabus: This subject will be approached through a series of lectures and practical classes. It will enable students to acquire a knowledge and understanding of kilns designed for use by the studio potter and furnaces suitable for the glass craftsman. The students will gain insight into kiln and furnace construction and management. This study will give them the necessary background to operate equipment safely and effectively.

Assessment: This will be based upon group projects. Students will also be required to present for a written examination at the end of the semester. A pass in both areas will be required.

KILN DESIGN AND CONSTRUCTION CER224

A one hour lecture to be followed by a two hour practical class. As a result of this subject, the students will have a better understanding of kiln management and use which will give them the necessary background to operate a studio kiln.

The design and construction of kilns will be approached through a series of lectures and practical classes. This subject will be of one semester's duration and will be taken by diploma students in the final semester of their course.

Assessment: Assessment will be based upon group projects. Students will also be required to present for a written examination at the end of the semester. A pass in both areas will be required.

L

LABOUR RELATIONS ADM334

A course of four hours per week for one semester. 

Prerequisites: Macroeconomics FIN171 and Organisational Behaviour and Performance ADM122.

Syllabus: The influence of environment, personality and industrial relations institutions on the behaviour of labour and management.

References:


Journal of Industrial Relations and other periodicals.

LAND USE PLANNING CIV423

A course of two hours per week, mainly lectures, for two semesters.

Prerequisites: Nil.

Syllabus: Interaction and competition between land use types. The interaction between transport facilities and land use. Provision of services and the relevance of civil engineering to town, regional and national planning within a social, economic and political framework.

Assessment: To be based on examinations at the end of each semester and on assignments submitted throughout the year.

References:


LANGUAGE ACROSS THE CURRICULUM 1 ELC106

Contact Hours Per Week: Three hours per week.

Prerequisites: Nil.

Syllabus: This unit is an intensive study of the child's language in pre-school and early childhood years. Early emphasis is placed upon the nature of language, theories of acquisition of language, and its development. The importance of the roles of pre-school and lower grades teachers in the fostering of oral and written language is stressed as well as their development of communication skills, both verbal and non-verbal. The course includes instruction in teaching the basic skills of reading and hand-writing; an examination of such language-related materials as reading readiness
activities and tests and pre-reading and perceptual-motor checklists; methods of providing language experiences such as drama, children's literature, etc., and of using the language experience approach as an introduction to the teaching of reading. Underlying the course is the importance of language across the curriculum with a particular emphasis upon the role of language in the development of mathematical concepts as shared in Mathematics Education 1.

Assessment: Assignments and class tests.

References:

LANGUAGE ACROSS THE CURRICULUM 2
ELC206
Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.
Syllabus: This course is a study of the development of language skills across the curriculum in the middle years of the primary school. In the literacy area, emphasis is placed upon methods of developing and consolidating reading performance and of providing experiences in reading in the content areas of science, social science and health. Attention is paid to means of diagnosing and remediating reading disabilities by demonstrating the use of both informal and standardised tests, readability measures, and specialised remedial strategies. Teaching approaches aimed at developing children's oral language, listening and writing skills are studied as are the roles of drama, children's literature and spoken English in a middle-school language program.
Assessment: Assignments and class tests.
References:

LANGUAGE ACROSS THE CURRICULUM
ELC306
Contact Hours Per Week: Three hours per week.
Prerequisites: Nil.
Syllabus: In one session, the major area of study is the development of higher-order language skills in the upper primary and lower-secondary years. The course examines approaches to training children in the use of such survey and reference skills as locating and using books and reference materials; developing powers of inferential comprehension and critical thinking; and selecting, evaluating, and organising study material. Methods of teaching English as a second language are also studied as is the design of language syllabi for different groups of learners in different types of learning situations.
In order that students may pursue the study of a language area in greater depth, elective studies are offered in another session in the methodology of teaching community languages in the primary school, issues in reading and language difficulties (including adult literacy), children's literature, language studies, drama and oral English.
Assessment: Assignments and/or class tests.
References:

LANGUAGE AND CULTURE GME407
Contact Hours Per Week: Three hours per week first session: two hours per week second session.
Prerequisites: Nil.
Syllabus: The unit aims to: (i) develop elementary speaking and reading proficiency in a community language relevant to a non-specialist language teacher's needs; (ii) create in students an understanding of the experiences of and empathy for ESL learners in a second language environment; (iii) study aspects of the civilization and culture of that language in its source country(ies); (iv) consider the language of the given ethnic group in Australia; (v) study the interdependence of the language and its culture.
Assessment: Regular class tests and one assignment, maximum 2,000 words for each semester.
References: Dependent upon language studied.

LANGUAGE EDUCATION FOR A MULTICULTURAL SOCIETY BEB432
Contact Hours Per Week: Four hours per week for one session.
Prerequisite: BEA432.
Syllabus: Using insights from a linguistics study of some aspects of the structure and function of English, the course examines methods, materials, tests and syllabus designs for teaching English as a second language to adult and child learners. Special consideration will be given to techniques of error analysis. Varieties, policies and methods of teaching community languages in Australia. Techniques for drawing sociolinguistic profiles of individual learners, classes and schools for bilingual, ESL and community language programs.
Assessment: One test. One error analysis project. One sociolinguistic profile.
References:

LAW FIN311
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Contract Law FIN111.
Syllabus: Product: development; protection and liability; competitive relations and promotional activities; restrictive practices; debt recovery.
References: To be advised.

LAW OF BUSINESS ADMINISTRATION FIN211
A course of four hours per week for one semester.
Prerequisite: Contract Law FIN111.
Syllabus: The law relating to organisations, including business and non-profit structures. Legal obligations of employers/employees; partners; company promoters, members; directors. Registration of business names and incorporation of companies, formation of partnerships. The law relating to meetings.

LAW FOR PHYSICAL DISTRIBUTION MANAGERS FIN611
A course of three hours a week class contact for one semester.
Prerequisites: Nil.
Syllabus: To provide an appreciation of the law relating to physical distribution with emphasis on carriage of goods, bailment, channels of distribution, Bills of Lading and Bills of Exchange.
Victoria, Goods Act.

LEARNING DIFFICULTIES IN LANGUAGE AND READING BEA412
Contact Hours Per Week: Four hours per week for one session.
Prerequisite: Learning Difficulties in Mathematics BEA412.
Syllabus: This unit aims to develop the task analysis approach to diagnosis and remediation of learning difficulties through an in-depth study of the skills of oracy and literacy. The structure and function of language will form a basis for selecting appropriate materials and teaching strategies to assist children with difficulties in oral expression and comprehension. The importance of language as well as other readiness factors will introduce the student to diagnosis and remediation of reading and writing difficulties and the application of reading and writing skills across the curriculum and for a variety of purposes.
Assessment: Assignments and/or class tests.
References:
HOWELL, K. W. and KAPLAN, S., Diagnosing Basic Skills, Charles E. Merrill, Columbus, 1980.

LEARNING DIFFICULTIES IN MATHEMATICS BEA412
Contact Hours Per Week: Four hours per week for one session.
Prerequisite: BED400.
Syllabus: An introduction to the concept of learning difficulties, including alternative approaches to its delineation, in preparation for a classroom-based task analysis model of diagnosis and remediation of learning difficulties in mathematics. The emphasis is on high incidence difficulties in mathematics, including examination of available diagnostic and remediation procedures and materials. The emphasis is on teaching the child requiring special assistance in the classroom.
Assessment: Assignments and/or class tests.
References:
HOWELL, K. and KAPLAN, S., Diagnosing Basic Skills, Columbus: Charles E. Merrill, 1980.

LEARNING STRATEGIES GLD401
Contact Hours Per Week: Two hours per week for one year.
Prerequisites: Nil.
Assessment: Assignments and/or class tests.
Reference:

LEGAL PROCEDURES I FIN151
A course of two hours per week for one semester.
Prerequisite: Australian Legal and Economic Systems FIN150.
Syllabus: An understanding of the legal terminology and concepts in conveyancing, family law, corporate affairs, business names and criminal litigation.


LEGAL PROCEDURES II FIN254
A course of four hours per week for one semester.
Prerequisites: Legal Procedures I FIN151.
Syllabus: A detailed working knowledge of the civil legal procedure and forms involved in legal work in Victoria: the parties and documents involved in civil litigation work, the structure of the courts and the role of solicitors and barristers.
References: Supreme Court Rules, County Court Rules, Justices Act and Rules.
Other references to be advised.

LEGAL PROCEDURES III FIN255
A course of four hours per week for one semester.
Prerequisites: Legal Procedures II FIN254.
Syllabus: A detailed working knowledge of procedures and forms in regard to conveyancing, opening a file, arranging for search of title, letters to clients and solicitors, arranging settlement and costing out.
Other references to be advised.

LEGAL STUDIES HUM125
A course of three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisites: Nil.
Syllabus: An introduction to the sociology of law and legal systems emphasising the Australian common law pattern but with comparative studies of other systems where appropriate. Particular emphasis will be given to the development of the law as an instrument of social control and recent reforms and changes in the legal system in which reference will be made to concepts of legally enforceable social rights; the provision of legal aid and alternative legal procedures to the traditional adversary system.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LEGAL STUDIES HUM127
A course of three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisites: Legal Studies HUM125.
Syllabus: A study of some specialised areas of criminal law including crimes without victims; compensation for crimes; the unmaking of criminal law; political crimes and civil liberties; administrative sanctions and redress (e.g. ombudsmen): legal rights of law officers; concepts of deviance and crime; interpretation of criminal statistics and the role of community agencies in the treatment of offenders.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LEGAL STUDIES HUM223
A course of three hours per week for one semester (part-time): four hours per week (full-time).
Prerequisites: Legal Studies HUM125 and HUM127.
Syllabus: A detailed study of two broad areas of substantive law —
  a. the law of persons, covering personal capacity, status and responsibility (e.g. citizenship, family law, privacy), and
  b. the law of property, covering such areas as fraud, embezzlement, negotiable instruments, hire purchase and allied transactions. In each case, the possible involvement and role of the police officer will be examined.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LINEAR ALGEBRA MAT603
A course of 45 hours lectures/tutorials.
Prerequisites: Nil.
Syllabus: Introduction to numerical analysis and computational errors. Review of matrices. Elimination, iterative and relaxation methods. Relative merits of methods w.r.t. efficiency and accuracy for large systems. Special algorithms for sparse systems, including symmetric.
Computation of eigenvalues and eigenvectors: Mises' power method (dominant eigenvalue) and its extension. Eigenvalues of a real symmetric matrix. Homogeneous systems.
All methods will be illustrated by case studies involving computer usage.

LINGUISTICS AND LANGUAGE LEARNING A
GME401
Contact Hours Per Week: One hour per week for one session.
Corequisites: GME408 Teaching English as a Second Language and Teaching Community Languages A.
Syllabus: This unit includes a study of the basic structures and systems of language with particular reference to English. The course will begin with an examination of a communication model and an over-
view of the development of linguistics during the twentieth century. The main topics of the course will be phonology, morphology, syntax, semantics and discourse structure in preparation for Psychology of Second Language Learning, Methods of Teaching English as a Second Language and Community Languages.

Assessment: A linguistic analysis of the language taught in an ESL syllabus.

References:

LINGUISTICS AND LANGUAGE LEARNING B GME402

Contact Hours Per Week: One hour per week for one session.

Prerequisites: Nil.

Syllabus: This course is concerned with theories of language acquisition, types of second language learners and the varieties of strategies they use when learning a second language. Topics to be studied include first language acquisition and its relevance for second language learning in childhood; second language acquisition strategies; types of learners; bilingualism; and contrastive analysis in preparation for theoretical and practical work in error analysis.

Assessment: An error analysis of spoken or written samples of the language of ESL students and the preparation of a set of specific teaching strategies to help the students overcome their errors.

References:

LITERATURE HUM170

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: A study of prose, poetry and drama designed to illustrate relationships between literature and society between approximately 1600 and 1800. A fundamental academic aim of the course is to develop a framework of critical concepts, which may be applied in textual analysis and evaluation, undertaken in the light of the historical circumstances in which the texts were produced.

Assessment: Cumulative, by essays and tutorial papers.

References: To be advised.

LITERATURE HUM171

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: A course which looks at the development in theory and practice of literature that occurred in the 19th century. An attempt will be made to isolate some of the factors which precipitated and/or hastened this change and determined the direction it would take. In essence, this course presents a study in romantic thought and expression which existed alongside realistic approaches, especially in fiction, throughout the century. The causes of the modern movement will be explored.

Assessment: Cumulative, by essays and tutorial papers.

References: Students should be familiar with the writings of some of the following: Charles Dickens, William Wordsworth, George Elliot and Thomas Hardy.

LITERATURE HUM270

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171 or approved equivalents.

Syllabus: The Dramatist as Social Critic. Eight plays are chosen from classical Greek drama to modern drama. The aim is to encourage students to see the wider social implications of staged drama; plays grow out of, and make comment on, their particular culture. Students will be expected to develop their skills in historical and philosophical research, and will be guided to participate in reading aloud and develop theatrical skills through workshop sessions.

Assessment: Essays, research for tutorial papers, practical stagecraft and participation in an acted reading of one of the plays at the end of the semester. Teamwork is essential in the assessment.

References: To be advised.

LITERATURE HUM272

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171 or approved equivalents.

Syllabus: A course in Australian literature from the beginnings in the convict era, bush-balladists, the ‘digging’ and first settlement, through the formative period of Australian styles and themes to modern writing. Students will look at important writers from these periods, including Henry Lawson, Marcus Clarke, George Johnston, Patrick White, Judith Wright, and David Williamson. The aim is to encourage a critical appreciation of Australian literature by understanding its development historically.

Assessment: By essays, seminars, and class exercises, with a strongly theoretical and conceptual emphasis.


LITERATURE HUM274

A course of four hours per week for lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171 or approved equivalents.
Syllabus: A study of contemporary writers drawn from Australian, American, English and European literature. The aim is to introduce students to new writers, to develop independent critical awareness and to encourage creative writing by students. Writers discussed will include Ted Hughes, Thom Gunn, Sylvia Plath, Patrick White and David Williamson, with others to be specified at the beginning of the semester.

Assessment: By essays, seminars and class exercises.

References: To be advised.

LITERATURE HUM286
A course of four hours per week for one semester.
Prerequisites: HUM170 and HUM171, or approved equivalents.
Syllabus: A study of memoirs, poetry, fiction and drama of the First and Second World Wars. The study will emphasise the effects on the literature of the tensions produced by modern war on society and the individual. Writers to be studied will include W. Owen, S. Sassoon, F. M. Ford, F. Manning, E. Hemmingway, Vera Britten and others.
Assessment: Cumulative, by essays and tutorial papers.

References: To be advised.

LITERATURE HUM288
A course of four hours a week for one semester.
Prerequisites: HUM170 and HUM171 or approved equivalents.
Syllabus: A study of texts which exist as novels and films to compare ways in which authors and film directors realise their respective visions within the modes and techniques available to them. In addition a chosen film script will be compared with the novel from which it was adapted.
Assessment: Cumulative, by essays and tutorial papers.

References: BORDWELL, D. and THOMPSON, K., Film Art: An Introduction, Addison Wesley, 1980

LITERATURE AND LITERACY GGL402
Contact Hours Per Week: Three hours per week for one session.
Prerequisites: Nil.
Syllabus: This unit emphasises the various ways in which literature can be employed to develop a child's literacy. A wide range of literature will be studied and practical strategies developed from this literature to enhance the child's reading ability.
Assessment:
2. Class presentation of one activity.

References: Happily Ever After, Guide No. 3, Education Department of Victoria.
LICKTEIG, M. J., An Introduction to Children's Literature, Columbus, Ohio: Merrill, 1975.

LITERATURE AND SOCIETY — CONTINUITY AND CHANGE ALS202
Contact Hours Per Week: Three hours per week.
Prerequisite: ALS102.
Syllabus: In all these modules the aim is to see the inter-active pattern of culture and society, to consider how a tradition adjusts to change while preserving continuing elements and how a tradition may be radically altered when a change proves too momentous to be accommodated. The four modules are:
1. a study of authors, novelists, and poets whose works reflect major changes in the societies in which they were written;
2. an integrated study of drama and society;
3. key issues in society and their reflection on social attitudes, lifestyles and method.
Assessment: One major assignment per month (3,000-4,000 words) or requirement.

LOOKING IN CLASSROOMS BEA411
Contact Hours Per Week: Four hours per week for one session.
Prerequisite: BED400.
Syllabus: A study of the role of the teacher in a classroom and of his working day. Analysis of the research literature associated with classroom behaviour which will help the teacher to resolve problems of learning, teaching and student behaviour. Case studies of classrooms in action.
Assessment: Tutorial submission and project work.

LUBRICATION MEC471
A course of three hours of lectures per week for one semester.
Syllabus: Types of lubrication, properties of lubricants, lubrication theory — Navier-Stokes equation and con-

LUBRICATION MEC618
A lecture course of two hours per week in one semester and one hour per week in the next semester.

Syllabus: Lubricant types, lubricant properties, lubrication practice — water and steam turbines, gas turbines, gears and drives, hydraulic transmissions, compressors, machine tools, mobile plants, cutting oils, grease lubrication, metal rolling operations. Off-shore lubrication and lubrication in hostile environments. Seals. Fire and explosions.

Theories — (1) fluid film lubrication: Navier-Stokes and continuity equations, Reynolds equation. Solutions for two dimensional iso-viscous incompressible flow, thrust and journal bearings and cylindrical contacts. (2) boundary lubrication.

Lubricant rheology. Lubrication in production engineering. Lubrication in maintenance engineering.

M

MACHINE ANALYSIS ELE420
A course of four hours per week for one semester.


References:

MACHINE HEALTH MONITORING CHE621
A course of two hours per week for two semesters.

Prerequisite: This unit can only be studied in combination with the Applied Science Practical CHE622.

Syllabus: It is designed to provide an understanding of the operation of a wide range of scientific instrumentation which can be used to monitor the performance of machine components. The course covers the essential principles of each technique and details of the means by which data gathered in this way can be used to diagnose faults and predict impending failures. The range of instrumentation available are illustrated by the following sample: spectrometric methods of oil analysis; ferrography; electron microscopy; capacitance; temperature profiles; vibration analysis; X-ray fluorescence; viscometry; simple methods of debris analysis.

References: To be advised.

MACHINES ELE220
A course of four hours per week for one semester.


Laboratory: Experiments on transformers and rotating machines (industrial and experimental types).

Assessment: Written examination. Laboratory and assignment work.

References:

MACROECONOMICS FIN171
A course of one two-hour lecture and two hours of tutorial work per week for one semester. Tutorial work is broken down into workshop and discussion sessions.

Prerequisites: Nil.

Syllabus: Analysis of movements in and determinants of the major components of aggregate demand: consumption, investment, government, exports, imports. An evaluation of government policies and their effects on full employment, price stability and external viability in the context of the Australian economy.

All students must purchase Chisholm published student manuals.

References: To be advised.

MACROECONOMICS FIN297
A course of three hours of class work per week for one semester.

Syllabus: The nature and operation of the Australian economy with particular reference to areas relevant to mechanical engineers. Analysis of changes in and determinants of the major components of aggregate demand and consideration of government policies likely to achieve economic stability.

Assessment: Assignments and class tests.

References: To be advised.

MACROECONOMICS FIN653
A course of three class hours per week for one semester.

Syllabus: This subject is designed for students to acquire knowledge and general understanding of: the

References: To be advised.
nature and operation of the Australian economy; the changing characteristics of industry in Australia; the market characteristics of the Australian economy; the impact of government policies towards business; location theory; urban transportation and transport networks.

References: To be advised.

MANAGEMENT ACCOUNTING ACC261
This subject is conducted as a reading and research unit.
Prerequisite: Completion or concurrent study of Accounting and Finance ACC330.
Syllabus: This subject provides the student with the opportunity to study an approved specialised area of advanced management accounting of his or her own choosing as a one semester applied research project. The project may involve sectional, organisational or corporation problems for a profit or not-for-profit entity. The project should develop from an adequate theoretical base to a practical solution, thus providing a systematic, researched interface between theory and practice. However, the emphasis of the project should be upon practical application.
References: Specific to each project.

MANAGEMENT ACCOUNTING SYSTEMS ACC293
A course of four hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Nature and development of accounting; principles of methods of recording; accounting reports; effect of concepts and conventions on recording and reporting; subsidiary ledgers: debtors, creditors, inventory, fixed assets; elementary costing; job and process costing; historical and standard costing; introduction to budgeting and budgetary control; introduction to auditing.
References: To be advised.

MANAGEMENT ACCOUNTING SYSTEMS ACC294
A course of four hours per week for two semesters.
Prerequisite: A satisfactory stage of development in the course.
References:
HORNURGREN, C. T., Cost Accounting - a managerial emphasis (latest ed.), Prentice-Hall.
SEILER, R. E., Principles of Accounting - a managerial approach, Chas. E. Merril, 1967.

MANAGEMENT ACCOUNTING SYSTEMS ACC395
A course of four hours per week for two semesters.
Prerequisite: Management Accounting Systems ACC294, or Accounting and Finance ACC101 and ACC102.
Syllabus: A more advanced study of management accounting controls. Planning and control of sales, production, inventory, capital expenditure, cash flows, and income including decision models, data flows, internal reporting and human behaviour aspects. Internal control and auditing requirements including EDP auditing. Regulatory aspects of the accounting environment.
References:
Others as required.

MANAGEMENT AND PEOPLE IN ORGANISATIONS ADM113
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course gives students an understanding of the human resource aspects of retailing, and the management of people. It examines individual differences in people, the integration of people to organisations, group processes, motivation and leadership. It identifies the managerial functions of planning, organising, leading and controlling, relating these to the retail environment. It will be taught using lectures, tutorials and case work.
Preliminary reading:
References:
Text and case book to be advised.

MANAGEMENT DECISION MAKING ADM261
A course of four hours per week for one semester.
Prerequisite: Business statistics MAT161 and Organisational Behaviour and Performance ADM232.
Syllabus: This elective subject is designed to extend student awareness of the central role of decision making in managerial activities and the administration of work organisations. Simulation exercises and case study materials are utilised to develop practical skills in problem solving and use of managerial decision making techniques.
References: To be advised.

MANAGEMENT ENVIRONMENT ADM337
A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM232, and Management Decision Making ADM261.
Syllabus: This core subject within the Administration degree course has been designed to develop student sensitivity to and awareness of future problems in the management of work enterprises, in the light of current and projected work environments.
References:
From diverse sources, including current articles, texts and public affairs program.

MANAGEMENT INFORMATION SYSTEMS
EDP676
A course of four hours per week for seven weeks.
Prerequisites: Systems Development II EDP660 and Programming II EDP656.
Syllabus: Nature of information, system concepts for MIS, organisation and management theory as related to MIS, decision making, financial modelling, classical MIS, decision support systems, case studies.
Reference:

MANAGEMENT OF CHANGE ADM262
A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM122.
Syllabus: This elective subject develops and extends student awareness of practical problems in coping with and adapting to organisational change. Emphasis is placed on examining techniques for describing and anticipating change, as well as evaluating strategies for effective management of planned changes within work organisations.
References: A comprehensive list of reference materials will be provided during the first week of class. This will include a wide range of journal references, as well as resource materials from the Productivity Promotion Council of Australia.

MANAGEMENT OF PRODUCTION MEC353
A course of two hours per week for one semester.
Syllabus: The work of a manager, principles of plant location, principles of factory layout, storekeeping, principles of purchasing and raw material procurement, job standards, methods of production planning, methods of inspection and quality control, basic methods of personnel management and training, principles of business correspondence.
Assessment: Continuous assessment by assignment and test.
References:

MANAGEMENT PLANNING ACC673
A course of three hours per week for one semester.
Syllabus: The objective of this subject is to develop skills in designing and evaluating planning, control and information systems. Topics covered include divisional accounting, segment profitability; accounting for the marketing production, personnel functions and human factors in information system design, management by objectives, and use of the computer for management planning and control.
References:
Further references to be advised.

THE MANAGEMENT PROCESS ADM641
A course of three hours per week for one semester.
Prerequisites: Nil.
Topics covered include the evolution of organisation and management theory, individuals and work, groups and work, the decision making process, the organisation communication process, planning and controlling, the integration of organisational and individual needs.
References:
HAMPTON, D. R. et al., Organisational Behaviour and the Practice of Management (revised), Scott Foresman, 1978.

MANAGERIAL ACCOUNTING ACC602
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Performance evaluation techniques and costs for decision making.
References:

MANUFACTURING PROCESSES MKT386
Prerequisites: Distribution MKT346
Syllabus: The nature of manufacturing processes, including production methods, resource requirements and quality control. The interrelationship between manufacturing and marketing including production planning and scheduling.
References:

MARKETING MKT292
A course for Graphic Design degree and diploma students of two hours per week for two semesters.
**MARKETING AND RETAILING MKT134**
A course of four hours per week for one semester.

**Prerequisite:** Nil.

**Syllabus:** This course provides an understanding of marketing principles and practices in Australia and their relevance and application to retailing. It will cover the marketing concept, the development of marketing strategies, planning, the application of control and evaluation of the marketing effort, the role and evolution of retailing, and marketing in the retail industry. It will be taught using lectures, tutorials, special projects and case studies.

**References:**

**MARKETING COMMUNICATION STRATEGIES MKT628**
A course of three hours class work and three hours private assignment work for one semester.

**Prerequisite:** Marketing Theory and Practice MKT616.

**Syllabus:** Importance of promotion; role of communication in promotional strategy; elements of the promotional mix; establishing the promotional budget; promotional strategy; consumer behaviour; advertising promotion and the law; advertising and society.

**References:**

**MARKETING CONTROLLERSHIP ACC292**
A course of two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.

**Prerequisite:** Accounting and Finance ACC102, or Financial Decision Making ACC103

**Syllabus:** The subject aims to give marketers an appreciation of the financial implications of marketing decisions. Topics covered include the use of accounting information by marketers, cost-volume-profit analysis and incremental profit analysis for decision making. The relationship between marketing strategies, financial resource requirements and the cost of capital will be investigated. Responsibility accounting and management control strategies to evaluate the marketing effort will be reviewed.

**References:**

**MARKETING FINANCIAL CONTROL ACC680**
A course of three hours class contact per week for one semester.

**Prerequisite:** Nil. Students with accounting studies at the undergraduate level are advised to seek permission from the Course Leader of the Graduate Diploma in Marketing to attempt another subject in lieu of ACC680.

**Syllabus:** To enable marketing students to understand and interpret major financial and management accounting data and reports. To explain the nature and importance of planning, co-ordination and control using financial data that particularly relates to the marketing function.

**Reference:**

**MARKETING FOR FINANCIAL INSTITUTIONS FIN337**
A course of four hours class work per week.

**Syllabus:** Detailed analysis of marketing decision-making, the link between corporate planning and marketing objectives. Marketing management in practice, with particular emphasis on Australian financial organisations. The role of marketing research.

**References:**

**MARKETING FUNDAMENTALS MKT195**
A course of two hours class work per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** This subject aims to provide a knowledge of marketing practice and terminology as currently used in business. Introduction to various decisions facing the marketing executive in pricing, promotion, distribution, product policy and marketing planning.
MARKETING IN FOREIGN ENVIRONMENTS MKT634
A course of two one-hour lectures and one one-hour tutorial per week for one semester.
**Prerequisite:** Marketing Theory and Practice MKT616.
**Syllabus:** The distinctions in overseas marketing; environmental influences; marketing intelligence; marketing mix implications; export procedure. Case work will be used where appropriate.
**Reference:**

MARKETING INTERNSHIP MKT363
Four hours per week for one semester (equivalent)
**Prerequisite:** A marketing elective.
**Syllabus:** The objective of an internship is to give students first hand experience in working in business in the marketing speciality in which they expect to be employed on graduation and to integrate theory with practice. Separate internship programs are drawn up for each student.
**References:** To be advised.

MARKETING LAW FIN218
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
**Prerequisite:** Contract Law FIN111.
**Syllabus:** The focus of the course will be upon the current Trade Practices Act and an examination of the legal control of restraint of trade, monopolisation, exclusive dealing, mergers and price discrimination and the problems raised by these phenomena in the national economic context. The legislation will be discussed from the viewpoints of government, businessman and lawyer.
Legislation relating to justification of prices and consumer protection with the allied problems of product liability and techniques of marketing will also be examined.
**References:** To be advised.

MARKETING MANAGEMENT MKT311
A course of four hours work for one semester.
**Prerequisite:** Marketing Theory and Practice MKT112.
**Syllabus:** The development of appropriate market strategies and plans for a range of products, through the use of cases. This course builds on the theories explored in MKT112 and sharpens the students ability to analyse, evaluate and implement successful changes in the marketing mix. Product portfolio analysis is also examined. A theoretical grounding in sales management and promotion will be helpful to the student undertaking this unit.
**Text:**
**References:**
A number of cases available from the Chisholm Bookroom.

MARKETING MANAGEMENT MKT312
A course of four hours class work for one semester.
**Prerequisite:** Marketing Theory and Practice MKT112.
**Syllabus:** The development of corporate marketing strategies; marketing planning procedure and administration; evaluation and control in marketing planning; Australian case studies in corporate marketing planning and strategy. Concepts of product management; designing a product strategy; monitoring existing products; developing new products.
**References:**

MARKETING MODELS MKT213
Four hours per week for one semester.
**Prerequisites:** Data Processing EDP172 and Quantitative Methods in Marketing MKT113.
**Syllabus:** Creating models for decision making in marketing, information needs of decision makers, data base utilisation, solving non-routine and financial marketing problems with software packages.
**References:**

MARKETING PLANNING AND CONTROL MKT344
A course of two hours of lectures and two hours of tutorials per week for one semester.
**Prerequisite:** Marketing Theory and Practice MKT112.
**Syllabus:** The marketing planning function and types of marketing plans; the development of corporate goals and corporate marketing strategies to meet those goals; marketing planning procedures and the integration of marketing plans into corporate plans; the administration of planning; evaluation and control in marketing planning, analysis and compilation of marketing plans in practice.
**References:** To be advised.

MARKETING PRINCIPLES AND PRACTICE MKT891
A course of one and a half hours per week for one semester (for students in the Graduate Diploma in Secretarial Studies).
**Prerequisite:** Nil.
**Syllabus:** Marketing and its place in business; the role and importance of marketing research; consumer behaviour and analysis; specialised functions in marketing including distribution, promotion and pricing; practical studies demonstrating the application of marketing principles.
**References:**

MARKETING RESEARCH MKT212
A course of four hours per week for one semester.
Prerequisites: Quantitative Methods in Marketing MKT113
Syllabus: Introduction, importance to marketing, decision process, problem identification, planning and overseeing a research project, sources of information, questionnaire design, sampling, research reporting, advertising research, observation techniques, group interviews, depth interviews, managing marketing research.
References: To be advised.

MARKETING RESEARCH AND FORECASTING MKT612
A course of three hours class work per week for one semester.
Prerequisite: Statistics for Marketers MAT661.
Syllabus: Nature and scope of marketing research, methodology in marketing research, sources of information, questionnaire design, sampling techniques, interpretation and analysis of data, managing the marketing research process, forecasting, specialised areas of marketing research.
References: To be advised.

MARKETING RESEARCH PRACTICE MKT629
A course of three workshop hours per week for one semester.
Prerequisite: Marketing Research and Forecasting MKT612.
References: To be advised.

MARKETING RESEARCH TECHNIQUES MKT367
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing Theory and Practice MKT112 and Business Statistics MAT164.
Syllabus: The course aims to provide students with an understanding of tools and techniques of marketing research applicable to consumer and industrial marketing. Purposes of marketing research; planning a project; formulating the problem; marketing information systems; primary and secondary sources of information; sampling techniques; bias; data analysis; questionnaire design; attitude research; test marketing; forecasting; the research report.
References: To be advised.

MARKETING THEORY AND PRACTICE MKT112
A course of four hours per week comprising three hours of lectures and a one-hour tutorial.

Prerequisites: Nil.
Syllabus: The history of marketing and the development of the marketing concept; the analysis of marketing situations into organisation, market, competition, resources supply, regulation, pressure group and economics components; marketing strategy and public relations; tactical marketing including the product, pricing, packaging, advertising, direct mail, exhibition, sales literature, merchandising, sales promotion, selling, distribution and after sales service; organising and controlling marketing.
References: To be advised.

MARKETING THEORY AND PRACTICE MKT616/MKT671
A course of three hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The marketing concept and corporate objectives and strategies; the marketing environment; marketing decision making and problem solving; designing the marketing strategic mix; planning, controlling and evaluating the marketing effort.
References:

MATERIAL STUDIES GAE404
Contact Hours Per Week: Two, in both sessions.
Syllabus: The unit aims to give students the opportunity to experiment with new materials and techniques for the purpose of:
1. extending their own understanding and knowledge of the qualities of the materials and the ways in which they can be used;
2. evaluating the material or technique for use by children of various age groups;
3. developing their own creative ideas with the materials used for experimentation.
Assessment: Students are required to keep a diary of experiences, findings and evaluation for each area studied. Assessment will be based on a presentation folio of the actual work covered together with the diary of their findings.
References: Students will prepare their own bibliography of useful references for use in the classroom situation.

MATERIALS AND TECHNOLOGY ART130
A course of one hour laboratory workshop and one hour lecture for one semester for students undertaking the Craft Major of the Fine Art degree.
Prerequisites: Nil.
Syllabus: The subject is taught by the Department of Mechanical Engineering. It is designed to complement
the major design and workshop disciplines offered in the Craft Major by acquainting students with the fundamental nature and structure of matter. Topics include: atomic structure and its relationship to properties of metals, plastics and ceramics; survey of materials, their properties and areas of application; testing of materials — hardness, tensile, inflammability, optical properties, colour stability and acoustic properties.

**Assessment:** Laboratory assignment. Written assignment. Cumulative tests.

**References:** To be advised.

### MATERIALS AND TECHNOLOGY ART131

A course of Fine Art degree students of one hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.

**Prerequisite:** Materials and Technology ART130.

**Syllabus:** The objective of this course is to further develop the students' familiarity with the properties and behaviour of materials. Topics include: cold working and recrystallisation of metals; basic phase changes in simple two alloy systems; heat treatment of plain carbon steels — annealing, normalising, hardening, temper colours; stress analysis of simple structures.

**Assessment:** Laboratory assignment. Written assignment. Cumulative tests.

**References:** To be advised.

### MATERIALS AND TECHNOLOGY ART230

A course for Fine Art degree students of one hour laboratory workshop and one hour lecture for the semester. Teaching Department: Mechanical Engineering.

**Prerequisite:** Materials and Technology ART131.

**Syllabus:** The objective of this course is to further extend the students' understanding of the properties and behaviour of materials with particular reference to failure of materials and how these failures can be overcome by good design and correct materials selection.

Topics include: failure of materials; finishing of metal components; materials joining processes.

**Assessment:** Laboratory assignment. Written assignment. Cumulative tests.

**References:** To be advised.

### MATERIALS AND TECHNOLOGY ART231

A course for Fine Art degree students of one hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.

**Prerequisite:** Materials and Technology ART230.

**Syllabus:** The objective of this course is to extend the student's understanding of the structure and properties of materials in ceramics, glass and concrete. Topics include: properties and testing of concrete, design of concrete mixes; solidification of metals-casting processes; sand, shell investment and die casting.

**Assessment:** Laboratory assignment. Written assignment. Cumulative tests.

**References:** To be advised.

### MATERIALS SCIENCE MEC142

A course of two hours of theory per week and two hours of laboratory per month, throughout the year.


**References:**


### MATHEMATICAL METHODS MAT205

A course of three hours per week for two semesters. Credit will not be given for both this subject and Applied Mathematics MAT201.

**Prerequisite:** Mathematics MAT103/104.

**Syllabus:** The methods units of Applied Mathematics MAT201; viz: Vector field theory, Fourier series and partial differential equations, special functions, Laplace transforms, reduction formulae.

**Reference:**


### MATHEMATICAL MODELLING AND APPROXIMATIONS I MAT604

### MATHEMATICAL MODELLING AND APPROXIMATIONS II MAT609

A course of 90 hours of lectures/tutorials.

**Syllabus:**

Mathematical modelling of physical systems. Introduction. Formulation of the governing equations of problems. Approximate formulation of problems by approximation of governing equations and/or boundary conditions. The role in modelling of: dimensional analysis, similarity and non-dimensional parameters, order-of-magnitude analysis, laboratory and computer analogues.

Each of the sections above will be introduced in the context of case studies leading to the equations and systems of equations to be studied in other subjects of the course. The case studies will be taken from a wide variety of physical systems.

Approximate analytical methods which extract limited information about the general nature of the problem without actually obtaining a 'complete solution'. Graphical methods (isoclines and curvatures methods).
Phaseplane solutions. Perturbation methods. Approximate methods as a prelude to computer solutions.
The need and choice of approximating function. Taylor, minimax, rational functions.

References:

MATHEMATICS MAT103
A course of four hours per week for two semesters. Prerequisite: An HSC mathematics or equivalent.
References:
Statistics (two hours per week): Graphical techniques for describing data, probability, expectation. Particular, continuous and discrete random variables. Inference; introduction to sampling theory.
References:

MATHEMATICS MAT111
A course of five hours per week for two semesters. Prerequisite: An HSC mathematics or equivalent.
Systematic integration: by substitution, by parts, reduction formulae, numerical integration, arc length and surface area.
Partial differentiation: approximations and errors, maxima and minima, directional derivative, curve fitting by least squares.
Complex algebra: de Moivre's theorem, Euler's formula, phasors, complex mappings.
Vectors: scalar and vector products, scalar derivatives, applications. First and second order differential equations with appropriate applications.
Computer programming: Basic and ANSI FORTRAN, solution of engineering problems.
References:

References:
Statistics (two hours per week): Particular discrete and continuous distributions; sampling theory; estimation concerning means, variances, proportions; hypothesis testing; introduction to distribution-free methods; simple linear regression (emphasis given to applications in Applied Science and Engineering).
References:
CIT, Mathematics MAT131/141/151, 1982.
CIT, Basic Notes, 1982.

MATHEMATICS MAT209
This subject is designed for students who are undertaking the alternative stream in Physics. It comprises two hours per week for two semesters.

Prerequisite: Mathematics MAT103/104.

Syllabus: Second order differential equations, partial DEs, boundary conditions, solutions; SHM. Bessel and Legendre functions, Multiple integrals, line and surface integrals. Applied statistics, linear regression.

References: To be advised.

MATHEMATICS MAT211
A course of five hours per week for two semesters.

Prerequisite: Mathematics MAT111.

Syllabus: Laplace transforms; use of standard list, translation theorems, unit step and delta functions, solutions of differential equations.

Fourier series: Euler formulae, general period, half-range expansions, partial differential equations, separation of variables, Fourier series solution.

Matrices: special matrices, scalar products, eigenvalue and eigenvectors, diagonalization.

Co-ordinate geometry: plane polar coordinates, spherical and cylindrical polar coordinates.

Multiple integration: double integration using cartesian and polar co-ordinates.

Vector calculus: product of three vectors, unit tangent vectors, gradient, directional derivative, divergence and curl, line integrals, surface integrals, divergence theorem, Stokes' and Greens' theorems.

Probability and statistics: rules of probability, organization and presentation of data, use of program packages, random variable and probability distributions, expected values, special discrete and continuous distributions, sampling, confidence intervals, fitting data to models.


References:

Prerequisite: MAT209.

Syllabus: Fourier transforms and applications to solutions of partial differential equations.

Vector analysis: gradient, divergence, curl and integral theorems. Introduction to calculus of variations; derivation and application of Euler-Lagrange equation. Further application to problems involving various types of constraints.

References: To be advised.

MATHEMATICS MAT331
A course of two hours per week for two semesters.

Prerequisite: Mathematics MAT211.

Syllabus: Continuum mechanics: tensor notation, integral theorems of Gauss, Stokes and Green, analysis of stress and strain, generalised Hookes Law. Complex variable: differentiation and integration theorems, conformal mapping.

Partial differential equations: solution by separation of variables, Legendre functions, Bessel functions, boundary value problems including solution by complex mappings.

Statistics: testing goodness-of-fit of probability models to empirical data; simple and multiple linear regression including tests of significance for parameters and predicted values; Markov chains with applications to traffic flow models and storage models; estimation of extreme values; sampling procedures.

References:


MATHEMATICS MAT341
A course of four hours per week for one semester.

Prerequisite: Mathematics MAT211.

Syllabus: Cartesian tensors: summation convention, transformation laws, special tensors, basic operations, applications in electro-magnetic field theory.

General tensors: contravariant and covariant vectors, basic operations, covariant differentiation of vectors and tensors, Christoffel symbols, applications of tensors in linear network analysis.

Complex calculus: differentiability of elementary functions, Cauchy-Riemann equations, complex integrals, Cauchy's theorems, Laurent series, conformal transformations with application to solution of boundary value problems.

References:


MATHMATICS MAT351
A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT211.
Syllabus: Complex variables; differentiation and integration theorems, conformal mapping.
Statistics: linear regression analysis, hypothesis testing, use of computer subroutines and packages.
Numerical analysis: numerical solution of ordinary and partial differential equations.
References:

MATHMATICS MAT451
A course of 48 hours. This is an elective subject.
Prerequisites: A completed current Diploma of Mechanical Engineering. Before enrolment, a student's mathematical background must be discussed with the Head of Department of Mechanical Engineering.
Syllabus: A selection of the following topics will be offered: continuum mechanics; tensor notation, analysis of stress and strain, generalised Hooke's Law; viscous fluids, Lagrangian and Eulerian description, continuity, Navier Stokes equations.
The Wave Equation: applications to vibrations, tidal waves in a canal, etc.
Special functions: Fourier series in complex form; double Fourier series; Bessel functions; orthogonal curvilinear co-ordinates.
Numerical methods: finite differences, numerical quadrature, numerical solution of ordinary and partial differential equations.
Potential flow: Bernoullis theorem, irrotational motion, velocity potential and stream function, simple 2D flows, lift and drag on a cylinder with circulation.
Complex variables: differentiation and integration theorems, conformal mapping and applications.
References: To be advised.

MATHMATICS MAT651
A course of two hours per week for one semester.
Aim: To provide students with appropriate skills in mathematical modelling techniques and methods of solution of equations relevant to the application of mathematics to the physical problems of fluid flow, heat conduction and elasticity.
Syllabus: Revision of general methods of solution of ordinary and particle differential equations.
Mathematical modelling of problems in fluid flow, heat conduction, elasticity, etc.
Particular solutions of these problems for a given set of conditions corresponding to typical lubrication situations.
Dimensional analysis techniques.
References: To be advised.

MATHMATICS AND COMPUTER STUDIES SAE203
Contact Hours Per Week: Three hours per week.
Syllabus: The axiomatic method; inductive and deductive proof; consistency and independence. Properties of the number system including rationale, irrational and complex numbers. Infinite sets; countability and transfinite numbers. Structures in algebra; properties of groups, rings and fields. Boolean algebra. Symbolic logic; truth tables for common connectives; an algebra of propositions; logical equivalence; valid argument forms.
Computing and statistics; the development of probability distribution concepts and their role in hypothesis testing procedures. Testing procedures involving Z-, t-, X², and F-statistics. Extension of BASIC programming to include exercises involving common statistical calculations in data analysis, probability distributions and hypothesis testing.
Assessment: Practical assignments and class tests.
References:
MALCOLM, W. G., Number and Structure, Reed Educ., 1975.

MATHMATICS AND COMPUTER STUDIES SAE303
Contact Hours Per Week: Three hours per week.
Syllabus: Logic: construction of formal proofs using valid argument forms; proof strategy and the techniques of conditional and indirect proof.
Number theory: the number and sum of divisors of N, divisibility rules, properties of primes, linear congruences, continued fractions.
Statistics: application of statistical concepts to problems in psychology and education including parametric and non-parametric methods, correlation, linear regression and analysis of variance.
Computing: development of programming techniques to effectively assist computations associated with problems encountered in areas of number theory and statistics.
Assessment: Practical work reports and class tests.
References:

References: To be advised.

MATHEMATICS AND STATISTICS MAT122
A course of five hours per week, either full-time or part-time, for two semesters.
Prerequisite: Leaving Mathematics I, or equivalent.

References:

MATHEMATICS AND STATISTICS MAT212
A course of four hours per week for two semesters.
Prerequisite: Mathematics and Statistics MAT121, or equivalent. A student who obtained a good grade in MAT122 may be admitted, but will be required to attend an extra hour per week in the first semester.
References: To be advised.

MATHEMATICS AND STATISTICS MAT222
A course of four hours per week for two semesters.
Prerequisites: Mathematics and Statistics MAT122 or Mathematics and Statistics MAT121.
Syllabus: Inventory management, distribution theory, forecasting techniques, linear programming, simulation, dynamic programming. Considerable emphasis will be given to business and industrial applications, and the use of computer packages.
References: To be advised.

MATHEMATICS AND STATISTICS MAT321
A course of four hours per week for two semesters.
Prerequisite: Mathematics and Statistics MAT222.
Syllabus: Reliability: series, parallel, j-out-of-k, standby redundant systems; frequentist estimation of reliability; exponential model; Gamma, Weibull, other models. Numerical analysis: solution of equations; concepts of conditioning; difference operators, difference equations; numerical integration. Multi-variate data analysis: matrix algebra in regression analysis; inference about parameters and contrasts; step-wise multiple regression; practical model building; use of packages. Some of: principal component analysis, factor analysis, discriminant analysis, cluster analysis, multi-dimensional scaling. Forecasting: review of simple linear regression; growth models; exponential smoothing; autoregression, moving average models; Box Jenkins models; use of packages. Decision theory: minimax, Bayes strategies; expected value of perfect information; sensitivity analysis; application to inventory. Dynamic programming discrete deterministic problems; use of package; Markov decision process; applications to inventory. Systems measurement: measurement techniques; model building, calibration and validation; application of work in inference, design of experiments and queues to performance evaluation. Design and analysis of experiments: choice of distribution, error reduction techniques; analysis techniques.
References:


MATHEMATICS EDUCATION 1 EME107
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: This course is an integrated study of mathematics and mathematics learning in children at preschool and infant grade levels. The mathematics topics include a study of the structure of number systems; the basic properties of numbers, practical mathematics of measurement and money, properties of Euclidean space. The study of mathematics will include the application of theories of child development to curriculum planning in mathematics, remediation and diagnostic procedures and classroom.
Assessment: Tests and assignments.
References:

MATHEMATICS EDUCATION 2 EME207
Contact Hours Per Week: Two hours per week.
Prerequisite: Mathematics Education 1 EME107.
Syllabus: This course is an integrated study of mathematics and mathematics learning in children of the middle grades of the primary school. The study of mathematics learning includes the application of the theories of cognitive development concept formation and structural learning to the planning of mathematical experiences, catering for individual differences, group work, practical activities and the use of aids. The planning and preparation of lessons suitable for middle school primary.
Assessment: Tests and assignments.
References:

MATHEMATICS EDUCATION 3 EME307
Contact Hours Per Week: Two hours per week.
Prerequisite: Mathematics Education 2 EME207.
Syllabus: This course is an integrated study of the curriculum content for upper grades in the primary school and the learning patterns of children at this level. Curriculum materials and standardised tests are studied and their appropriate uses in the classroom are investigated in the context of planning mathematics learning experiences for a whole class of children.
Assessment: Tests and assignments.
References:
UNDERHILL, R., Elementary School Mathematics, Charles E. Merrill, 1981.

MEASUREMENTS AND FIELD THEORY ELE240
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Fields: Coulomb’s Law and Gauss’ Law, electric potential, Poisson’s and Laplace’s equations, capacitance and dielectrics, magnetic induction, Biot-Savart and Ampere’s Law, magnetic materials, displacement current, Maxwell’s equations in integral form.
Measurements: SI system, potentiometric methods, the oscilloscope, ammeters and voltmeters, bridge methods of impedance measurement, power measurement, the operational amplifier.
Assessment: Written examination. Laboratory and assignment work.
References:

MEASUREMENT AND INSTRUMENTATION ELE655
A course of two hours per week for one semester, including lectures, laboratory and tutorials.
Prerequisites: Nil.
Syllabus: Measurement concepts: limit and probable errors, error analysis. Process variables: transducers and transmitters for important variables such as displacement, motion, pressure, temperature, flow. Signal conditions and manipulation: amplifiers, bridge circuits; mathematical manipulation; linearisation, voltage-to-frequency; analogue-to-digital and digital-to-analogue conversion. The nature and sources of noise: accurate measurement in the presence of noise — filtering, averaging, correlation; common mode rejection; cabling — grounding, shielding, isolation, crosstalk; human factors in data display.
Assessment: Written examination. Laboratory and assignment work.
References:
BENDAT and PIERSOL, Measurement and Analysis of Random Data, Wiley.
OLIVER and CAGE, Electronic Measurement and Instrumentation, McGraw-Hill.
Analogue Devices — Non-Linear Circuits Handbook.
MECHANICAL ENGINEERING PROJECT
MEC300
A course of three hours per week of investigational work which is supervised by staff with expertise in the areas of solids, machines, materials, fluids or thermodynamics.
Prerequisite: This subject must be studied concurrently with the third subject in the relevant branch of engineering science.
Syllabus: The object of this unit is to provide a 'bridge' between the Institute and industry, by giving the student an opportunity to investigate in depth an engineering problem of current interest to industry, or to carry a large scale Institute-based investigation project to a conclusion. Students will be assessed on the basis of their performance throughout the year, and on their written and oral reports.

MECHANICS CIV102
A course of three hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisite: Nil.
Reference:

MECHANICS IND115
Three hours per week for two semesters.
Prerequisite: Nil.
Syllabus: Forces and equilibrium; concurrent forces, resolution of forces, reactions, stability, instability, redundancy, conditional equations. Truss behaviour; tension and compression, determinacy, bar count rule, unsatisfactory bar arrangements, truss analysis. Stresses and strains; definitions, Young's modulus, Poisson's ratio, Hook's law, shear modulus, stress-strain curves. Beams; stresses due to bending, moment-curvature relationship, reactions, bending moment and shear force diagrams, deflections of beams by integration, second moment of area, centroid of section. Columns; buckling phenomenon, Euler load, effective length, design formulae. Torsion; torque, stress and angle of twist in circular shafts, torque computation from power requirements.
Assessment: Class tests and formal examination at the end of the semester.
Text Book:
References:


MECHANICS IND215
Five hours per week for one semester.
Prerequisite: Nil.
Syllabus: Particle mechanics; rectilinear and curvilinear motion, analytic and graphical solutions, Newton's second law, units, free body diagrams, dynamic equilibrium, D'Alembert's principle, linear momentum, impulse impact, restitution, energy methods. Rigid body dynamics; moment of inertia, inertia torque, angular momentum and angular impulse, centre of percussion, friction, applications to screws, energy methods, mechanisms. Dynamics of machines; simple gear trains, belt drives, clutches, brakes and dynamometers, flywheels, rotational balancing, vibration.
Assessment: Class tests and formal examinations at the end of the semester.
Reference:

MECHANICS OF FLUIDS MEC270
A course of two hours of lectures per week and two hours of laboratory work per month for one semester.
Prerequisite: Satisfactory completion of the first year of the degree in Electrical Engineering.
Syllabus: Fluid properties, fluid statics and kinematics. Basic equations of flow, momentum of fluids. Flow in closed circuits. Dimensional analysis and similarity, the analysis of the experiments. Centrifugal pumps and compressors.
References:

MECHANICS OF FLUIDS MEC370
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Thermodynamics MEC260.
Syllabus: Fluid properties; fluid statics, kinematics, basic equations and instrumentation. Momentum of fluids, flow in closed conduits, boundary layer theory, wing theory, reciprocating and rotodynamic machinery, pump selection, lubrication theory, hydrodynamic bearings, externally pressurised bearings. Introduction to noise. Potential flow theory.
Laboratory Work: Instrumentation for hydraulics and for airflow. Water flow experiments; wind tunnel tests, and lubrication experiments.
References:
MECHANICS OF FLUIDS MEC470
A course of lectures and laboratory work of four hours per week for one semester.
Prerequisites: As prescribed under Progression Through the Course.
References:

MECHANICS OF MACHINES MEC120
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisites: As prescribed under Standards of Admission to first year.
Syllabus: Kinematics of particles; rectilinear and curvilinear motion-analytical and graphic solutions. Kinetics of particles; Newton's second law, units, concept of dynamic equilibrium, concept of free body diagrams, uniform acceleration. Kinematics and kinetics of rigid bodies; moment of inertia, mechanisms, velocity diagrams, instantaneous centre method, external forces. Linear and angular momentum of particles and rigid bodies, impulse and impact, centre of percussion. Friction; laws of dry friction, applications, including screws. Energy, work and power.
Laboratory Work: Laboratory work must be completed satisfactorily before candidates will be allowed to sit for the final examination.
References:

MECHANICS OF MACHINES MEC220
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Machines MEC120.
Laboratory Work: Laboratory work must be completed satisfactorily before candidates will be allowed to sit for the examination.
References:

MECHANICS OF MACHINES MEC320
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Machines MEC220.
Syllabus: Kinematics, acceleration diagrams, inertia effects in mechanisms; gyroscopic couple and stabilisation, balancing of rotating and reciprocating masses; vibration of single degree-of-freedom systems, introduction to two degree-of-freedom systems; introduction to digital control elements and systems.
Laboratory Work: Such work must be completed satisfactorily before candidates will be allowed to sit for the final examination.
References:

MECHANICS OF MACHINES MEC420
A course of four hours of lectures per week for one semester.
Prerequisites: As prescribed under Progression Through the Course.
References:
MECHANICS OF SOLIDS CIV207
A course of four hours per week of lectures, tutorials and laboratory work, for two semesters.

Prerequisites: Nil.


Assessment: To be based on examinations at the end of each semester.

Reference:

MECHANICS OF SOLIDS MEC130
A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.

Prerequisites: As prescribed under Admission Requirements to first year.

Syllabus: External force systems; plane statics, free body diagrams, light plane frames, heavy frames, simple three-dimensional force systems. Internal forces in beams and shafts; thrust, shearing force, bending moment, twisting moment. Analysis of stress and strain; load-deflection relationships, relationship between stress and strain, elastic constants, strain energy. Application of Strength of Materials Theory: thin walled pressure vessels, simple connections (riveted and welded), compound bars, thermal strain, bending of beams, deflection of beams (Moment Area Method), eccentric loading of the rods and short struts, torsion of circular shafts.

References:

MECHANICS OF SOLIDS MEC230
A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.

Prerequisite: Mechanics of Solids MEC130.


References:

MECHANICS OF SOLIDS MEC330
A course of four one-hour lectures per week and two hours of laboratory work per fortnight for one semester.

Prerequisite: Mechanics of Solids MEC230.


References:

MECHANICS OF SOLIDS MEC430
A course of three one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.

Prerequisites: As prescribed under Progression Through the Course.


References:
TODD, J. D., Structural Theory and Analysis, Macmillan.

MEDICAL TERMINOLOGY ADM275
A course of three hours per week for one semester.

Prerequisite: Biological Sciences ADM172.

Syllabus: Introduction to medical terminology, anatomical terminology — cells and tissues; planes and surfaces. The body as a whole. The skin and breast. Musculoskeletal system. Cardiovascular system. Res-
piratory system. In all units both medical and surgical procedures will be covered with common diagnostic tests (Pathology and Radiology).

**Assessment:** Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

**Text:**

**References:**
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorlands Pocket Medical Dictionary.

**MEDICAL TERMINOLOGY ADM276**
A course of three hours per week for one semester.

**Prerequisite:** Medical Terminology ADM275.

**Syllabus:** Haemic and lymphatic systems. Digestive system. Endocrine system. Urinary system. Obstetrics and gynaecology. Central nervous system — psychiatric terminology. Organs of Special Sense.

In all units, both medical and surgical procedures will be covered with common diagnostic testing (Pathology and Radiology). Medical Terminology will be reinforced in Private Secretarial Practice ADM274.

**Assessment:** Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

**Text:**

**References:**
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorlands Pocket Medical Dictionary.

**METAL CRAFTS GAE414**

**Contact Hours Per Week:** Four hours per week.

**Prerequisite:** Metalcraft studies at third year level.

**Syllabus:** Students are expected to develop the various metal techniques studied in previous years into a more complex, refined and personal form of expression. The emphasis will be placed on the aesthetic and functional aspects of the design.

Students will be involved in experimental work and in learning advanced skills. They will be encouraged to experiment with materials which are typical of our times. The concept of jewellery as a phenomenon and the urge for personal adornment of the human body is of special interest for study.

**Assessment:** Each student is required to submit:

1. a review of the work of a well known Australian jewellery artist/craftsman;
2. a series of design developments directed towards one major piece of jewellery.

**Reference:**

**METAL CRAFTS GAE424**

**Contact Hours Per Week:** Two hours per week.

**Prerequisites:** Nil.

**Syllabus:** The unit will cover basic techniques such as cutting, shaping, joining and gravity casting, using various metals including copper, brass and silver. Students will be encouraged to incorporate other materials into their designs.

**Assessment:** Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

**Reference:**

**METAL FABRICATION CER310**

A course of three hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** This study is designed for students who are specialising in concrete studies. It will give them a knowledge of the cutting, forming and fabrication of metal. Students will be made aware of the properties of various metals and alloys, but metallurgy will not be treated in depth. An introduction to sheet-metal work, welding, blacksmithing and foundry studies will be taught and demonstrated by trade instructors. The workshop sessions will be augmented by visits to foundries and relevant toolmaking and engineering workshops. Metal Fabrication will not be taken as a subject in isolation.

**Assessment:** There will be a written examination at the end of the semester.

**METAL STUDIES CER319**

An elective for Ceramic Design degree students to be taken for three hours per week.

**Prerequisites:** Nil.

**Syllabus:** This subject is designed for students who wish to extend their artistic experience into a further three-dimensional study which has strong possibilities for relationship with the main study areas of glass and clay. Students will be encouraged to explore the subject for its particular qualities, but in addition they will be required to produce some work in metal which will extend the design possibilities for making pieces in their main study.

**Assessment:** There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

**METAL STUDIES CER446**

A further development of Metal Studies CER319 to be taken for three hours per week. Students will be introduced to a broader range of materials and processes.

**Prerequisite:** Metal Studies CER319.

**Syllabus:** Students may elect to study in one or more of the following processes:
Mechanical methods of forming; use of spinning lathe, safety aspects, imitation of shapes available for lathe use, methods of manufacturing lathe forms and single piece and multiple piece forms, formulae for developing metal blanks, spinning technique.

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Hand methods of forming; correct tool handling, types of stakes both steel and lead filled, types of hammers both high raising and planishing. Scope of handmade forms.


Etching; safety precautions, ground for etching, acids and metals suited to each other. Enamelling: Cloisonne, Champleve, Plique a jour; safety aspects, enamelling techniques and limitations. Metal fabrication; riveting, screwing and welding; electric, gas and spot. Wherever possible, Metal Studies is to work as an adjunct to Ceramic Design Theory and Practice.

MICROCOMPUTER TECHNOLOGY EDP150
A course of one hour of lecture and two hours of practical work per week for one semester. 
**Prerequisite:** HSC Physics or equivalent.

**Syllabus:** Elementary logic circuits and their interface to a microcomputer will be examined. Programs will be written to control simple devices attached to a microcomputer.

Constraints imposed on software design will be examined along with programming methods to handle interrupts and multitasking applications.

**References:**

Manufacturers handbooks as required.

MICROECONOMICS FIN271
A course of four hours per week for one semester. 
**Prerequisites:** Nil.

**Syllabus:** A detailed look at the inputs for decision making in respect to pricing and output by business firms in the Australian economy. An emphasis on those aspects of traditional economic theory that have applicability in the business world today. An evaluation of the operation of business in firms within the four main sectors of the Australian economy.

**References:** To be advised.

MIGRANTS IN SOCIETY GME410
**Contact Hours Per Week:** Three hours per week for one session.

**Prerequisites:** Nil.

**Syllabus:** A study of immigrants in the economic structure of Australian society and associated social issues. Topics will include immigration policies; the economic impact of immigration; migrants and the workforce; consumption and economic behaviour of migrant groups; location patterns and economic mobility of immigrants; government and welfare agencies for immigrants; immigrant women, immigrants in politics and trade unions; ethnic press, radio and television; provision of English language education; impact of immigration on urban schools.

**Assessment:** One paper on current issues in migrant studies, 2,000-2,500 words. One paper on the economic location of immigrants, 1,500 words. A report on a school with a very significant immigrant population, 1,500 words.

**References:**

MILESTONES IN CONTEMPORARY SCIENCE PHY228
A course of four hours per week for one semester, consisting of lectures, tutorials and seminars for general studies and business students.

A course of two hours per week for two semesters, consisting of lectures, tutorials and seminars for Applied Science/Engineering students.

**Prerequisites:** Nil.

**Syllabus:** An overview of the process of science via readings in some milestones in contemporary science, e.g. the Nobel Awards. Also to examine the social and economic implications of science on contemporary society and vice versa. Scientists as human beings and debates on the social responsibilities of scientists. The course is to be learner-orientated rather than instructor-orientated. Students will be allowed a reasonable amount of freedom in the choice of topics for assignment work.

**Assessment:** Written assignments, oral presentation and class participation.

**References:** To be advised.

MODELLING AND MOULDMAKING CER116
A course of three hours per week for one semester. 
**Prerequisites:** Nil.

**Syllabus:** This subject will give students an understanding of the processes used in the production of ceramics. Skills in modelling and mouldmaking will be developed by a series of exercises and experiences. The techniques acquired will be used in studio pottery and in the preparation of mould work associated with concrete and glass studies.

**Assessment:** Cumulative assessment of the work by the lecturer in charge of the subject.

MODERN COMPUTER SYSTEMS EDP302
A course of four hours of lectures per week for two semesters.
Prerequisites: Systems EDP201, Computer Programming EDP200.


References: Manufacturers’ manuals as required.

MONETARY THEORY FIN233
A course of four hours per week for one semester.

Prerequisites: Money and Capital Markets FIN231 and Commercial Banking and Finance FIN240.

Syllabus: The nature of money in the economic system, theories of supply of a demand for money. Other topics include: the transmission mechanism, the monetary approach to inflation and the balance of payments, the formation table and the monetary influence of non-banking financial intermediaries.

References: To be advised.

MONEY AND CAPITAL MARKETS FIN231
A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: The purpose of the unit is to provide students with a sound working knowledge of the Australian financial system primarily in terms of a sectoral analysis of financial flows in the economy, the range and nature of financial institutions which facilitate funds flows, the determination of interest rates and the sources and types of business finance.

References:

MULTICULTURAL CURRICULUM DEVELOPMENT GME411
Contact Hours Per Week: Two hours per week in the final session.

Prerequisites: GME401, GME402, GME403, GME404, GME405, GME406, GME407, GME408, GME412.

Syllabus: This unit promotes the integration of the knowledge and skills acquired throughout the course with the purpose of applying them to school programs designed for children living in a multicultural/multilingual society. Further skills development in (1) promoting communication with colleagues, parents and the school’s community, and (2) using interpreters and translators. The design of multicultural curricula for use in primary and post-primary schools emphasising the value and importance of the immigrant child’s language and culture.

Assessment: The production, implementation and evaluation of a curriculum unit.

References:
BULLIVANT, B. M., Race, Ethnicity and Curriculum, South Melbourne: Macmillan, 1981.

MULTICULTURAL EDUCATION BEA432
Contact Hours Per Week: Four hours per week for one session.

Prerequisite: BED400.

Syllabus: To understand the children one now teaches and may teach in the future, a full understanding of their cultural backgrounds and social needs is of the utmost importance. The major part of the course will focus on ethnic communities and their needs, the study of international migration, rural to urban migration and the subsequent effects of urbanization, mental health and migration. The course will also consider certain other sub-cultures that are growing in importance and in making their individual needs known — such cultures of the economically and culturally disadvantaged, single parents, cultures women, etc.

Assessment: A seminar paper; case study and annotated bibliography.

References:

MURAL DESIGN ART163
A course of three hours per week for two semesters.

Prerequisites: Nil.

Syllabus: The main aim of the mural studies area is to give students a knowledge of design in architectural environments and to deepen such knowledge over three years of study through practical application. To this end students are first introduced to the manipulation and analysis of a wide range of materials including wood, metal, plastic, glass and fibres. Since manual skills are to be developed, co-ordination of design and manufacture is emphasised.

Following a series of small-scale problem-solving exercises involving flat surfaces, collages, relief surfaces and three-dimensional objects, students are required to execute one major project which will express an understanding of the potential qualities of the materials employed and include such design factors as harmony and unity. Each exercise, and the major project, should be supported with working drawings, renderings and/or models.

Assessment: Progressive assessment of folio throughout the year together with the major study.
MURAL DESIGN ART263
A course of three hours per week for two semesters. 
Prerequisites: Nil.
Syllabus: The main aim during this year of study is to design projects which are closely related to an architectural or natural environment (actual situations) and are executed in a manner suitable for commissioned work. A number of topics, work situations and methods of solving particular problems are discussed and students execute one mural in a technique of their own choice (welding, resincasting, woodcarving, graffiti — emulsion, painting, etc.). Progressive stages of work are discussed individually with the lecturers concerned. All final projects are accompanied by folios of work showing the total development of the respective murals over the year. 
Assessment: As for Mural Design ART163.

MURAL DESIGN ART363
A course of three hours per week for two semesters. 
Prerequisites: Nil.
Syllabus: During this last year of study, students are encouraged to develop their own work program and working discipline, which should lead to great artistic independence and maturity. At the end of the academic year, every student is required to submit one completed mural project — including notes and information of research done, contacts with industry, and all relevant data supporting the final mural design which is based on the student's particular line of development, and which must also be designed for a specific purpose. The difference between second and third year achievements is one of quality of execution and depth of studies completed.
Tutorials and discussions between lecturers and individual students in regard to design and technical problems is the basis for assessing satisfactory progress rate during the year. A minimum standard is measured by the student's ability to work independently, the maturity of his work, industry shown and research undertaken.
Assessment: As for Mural Design ART163.

MUSIC AND MOVEMENT GMT404
Contact Hours Per Week: Two hours per week, both sessions.
Prerequisites: Nil.
Syllabus: This unit aims: to increase the students' auditory discrimination; to acquaint students with the elements of music through a movement program; to develop the students' ability to improvise on percussion and keyboard instruments; to acquaint students with basic choreographic designing; to increase the students' music repertoire.
Assessment: 
1. Practical Test — the demonstration of the understanding of the elements of music through creative movement.
2. Practical Test — improvisation for movement activities.
3. Group Practical Test — performance of a selected musical work.

4. Essay — approximately 2,000 words on an aspect of creative movement.

References:

MUSIC EDUCATION EMU310
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Assessment: Assignments.
References:

MUSIC IN THERAPY GMT407
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: This unit aims to familiarise students with current procedures and techniques in the use of music in therapy, and to study research in the field.
Areas of study will include:
1. music therapy in practice (appropriate activities to meet the specific needs of patient populations; behavioural objectives and evaluation procedures);
2. group dynamics (the function of the leader in a group situation; creative activities for groups);
3. the history and development of the therapeutic use of music;
4. current literature and reports on the subject;
5. planning and structure of a music therapy program.
Assessment:
1. Minor assignment on preparation of a remedial or therapeutic program of music for a specific case.
2. Examination — 1½ hours.
References:
BRIGHT, R., Music in Geriatric Care, Sydney: Angus and Robertson, 1972.
NETWORK ANALYSIS ELE201
A course of four hours per week for one semester.
Prerequisites: Nil.
Laboratory: Experiments of an investigative nature related to the topics of the course.
Assessment: Written examination. Laboratory assignment.
References: 

NETWORK SYNTHESIS ELE400
A course of four hours per week for one semester.
Prerequisites: Nil.
Assessment: Written examination. Laboratory and assignment work.
Prescribed Texts: 

NEW DIRECTIONS IN THE MODERN WORLD
ALS301
Contact Hours Per Week: Three hours per week.
Prerequisite: ALS201 or ALS202.
Syllabus: The aim of this program is to stress the close relationship that exists between the culture of western society and the other aspects of the civilization that produces it. A significant portion of the unit is treated as an integrated whole, using such general social concepts as Violence, Mysticism, Revolution and Religion. A brief introduction to the social background of each of these concepts leads on to discussion of their literary, artistic and musical manifestations or reflections. The remaining and larger portion of the unit then allows students to pursue in greater depth an area of interest in one of the four strands: Art, Literature, Music, Film.
Assessment: one research paper involving core study, 40 per cent; one essay (3,000 words) or equivalent (e.g. Practical Work), 30 per cent; one class test or equivalent (e.g. Practical Work), 30 per cent.
References: 
BORDWELL, D. and THOMSON, K., Film Art: An Introduction, Wisconsin, Addison-Wesley, 1980.
References for Music and Visual Arts specialisms to be given in class.

NON-LINEAR SYSTEMS AND NUMERICAL CALCULUS MAT605
A course of 45 hours lectures/tutorials.
Prerequisites: Nil.
References: 
Numerical differentiation: difference operators; interpolation formulae; derivation and order of accuracy of finite difference analogues for various order derivatives; Richardson extrapolation.
Numerical quadrature (continuous and discrete integrands): derivation and error estimates of quadrature formulae (general and composite Newton-Cotes); Romberg quadrature; Gaussian quadrature; ill-behaved integrands.
References: 
GERALD, C. F., Applied Numerical Analysis.

NUMERICAL ANALYSIS CIV607
A course of lectures and tutorial work of two hours per week.
Prerequisites: Nil.
Eigenvalue solutions; vector iteration including deflation, transformation methods (Jacobi and Householder), polynomial iteration including simplified approximations.
Finite differences; forward, backward and central differences, error terms interpolation, extrapolation, solution of DEs, initial and boundary value problems.
References: 
NUMERICAL ANALYSIS AND COMPUTATION TECHNIQUES MAT652

A course of one hour per week for one semester.

**Aim:** To introduce students to some of the techniques that are used in obtaining useful analytical data about the performance of various types of bearings and in other tribological situations.

**Prerequisites:** Nil.


**References:** To be advised.

NUMERICAL MATHEMATICS MAT622

An elective in the Graduate Diploma of Data Processing.

A course of four hours per week for seven weeks.

**Syllabus:** Numerical solutions using digital computers, including: solution of linear equations; zeros of non-linear functions; numerical integration; approximation of functions; differential equations; errors. Use of FORTRAN programs and standard packages. Case studies of real-world applications will be undertaken.

OFFICE ADMINISTRATION ADM237

A course of four hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Evaluation of administrative techniques with emphasis on effective supervision; clerical methods improvement, establishment of work standards and an appreciation of work simplification; objectives of office planning and layout; principles of forms and design and records control. Selection and maintenance of office equipment; understanding and appreciation of functions and operation of office equipment.

**Assessment:** Based on class tests and assignments.

**References:**

OFFICE MANAGEMENT ADM247

A course of four hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** To provide an introduction to the functions and problems of the modern business office with the emphasis on principles of office administration and control; processing, communicating and storing data, and the evaluation of administrative techniques.

**Assessment:** Assessment will be progressive through assignments, case studies and final examination.

**References:**

OPERATING SYSTEM SOFTWARE ELE658

A course of two hours per week for one semester, including lectures, laboratory and tutorials.

**Prerequisites:** Nil.

**Syllabus:** Computer software for process control: historical problems in software design, structured coding, top-down design, structured systems analysis and design, process languages functions and characteristics of an operating system; concurrent processes, communication between processes, semaphores. System nucleus, hardware, interrupt handler, priority, dispatching. Input-output handling. Filing. Resource allocation and scheduling. Protection. Reliability.

**Assessment:** Written examination. Laboratory and assignment work.

**References:**
OPERATING SYSTEMS AND ASSEMBLER
EDP654
A course of four hours for seven weeks.
Prerequisite: Programming I EDP652.
References: Manufacturers’ manuals as required.

OPERATIONS MANAGEMENT EDP612
Two hours per week for one semester.
Prerequisites: Nil.
References:
AUERBACK PUBLISHERS INC., Computer System Performance Measurement.

ORIENTATION PROGRAM GOS401
Contact Hours Per Week: Five day residential camp at Portsea Annexe.
Prerequisites: Nil.
Syllabus: An introduction to environmental issues, environmental perception, moving through the environment and management. Emphasis on practical participation.
Assessment: Satisfactory participation in all aspects of the program.
References: Nil.

ORGANISATION AND MANAGEMENT OF EDUCATION UNIT B BEB441
Contact Hours Per Week: Four hours per week for one session.
Prerequisites: BEA441.
Syllabus: The content of this unit is an extension of Unit A. Apart from a core study of the administrative problems raised by “the difficult teacher,” topics will be chosen from the following: accountability of schools, assessment of teachers, interpersonal relationships in the school, innovation, resistance to change factors and morale.
Assessment: Two assignments plus a test.
References:

ORGANISATIONAL BEHAVIOUR AND MANAGEMENT ADM621
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject is concerned with the nature of formal organisations, and administrative factors affecting their performance. Leading theories of organisation will be reviewed, the influence of behavioural, technological and environmental variables examined, and the role of the manager analysed and discussed.
Reference:

ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM122
A course of two one-hour lectures and one two-hour tutorial per week for one semester.
Prerequisites: Nil.
Syllabus: This subject is about what happens in organisations. The initial viewpoint is from that of the individual. How do we learn? What do we see? Is what we see reality, or only what we want to see? What motivates us? Is what motivates us the same or similar to that which motivates others? Most of our working lives are spent in some form of group relationship. What causes some groups to be effective and others less effective?
Text:
References: To be advised.

ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM222
A course of two one-hour lectures and one two-hour tutorial per week for one semester.
Prerequisites: This subject has no prerequisite and is a core subject for diploma students.
Syllabus: This subject deals with the individual in the organisation with an emphasis on the relationships between the individual and different types of organisation. Relationships between the individual and the
group are examined both from an individual and group viewpoint. Consideration is also given to motivation and perception.

References:

**ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM223**

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

**Syllabus:** This subject develops the concepts, skills and knowledge developed in the previous subject (ADM222) dealing with group cohesion, group conflict/resolution, and the problems of leadership within a changing environment. A number of elective topics including worker participation and job enrichment are covered depending on student demand.

References:

**ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM232**

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

**Prerequisite:** Organisational Behaviour and Performance ADM122 should normally be completed before this unit is taken.

**Syllabus:** This unit continues directly on from ADM122 and is continuous from a learning viewpoint. The subject examines groups dealing with individual and group response to leadership. Power, is it a factor in relationships within an organisation? What impact does the technical system have upon behaviour? Management and decision making. Organisation conflict. Organisation change and contingency management.

Text:

References: To be advised.

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**P/L1 PROGRAMMING EDP885**

A course of four hours per week for seven weeks.

**Prerequisites:** Operating Systems and Assembler EDP654 and Programming II EDP656.

**Syllabus:** The P/L1 programming language. Characteristics of the language; syntax; sample program study; suggested use in implementing structured program designs; coding techniques; debugging techniques.

References: Manufacturers' manuals as required.

**PAINTING ART151/ART152**

**ART151** Twelve hours per week for two semesters.

**ART152** Six hours per week for two semesters.

**Prerequisites:** TOP, HSC or equivalent, together with the approval of the selection panel.

**Syllabus:** Studio Practice comprises a sequential development throughout the year which deals with basic problems concerned with colour, design, surface, space and form. Projects are planned so that they provide a foundation of skills for the following years.

**Assessment:** Progressively by the assessment panel during the year.

**PAINTING ART164 (Elective)**

A course of three hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** During this year the emphasis is on the acquisition of the basic skills related to painting, for example, the understanding of acrylic and oil paints and the preparation of grounds and supports. To achieve these skills various projects including head and figure studies, analysis of colour, design, form, and space are pursued. This course is designed to relate closely to concepts in the major study area and broaden the student's concepts relating to that area.

**Assessment:** Progressively by the assessment panel during the year.

**PAINTING ART169**

A course for first year Bachelor of Arts (Fine Art) students of 12 hours per week for two semesters.

**Prerequisite:** HSC, TOP or equivalent, including an interview with folio.

**Syllabus:** Studio practice comprises a sequential development throughout the year which deals with basic problems concerned with colour, design, surface, space and form. Various projects including head and figure painting and colour studies are planned to provide a foundation of skills for the following years. Material studies will be an integral part of this course.

**Assessment:** Progressively by the assessment panel during the year.

**PAINTING ART170**

A course for first year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.

**Prerequisite:** HSC, TOP or equivalent, including an interview with folio.

**Syllabus:** As with the 12 hour major study, this course will be concerned with the acquisition of basic skills relating to painting. To achieve these skills, various projects including head and figure painting, analysis of colour, design, form and space will be studied.

**Assessment:** Progressively by the assessment panel during the year.
PAINTING ART209
A course for second year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters. 
Prerequisite: First year major study or equivalent. 
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. A considerable proportion of this course will be devoted to the study and investigation of the formal aspects of figure painting, object painting, subject painting and abstraction. 
Assessment: Progressively by the assessment panel during the year.

PAINTING ART210
A course for second year Bachelor of Arts (Fine Art) students of 12 hours per week for two semesters. 
Prerequisite: First year major study or equivalent. 
Syllabus: This course will be taken in conjunction with a sub major in printmaking, sculpture or theory. Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. 
Assessment: Progressively by the assessment panel during the year.

PAINTING ART251/ART252
ART251 Twelve hours per week for two semesters.
ART252 Six hours per week for two semesters. 
Prerequisites: Painting ART151, ART152 or equivalent. 
Syllabus: Studio Practice is concerned with the application and extension of knowledge acquired in first year painting, together with a structured program of studies. 
Assessment: Progressively by the assessment panel during the year.

PAINTING ART264 (Elective)
A course of three hours per week for two semesters. 
Prerequisite: Painting ART164. 
Syllabus: As in first year painting there is an emphasis on fundamental disciplines in relation to colour and compositions. Further studies are made of traditional and contemporary methods of painting through projects that involve spatial and surface tensions and the analysis of line and tone. 
Assessment: As for Painting ART164 (Elective).

PAINTING ART287
A course for second year Bachelor of Arts (Fine Art) students of six hours per week for two semesters. 
Prerequisite: First year sub major study or equivalent. 
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. It is envisaged that at this level students will be encouraged to develop a relationship between this course and their major study course. 
Assessment: Progressively by the assessment panel during the year.

PAINTING ART300
A course of study for third year Bachelor of Arts (Fine Art) students of six hours per week for two semesters. 
Prerequisite: Second year sub major study or equivalent. 
Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach to painting. This individuality is encouraged at all stages during the year and relates closely to the development of the student in their major study. 
Assessment: Final folio assessed by examination panel at the end of semester two.

PAINTING ART327
A course of study for third year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters. 
Prerequisite: Second year major study or equivalent. 
Syllabus: This course is the culmination of the previous two years of study. At all stages through the year individual development is encouraged. In discussion with lecturers students may feel their development needs reinforcing by the study of figure, landscape, still life or abstraction. Opportunities to work in many such areas are constantly available. 
Assessment: Final folio assessed by the examination panel at the end of semester two.

PAINTING ART328
A course of study for third year Bachelor of Arts (Fine Art) students of 12 hours per week for two semesters. 
Prerequisite: Second year major study or equivalent. 
Syllabus: At all stages throughout the year individual development is related to the experience the student has been faced with in previous years of the course. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, landscape, still life or abstraction. Opportunities for work in many such areas are constantly available. 
Assessment: Final folio assessed by the examination panel at the end of semester two.

PAINTING ART351/ART352
ART351 Twelve hours per week for two semesters. 
ART352 Six hours per week for two semesters. 
Prerequisites: Painting ART251, ART252 or equivalent. 
Syllabus: Third year painting is the culmination of the previous two years of study. At all stages through the year individual development is encouraged. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, landscape, still life or abstraction. Opportunities for work in many such areas are constantly available. 
Assessment: Diploma folio assessed by the examination panel progressively and at the end of the second semester.

PAINTING ART384 (Elective)
A course of three hours per week for two semesters. 
Prerequisite: Painting ART264. 
Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more
individual approach to painting. This individuality is encouraged at all stages during the year and relates closely to the development of the student in their major study area.

Assessment: Progressively by the assessment panel during the year.

**PAINTING GAE415**

*Contact Hours Per Week:* Four hours per week.

*Prerequisite:** Painting studies at third year level.

*Syllabus:* Each student will be expected to develop his/her painting through selection of a particular mode of expression towards an individual student. Gallery visits and discussion of works will form an important part of the subject.

*Assessment:* The student prepares an exhibition of paintings and a folio of related drawings and preparatory works. A research thesis of about 3,000 words related to a specific area of painting will accompany the work.

*References:*


**PAINTING GAE425**

*Contact Hours Per Week:* Two hours per week.

*Prerequisite:* Nil.

*Syllabus:* The unit introduces the student to three painting methods: water colour, oil painting, acrylic painting. Students will be expected to develop an understanding of the requirements of each painting technique through: preparation of support; introduction to pigments; application methods; studio practice.

*Assessment:* Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

*Reference:*


**PARTIAL DIFFERENTIAL EQUATIONS MAT607**

*A course of 45 hours of lectures/tutorials.*

*Prerequisite:* Nil.


*References:*


**PAVEMENT DESIGN CIV576**

*A course of lectures and discussion sessions of one hour per week.*

*Prerequisite:* Nil.


*Assessment:* To be based on a series of submitted assessments throughout the semester.

*References:*

Australian Asphalt Paving Association, ARRB, Cement and Concrete Association, NAASRA, and SRA publications to be advised during the course.


**PERSONNEL ADMINISTRATION ADM266**

*A course of four hours per week for one semester.*

*Prerequisite:* Organisational Behaviour and Performance ADM231 and Organisational Behaviour and Performance ADM232.


*References:* To be advised in the first week of classes.


**PERSONNEL ADMINISTRATION ADM613**

*Three hours per week for one semester.*

*Prerequisite:* Nil.

*Syllabus:* Personnel management: defined and analysed, history, aims, major functions, personnel departments — traditional roles and areas of specialisation. Employment process: recruitment and selection — strategies and techniques, termination, law of employment.

Contemporary problems and trends.
Assessment: By assignments.
References:

PERSONNEL FUNCTION ADM622
A course of one and a half hours per week for one semester (for students in the Graduate Diploma in Secretarial Studies).
Prerequisites: Nil.
Syllabus: Students will be introduced to a range of personnel practices and techniques including manpower planning, recruitment, selection and assessment; compensation schemes; training and development, and industrial relations. Emphasis will be placed throughout on contemporary issues and developments in personnel management.
References:

PHILOSOPHY HUM151
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: The aim of the subject is to provide an introduction to philosophy in general and to the philosophy of religion in particular. This is attempted by an appraisal of logical methods of examining high level and complex arguments and by analysing some of the arguments and clarifying some of the concepts used in religious talk.
If the subject is successful, students will have increased their capacity to get to grips with tricky logical problems and will have kindled an imaginative insight into some of the intellectual, spiritual and emotional needs of most of mankind.
Assessment: Continuous throughout the semester. There will be two compulsory tests in addition to essay and tutorial work. An examination may be held at the discretion of the lecturer.
References: To be advised.

PHOTOGRAPHIC DESIGN GRA389
A course for diploma students of three hours per week for two semesters.
Prerequisites: Satisfactory completion of second year in Graphic Design Studies.
Syllabus: Projects are selected for students within the areas of advertising, publication or film-TV-graphics and relate to specific problems of visual communication. This course also includes a study of colour, light and optics as related to the technologies of print and film.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

PHOTOGRAPHY ART161
A course of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: This basic unit is designed to introduce students to the disciplines necessary for photography. Photographic theory and practice in darkroom and studio situations is pursued; for example, the elementary theory of photography and optics, sensitometry, basic chemistry, camera technique and processing. A study of photographic concept of image and structure enables the technique to support the creative process.
Assessment: Progressive assessment of work throughout the year, together with the major study.

References: To be advised.

A course of three hours per week for two semesters.
Prerequisite: Photography ART161 or equivalent.
Syllabus: Further development of perceptual skills unique to photography. Exploration of lighting and space as defined and revealed through different lenses. More emphasis is placed on technique; for example, the sensitisation of various supports and photographic derivative techniques.
Assessment: Progressive assessment of work throughout the year, together with the major study.

References: To be advised.

PHOTOGRAPHY CER317
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that students will be taught photographic recording skills. Where possible, subject matter will be selected from students' main areas of interest. Technical aspects of photography will be taught only as a means of achieving the stated aims. The theoretical studies will be of a more elementary nature related to the immediate needs of students.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

References: To be advised.

PHYSICAL ASTRONOMY PHY226
A course of three hours per week for two semesters.
Prerequisites: To have attempted the first year of the Applied Science multidiscipline course. This subject is a half point elective of interest to all science students and especially to prospective teachers. It is available to multidiscipline students in degree and diploma courses. The course includes the use of telescopes and the planetarium.
Syllabus: Basic concepts of astronomy, including use of star charts and catalogues; theory of space, time, matter and gravitation; measurement techniques, telescopes, detectors, instrumentation; the space program; Earth and the solar system; solar and stellar astronomy including stellar evolution, gravitational collapse, novae, pulsars, black holes; galaxies; quasars; cosmology.

PHYSICAL DISTRIBUTION MKT641
A course of three class contact hours per week for one semester.
Prerequisite: Business Statistics MAT661 or equivalent.
Syllabus: Australian business logistics, marketing/distribution interface, marketing distribution channels, transportation elements, transportation management, warehousing management, inventory management, packaging, containerisation, material handling.
References:

Assessment: Progressive assessment of work throughout the year, together with the major study.
References: To be advised.

PHOTOGRAPHY CER444
A further development of Photography CER317 to be taken for three hours per week. Students will be encouraged to use photography in a creative way and to seek possible applications to image development and decoration which will support their main study.
Prerequisite: Photography CER317.
Syllabus: This subject will be taught in a one hour lecture and demonstration class followed by a two hour practical studio and darkroom session. It will involve the further explanation of principles of photography, sensitised materials, mechanical and optical controls over image formation, laboratory processing, print finishing, including the basic principles of colour photography.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

References:

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PHYSICAL DISTRIBUTION MKT642
A course of three class contact hours per week.
Prequisite: Physical Distribution MKT641.
Syllabus: Measures of PD performance, logistical communication, automated order processing, distribution audit, customer service standards, logistical co-ordination-forecasting, material management-procurement, logistical organisation, government regulation of freight transport, future logistics developments.
References: As for MKT641.

PHYSICAL DISTRIBUTION MKT643
A course of three class contact hours per week for one semester.
Prequisite: Physical Distribution MKT642.
Syllabus: A number of topics covered in Physical Distribution — MKT641 and MKT642 will be selected for in-depth study in order to cater for special interests of the candidates and significant new developments in the field. Emphasis will be placed upon the management, design and control of the systems studied.
References:

PHYSICAL DISTRIBUTION MKT644
A course of three class contact hours per week for one semester.
Prequisite: Physical Distribution MKT643.
Syllabus: This unit is centred on the project that each candidate has undertaken during the year. A seminar session each week serves as a forum on current developments in physical distribution as well as for inter-relation on the individual projects.
References:
Particular emphasis will be placed upon current issues of Physical Distribution related periodicals, a partial list of which follows:

PHYSICS PHY110
A course of two hours theory per week and two hours laboratory work per fortnight for two semesters.
Prequisites: It is desirable that students should have passed Physics and at least one branch of Mathematics at Year 12 level.
Syllabus: Wave phenomena, including fundamental ideas on vibrations; waves and the wave equation; interference; diffraction; polarisation; optical techniques. A selection from physics of measurement; contemporary physics; energy resources; quantum physics and ionisation physics.
Reference:
Halliday, D. and Resnick, R., Physics, combined edition, Wiley.

PHYSICS PHY120
A course of three hours theory per week and three hours laboratory work per week, plus one hour tutorial per week for two semesters.
Prequisite: (Recommended) TOP Physics or HSC Physics.
Syllabus: Electrical measurement, waves and optics, field theory, energy, AC and electronics and modern physics.
References:
Sears, F., Zemansky, M. and Young, H., University Physics, Addison Wesley.
Second year Laboratory Manual must be purchased.

PHYSICS PHY125
A course of three hours of lectures and one hour of tutorials per week plus two hours of laboratory work per fortnight for two semesters. This subject is for civil engineering degree students.
Prequisite: (Recommended) TOP Physics or HSC Physics.
Reference:
Halliday, D. and Resnick, R., Physics, combined edition, Wiley.

PHYSICS PHY170
A course of two hours theory per week and two hours laboratory work per fortnight for two semesters. This subject is for electrical engineering students.
Prequisite: (Recommended) TOP Physics or HSC Physics.
Syllabus: Selected topics in wave phenomena, quantum physics and physical measurement.
Reference:
Halliday, D. and Resnick, R., Physics, combined edition, Wiley.

PHYSICS PHY201
This subject is a compulsory core subject for all Diploma of Applied Science students.
A course of four hours theory per week plus four hours laboratory work per week.
Prequisite: A pass at the first year of the course to admit to second year of the diploma.
Syllabus: Instrumentation, vacuum technology, modern physics, materials and x-rays, photography, AC and analogue electronics.
References: To be advised.

PHYSICS PHY202
This subject is for students majoring in Physics in the Diploma of Applied Science.
A course of two hours theory per week plus three hours of laboratory work per week.
Prequisites: As for Physics PHY201.
Syllabus: Acoustics, optics, digital electronics, microprocessor instrumentation.

References: To be advised.

**PHYSICS PHYS205**

Five hours per week for two semesters.

**Syllabus:** Wave phenomena, fundamental ideas on vibration, waves and wave equations.

Review of geometrical optics, interference, diffraction, polarisation, optical technique.

Theories and types of measurements; errors and uncertainties, fundamental and subsidiary standards, quantitative error analysis, practical examples.

Classical laws and the correspondence principle; particle and wave duality, uncertainty principle, Bohn theory and spectra, quantised states, emission and absorption spectra, spontaneous and stimulated emission, stimulated absorption coherence, population inversion and optical pumping, holography.

Sources of energy; transformation and conservation, nuclear reactions, fission and fusion, chemical energies, fossil fuels, other energies.

Fields; gravitation, electrical and magnetic fields, definitions of field strengths.

**Assessment:** By means of tests, assignments, laboratory work and a written examination at the end of each semester.

**Reference:**


**PHYSICS PHYS215**

A course of four hours theory per week and two hours laboratory work per week for one semester. This subject is for mechanical engineering students.

**Prerequisite:** (Recommended) TOP Physics or HSC Physics.

**Syllabus:** Selected topics in Wave Phenomena, Physics of Measurement and Contemporary Physics.

**Reference:**


**PHYSICS PHYS250**

A course of three hours theory and two hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

**Prerequisite:** Physics PHY120.

**Syllabus:** AC and network theory, field theory, quantum physics, acoustics, nuclear physics, optics.

**References:**


**PHYSICS PHYS260**

A course of two hours theory and three hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

**Prerequisite:** PHY120.

**Syllabus:** Instrumentation, solid state, digital electronics, analogue electronics. Introduction to microprocessors.

**References:**

BISHOP, R., *Basic Microprocessors and the 6800*, Hayden.


Second Year Laboratory Manual must be purchased.

**PHYSICS PHYS270**

A course of two hours theory per week and two hours laboratory work per fortnight for one semester. This subject is taken by second year students in the Bachelor of Engineering (Electrical) course.

**Prerequisite:** Physics PHY170.

**Syllabus:** Crystal structures and x-ray diffraction. Electron theory of solids; the free electron theory of metals, electron energy bands; conductivity due to electrons and holes, mobility, concept of effective mass.

Semiconductors: types of semiconductors; Fermi energy in semiconductors; drift and diffusion; the continuity equation; diffusion length and recombination time; the p-n junction in equilibrium; the diode equation; junction capacitances; junction transistors. Semiconductor devices. Magnetic and superconducting properties of materials.

**References:**


**PHYSICS PHYS280**

A course of four hours theory per week and two hours laboratory work per fortnight for one semester. This subject is specially designed for those second year students in the Bachelor of Engineering (Electrical) course who have not taken Physics PHY170 in the first year by electing to study for a joint degree in Bachelor of Business.

**Prerequisites:** Nil.

**Syllabus:** Same as Physics PHY270 plus selected topics in Waves and Optics and Modern Physics.

**References:**


PHYSICS PHY301
This subject is compulsory for all students undertaking the Diploma of Applied Science.
A course of two hours theory per week plus three hours per week of laboratory work.
Prerequisite: A pass in Physics PHY201.
Syllabus: Instrumentation, materials, nuclear physics, spectroscopy.
References: To be advised.
The Third Year Laboratory Manual must be purchased.

PHYSICS PHY302
This subject is for students majoring in Physics in the Diploma of Applied Science.
A course of three hours per week of theory and four hours per week of laboratory work.
Prerequisite: Passes in Physics PHY201 and Physics PHY202.
Syllabus: Electronics and interfacing, acoustics, optics, field theory.
References: To be advised.
The Third Year Laboratory Manual must be purchased.

PHYSICS PHY350
A course of four hours theory per week and six hours laboratory per week. This subject is taken by students doing Bachelor of Applied Science course.
Prerequisite: Physics PHY250 and Physics PHY260.
Syllabus: Electronics, field theory, materials, acoustics, computer interfacing, nuclear physics, optics, advanced instrumentation.
References: To be advised.
The Third Year Laboratory Manual must be purchased.

PLANNING FOR TRANSPORTATION SYSTEMS CIV670
A course of lectures and discussion sessions two hours per week.
Syllabus: The role of road transport, institutional constraints, mobility, sources of funds. Economic factors, project analysis and financing, highway cost allocation, pricing policies. Government policies, social goals, the planning process, trip generation, distribution and assignment. Public opinion, role of pressure groups, environment impact, preparation of statements. Surface and sub-surface investigation, sampling and reporting.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:
ARRB, CBOR, CRB and NAASRA publications to be advised during the course.

POETRY GCL404
Contact Hours Per Week: Three hour per week for one session.
Syllabus: Poetry and oral interpretation:
— the language and form of verse,
— methods of oral interpretation,
— speaking poetry to an audience.
Presenting poetry in the classroom:
— choosing poems to present aloud: criteria for selection,
— age level, theme/subject, poetic qualities (rhythm, rhyme, imagery, tone, et al.),
— feedback from classroom presentation,
— mode of presentation: teacher reading, class enacting, use of recordings, use of audio-visual supports, other effects,
— students speaking poetry, solo and/or group.
Assessment:
1. Preparation of three sets of teaching materials.
2. Three practical presentations.
References:
DUGAN, M. (comp.), The Early Dreaming: Australian Children’s Authors on Childhood, Milton, Qld: Jacaranda, 1980.

POLICE STUDIES HUM121
A course of three hours per week for one semester (part-time).
Prerequisite: Nil.
Syllabus: The subject examines the nature and operation of formal organisations, concentrating on the evolution of organisation theory and organisation analysis. Particular attention will be directed to the bureaucratic model, to the formal structure of large organisations, to the setting and achievement of goals and to systems approaches. It is an introduction to the principal models developed by practising administrators and by scholars in their efforts to understand the ‘world of work’ with particular reference to police organisations.
Assessment: A combination of cumulative work and formal examination.
References:

POLICE STUDIES HUM123
A course of three hours per week for one semester (part-time).
Prerequisite: Police Studies HUM121.
Syllabus: Individual and group behaviour that emerges within the formal structure of police organisations. The problems faced by the police administrator in enforcing law and maintaining order, particularly the question of administrative discretion. Styles of policing, police accountability and the problems of reconciling the protection of individual rights with the protection of the community.
Assessment: A combination of cumulative work and formal examination.
References:
ALDERSON, John, Policing Freedom, MacDonald & Evans, 1979.
POLICE STUDIES HUM221
A course of three hours per week for one semester (part-time).
Prerequisite: Police Studies HUM121.
The police officer's perception of his professional role. Principles of police administration as a guide to practice, e.g. authority and responsibility, leadership, etc. The changing nature of police management; the development of administrative skills for handling tasks (problem solving, planning and research, budgeting) and for handling people (counselling, personnel management and selection). Police community relations. Assessment: A combination of cumulative work and formal examination.
Reference:

POLICY MAKING IN FINANCIAL INSTITUTIONS FIN335
A course of four hours per week for one semester.
Prerequisite: Monetary Theory FIN233.
Syllabus: Managers of financial institutions are charged with the continuing responsibilities of planning, execution, and control of their organisation's operations. Examination is made of the problems encountered in a wide range of ongoing activities of financial institutions including asset and liability management, investment portfolio management as a fiduciary, and lending decisions. Frequently, quantitative techniques are introduced and discussed as proven aids in specific decision-making situations. Emphasis will be given to major factors relevant to long-run strategies planning, such as technological developments, the regulatory environment and prospects for change, and possible sources of new competition.
References:

POLITICAL STUDIES HUM153
Four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: The course is designed as an introductory unit in political studies. It concentrates on the Australian political system. Some of the main topics to be discussed are: the nature of liberal democracy; the key concepts of politics; constitution and parliament; party and electoral systems; political socialisation and behaviour. A theme of the course will be 'who rules Australia and how?'.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will be a test at the end of semester.
References: To be advised.

POLITICAL STUDIES HUM154
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This is a course in political ideas. The syllabus will cover such areas as political language and argument, political sovereignty, obligation and freedom, equality, justice and rights.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References:
THOMSON, D., Political Ideas, Pelican, 1972.
TINDER, G., Political Thinking, Little Brown, 1970.

POLITICAL STUDIES HUM250
Four hours per week for one semester.
Prerequisites: HUM153 and HUM154 or approved equivalents.
Syllabus: This is a study of the historical development of the Australian Commonwealth and its constituent states and territories from Federation to 1966. It examines the political, social and economic forces which make for both diversity and uniformity in the nation state.
Assessment: Continuous throughout the semester based on essays, tutorial paper and class participation. There may be an examination (at the discretion of the lecturer in charge).
References:

POLITICAL STUDIES HUM251
See Political Studies HUM250.

POLITICAL STUDIES HUM252
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154 or approved equivalents.
Syllabus: This is a course in Australian politics. Each semester will be devoted to a detailed analysis of some of the following topics: parties and interest groups; electoral systems and behaviour; constitution and parliament; federalism; political elites; public policy.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There may be a final examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES HUM253
See Political Studies HUM252.
**POLITICAL STUDIES HUM254**

Four hours a week for one semester.

**Prerequisites:** HUM153 and HUM154 or approved equivalents.

**Syllabus:** The course will examine the internal and external pressures operating on Chinese society and culture (1800-1949) leading to the transformation from empire to nation state, with the object of establishing an understanding of the relationship between tradition and change in society.

**Assessment:** Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination (at the discretion of the lecturer in charge).

**References:**

**POLITICAL STUDIES HUM255**

See Political Studies HUM254.

**POLITICAL STUDIES HUM256**

Four hours a week for one semester.

**Prerequisites:** HUM153 and HUM154, or approved equivalents.

**Syllabus:** This is a course in Chinese politics. It will include detailed studies of Mao Zedong, land and social reform, the Cultural Revolution, the roles of the People’s Liberation Army and the Chinese Communist Party. The course will focus around the debates about the nature of modernisation in contemporary China.

**Assessment:** Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

**References:** To be advised.

**POLITICAL STUDIES HUM257**

See Political Studies HUM256.

**POLITICAL STUDIES HUM258**

Four hours a week for one semester.

**Prerequisites:** HUM153 and HUM154, or approved equivalents.

**Syllabus:** This is a course in Indian politics. It will include detailed studies of caste and village politics, the relationship between tradition and modernity, political integration and disintegration, the political elite, and social and economic change. The course will focus on the nature and impact of social change in contemporary India.

**Assessment:** Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

**References:** To be advised.

**POLITICAL STUDIES HUM259**

See Political Studies HUM258.

**POLITICAL STUDIES HUM260**

Four hours a week for one semester.

**Prerequisites:** HUM153 and HUM154, or approved equivalents.

**Syllabus:** This is a course in Australian State Politics. It will include detailed analysis of the functions of State governments and comparative studies of State electoral systems, State party systems, leadership styles, and relationships to local government authorities.

**Assessment:** Continuous throughout the semester, based on essays, tutorial papers, and class participation. There may be an examination at the discretion of the lecturer in charge.

**References:** To be advised.

**POLITICAL STUDIES HUM262**

Four hours a week for one semester.

**Prerequisites:** HUM153 and HUM154 or approved equivalents.

**Syllabus:** This course examines the politics of industrial relations within the Australian context. Subjects covered will include: the Government, the State and industrial relations; structures of employee/employer organisations; political ideology and industrial relations; trade union involvement in political and social issues; unions and political parties; worker participation.

The themes of the course will be conflict and democracy in industrial relations.

**Assessment:** Continuous throughout the semester based on essays and class participation. There may be an examination at the discretion of the lecturer in charge.

**References:** To be advised.

**POLITICAL STUDIES HUM350**

Four hours a week for one semester.

**Prerequisites:** HUM153 and HUM154 or approved equivalents.

**Syllabus:** This is a course in political philosophy: an examination of the arguments advanced by some major philosophical theorists in their discussions about such political issues as society and types of social regulation, rights, justice and the distribution of wealth, civil disobedience, punishment and democracy.

**Assessment:** Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

**References:**

**POLITICAL STUDIES HUM351**

See Political Studies HUM350.
POLITICAL STUDIES HUM352
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154 or approved equivalents.
Syllabus: This course examines three major aspects of international relations.
1. Interdependence and sovereignty of nations (nation state, imperialism, foreign aid, transnational bodies, etc.).
2. War and weapons (causes and nature of war, nuclear strategy, arms control, etc.).
3. Domestic determinants of foreign policy (case studies of selected countries).
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES HUM353
See Political Studies HUM352.

POLITICAL STUDIES HUM360
A course consisting of personal supervision and one two-hour seminar per week and the completion of a research project during one semester.
Prerequisite: Completion of a minor in Political Studies.
Syllabus: The preparation and presentation of a research paper of 6,000-8,000 words on an approved topic. (Supervision will be provided.) Attendance at a weekly seminar on the methodology of political science, political philosophy and history.
Assessment: Continuous throughout the semester based on research paper and seminar participation.
References: To be advised.

POLYMER CHARACTERISATION CHE612
A course of eight hours per week for one semester for lectures and practical work.
Prerequisite: Polymer Structure and Synthesis CHE611.
Syllabus: Molecular weight average distributions, relation to reaction mechanism and conditions of synthesis. Experimental methods of measurement of molecular weights and molecular weight distributions, including osmometry, light-scattering, ultracentrifuge, viscosity, end group analysis, solution methods, gel permeation chromatography. Particle size distribution in relation to industrial uses. Identification and analysis of polymers and additives using the techniques of UV, IR and NMR spectroscopy, including refractometry and reflectance methods, high resolution, $^1$H and $^{13}$C and broad line NMR techniques, X-ray diffraction, photo-electron spectroscopy, electron microscopy. Mass spectrometry, gas-liquid chromatography and combinations thereof. Thermogravimetric methods, chemical methods of analysis.

POLYMER DEGRADATION AND THERMODYNAMICS CHE613
A course of eight hours per week for one semester for lectures and practical work.
Prerequisite: Polymer Characterisation CHE612.

POLYMER PROCESSING CHE614
A course of eight hours per week for one semester for lectures, project work and field trips.
Prerequisite: Polymer Degradation and Thermodynamics CHE613.

POLYMER STRUCTURE AND SYNTHESIS CHE611
A course of eight hours per week for one semester for lectures, practical work and field trips.
Prerequisite: A relevant degree, diploma or equivalent.

POWER SYSTEM EQUIPMENT ELE423
A course of four hours per week for one semester.
Syllabus: Surge phenomena, insulation co-ordination and high voltage testing. Protection, non-unit and unit protection schemes. Relays, protective transformers, comparators and semi-conductor devices. Power system communications. Switchgear, principles, types, rating and testing.
Assessment: Written examination. Laboratory and assignment work.
References:

POWER SYSTEMS ELE321
A course of four hours per week for one semester.
Prerequisites: Nil.
References:
Industrial Visits: Visits to the installations of the SECV will be organised for all students.

POWER SYSTEMS DYNAMICS ELE422
A course of four hours per week for one semester.
Prerequisites: Nil.
References:

POWER UTILIZATION ELE421
Four hours per week for one semester.
Prerequisites: Nil.
References:

POWER UTILISATION ELE424
A course of four hours per week for one semester.
Prerequisites: Nil.
References:
RAMSHAW, R. S., Power Electronics, thyristor controlled power for electric motors, Chapman & Hall, 1975.

PRACTICAL APPLICATION MKT432
To qualify for the award for the Associate Diploma in Retail Management students are required to submit two formal reports per semester in their final year. Each report will critically examine the syllabus of a chosen semester unit taught during the course and its practical application to retail management. Students will provide material in the form of illustrative cases together with recommendations by which the particular units can be updated or improved for future teaching purposes. Assessment: The PQ grading will apply.

PRACTICAL WORK EXPERIENCE ADM240/ADM241
A program of work experience of two full days per week during the final semester of the course.
Prerequisite: Satisfactory completion of the first three semesters of the Associate Diploma in Private Secretarial Practice (Medical or Legal).
Syllabus: Students will be required to work in approved placements during the final semester(s) of the course. Any organisation which is representative of the medical or legal environment may be selected for practical experience. Assessment: Students will be visited by staff during this employment and will be evaluated by the supervising employer in conjunction with staff. Assessment will be based on contribution to the work of the
organisation and the ability of the student to fit satisfactorily into the medical or legal environment. The PQ grading will apply.

PRACTICUM STUDY BED460
Contact Hours Per Week: The equivalent of seven hours per week made up of attendance at seminar sessions, research methodology sessions, supervision and weekend schools.
Prerequisite: Advanced Education Studies (two sequential units).
Syllabus: The practicum is designed as a study, investigation or field work which relates to the previous studies of the student as well as the school, classroom or other setting in which the student operates. Included in this unit are topics including research design, statistical analysis, seminar sessions and other sessions deemed appropriate to students' needs.
Assessment: A practicum report of approximately 10,000 words.
References:
Chisholm Institute of Technology, School of Education, Practicum Register, Vol. 4, 1983.

PRESERVATION, RESTORATION, CONSERVATION ART278
A course for degree and diploma students of two hours per week for two semesters.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area, and may not be offered every year but each student will have the opportunity to choose it within the duration of his course. The most important aspect of this subject will be the preservation and restoration of works of art and the practical application of some of these processes by the students. The subject will also include reference to major undertakings throughout the world, by international experts, in the fields of archaeology, restoration and conservation.
Assessment: By assignment.
References: To be advised.

PRINCIPLES OF MANAGEMENT MEC354
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Historical introduction, principles of ownership, principles of management structures, principles of finance, government financial and economic controls, basic industrial relations, principles of budgeting and accounting, principles of human relations.
References:

PRINCIPLES OF MARKETING MKT291
A course of two hours of lectures and two hours of tutorials per week throughout the year.
Prerequisite: A satisfactory stage of development in the course.
Syllabus: Introduction to basic marketing principles. Macro Marketing: marketing role in society and economy, environmental influences, business strategy, marketing research and analysis, consumer demand, motivation and buyer behaviour, segmentation. Micro Marketing: the marketing mix — product, pricing, distribution channel, structure and decisions, communications blend; planning controlling and evaluating the marketing effort and marketing application through case studies. Assignment Work: Class tests, one minor and one major assignment demonstrating application of marketing principles.
Text:
References:

PRINCIPLES OF MARKETING MKT393
A course of two one-hour lectures and two one-hour tutorials per week throughout the year.
Prerequisite: Principles of Marketing MKT291.
Syllabus: The areas of promotion and sales management are studied in depth together with specialised marketing activities such as the marketing of services, industrial marketing and retailing. Stress is placed on theoretical application to practical assignments, case studies and simulated management games.
References:

PRINCIPLES OF PURCHASING MKT655
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit discusses the basic principles, functions and techniques in purchasing. Topics will include:
- objective in purchasing — right quality, right quantity, right time, right price;
- value analysis and evaluation of alternative including make or buy;
- assurance of sources of supply, trade-offs of current advantage vs. long term needs;
- futures buying and hedging;
- scheduling and interpretation of forecast demand;
- buying procedures;
— administrative organisation;
— ethics.
This unit will be treated in the context of an integrated physical distribution system with special reference to transport, storage, materials handling, inventory control, etc.
References:

PRINTMAKING ART154/ART155
ART154 Twelve hours per week for two semesters.
ART155 Six hours per week for two semesters.
Prerequisite: TOP year or HSC or equivalent, together with the approval of the selection panel.
Syllabus: Studio practice comprises a sequential development throughout the year which deals with basic problems concerned with mark, surface, space and structure. Projects are planned so that they provide a foundation for skills for the following years.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING (Elective) ART165
A course of three hours per week.
Prerequisite: Nil.
Syllabus: During this course the emphasis is on the acquisition and exploration of skills relating to autographic printmaking processes, etching, intaglio, lithography, screen printing, wood and linocuts. The course is designed to relate closely to concepts in the major study area and broaden the students' concepts relating to that area.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART171
A course for first year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: HSC, TOP or equivalent, including an interview with folio.
Syllabus: To introduce the processes of basic printmaking and to develop appropriate concepts through a study of old and modern masters in these fields. Studio practice will consist mostly of the traditional methods of: intaglio, relief printing, screen printing and lithography.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART172
A course for first year Bachelor of Arts (Fine Art) students for six hours per week for two semesters.
Prerequisite: HSC, TOP, or equivalent, including an interview with folio.
Syllabus: As with the twelve hour major study, this course will be concerned with the acquisition of basic skills pertaining to printmaking. Various projects will be set throughout the year to assist the student to achieve these skills.
Assessment: Progressively by the assessment panel throughout the year.

PRINTMAKING ART218
A course for second year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters.
Prerequisite: First year studies.
Syllabus: Further development of the basic skills obtained in first year, thus exposing students to the widest possible range of techniques and approaches within each of the media; e.g. intaglio screenprinting, relief printing, lithography; plus an introduction to photographic methods of photogravure, photolithography, transfers, multiples, etc.
Assessment: Progressively by the assessment panel throughout the year.

PRINTMAKING ART219
A course for second year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: First year major study or equivalent.
Syllabus: This course will be taken in conjunction with a sub major in painting, sculpture or theory. Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a program of work introducing students to more advanced printmaking techniques and concepts.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART254/ART255
ART254 Twelve hours per week for two semesters.
ART255 Six hours per week for two semesters.
Prerequisite: Printmaking ART154 or equivalent.
Syllabus: The studio practice is concerned with the application and extension of knowledge acquired in first year. Printmaking, together with a structured program of studies, has been divided into three categories. These categories include the following disciplines: a study of two- or three-dimensional multiples; the exploration of the possibilities of printing techniques within the range of contemporary printmaking.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING (Elective) ART265
A course of three hours per week.
Prerequisite: Printmaking ART165 or equivalent.
Syllabus: An advanced study of autographic processes such as intaglio, etching, lithography, screen printing, and all photographic processes relating to these techniques. The course is designed as a continuation of Printmaking ART165, and as such relates to the major study areas.
Assessment: As for Printmaking ART165.

PRINTMAKING ART293
A course for second year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: First year sub major or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year printmaking. It is envisaged that at this level students will be encouraged to develop a relationship between this course and their major study course. Assessment: Progressively by the assessment panel during the year.

PRINTMAKING CER318
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed for those students who wish to extend their artistic experience into an area which is not entirely related to their main study program. It is intended that experience in printmaking will be a means of furthering students' awareness of colour, pattern and texture as they are applied in a two-dimensional area of design. This study will deal with various printing processes, concentrating upon the potential of the various media rather than encouraging specialisation in one of them. Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PRINTMAKING ART374
A course of study for third year Bachelor of Arts (Fine Art) students of
Prerequisite: Second year major study or equivalent.
Syllabus: Having developed an understanding of printmaking methods in previous years, students will be encouraged to work on individual assignments in their chosen media. Emphasis will be given to the student's capabilities as an emerging and maturing artist. Assessment: Final folio assessed by examination panel at the end of semester two.

PRINTMAKING ART354/ART355
ART354 Twelve hours per week for two semesters.
ART355 Six hours per week for two semesters.
Prerequisite: Printmaking ART254, or equivalent.
Syllabus: Third year printmaking is the culmination of the previous two years of study and individual development together with an extension of technical knowledge acquired during the first two years of the course, is the basis of the program. This program also includes paper making, three-dimensional multiples and the exploration of printing techniques available to contemporary printmakers. Assessment: Diploma folio assessed by the examination panel throughout the year and at the end of second semester.

PRINTMAKING (Elective) ART365
A course of three hours per week. Prerequisite: Printmaking ART265, or equivalent.
Syllabus: An advanced study of projects by the student in consultation with his lecturers. The students are encouraged to communicate their personal ideas while working within their own chosen technique. Students relate printmaking to their major areas. Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART375
A course for Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: Second year major study or equivalent.
Syllabus: Having developed an understanding of printmaking methods in previous years, the third year of the program concentrates on developing a professional attitude, a critical awareness of contemporary printmaking, its historical perspective, and its present role in the visual arts. Assessment: Final folio assessed by the examination panel at the end of semester two.

PRINTMAKING CER445
A further development of Printmaking CER318 to be taken for three hours per week. Students will however be concerned mainly with etching and lithography, although additional silk-screen printing will be encouraged.
Prerequisites: Nil.
Syllabus: Etching and lithography will be taught as parallel units to enable students to apply their experience gained in a broader way. Wherever possible, Printmaking is to work in close relationship with Ceramic Design Theory and Practice. Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PRINT TECHNOLOGY GRA291
A course for degree/diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design studies.
Syllabus: This subject will expand upon the knowledge gained in Typography GRA187. The technical aspects of type, typesetting, type measurement, mark-up, suitability and recent developments will be covered. Methods of production, printing techniques, platemaking,
line and half-tone, the four colour process, paper selection.
Assessment: This will be on a progressive basis with a
review by the examination panel at the end of the
year.
References: To be advised.

PRIVATE SECRETARIAL PRACTICE ADM143
A course of eight class hours per week for one semester.
Prerequisite: Nil.
Syllabus: An overall view of private secretarial work
including an analysis of the secretarial profession and
the role of the secretary in the business world. An
intensive study, using the functional approach, of the
theory of Pitman Shorthand.
References:
LEIGH, K. et al., The Modern Secretary, McGraw-
SHEEDY, M. I. and OWEN, A., Shorthand for

PRIVATE SECRETARIAL PRACTICE ADM144
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM143.
Syllabus: A continuation of the introduction to the
principles and practices of executive assisting pro-
dcedures with studies in editing procedures, business
documents, conference and social functions, travel
arrangements and meeting procedures.
A review of the principles of Pitman Shorthand and
an examination of their application to a general
vocabulary while developing notetaking skill.
Laboratory Facilities: Students are expected to use
programmed materials in the stenographic laboratory
to supplement class work.
References: As for ADM143.

PRIVATE SECRETARIAL PRACTICE (LEGAL)
ADM255
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM144.
Syllabus: Introduction to legal shorthand and type-
writing of legal documents with practical work timed
to coincide with terminology taught in the subject
Legal Procedures II. Reception duties, making appoint-
ments, telephone techniques, ethics and etiquette nec-
essary in a legal office, time management, introduction
to legal filing, consultation, professional confidence
and secrecy, and client interviewing.
References:
DU PREE, G. C. and NAMANNY, D. S., Legal
Office Typing, South-Western, 1975.
PARRY, A. K., The Secretary’s Guide to the Legal

PRIVATE SECRETARIAL PRACTICE (LEGAL)
ADM256
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice (Legal)
ADM255.
Syllabus: Extension of legal shorthand practised parallel
with categories taught in Legal Procedures III. Legal
correspondence, legal documents — particularly relat-
ing to conveyancing, committee work, agendas, min-
utes, financial arrangements suitable for a legal office,
job seeking and job success.
References:
As for Private Secretarial Practice (Legal) ADM255.

PRIVATE SECRETARIAL PRACTICE (MEDICAL)
ADM273
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM144.
Syllabus: Introduction to medical shorthand and medical
typewriting with categories timed to coincide with
terminology as taught in the subject Medical Ter-
minalogy. Reception and appointments, telephone, ethic
and etiquette in the medical office. Introduction to
medical filing, publicity, consultation, professional
confidence and secrecy, acceptance of patients, chaper-
oning. Medical correspondence, addressing doctors,
scientific papers, manuscripts. Medical case histories
and reports. Introduction to medical machine tran-
scription.
Assessment: Assessment will be on the basis of class
tests, assignments and final special tests.
Text:
LANGDON, A., The Australian Medical Secretary
— A Course of Medical Secretarial Assignments,
CIT, 1981.
References:
BREDOW, M., Handbook for the Medical Secretary,
BREDOW, M., Medical Secretarial Procedures,

PRIVATE SECRETARIAL PRACTICE (MEDICAL)
ADM274
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM273.
Syllabus: Extension of medical shorthand practised par-
allel with categories taught in Medical Terminology.
Medical correspondence, scientific papers, manuscripts,
Committee work; agendas, minutes; admission of
patients, booking theatre. Medical statistics and re-
search, references and resources, biographic material.
Medical records.
Forms and documents in a medical office. Job seeking
and job success.
Assessment: Assessment will be on the basis of class
tests, assignments and final speed tests.
References:
BREDOW, M., Handbook for the Medical Secretary,
BREDOW, M., Medical Secretarial Procedures,

PROBLEMS AND ISSUES IN CONTEMPORARY
EDUCATION BED400
Contact Hours Per Week: The equivalent of seven
hours per week made up of three hours attendance per
week plus weekend schools.
Prerequisite: Nil.
Syllabus: The content of this unit and the skills which
it develops are designed to initiate the student into the

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fourth year of the degree program. Some of the issues raised are centralisation and devolution of decision making, community involvement in education, effective teaching and learning alternatives in education and the impact of technology on education. 

Assessment: Three assignments. 

References: A complete list of references will be issued to all students.

PROCESS CONTROL MEC380
A course of four hours per week of lectures related to the theoretical and practical aspects of the course and one hour per week of experimental work for one semester aimed at the development of the theory and practice of process control plant. 

Prerequisites: Mathematics MAT251, Mechanics of Machines MEC220 and the student must have attempted Electronics ELE232. 


Laboratory Work: This must be completed before candidates will be allowed to sit for the final examination. 

References: 

PROCESS CONTROL AND IDENTIFICATION ELE653
A course of four hours per week for one semester including lectures, laboratory and tutorials. 

Prerequisites: Nil. 

Syllabus: Control criteria: stability; observability; controllability; system error; gain and phase margins; integral criteria; controllers for process control. 
Compensation: design of forward and feedback path controllers for continuous S.I.S.I. systems using root locus; design of state variable tuning techniques. Adaptive gain, techniques and applications, feedback control laws; use of z transform techniques for compensation of discrete system. 

Assessment: Written examination. Laboratory and assignment work. 

References: 

PROCESS MODELLING ELE650
A course of four hours per week for one semester, including lectures, laboratory and tutorial. 


Assessment: Written examination. Laboratory and assignment work. 

References: 

PROCESS OF MANAGEMENT ADM236
A course of four hours per week for one semester. 

Prerequisite: Organisational Behaviour and Performance ADM232. 

Syllabus: This core subject within the Administration degree course introduces an applied action framework for examining managerial activities and the development of process skills involved in the practical management of organisational operations. Detailed consideration is given to exploring, planning, organising and control issues. 

Text: 

References: To be advised. 

PROCESS SIMULATION ELE652
A course of two hours per week for one semester including lectures, laboratory and tutorials. 

Prerequisites: Nil. 

Hybrid computing: hardware and software for hybrid operation. 

Assessment: Written examination. Laboratory and assignment work. 

References: 

PRODUCT MANAGEMENT MKT343
A course of two hours of lectures and two hours of tutorials per week for one semester. 

Prerequisite: Marketing Theory and Practice MKT112. 

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Syllabus: The product planning function and organisational structures for product management, including analysis of the product manager's role; the nature, importance and development of product policies; monitoring, reviewing, revitalising and deleting existing products; developing new products from idea generation to test marketing and commercialisation; control of new product, analysis through the use of case studies and simulated management games.

References: To be advised.

PRODUCT MANAGEMENT MKT627
A course of two hours of lectures and one hour of tutorials per week for one semester.
Prerequisites: Marketing Theory and Practice MKT616. Syllabus: The product management system; the concept of the product manager; his role, responsibilities and scope of function; the management of innovation; developing product strategies and brand positioning policies; managing and monitoring existing products; rejuvenating and rationalising the product line; developing, testing, and launching new products; legal, social and environmental considerations in new product development; development of product line marketing plan and relationship to corporate marketing planning process.
References:

PRODUCTION CONTROL MAT441
A course of two hours per week for one semester.
Syllabus: Overview of decision problems in production control and scheduling. Formulation as a linear programming model and graphical analysis. Basic concepts for general LP model solution. Simplex procedure and computer solution; sensitivity analysis. Case studies in production control, utilising LP models and computer solution. Transportation and Assignment models. Introduction to demand forecasting, and basic inventory models.
References:
LEWIS, C. D., Scientific Inventory Control, Butterworths.

PRODUCTION TECHNOLOGY MEC150
A one semester course of one lecture and two hours practical work per week.
Syllabus: Basic metrology, principles and methods of measurement, sources of error, surface texture measurement. Interchangeable manufacture — principles of gauging, selective assembly, statistical quality control. Metal cutting theory — models of the cutting process, effect of tool angles and cutting speed on power consumption and tool life; tool materials and tool wear; economic aspects of machining conditions. Production methods — automatic lathes, numerically-controlled machines, non-traditional processes (e.g. investment casting), methods of gear manufacture.
References:

PROFESSIONAL COMMUNICATION HUM190
Two hours per week for two semesters or four hours per week for one semester. The subject will be presented primarily by means of tutorials and workshops.
Prerequisites: Nil.
References:
BAILEY, B., Effective Language, Sydney, Campus, 1981.

PROFESSIONAL EXPERIENCE 1 EPX101
Contact Hours Per Week: Two hours per week (on-campus) plus 24 days classroom experience.
Prerequisites: Nil.
Syllabus: Modern teaching principles, and practice in basic skills, are treated concurrently. The 'on-campus' program introduces students to the components of lesson planning, as well as necessary basic classroom skills. The particular skills of opening procedures and closure, explaining, and questioning are practised through micro-teaching. The 'off-campus' program consists of 24 days (spread throughout the year) in classrooms of Years P-2, for directed observation, and progressive teaching practice. Assessment: Satisfactory participation in all on-campus components; satisfactory (or better) gradings in teaching practice.
References:
Materials issued by the School of Education, Chisholm Institute of Technology.

PROFESSIONAL EXPERIENCE 2 EPX201
Contact Hours Per Week: Two hours per week (on-campus) plus 30 days classroom practice.
Prerequisite: First year Diploma of Teaching.
Syllabus: The 'on-campus' program builds on the principles and practices introduced in first year, initially
through micro-teaching, and then by means of whole group situations in which a variety of teaching and organisational methods and strategies are practised, analysed and evaluated, with subject matter based on several curriculum areas. The 'off-campus' program consists of two blocks of approximately 15 days each in classrooms (Years 3-4) with practice leading up to some sequential and multi-group teaching.

Assessment: Satisfactory participation in all on-campus components; satisfactory (or better) gradings in teaching practice.

References: Materials issued by the School of Education, Chisholm Institute of Technology.

PROFESSIONAL EXPERIENCE 3 EPX301

Contact Hours Per Week: Two hours per week (on-campus) plus at least 50 days classroom practice.

Prerequisites: Second year Diploma of Teaching.

Syllabus: The 'on-campus' program consists of a series of workshops using simulation techniques, films, visiting speakers, and projects, all based on professional situations which teachers face in their initial years in schools. The 'off-campus' component involves students in at least 50 days practice in classrooms and other educational situations (Years 5, 6 and other levels), building up to extended teaching periods in which the student carries out all the duties of a practising teacher.

Assessment: Satisfactory participation in all on-campus components; tests; satisfactory (or better) gradings in teaching practice.

References: To be advised by the lecturer.

PROFESSIONAL PRACTICE GRA385

A course for diploma students for one hour per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies.

Syllabus: A study of the structure of the design profession including advertising agencies, studio practice, freelance practice, design groups and design consultant services.

A consideration of the problems of art direction, estimating, and the ethical issues that confront the designer.

A short study of business methods applicable to the design studio.

Assessment: One two-hour written paper, together with notebook and assignments as required.

References: To be advised.

PROGRAM DEVELOPMENT AND CURRICULUM IMPLEMENTATION IN ART EDUCATION GAE405

Contact Hours Per Week: Two, in both sessions.

Prerequisites: Nil.

Syllabus: The unit aims to provide students with the knowledge and skills required for satisfactory development of art/craft curricula to fit the needs of their local situation as art/craft specialists, district co-ordinators, or gallery education officers. Topics to be covered will include: historical developments in art education; identification and formulation of desirable goals in art education; intended learning outcomes; strategies for teaching art; student performance objectives; planning and managing the program; evaluation.

Assessment: Essay, tutorials, program.


HUNKINS, F., Curriculum Development: Program Improvement, Columbus, Ohio: Merrill, 1980.


PROGRAMMING EDP282

A course of two hours lectures and one hour tutorial per week for two semesters.

Prerequisite: A pass in Mathematical Methods MAT101.

Syllabus: Algorithms, FORTRAN 77 and a complete study of the language; some introduction to the way in which programs in the language are executed and use of this knowledge to improve the design of programs; major application and practical work including numerical evaluation of integrals, matrix operations, numerical solution of differential equations, iterative techniques, statistical methods and least-squares fitting; introduction to the use of routines developed by other computer users; use of packages of programs.


PROGRAMMING I EDP652

A course of four hours per week for seven weeks.

Prerequisites: Introduction to Programming EDP650 and Introduction to Systems EDP651.

Syllabus: Commercial computer programming. Program design, development, documentation, testing and debugging. The COBOL language - 4 DIVISIONS. File, record, field definition, group and elementary items, PICTURE clauses, condition names. Procedural statements, verbs, comments. Programming for change, qualities of good programs, coupling and cohesion. Simple file handling, multiple record types. Sequential updating. Validation. Simple table handling, REMAP.

References: Manufacturers' language manual as required.


PROGRAMMING II EDP656

A course of four hours per week for seven weeks.

Prerequisites: Programming I EDP652 and Operating Systems and Assembler EDP654.

Syllabus: Advanced file handling, buffering and blocking, indexed and relative files, DECLARATIVES. Advanced table handling (2 and 3 dimensional). Ordered, unordered linear searches, binary search, SET and SEARCH verbs. SORT verbs. COPY. COBOL subprogramming, LINKAGE, CALI, segmentation. String handling. Internal data representation, USAGE, efficiency and optimisation techniques. Other COBOL features, e.g. LINKAGE, REPORT WRITER. Techniques of decision table.
References:

Manufacturers’ language manual as required.

PROGRAMMING III EDP661
A course of four hours per week for seven weeks.
Prerequisite: Programming II EDP656.
Syllabus: Multiple indexed files; file management systems, structure and functions; file utilities; access from host languages, particularly COBOL; physical structure of files.
Screen handling software, manufacturer supplied packages; from within COBOL; at the elementary control character level. Considerations in the design and programming of transaction-driven systems; screen design, man/machine interface, user-friendly systems, run-time considerations, restart/recovery, file security.
References: Manufacturers’ manuals as required.

PROGRAMMING EDP382
A course of three hours per week for two semesters.
Prerequisite: EDP282 or a satisfactory stage of development in programming.
Syllabus: A study of the COBOL language and its application to commercial data processing problems. The course will emphasise design and construction techniques which promote ease of program testing and maintenance.
Assessment: Programming assignments and a final examination.
Reference: Manufacturers’ COBOL reference manual as appropriate.

PROGRAMMING SYSTEMS EDP624
A course of four hours per week for one semester.
Prerequisite: Required entrance level.
Syllabus: A general examination of languages in terms of structure, scope and extent of data, etc.; an examination of languages recently introduced such as ALGOL 68 and PASCAL; a study of a specific technique such as list processing or compiler writing together with a language designed for that application (e.g. LISP, SNOBOL, BLISS).
References:
Language manuals as required.

PROGRAMMING SYSTEMS EDP628
A course of four hours per week for one semester.
Prerequisite: Programming Systems EDP624.
Syllabus: Data communication systems: a review of the concepts involved in data transmission; communication codes and message protocol; transmission modes and line discipline; the role of multiplexers, concentrators and front-end processors; programming assignments involving the handling of priorities, re-entrant code, interrupt processing, timing constraints; specific systems such as message and packet switching.
Microprogramming: concepts; hardware, logic and control and memory control units; micro-instructions, execution, microprograms; micro-programming languages and software support systems; applications and examples.
References:

PROGRAMMING SYSTEMS EDP629
A course of four hours per week for one semester.
Prerequisite: Programming Systems EDP628.
Syllabus: Software management: software — range available, packages, suppliers, evaluation, purchase, testing, patching, implementation, reliability, presentation to users, documentation, maintenance. Performance measurement: the monitoring of system performance by hardware and software techniques; determination of bottlenecks by examination of operating systems, handling of channel queues, device contention, etc.; critical analysis of system accounting data; use of predictive techniques.
References:

PROGRAMMING SYSTEMS EDP633
A project involving the presentation and submission of a paper of approximately 10,000 words.
Prerequisite: Programming Systems EDP629.
Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of programming systems.
References: To be advised.

PROJECT CIV673
An industrially based project involving an advanced design or review, or an experimental investigation together with a 5,000-word report, which is to be submitted at the end of the year.
Assessment: To be based on a typewritten report submitted at the end of the year.

PROJECT CIV681
As Project CIV673 above.

PROJECT ELE659
Four hours per week for one semester.
Instrument and measurement plant behaviour. Propose a plant model. Identify the model parameters. Specify
a control objective. Design a suitable controller. Implement the controller, using either high level languages or at microprocessor level as appropriate on simulated plant. Construct and test an appropriate interface to the plant. Allocate several software/hardware tasks (e.g. controller, status, alarming, data logging) and run on real-time operating-system. Implement and test on plant.

PROJECT ELE679
A course of four hours per week for two semesters.
Prerequisites: Nil.
Syllabus: To complete either one major project or several minor projects which unify the various subjects of the course. The normal project will include as many of the topics as possible from the following:
Instrument, measure and model plant behaviour. Design and implement a controller using either simulation on a large computer or construction on a microprocessor system.
Assessment: To be based on a report submitted at the end of the year.

PROJECT IND400
Four hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Each student will be assigned an industry based problem, individually or as part of a team, at the start of the final year and will submit a report on the findings.
Assessment: On the basis of a typed report submitted at the end of the year.

PROJECT MEC619
The project involves the student in one hour per fortnight consultation with his supervisor in the third semester and three hours of supervised project work in the fourth semester.
Prerequisites: Nil.
Syllabus: The object of this unit is to give the student experience of problems to be met in line tribology industry. He is given an object to achieve; he has to manage the resources available to him in the best possible manner; and he has to communicate his results satisfactorily to his supervisor.
Assessment: Students will be assessed on their performance throughout the semester and on the standard of their written and oral reports.

PROJECT MANAGEMENT MEC450
A course of lectures of two hours per week for one semester.
Prerequisites: As prescribed under Progression Through the Course.
References: To be advised.

PROJECT MANAGEMENT MEC631
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT MANAGEMENT MEC632
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT MANAGEMENT MEC633
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT MANAGEMENT MEC634
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.
Syllabus: Case study.

PROJECT TECHNOLOGY MEC635
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT TECHNOLOGY MEC636
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.
Syllabus: Codes. Stress analysis background to statutory codes. Control systems.

PROJECT TECHNOLOGY MEC637
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT TECHNOLOGY MEC638
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.
PROMOTIONAL STRATEGY AND COMMUNICATION MKT261
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The role of marketing communication within the total marketing mix. The tools of marketing communication: advertising, personal selling, sales promotion and publicity/PR. The nature of marketing communication and management of this process.
References: To be advised.

PROMOTIONAL THEORY AND PRACTICE MKT241
A course of two one-hour lectures and two one-hour tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: Introduction to promotional theory. Its role within the total marketing mix. The elements of promotion; advertising, personal selling, sales promotion and publicity/PR.
References: To be advised.

PROPAGATION SYSTEMS ELE632
Two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Transmission lines, waveguides, fibre optics, sources and detectors, radio-wave propagation, satellites, antennas.

PSYCHOLOGY PSY101
Five hours per week, for one semester, including lectures, tutorials and laboratory sessions.
Prerequisites: Nil.
Syllabus: An introduction to the study of human behaviour including methodology, learning, memory and perception, and sleep.
Assessment: Cumulative assignments and a final examination.

PSYCHOLOGY PSY102
Five hours per week, for one semester, including lectures, tutorials and laboratory sessions.
Prerequisite: Psychology PSY101.
Syllabus: An introduction to the study of social psychology, personality and abnormal psychology, with further work in the area of research and methodology and the application of statistical methods.
Assessment: Cumulative assignments and a final examination.
References: As for PSY101.

PSYCHOLOGY PSY201
Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.
Prerequisites: Psychology PSY101 and PSY102, and either Statistics MAT171 and MAT172, or equivalent.
Syllabus: Biological and developmental foundations of behaviour. The physiological bases of behaviour. Human development: the interaction of genetic and environmental factors; the importance of early experience; agencies of socialisation; maturation and learning; language acquisition and function; psycho-linguistics; cognitive development with special reference to the work of Piaget.
Skilled performance: component processes and performance capacities; the skilled operator and the limits to his efficiency.
Statistical methods: principles of good research design; hypothesis testing and estimation; applications of binomial, Poisson, and chi-squared distributions.
Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

PSYCHOLOGY PSY202
Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.
Prerequisite: Psychology PSY201.
Central theme: Personality and interpersonal behaviour.
Syllabus: Personality: nomothetic and ideographic approaches; the determinants and structure of personality; a comparative study of major theories; abnormality and maturity.
Interpersonal behaviour: the nature of social attraction; person perception and the influence on the self concept of interpersonal experiences; theories and techniques of social communication, attitudes and attitude change; group processes; leaders and leadership; interpersonal factors in performance.
Statistical methods: other applications of chi-squared distribution; correlational techniques including uses of Fisher's z transformation; tests on two sample means; use of computer.
Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

PSYCHOLOGY PSY301
Five hours per week for one semester, including lectures, tutorials and practical skills training.
Prerequisite: Psychology PSY202.
Central theme: Applied Psychology.
Syllabus: Psychological assessment and classification: theory and practice of psychological assessment; test construction; concepts of validity and reliability; published tests in print; administration of psychological tests; prediction of performance; limitations of statistical prediction; professional ethics.

Education and Training: the identification of training needs, developing objectives, course planning, the selection of instructional methods in relation to objectives and learner characteristics, evaluation of learning outcomes.

Human factors in industry; man-machine and man-man interaction in industry; the human component in systems; design and development of new systems.

Assessment: Cumulative, based on short tests, assignments, tutorial papers and participation in training seminars.

References: To be advised.

PSYCHOLOGY PSY302
Five hours per week for one semester, including lectures, tutorials and practical skills training.

Prerequisite: Psychology PSY202.

Central theme: Applied Psychology.

Syllabus: The person and the organisation. Theories of organisation; group behaviour and organisation communication; job satisfaction and morale; factors affecting output; status and authority in organisations; styles of leadership; communication; motivation and organisational climate; conflict in organisations.

Vocational development: theories of vocational development; vocational development as a process of personal growth; the value of tests and other information-gathering devices in vocational counselling and guidance.

Personnel psychology: performance evaluation and staff development; personnel management and the management of personnel; employer-employee relations; employee attitudes; the contribution of personnel management to productivity; organisation development and action research; problems confronting the change agent.

Assessment: Cumulative based on short tests, assignments, projects, essays and tutorial papers. An examination may be included.

References:


PSYCHOLOGY PSY303
Two hours per week for one semester.

Prerequisite: Psychology PSY202.

Central theme: Work experience.

Syllabus: The nature of work environments; organisation structures and processes; work rules and job demands; the concept of organisation climate.

Note: Students are expected to have, or to obtain, experience in employment by an organisation or business for five weeks or more. The syllabus material is studied in relation to the student's personal experience of employment.

PSYCHOLOGY PSY401
Advanced Psychological Assessment and Classification
Six hours per week for one semester.

Prerequisites: See Graduate Diploma in Applied Psychology.
General objectives: At the completion of this subject students will be able to:

1. critically evaluate and select assessment procedures to achieve specified purposes;
2. apply and utilise assessment procedures and monitor their effectiveness with a minimum of supervision from an experienced psychologist.

Syllabus:

3. Classification systems: objectives and types of classification systems, psychometric, organisational and other factors affecting classification decisions. Organisational and individual decision making. During the second half of the semester, students will be encouraged to pursue chosen areas of interest in more depth.

Teaching methods: Seminar/discussion, lectures, guided study groups and practical classes to develop assessment skills.

Assessment: Cumulative, based on short tests, assignments and practical exercises.

References: To be advised.

PSYCHOLOGY PSY402
Changing Behaviour

Six hours per week for one semester.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:

1. To examine theories about behaviour change, at the levels of: the individual; the small group; the organisation; and society/culture.
2. To identify and develop a conceptual framework within which various change theories may be accommodated.
3. To develop students' skills as 'change agents'.

Syllabus:

1. Theories about changing behaviour: Theory-building and criteria of a 'good' theory. Commonalities and differences in theoretical foundations, objectives and techniques of various approaches to attitude and behaviour change especially those which are applied in psychotherapy; group work, Organisation Development, and community intervention and development programs. Review of research into the effectiveness of these approaches. Examination of values and ethical issues which are implicated in attempts to change behaviour.
2. Skills training: introduction to counselling, encounter group leadership; Organisation Development strategies and mechanisms; community interventions.

Assessment: Assessment may be based on one or more of the following: written assignment; contributions to seminars; tests. Details of assessment are finalised with students at the beginning of the subject.

References:


PSYCHOLOGY PSY403
Multivariate Data Analysis

Three hours per week over two semesters.

Prerequisites: See Graduate Diploma in Applied Psychology.

It is expected that students will have an understanding of the use in psychological research of the common types of univariate and bivariate data collection, description, and analysis, including analysis of variance, correlation and regression analysis.

General objectives: To understand and be able to use the main multivariate techniques in psychological research. The course is largely based on computer work.


Assessment: Assessment involves periodic short written assignments (reporting analysis of data) and reviews of the student's practical exercises.

References: To be advised.

Students must also own a pocket calculator and at least one general statistics book such as SNEDECOR, G. W. and COCHRAN, W. G., Statistical Methods, 7th ed., Iowa State University Press, 1980.

PSYCHOLOGY PSY404/PSY405
Professional Experience

Two placements, each of 25 working days in a professional (psychology) agency, under the direct supervision of a qualified psychologist. Placements are arranged by the Department of Applied Psychology. In addition two-hour seminars are held fortnightly to discuss issues relevant to placements.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:

1. to acquaint students with some of the professional roles undertaken by applied psychologists and the settings in which they do so;
2. to introduce students to the use of concepts, knowledge, skills and techniques in 'real-life' settings;
3. to acquaint students with the various ethical and legal issues encountered in applied work; and
4. to give students some basic professional skills (such as administering and scoring psychological tests, assisting in applied research, or conducting interviews).
Syllabus: In the seminar program associated with the placements, the following topics are explored: the nature of the organisation; the nature of psychologists' roles in the organisation (e.g. primary, objectives, organisational structure and 'climate', boundaries, relationships with its external environment); analysis of the conceptual frameworks and methods used in the psychology unit; analysis of legal and ethical responsibilities and pitfalls.

Assessment: Assessment based on the report which each student is required to write concerning his or her placement experiences.

References:

(Other references will be specified at the beginning of the semester.)

PSYCHOLOGY PSY406
Applied Research Project
A research-based unit with fortnightly seminars of two hours' duration over two semesters.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: To ensure that students become familiar with the planning and conduct of a piece of applied research, and with the written and oral presentation of research findings.

Syllabus: Issues covered in the seminar program include: how to identify a research area and a particular problem or question; ethical issues in research; use of library and other resources for research purposes; preparing and presenting research proposals. Specific methodological, research design and data analysis issues are discussed in individual consultations with the student's supervisor. Since the unit PSY403 (Multivariate data analysis) deals with research design and data analysis issues which are likely to be highly relevant to the applied research project, students are normally advised against enrolling in PSY406 until they are concurrently enrolled in or have completed PSY403.

Assessment: Assessment based on (a) a progress report, in which the student presents a complete research proposal; and (b) a final report, in journal article form, which states the research issue, outlines previous research and theory bearing on the research issue, describes the research design and data analysis methods, presents the findings, and comments on their significance.

References: See PSY403. Additional references will be specified at the beginning of the first semester.

PSYCHOLOGY OF MUSIC GMT406
Contact Hours Per Week: Two hours per week, both sessions.

Prerequisites: Nil.

Syllabus: Influence of music on behaviour — relationship between music and personality, the function of music in personality adjustment and development. Music as communication, the nature of musical taste and ability, the role of music in various world cultures. Physical, psychological and physiological aspects of sound and systems of tonal relationships, the basis of aesthetic experience in music.

Use of music in establishing therapist-patient relationships.

Use of music for relaxation.

Assessment: Minor assignment, essay type, based on lecture topics. Examination — 1½ hours.

References:

PSYCHOPATHOLOGY AND EXCEPTIONALITY GT408
Contact Hours Per Week: One hour per week for one session (or two hours per week for one session).

Prerequisites: As per course prerequisites.


Assessment:
1. Presentation of a seminar paper on a topic selected from the course 20 per cent
2. A 3,000-word essay relating the course content to past or anticipated field work 40 per cent
3. A 1½-hour examination in short-answer or multiple-choice form 40 per cent

References:
HARING, N. G. (ed.), Behaviour of Exceptional Children, Columbus (Ohio): C. E. Merrill, 1974.

PUBLIC HEALTH ENGINEERING CIV313
A course of two hours of lectures and class work per week for two semesters.

Prerequisites: Nil.

chemical and biological factors, treatment works. Refuse and industrial waste treatment and disposal. Industrial hygiene.

Assessment: To be based on examination at the end of second semester. Assignments.

References:

PURE MATHEMATICS MAT203
A course of six hours per week for two semesters. 
Prerequisites: Mathematics MAT103, Mathematics MAT104.


References:

PURE MATHEMATICS MAT303
A course of six hours per week for two semesters. 
Prerequisite: Pure Mathematics MAT203.


QUANTITATIVE ANALYSIS IN MARKETING FIN681
A course of three hours per week for one semester. 
Prerequisite: Statistics for Marketers MAT661 or equivalent.

Syllabus: Appreciation of quantitative methods useful in marketing problems. Methods discussed will include assignment, transportation, linear programming, decision analysis and regression techniques. Correcting data for seasonal and trend effects. Elementary forecasting.

References: To be advised.

QUANTITATIVE METHODS FIN692
A course of three hours per week for one semester. 
Prerequisites: Nil.

Syllabus: The course is concerned with a survey of the quantitative techniques available to management. Topics covered will include the use of probability in decision making, business forecasting techniques, inventory analysis and linear programming.

References: To be advised.

QUANTITATIVE METHODS IN MARKETING MKT113
Four hours per week for one semester. 
Prerequisite: Business Statistics MAT151.

Syllabus: Statistical variation, design of a sample for market research, correlation in marketing, sales forecasting, use of decision trees in marketing, introduction to advanced quantitative decision making aids for marketing problems.

References: To be advised.
QUEUING THEORY MAT670
Two hours per week for one semester.
Prerequisites: Nil.
Subject Content: Review of probability and probability distributions. Introduction to queueing theory, M/M/1 queues, priorities, service distributions, multisever, systems of queues.
References:

REAL-TIME PROGRAMMING I RDT606
Two hours per week for one semester.
Prerequisites: Computer Systems.
Syllabus: Data structures and program design, screen handling, real-time/transaction processing, memory management, scheduling, recovery/restart, data base management, network handling.
Operating system considerations; user privileges, security, program development.
References:
Specific manufacturers’ manuals will be used.

REAL-TIME PROGRAMMING II RDT607
Two hours per week for one semester.
Prerequisite: Real-Time Programming I.
Syllabus: The requirements of real-time languages, high level languages, categories of language, the development of real-time languages.
A study of one or more existing languages, e.g. PASCAL, ADA, CHILL. Programming considerations.
References:
C.C.I.T.T. Study Group XI documentation on CHILL.

REAL-TIME SYSTEMS I RDT608
Two hours per week for one semester.
Prerequisite: Computer Systems.
Syllabus: Basic terms and definitions, applications, system components, hardware requirements, the process concept, scheduling, processor and memory allocation, security and control, the file subsystem.
Analysis and design considerations, modelling and simulation.
References:

REAL-TIME SYSTEMS II RDT609
Two hours per week for one semester.
Prerequisite: Real-Time Systems I.
Syllabus: SPC Systems: introduction, hardware configurations, software structures, function and load sharing, scheduling, monitors, packages, call-processing, reliability, recovery, system specification, design and development techniques, typical systems, e.g. AXE.
References:

REGIONAL AND URBAN PLANNING CIV690
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Planning authorities and procedures. The origins of modern urban planning. Theories of urban planning. Case studies. The interaction between transport and urban land-use planning. Techniques for urban and regional planning.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

RESEARCH METHODS AND EXISTING RESEARCH IN ART EDUCATION GAE406
Contact Hours Per Week: Two, in one session only.
Prerequisites: Nil.
Syllabus: The unit aims to provide students with the understanding and skills required to be able to draw upon existing research and initiate their own, in order to effect necessary program changes. Topics to be covered will include: observation as a basis for teaching and research; varieties of observation: the case study; identifying a researchable problem; measurement; research in art education; planning a research project.
Assessment: Tutorials, research proposal, examination.
References:

RESEARCH PAPER ADM661
A course of two semesters of individually supervised research. No formal classes are timetabled.
Prerequisites: Nil.
Syllabus: Students are required to prepare an original research paper which either researches critically and evaluates the operations of an organisation or investigates a problem area and provides a solution.
References: To be advised.

RESEARCH METHODS IN BEHAVIOURAL SCIENCES GMT409
Contact Hours Per Week: One hour per week for one session.
Prerequisites: Nil.
Syllabus: Review the principles of sampling, design, measurement, control statistics and interpretation of results in the context of relevant research literature and a class project.
Activities will include:
1. Class discussion on the methodological strength and weaknesses of selected journal articles.
2. A piece of research conducted as a class project including selection of hypotheses, design, measures, collection of data analysis, interpretation of results and report writing.
3. An in-depth individual research project which reflects the methods and procedures studied.
Assessment:
1. A critical review of a research paper of the students' (approved) choice not covered in the class discussions.
2. Satisfactory participation in the class project.
References:
Selected journal articles.

RESEARCH PROJECT GAE407
Contact Hours Per Week: Variable, both sessions.
Prerequisites: GAE406 should be taken previous to, or concurrent with, enrolment in GAE407.
Syllabus: Students are required to carry out and present a research project related to art and education. Course work undertaken in GAE406, Research Methods and Existing Research in Art Education, will give the students background knowledge and will influence the choice of topic for independent research.
Close and continued discussion between supervisor and student is expected throughout the duration of the research project.
Assessment: The research project.
References: Students will select their own references.

RETAIL BUYING AND MERCHANDISING MKT350
A course of four hours class work per week for one semester.
Prerequisite: Retail Management Principles MKT250.
Syllabus: The aim of this unit is to provide students with an in-depth understanding of the buying process of store management. It covers merchandise planning and budgeting including concepts of merchandise classification, model stocks, basic stock replenishment, retail inventory control; pricing and repricing; stock control; sales management and salesforce scheduling and productivity analysis; profit performance and information needs.
References:

RETAIL DISTRIBUTION AND INVENTORY MANAGEMENT MKT331
A course of four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT134.
Syllabus: The purposes of the course are to develop an understanding of the nature and consequences of distribution decisions in retail operations and to provide an appreciation of the interactions between distribution and other activities in retail organisations. Specific topics will concern distribution policy and overall distribution policy including warehousing and transportation. Assessment is continuous, based on assignments and class work.
References:

RETAIL INTERNSHIP MKT360/MKT361
An attachment to a retail organisation on three days per week in the semester.
Prerequisites: Retail Management Principles MKT250, Retail Buying and Merchandising MKT350 (the latter may be taken in the same semester).
Syllabus: The aim of the internship is to provide students with in-company, practical experience. They will be required to undertake a range of tasks, carry responsibilities, and submit reports related to both retail buying and selling. Assessment based on projects completed and satisfactory performance.
Assessment: The PQ grading will apply.
RETAIL MANAGEMENT MKT233
A course of four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT134.
Syllabus: Merchandise management overview, the buying function, merchandise mix decisions, researching and forecasting consumer demand and retail sales, developing merchandise plans, budgeting (O.T.B. planning), model stocks and basic stock concepts, retail inventory method and merchandise control, sourcing and selecting suppliers, selecting new products, resource relationships and negotiation.
References:
NRMA, Buyers Manual.

RETAIL MANAGEMENT MKT334
A course of four hours per week for one semester.
Prerequisite: Retail Management MKT233.
Syllabus: Analysis of decision making and problem solving techniques; practical application of the principles to retail case studies drawing together input from previous units.
References: To be advised.

RETAIL MANAGEMENT PRINCIPLES MKT250
A course of four hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of this subject is to provide an overview of retailing from a management perspective. The development of retailing; the Australian retail industry and its environment; merchandise planning, control and distribution; pricing merchandise; selling and sales promotion; store location, layout and presentation.
References:
DICKINSON, R., Retail Management, Austin Press, 1981.

RETAIL PROJECT MKT431
To qualify for the award of Associate Diploma in Retail Management a major project must be submitted. The project will be undertaken over a period of two semesters to provide students with an opportunity to integrate their studies, to advance the knowledge of retail management theory and practice, and to provide tangible evidence of the student's capabilities as a result of undertaking this award. Students will select a topic in conjunction with the Subject Leader. It will require the development of a hypothesis or the identification of a problem, research of the subject, collection and analysis of data, and formulation of conclusions and recommendations for formal presentation. The topic may be either a major problem faced by the retail organisation employing the student with employer's cooperation or a macro retail management issue.
Assessment: The PQ grading will apply.

RETAIL PROMOTION MKT234
A course for four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT134.
Syllabus: The retailing mix and the role of promotion; developing promotional strategies; advertising including media and agency selection and evaluation; in-store promotion, display and layout strategies; retail sales management and sales productivity; direct mail and catalogues.
References:
GENTILE, R. J., Retail Advertising: a management approach, Chain Store Pub., 1976.

RETAILING AND CONSUMER LAW FIN121
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Types of retail sales and implied conditions and warranties; Commonwealth Trade Practices Act; Victorian Goods Act and Consumer Protection Act as they relate to retailing; pricing and advertising; theft, fraud and security.
References:
Consumer Protection Act.
Small Claims Tribunal Act.
Ministry of Consumer Affairs Act.

ROBOTICS AND COMMUNICATION RDT610
Two hours per week for one semester.
Prerequisites: Computer Systems, Computer Networks I.
References:
BANDY, BURSTALL, WEIR and YOUNG, Artificial Intelligence: an introductory course, North-Holland Press.
BODEN, M., Artificial Intelligence and Natural Man, Harvester Press.
NILLESA, N., Problem Solving Methods in Artificial Intelligence, Trigen Press.
DODD, G. S. and RONSAL, L., Computer Vision and Sensor Based Robots, Plennan Publishing Co.

RPG PROGRAMMING EDP686
A course of four hours per week for seven weeks.
Prerequisites: Operating Systems and Assembler EDP654 and Programming II EDP656.
Syllabus: The RPG programming language. Characteristics of the language; syntax; sample program study; suggested use in implementing structured program designs; coding techniques; debugging techniques.
References: Manufacturers' manuals as required.
SAFETY AND ENVIRONMENTAL ENGINEERING
IND407
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Definitions and concepts, accident causation
and strategies for safety, chains of causes and effects,
the system approach, man-machine-environment sys-
tems and the analysis of accident conditions, analytical
methods of risk assessment.
Principles of accident prevention.
Safety programs: the epidemiological approach to
accident prevention, accident statistics, the role of
multi-dimensional statistics, assessing priorities, the
design of practical programs.
Major environmental problems for industry:
— Land; solid and liquid waste disposal, land fill,
land use.
— Water; thermal pollution, waste loads to water
and sewage.
— Air; thermal and toxic emissions to air.
— Noise and radiation.
— Resources; changing resource patterns, changing
effluent characteristics.
— Health effects to the community.
Common methods of monitoring and analysis associ-
ated with noise, radiation and health. Various legislative
and administrative approaches to pollution control.
Assessment: By assignments and a final examination.
References:
HAMMER, W., Product Safety Management and
National Safety Council publications.

SALES MANAGEMENT MKT384
Four hours per week for one semester.
Prerequisite: Sales Strategy MKT347.
Syllabus: Sales planning; sales force organisation; sales
person selection, training supervision and compensa-
tion; sales operation analysis and control.
References: To be advised.

SALES MANAGEMENT MKT628
A course of two hours of lectures and one hour of
tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT671.
Syllabus: The nature, role and scope of sales manage-
ment; the sales organisation; the selection, recruitment,
training and development of salesmen; the motivation,
compensation and evaluation of salesmen; the sales
process; sales forecasting and estimating market poten-
tial; sales budgeting and profitability; planning sales
territories; determining sales quotas and the optimum
allocation of sales effort and resources. The course
includes one major assignment to demonstrate students' 
 thorough understanding of the sales management con-
cept and their ability to cope more effectively with
sales management problems.
References:
DODGE, H. R., Field Sales Management, Business

DUNN, A. H., JOHNSON, E. M. and KURTZ, D.
L., Sales Management Concepts, Practices and Cas-
GWINNER, E. F. and SMITH, E. M., Sales Strategy:
cases and readings, Meredith Corporation, 1969.
WOTRUBA, T. R., Sales Management, Holt, Rinehart

SALES STRATEGY MKT347
A course of four hours class contact per week for one
semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The role of selling and sales management in
marketing today: organising the field force, selecting,
recruiting, training and motivating the field force, sales
forecasting, budgeting and planning, evaluation of
sales territories and sales performance. Strong emphasis
is also placed on the demonstration and understanding
of the techniques and concepts used in selling today,
and of the basic formula for selling.
References: To be advised.

SALESMANSHIP AND SALES FORCE
MANAGEMENT MKT341
A course of two hours of lectures and two hours of
tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The role of selling and sales management in
marketing; organising line field force, selecting, recruit-
ing, training and motivating the field force, sales
forecasting, budgeting and planning, evaluation of
sales territories and sales performance. Emphasis is
also placed on the techniques and concepts used in
selling.
References: To be advised.

SCHOOL AND COMMUNITY GEA404
Contact Hours Per Week: Three hours per week, for
one session.
Prerequisites: Nil.
Syllabus: Decision Making —
Topics include: theories and processes of administrative
decision-making; advantages and problems of partici-
patory decision-making; the role of professionals and
non-professionals in the governance of education.
Negotiating with the Community —
Topics include: communication networks that will
produce effective communication; the influence of
pressure groups; practical aspects of dealing with
demands for involvement in school organisation; a
survey of specific programs of community involvement
in school management.
School Councils —
Topics include: the parameters of influence of school
councils; legislation relevant to school councils; adjust-
ments which may have to be made in the organisation of
the school or the behaviour of the administrator to
accommodate the existence of school councils.
Assessment: An analysis of a case concerned with
participatory decision-making in an educational insti-
tution. An analysis of a case concerned with some
aspect of the establishment or operation of school
councils.
References:

SCHOOL AND COMMUNITY STUDIES BEA431
Contact Hours Per Week: Four hours for one session.
Prerequisite: BED400.
Syllabus: An advanced study of the political and social context of the school in Australia together with its relationships with the community it serves. Issues considered will include: agency co-operation, the development of school based community education, the concept of community education, parents in schools, administration of a community oriented school, the role of school councils, the concept of a community oriented school, urban and rural differences.
Assessment: Two assignments. One final class test.
References:

SCIENCE AND CIVILISATION PHY128
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Nil.
Syllabus: The scientific culture — Man's ideas of the nature of the earth and the universe. The scientific method, scientific models.
Communications — Methods of communication, music, electronics, vision, colour, photography.
Energy sources and resources — Discussion of energy sources and resources available to man. How energy is converted from one form to another, pollution effects of energy.
Assessment: Assessment will be by written assignment work and by project. At least one major project will be given.
References: To be advised.

SCHOOL MANAGEMENT GEA402
Contact Hours Per Week: Three hours per week, for one session.
Prerequisites: Nil.
Syllabus: Business Administration in Education — Topics include: financial management; long and short term budgeting; basic accounting principles and procedures; internal control systems and external requirements; supervision of office staff; secretarial procedures appropriate for school use; office equipment and furniture; maintenance of files; the preparation of business communications.
The Role of the Administrator in Meetings — Topics include: meeting procedure; the educational objectives of parent-teacher and staff meetings; the operation of working parties and committees; factors associated with the execution of meeting decisions.
The Administrator and the Law — Topics include: criminal and civil law as they affect educational organisations; factors associated with the employment and working conditions of staff; the legal rights of staff and students; negotiating with legal authorities and unions.
Assessment: A practical exercise concerned with some aspect of school management. A case study dealing with the legal responsibility of the educational administrator.
References:

SCIENCE EDUCATION ESE211
Contact Hours Per Week: Two hours per week, Autumn and Spring sessions.
Prerequisites: Nil.
Syllabus: An examination of the objectives, content and methods of science programs at levels K-6, with particular reference to some contemporary approaches. Student participation in units which simultaneously develop understanding of subject matter and give practice in relevant skills and in appropriate classroom strategies. Particular areas to be treated include the coastal environment, the bush environment, sensory experiences, forms of energy, properties of materials, measurement techniques, all based on activity approaches.
Assessment: Participation in class work, assignment, final test.
References:
Education Department of Victoria, Science in the Primary School (Vols. 1-5), Melbourne, 1981-2.

SCIENCE FOR ART PHY107
A course for degree students of two hours per week for one semester.
Prerequisite: TOP or HSC or equivalent.
Syllabus: This will be an introduction to basic scientific methods with subjects that will be of primary or secondary importance to the artist. This subject may not be available every year.
Assessment: By assignment.
References: To be advised.

SCIENTIFIC PHOTOGRAPHY PHY235
A course of two hours theory per week and two hours per fortnight of laboratory work for two semesters.
Applications: Use of conventional, high speed, time lapse. Holographic, Schlieren and special forms of
photography in areas such as biology, ecological studies, physics, chemistry and engineering (e.g. microscopy, crack detection, shock wave analysis, densitometry, thermography).

References: To be advised.

SCULPTURE ART157/ART158
ART157 Twelve hours per week for two semesters.
ART158 Six hours per week for two semesters.

Prerequisites: TOP or HSC or equivalent, together with the approval of the selection panel.

Syllabus: Studio practice comprises a sequential development throughout the year and deals with the basic problems of aesthetic expression of ideas resolved through the making of objects or the recording of concepts. These relate to either shape, plane, volume and texture or the juxtaposition of ideas within a recorded presentation, i.e. audio-visual, photo, written.

Assessment: Progressively by the assessment panel during the year.

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SCULPTURE (Elective) ART166
A course of three hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Students are encouraged to develop ideas through making objects of a permanent or non-permanent nature and are further required to follow these ideas through to a complete solution by presenting the object or the concept through an objective questioning as opposed to pure emotion. Basic elements such as plane, shape and volume coupled with theoretical juxtaposition are learnt. Students are encouraged to use many different media such as metal, resin, wood, paper, found objects, recorded sound, light and photography. Workshop drawings and sketches develop the student's communicative ability to express ideas prior to the construction of his work. The course is designed to relate closely to concepts in the major study area and broaden the student's concepts relating to that area.

Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART173
A course for first year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.

Prerequisite: HSC, TOP, or equivalent, including an interview with folio.

Syllabus: Studio practice comprises a sequential development throughout the year which deals with the basic problems of sculpture. A series of motivating projects will be used to present a variety of designing problems which will involve the student in the study of a wide range of materials and tools, sculptural techniques and aesthetic expressions.

Assessment: Progressively by assessment panel during the year.

SCULPTURE ART174
A course for first year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.

Prerequisite: HSC, TOP, or equivalent, including an interview with folio.

Syllabus: Studio practice will be concerned with the acquisition of skills and techniques relating to sculpture, through various projects of a permanent or non-permanent nature. Students will be encouraged to use different media such as clay, metal, wood, plaster, resin, paper and found objects.

Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART157/ART258
ART257 Twelve hours per week for two semesters.
ART258 Six hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Studio practice is concerned with the application or extension of knowledge gained in first year Sculpture, together with a structured program of studies as follows: studies of problems associated with materials and methods such as polyester resins, fabrication, moulding and casting; plaster-casting, casting and mouldmaking, metal-casting, polishing and plating.

Assessment: Progressively by the assessment panel during the year.

SCULPTURE (Elective) ART266
A course of three hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Greater emphasis is placed on the generation of ideas and personal exploration suited to the needs of students. The study of new materials and methods of working with them continues and students work in such materials as stone, glass, cast metal and plastic welding.

Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART295
A course for second year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters.

Prerequisite: First year sculpture major study or equivalent.

Syllabus: Studio practice will be a continuation and extension of the knowledge acquired in first year sculpture. In addition to this students will be introduced through formal and informal sessions to new problems associated with design techniques and media processes.

Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART298
A course for second year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.

Prerequisite: First year sculpture major study or equivalent.

Syllabus: This course will be taken in conjunction with a sub major in painting, printmaking or theory. Studio practice is concerned with the application and extension of knowledge in first year sculpture together with a structured program of studies.

Assessment: Progressively by the assessment panel during the year.
SCULPTURE ART299
A course for second year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: First year sub major study or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year sculpture together with a program of studies. Greater emphasis is placed on the generation of ideas and personal exploration suited to the needs of students.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART329
A course of study for third year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: Second year sub major study or equivalent.
Syllabus: At this level students' knowledge enables them to concentrate on a more individual approach to their work. Sculpture in this context may be seen as an extension of the student's major study or as a spirited diversion from it.
Assessment: Final folio assessed by examination panel at the end of semester two.

SCULPTURE ART357/ART358
ART357 Twelve hours per week for two semesters.
ART358 Six hours per week for two semesters.
Prerequisite: Sculpture ART257, ART258, or equivalent.
Syllabus: Third year sculpture is the culmination of the previous two years of study. It is expected that a student has developed specific interests and sound techniques that enable a deliberate working procedure.
Assessment: Diploma folio assessed by the examination panel progressively and at the end of the second semester.

SCULPTURE (Elective) ART386
A course of three hours per week for two semesters.
Prerequisite: Nil.
Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach. Sculpture in this context may be seen as an extension of the student's major study area or as a spirited diversion from it.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART378
A course of study for third year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters.
Prerequisite: Second year sculpture major study or equivalent.
Syllabus: This course is the culmination of the previous two years of study. It is expected that a student has developed specific interests and sound techniques that enable a deliberate working procedure. Their work should show a more clearly defined attitude to their mode of expression and media.
Assessment: Final folio assessed by the examination panel at the end of semester two.

SCULPTURE ART379
A course of study for third year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: Second year sculpture major study or equivalent.
Syllabus: Throughout the year the students individual development is related to the diversity of previous years experience.
Assessment: Final folio assessed by the examination panel at the end of semester two.

SCULPTURE GAE416
Contact Hours Per Week: Four, in both sessions.
Prerequisite: Sculpture studies at third year level.
Syllabus: Students will be encouraged to work in one material or combination of materials. Students will be required to carry through at least one major project from marquette to finished product, including all costing. Students will be required to research the physical qualities of the materials being used for major projects and to be able to carry out all mathematical calculations for the successful completion of the project. Students will also be required to conduct personal research into the history and philosophy of the particular form of practical work they are carrying out.
Assessment: Students will present marquettes and working drawings for the projects planned during the year. At least one major project will be prescribed for the assessment.
Reference:

SECRETARIAL STUDIES ADM133
A course of five hours per week for one semester.
Prerequisites: Nil.
Syllabus: The role of the secretary in the changing business office; filing, mail handling, planning and organising time. The secretary's personal effectiveness and development, receptionist techniques, typewriter maintenance and office supplies. Production of typed written data with suitable presentation at 35 wpm. Composition at the typewriter with emphasis on quality and speed. Typing of tables, display materials; rough drafts, reports, business papers, reproduction materials.
Assessment: Based on class tests and assignments.
References:
CORISH, R., Tomorrow's Secretary, (7th ed), Pitman (Aust) Pty Ltd, 1981.

SECRETARIAL STUDIES ADM134
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM133,
Syllabus: The role of the secretary as an originator and processor of information: effective dictation techniques, effective written and oral communication. The exposition of the principles of the Pitman 2000 shorthand system, and their application to the relevant vocabulary. Instruction will be in the Pitman 2000 system but students who have sufficient expertise in another system will be encouraged to continue speed development in that area. Development of pretranscription English skills for the secretary, typewriting data produced at 45 wpm.

Assessment: Based on class tests and assignments.

References:
KIDMAN, J., Type One, VCTA, Melbourne, 1977.

SECRETARIAL STUDIES ADM335
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM134.
Syllabus: The role of the secretary as an administrative assistant, decision maker, confidante and member of the support team. Duties of the secretary when deputising for the manager, ethical responsibilities, group decision making, function planning procedures, research methods and effective reporting. The development of proficiency in shorthand and typewriting to a level which will enable students to cope with a variety of integrated business tasks. Typewriting data produced at 50 wpm and shorthand note-taking at 80 wpm. An introduction to word processing concepts and machine operation.

Assessment: Based on class tests and assignments.

References:
HUNTER, G., The Administrative Secretary, Pitman (Aust) Pty Ltd, 1981.
SHEEDY, M., Shorthand for Today: Correlated Reading and Dictation, Pitman (Aust) Pty Ltd, 1976.

SECRETARIAL STUDIES ADM331
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM335.
Syllabus: The role of the secretary as a researcher, conference planner and meetings organiser: research techniques and their appropriate application, planning, organising and recording meetings. Development of proficiency in word processing equipment operation. Development of expertise in shorthand note-taking applied to oral instructions regarding the execution of tasks. Development of shorthand, typewriting and transcription rates at a minimum of 90 wpm, 55 wpm and 20 wpm respectively.

Assessment: Based on class tests, assignment and research project.

References:

SECRETARIAL STUDIES ADM332
A course of five hours per week for one semester.
Prerequisite: ADM 331.
Syllabus: The role of executive assistant and conference administrator: the planning and organisation of a major event such as a conference or seminar, preparation for gaining employment, success in employment, professional support, executive time management. Students are required to employ a variety of secretarial and administrative skills, acquired in previous semesters and display initiative taking, planning and decision making abilities. The development of shorthand, typewriting and transcription skills to a minimum of 100 wpm, 60 wpm and 25 wpm respectively.

Assessment: Based on planning activity and assignments.

References:

SERVICE STUDIES GOS405
Contact Hours Per Week: One hour per week for 26 weeks or equivalent.
Prerequisites: Nil.

Assessment: Theoretical and practical requirements as laid down by Royal Lifesaving Society. Theoretical and practical requirements for the St. John Ambulance Association First Aid Certificate. Submission of photographic folio/slide tape. Submission of completed video tape. Practical test to demonstrate competency as user of audio-visual equipment. Theoretical and practical test of requirements for Chisholm Institute of Technology Power Boat Handling Certificate.

References:

205
SIGNALS AND LINEAR SYSTEMS ELE200
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Transform methods: Fourier and Laplace transforms, s-plane representation; the convolution summation and the convolution integral; transform domain consequences of convolution; power in signals and correlation functions.
Assessment: Written examination. Laboratory and assignment work.
References:

SILVERSMITHING AND JEWELLERY ART132 and ART133
A course for students undertaking the Craft Major of the Fine Art Degree Course.
ART132 Six hours per week for first semester.
ART133 Six hours per week for second semester.
Prerequisites: Nil.
Syllabus: Students will work in copper, copper alloys, silver, stainless steel, and other materials used by the jeweller and silversmith. Projects are structured to impart specific fundamental techniques, but allowance is made for individual freedom in design. Emphasis is placed on the safe and correct methods of tool use; their care and maintenance, and excellence in craftsmanship.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and the end of each semester.
References: To be advised.

SILVERSMITHING AND JEWELLERY ART232 and ART233
ART232 Nine hours per week for first semester.
ART233 Nine hours per week for second semester.
Prerequisites: Silversmithing and Jewellery ART132 and ART133.
Syllabus: Students will be taught additional new techniques such as lost wax casting, enamelling, gem setting, electroplating and electroforming. There will also be an emphasis on further developing skills acquired during the first year of the course.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.
References: To be advised.

SILVERSMITHING AND JEWELLERY ART332 and ART333 or ART330 and ART331
ART332 Twenty-four hours per week for first semester.
ART333 Twenty-four hours per week for second semester.
ART330 Twelve hours per week for first semester.
ART331 Twelve hours per week for second semester. Students wishing to specialise in Silversmithing and Jewellery will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Silversmithing and Jewellery and Glass Studies.
Prerequisites: Silversmithing and Jewellery ART232 and ART233.
Syllabus: The student will be expected to initiate his own projects, in consultation with staff. Students will be guided in setting up their own workshop, and be given assistance in making specialist tools to add to their professional kit of tools. A significant part of his final year's presentation will include a major design undertaking.
Assessment: Progressively at mid-semester and at the end of each semester. In addition the student will be required to mount an exhibition of his year's work in an appropriate setting. A final interview by staff will be conducted at the exhibition.
References: To be advised.

SIMULATION TECHNIQUES MAT666
A course of three hours per week for one semester.
Syllabus: This unit is designed to provide an awareness and appreciation of the concepts of simulation as applied to management and physical distribution systems.
Topics covered will include: probability distributions; queuing models; design of simulation models; simulation of systems using an interaction computer package; case studies of the application of simulation to physical distribution problems.
References:

SKELETAL FRAME ANALYSIS CIV603
A course of lectures and tutorial work of two hours per week.
Prerequisites: Nil.
References:
SMALL-COMPUTER SOFTWARE ELE654
A course of four hours per week for one semester including lectures, laboratory and tutorials.
Prerequisites: Nil.
Assessment: Written examination. Laboratory and assignment work.
References:
Manufacturers' reference and programming manuals.

SOCIAL MARKETING MKT251
A course of four hours lectures and tutorials for one semester.
Prerequisites: Satisfactory performance in four compulsory core units in second year.
Syllabus: Understanding the non-profit market. The application of marketing principles of non-profit organisations; conducting a marketing analysis; development of the marketing program; administrating and controlling the marketing elements. The application of marketing principles through case studies of a variety of non-profit organisations.
References:

SOCIAL ORGANISATION SOC382
A subject for graphic design degree students of two hours a week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design studies or entry to the degree course.
Syllabus: This unit describes the central role of organisations in social development. It reviews the evolution and rationale of theories of organisation in the 20th century. It examines the influence of human factors on organisational performance.
The organised society: the reciprocal development of organisations and ideologies in recent history, in the context of organisations as a social tool.
The evolution of theories of organisation: the evolution of theoretical responses to emergent organisational needs over the past 70 years, considered as both functions of accelerating change and determinants of modern organisational characteristics.
Organisational behaviour: the critical significance of the human variable in organised action; some data and theories on organisational behaviour, and behavioural aspects of organisational control.

Bureaucracy — instrumentality and obsolescence: the rationale and characteristics of the bureaucratic model; dysfunctions and modifications of bureaucracy; a systems perspective on organisational change.
Assessment: Progressive assessment by essays, tests and classwork.
References: To be advised.

SOCIAL ORGANISATION SOC491
Three hours per week for one semester.
Syllabus: This unit is designed to acquaint candidates with the sociological perspective on group structures and organisation theory, and with factors involved in social change. Topics will include: concepts of sociology; social institutions; group dynamics; formal and informal organisations; power, authority and leadership; technology and social change.
References:

SOCIAL SCIENCE HUM291
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course has two segments: psychology and sociology. In the psychology segment students will be introduced to some of the basic concepts in psychology and their relevance to an understanding of human behaviour. The sociology segment consists of a general introduction to the science of society with the objective of acquainting students with concepts, theory and knowledge accumulated in sociology.
Assessment: By class papers and assignment work. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

SOCIAL SCIENCE EDUCATION ESS212
Contact Hours Per Week: Two hours per week, Autumn and Spring sessions.
Prerequisites: Nil.
Syllabus: Introduces students to the objectives, principles and methods in the teaching of social studies in kindergarten and primary school. This course develops a framework for helping teachers provide skills, values and knowledge for effective citizenship. Emphasis is given to inquiry teaching methods and exemplary social studies materials, e.g. Man: A Course of Study, Focus on Self-Development, Society in View, Our Working World.
Assessment: Assignment and examination.
References:
SOCIOLOGY SOC102
Four hours per week (one lecture, one tutorial, one workshop) for one semester.
Prerequisites: Nil.
Syllabus: Introduction to sociology. Basic sociological concepts and social institutions are examined under three main headings, (a) becoming a member of society, (b) the individual and social structure, (c) the person in mass society. Concepts and institutions examined include socialisation, the family, education, work and unemployment, the urban community and the structure and consequences of mass society.
Assessment: Cumulative, based on papers, workshop reports and tests.
References: To be advised.

SOCIOLOGY SOC104
Four hours per week (one lecture, one tutorial and one workshop) for one semester.
Prerequisites: Sociology SOC101/SOC102.
Syllabus: Introduction to sociological perspectives and research. The nature and relevance of sociological perspectives, such as: functional, symbolic interaction, social action and conflict, as shown in studies of deviance, social stratification, religion and social change. An overview of the research process; introduction to research design; use of qualitative and quantitative data in social research; constructing and interpreting contingency tables.
Assessment: Cumulative, based on papers, workshop reports and tests.
References:
HARALAMBOS, M., Sociology: Themes and Perspectives, University Tutor Press, 1980.

SOCIOLOGY SOC190
Two hours per week for one semester (one lecture, one tutorial).
Prerequisites: Nil.
Syllabus: Introduction to sociology; sociology as a science; its development, subject matter, relationship with other social sciences, and methods of inquiry. Major sociological concepts and perspectives. Culture, socialisation, roles, norms and values, institutions (e.g. family, education, religion), social and technological change. The relevance of such sociological concepts to understanding the origin and development of different emphasis in the arts and sciences.
Assessment: Cumulative, based on tests, assignments and tutorial reports.

SOCIOLOGY SOC201
A subject for diploma students.
See Sociology SOC202.

SOCIOLOGY SOC202
A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, consisting of one essay, one book review, a contribution to workshop sessions, and one test.
References:

SOCIOLOGY SOC203
A subject for diploma students.
See Sociology SOC204.

SOCIOLOGY SOC204
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Immigration and minority relations. Different models of ethnic relations; ethnicity and ethnic identity. Social implications of an increasingly plural society: the preservation of distinct cultures; pressures for assimilation; power and class distribution in Australian society; the response to pluralism by social institutions in Australia (e.g. law, education, industry, unions); community relations. Relevant theoretical and research literature.
Assessment: Cumulative, based on one tutorial paper, an essay and research project.
References:

SOCIOLOGY SOC205
A subject for diploma students.
See SOC206.

SOCIOLOGY SOC206
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Community organisation. Community organisation as an approach to social change; change strategies: locality development, social planning, social action; locality as a base for 'people power', community
power structures; impact of wider decision making bodies; participation, group formation, neighbourhood development; issues and controversies: ideology, politicalisation of community work, personal and structural change.

Assessment: Cumulative, one major essay and a research project on a local community.

Reference:

SOCIOLOGY SOC207
A subject for diploma students.
See Sociology SOC208.

SOCIOLOGY SOC208
A subject of four hours per week (two lectures, two tutorials) for one semester.
Prequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, consisting of a tutorial paper, an essay and a case study.
References: To be advised.

SOCIOLOGY SOC209
A subject for diploma students.

SOCIOLOGY SOC210
A subject of four hours per week (one lecture, one tutorial and one workshop) for one semester.
Prequisites: Sociology SOC101/SOC102 or SOC103/SOC104.
Syllabus: Social theory and methodology. The course presents some of the theoretical and methodological issues underlying various schools of thought within sociology. These schools of thought are approached through the work of particular theorists. Functionalism is studied through the work of Emile Durkheim, phenomenology through the work of Max Weber and Alfred Schultz, and the conflict theory is approached through Karl Marx's writing.
Assessment: Cumulative, based on one tutorial paper, reading reviews and a test.
Reference:

SOCIOLOGY SOC211
A subject for diploma students.
See Sociology SOC212.

SOCIOLOGY SOC212
A subject for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.
Prequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, based on one tutorial paper, a project report and two tests.
References:
CONNELL, W. F. et al. (eds.), 12 to 20: Studies of City Youth, Hicks Smith, 1975.

SOCIOLOGY SOC213
A subject for diploma students.
See Sociology SOC214.

SOCIOLOGY SOC214
A subject for degree students of four hours per week (two lectures, one two-hour tutorial) for one semester.
Prequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, based on two essays and one tutorial paper.
References:

SOCIOLOGY SOC215
A subject for diploma students.
See Sociology SOC216.

SOCIOLOGY SOC216
A subject for degree students of four hours per week (one lecture, one seminar, one tutorial) for one semester.
Prequisites: SOC102 and SOC104.
Syllabus: Industrial Sociology; historical summary of the origins of industrialism; developing patterns of
industrial growth and conflict; theoretical perspectives to be considered include those of Marx, Durkheim, Weber, Merton, C. Wright Mills, Fromm, Marcuse, Galbraith; substantive topics include: alienation, the growth and power of the corporation, the effects of technology, environmental issues, the energy crisis and post-industrial society.

Assessment: Cumulative, consisting of two essays, one tutorial paper, and one test.

Reference:
GALBRAITH, J. K., *The New Industrial State*.
Others to be announced.

**SOCIOLOGY SOC218**
A subject for degree students of four hours per week (one lecture, one tutorial, one seminar) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: The Sociology of Prisons. Historical development of punishment and penal institutions. Remand, trial and imprisonment. The effects of 'isolation' and 'deprivation'; prison populations and social class; resocialisation and techniques of coping in a total institution; deterrence and rehabilitation; parole, release, recidivism.

Assessment: Cumulative, based on one seminar paper, one long essay, and class exercises.

Preliminary Reading:
Prescribed Texts:

**SOCIOLOGY SOC301**
A subject for diploma students.
See Sociology SOC302.

**SOCIOLOGY SOC302**
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Sociology of deviance and social control. Introduction to the field of study — definition and nature of the concept of social deviance. What constitutes the field of study? Theoretical approaches: (a) psychological approaches (e.g. psychoanalytical, behavioural); (b) sociological approaches — structural-functionalism, ecological, anomie theory, symbolic interactionist/labelling/social phenomenological and conflict perspective. Examination of empirical studies related to different deviant categories, e.g. mental illness, delinquency, criminality, etc. Cross-cultural comparisons of deviant phenomena. Study of agents of social control in Australian society, e.g. law enforcement agencies, psychiatric institutions, etc.

Assessment: Cumulative, based on one tutorial paper, four short papers, and one test. Students failing to meet requirements will sit for an examination at the end of the course.

References: To be advised.

**SOCIOLOGY SOC303**
A subject for diploma students.
See Sociology SOC304.

**SOCIOLOGY SOC304**
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Urban sociology. Theoretical approaches to urbanisation — Weber, the Chicago School, rural-urban contrasts, Simmel, etc. Social structure of the city (class, status, ethnicity). Urban managerialism and housing classes. Power and the distribution of scarce urban resources — Harvey, Pahl, etc. Spatial inequality. Implications of the theoretical approaches for modern urban planning and urban policy. Focus on urbanism in Australia.

Assessment: Cumulative, based on one tutorial paper, three short papers and one long essay.

References: To be advised.

**SOCIOLOGY SOC305**
A subject for diploma students.
See Sociology SOC306.

**SOCIOLOGY SOC306**
A subject for degree students of four hours per week (one lecture, two-hour seminar).

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, consisting of one major essay, one tutorial paper and one book review.

References:

**SOCIOLOGY SOC309**
A subject for diploma students.
See Sociology SOC310.

**SOCIOLOGY SOC310**
A subject of four hours per week (lectures and workshops) for one semester. The course also entails supervision of a research proposal. Research proposals developed in this course may be implemented in SOC352 if approved.

Prerequisites: SOC102, SOC104 and MAT171.

Syllabus: Social research methods. Social research in its historical, social and sociological contexts. Different theoretical perspectives and their significance for methods used. The methods of social research — an overview of the research process; selecting and for-
mulating a research problem; designing and adminis-
tering a study; research strategies; techniques for the
collection and measurement of data; recording pro-
cessing, analysing and presenting data; interpretation of
results and conclusions; writing a report.
Assessment: Cumulative, consisting of one research
proposal and class exercises. Students passing the
subject will be awarded a PQ grade.
References: To be advised.

SOCIOLOGY SOC311
A subject for diploma students.
See Sociology SOC312.

SOCIOLOGY SOC312
A subject for degree students of four hours per week
(one lecture, one tutorial, two workshops) for one
semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Nature of religion. Theoretical perspectives
on religion. Durkheim and the Functionalists, Marx,
Berger and Weber. The nature of religious experience
and religious knowledge. Types of religious commit-
ment. Values and religious beliefs. The church-sec-
typeology of religious groups. Religion and secularisa-
tion. Weber’s concepts of leadership, institutionalisa-
tion, and social change applied to religious groups.
Religion and social integration, social inequality and
social change.
Assessment: Cumulative, based on one tutorial paper,
a project report and two tests.
References:
O’DEA, T. F., The Sociology of Religion, Prentice-
Hall, 1966.
ROBERTSON, R. (ed.), Sociology of Religion, Pen-
guin, 1969.
THOMPSON, K. and JONES, K., Beliefs and Religion,
The Open University Press, 1972.

SOCIOLOGY SOC313
A subject for diploma students.
See Sociology SOC314.

SOCIOLOGY SOC314
A subject for degree students of four hours per week
(two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Social stratification. Analysis of sociological
perspectives on social inequality. The dimensions of
class, status and power. The origins and evolution of
various theories of stratification, and analysis of their
contemporary relevance. Empirical approaches, their
strengths and weaknesses. Stratification in Australian
society, and in Europe and the Third World. As one
unifying theme, particular attention will be given to
past and present debates about the place and function
of the working class in various class structures.
Assessment: Cumulative, consisting of one essay, one
tutorial paper, one book review and a contribution to
workshop sessions.
References:
GIDDENS, A., The Class Structure of the Advanced
Societies, Hutchinson, 1974.

KELLSALL, R. K. and KELLSALL, H. M., Stratifica-
WILD, R. A., Social Stratification in Australia, Allen

SOCIOLOGY SOC349
A subject for diploma students which entails either
individual research or group research requiring approx-
imately four hours tuition, consultation and supervision
per week.
Prerequisites: Sociology SOC101, SOC103 and three
subsequent units in sociology. The student must have
a research design approved by the Applied Sociology
Department before enrolment in this subject.
Syllabus: Research Practicum. Final year students will
implement a research design already approved on an
individual basis or participate in a group research
project. In both cases 10 hours out-of-class field work
and research will be required. Course work involves an
examination of the interdependent relationships
between the various stages of research concurrently
with the construction and implementation of a research
design for investigating a sociological problem.
Assessment: In the case of individual research, students
will submit individual reports for examination. Students
participating in group research will be assessed on their
participation in the project, seminar papers and the
final research report.

SOCIOLOGY SOC350
A subject for final year degree students which entails
individual library study under supervision on a topic of
the student’s choice, the submission of a dissertation,
and participation in problem centred seminars. It is
possible for a student to write a dissertation in an area
not previously studied. Such a student may be required
to attend lectures and tutorials in that area (where
assistance in the choice of a topic will be offered). The
equivalent of five hours per week tuition.
Prerequisites: SOC102, SOC104, MAT171, and at least
five upper division sociology subjects, the last of which
may be taken concurrently with this subject. The
student who is not attending lectures and tutorials in
the topic area will be required to submit before
enrolment an outline of the topic and indicate the
range of the literature review.
Syllabus: Dissertation: a thorough and careful analysis
of literature on a sociological topic. The topic should
be well defined and focused on a particular problem
or issue reflecting empirical, conceptual, theoretical,
methodological or applied concerns, or on a particular
theorist, controversy or development.
Assessment: A dissertation of approximately 12,000
words to be submitted for examination, or, in the case
of the student who is required to attend lectures and
tutorials, a dissertation of approximately 8,000 words.
References: To be advised.

SOCIOLOGY SOC351
A subject for final year degree students which entails
participation under supervision in a group research
project nominated by the Applied Sociology Depart-
ment. Five hours class contact per week with the
supervisor and the research team.
Prerequisites: SOC102, SOC104, MAT171, SOC310 (wherein a research proposal has been successfully completed by the student), and at least four upper division subjects, the last of which may be taken concurrently with this subject.

Syllabus: Group research practicum. Class examination of the various stages of research; the construction and implementation of a research design for investigating a sociological problem. Students will be required to carry out the field work and write up the research report.

Assessment: Students will be assessed on their contribution to the project and to the final research report of approximately 8,000 words.

References: To be advised.

SOCIOLGY SOC352
A subject for final year degree students which entails the implementation and completion of a research project initiated by one or more students, regular consultation with the supervisor, and participation in problem centred seminars. The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, SOC310 (wherein a research proposal has been successfully completed by the student) and at least four upper division sociology subjects, the last of which may be taken concurrently with this subject.

The student(s) must have their research design approved by the Applied Sociology Department before enrolment in this subject.

Syllabus: Student initiated research practicum. The student(s) carry out the field work which culminates in a research report.

Assessment: One research report of approximately 8,000 words to be submitted for examination.

References: To be advised.

SOCIOLGY SOC401
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community education theory. Theoretical and ideological perspectives underlying community education; identification of developments in community education in USA, UK and Australia, emerging aims and objectives in community education in Victoria; values; and assumptions of differing strands in community education in Victoria; social policy and community education; social and cultural factors in education achievement; social context and implications of community education.

References:
SEAY, N. F. et al., Community Education: A Developing Concept, Paddock, Michigan, 1974.

SOCIOLGY SOC402
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Human growth and development. Humanistic models of man; the process of learning and development; the style of personality and motivational patterns; the concept of self and identity; social processes in human growth; social structure and socialisation; social action and interaction; family and work processes; barriers to autonomy; anomie and alienation; social stratification; prescribed social roles.

References:

SOCIOLGY SOC403
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example effective listening, information diffusion, sensitivity training.

References: To be advised.

SOCIOLGY SOC404
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community education — neighbourhood centre. Community/neighbourhood centres in community education; origin and growth of learning centres; aims and programs of learning centres; philosophy of education of learning centres; role of centres in educating wider community; community involvement and community resource utilisation in community centres; issues raised by community/neighbourhood centres; access to education; political economy of education; integrated services to meet total education needs; relationship between formal and informal learning systems as a feature of continuous education; special needs of adults returning to study; case studies of learning centres and community education programs in Victoria.

Reference:

SOCIOLGY SOC405
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community education — school and community. The school in Contemporary Australian Society. Overview of formal education in Australian society, role of school, types of schools, role of pupils, parents, teachers and school principals, key issues in Australian
education; school in the community. Nature of local communities, tasks of schools, community participation in decision-making processes, recent research on school and community; school developments with particular reference to influence of schools commission, varieties of school/community interaction, ideology in school/community relations, approaches to linking school and community, the community school; comparative review of developments in UK, USA and Scandinavia.

References:

SOCIOLOGY SOC406

A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Processes in community education. Communication: the basic element of social behaviour, verbal/non-verbal, message composition, social exchange; confrontation, cross cultural communication; implications of language for community education. Group dynamics: perception of the other and group development, the patterns of interaction and emotional conditions, task orientation and problem solving; decision making strategies and conflict resolution. The influence process: leadership styles and effective management, team building and morale maintenance; design, conduct and evaluation of learning influences. Program development: initiation, modification, termination, evaluation; usage of audio-visual equipment in programs.

Reference:

SOCIOLOGY SOC407

A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Administration in community education. Administrative styles; organisational processes: goal setting, policy making; management processes: committee formation, staff selection, fund raising and budgeting, meeting procedure, keeping records, documenting programs; research methods: assessment of community needs, fact finding, action research; community relations: building of community, community resources; audio-visual usage and maintenance.

References:

SOCIOLOGY SOC408

A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community development. Sociology of urban community; social and cultural change; community power structures; community resource distribution; social policy and community; community development as process rather than program; concept of self help in community problem solving; community development strategies; roles of community development worker; case studies.

References:

SOCIOLOGY SOC409

A part time subject of two hours per week for one semester.

Prerequisites: Nil.


References:

SOCIOLOGY SOC410

A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Interpersonal and socio-cultural communication. Interpersonal communication relationships: settings — interpersonal, interpersonal group, organisational and public; face to face and mediated situations, selection of teaching-learning approaches, cross cultural communication; group communication: leader role, the individual, effects upon motivation produced by the group situation, the generation of energy, the directing of this energy to task matters in a co-ordinated way, problem solving, decision making strategies; mass media and mass society: characteristics of modern society, media forms, media content, role, place and structure of mass media organisations within society, the function of mass media in social change.

References:
SOCIOLOGY SOC411
A part time subject one day per week for one semester.
Prerequisites: Nil.
Syllabus: Community education practice (fieldwork). Placements at a number of centres and agencies involved in fieldwork. A fieldwork report will be required from each student.

SOCIOLOGY SOC412
A part time subject of two hours per week for one semester.
Prerequisites: All other subjects listed in course guide for the Graduate Diploma in Community Education.
Syllabus: Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example, effective listening, information diffusion, sensitivity training.
References: To be advised.

SOCIOLOGY SOC421
A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Organisational structures and processes in welfare systems. This unit will utilise the open systems model of welfare organisations as a framework to explore:
Input: the welfare industry, consumers, resources.
Transformation process: management, administration, social policy and planning, budgeting and accounting, innovations.
Output: products, services, rewards; service delivery and withdrawal; public welfare tasks; policy, program and service definition; program research and evaluation.
Assessment: A written assignment relating to an analysis of a welfare agency using the open systems framework.
References:

SOCIOLOGY SOC422
A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Assessment: Group problem-solving exercises.
References:

SOCIOLOGY SOC423
A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Welfare Administration. Historical Development of Welfare Administration, definitions, concepts; relating the organisation to the environment and negotiating permeable boundaries within and between systems; transforming the uncertainty of the environment into economic and technical rationality necessary for goal attainment; relations with other organisations — co-operation, program collaboration, consultation, inter-organisational conflict; translating the welfare philosophy and values into organisational processes; planning for change; communication systems; funding sources.
Assessment: Written assignments.
References:

SOCIOLOGY SOC424
A part time subject of three hours per week.
Prerequisites: SOC421 or SOC422.
Syllabus: Budgeting and accounting: finance analysis — cost accounting techniques, budget and balance sheets, control systems; estimates, rating and accounting procedures, expenditure monitors; budgeting for functions and programs in non-profit organisations; sunset legislation; sources of funds; fund raising; cash flows; functional accounting.
Assessment: Class exercises.
References:
ANTHONY, R. N. and HERZINGER, R. E., Management Control in Non-Profit Organisations, Irwin and Irwin-Dorsey Ltd., Illinois, 1975.
VCOSS, Working Paper on Funding (two papers).
VCOSS, Accountability — Responsive and Responsible Management.

SOCIOLOGY SOC425
A part time subject of one hour per week for two semesters.
Prerequisites: SOC421 or SOC422.
Syllabus: Project design and initiation: the formulation and construction of a project design to be determined in relation to the student’s learning needs and interests and resources available in the course.
Assessment: Evaluation of student’s project design.
References: To be advised.
SOCIOLOGY SOC426
A part time subject of three hours per week.
Prerequisites: SOC421 or SOC422.
Syllabus: Social policy and planning: policy and program formulation; use of different models of need, coordination and rationalisation, capacity to transfer resources, operationalising aims and objectives, use of social indicators, policy and program implementation — translating micro experiences of practitioners into operationally effective programs; task, process and organisation. Assessment: policy and program outcome — techniques of assessing policy, project and program outcome; processes involved in continuation, change or termination of programs.
Assessment: Written assignments.
References:

SOCIOLOGY SOC427
A part time subject of three hours per week for one semester.
Prerequisites: SOC421 or SOC422.
Syllabus: Program evaluation and research in welfare: measuring efficiency and effectiveness, meeting pressures for accountability; measuring and monitoring need. Formulation of problem, decisions about information needed; sources of information, methods of data collection, processing, analysis, monitoring criteria for service, patterns of referral and allocation; action research; evaluation services; methods and skills of information analysis and retrieval; relationship between internal and external monitoring and evaluation.
Assessment: Class exercises in using research techniques and evaluating programs.
References:

SOCIOLOGY SOC428
A part time subject of three hours per week for one semester.
Prerequisites: SOC421 or SOC422.
Syllabus: Management in Welfare. Integrating and co-ordinating input to output; staff management: supervising, training, controlling, protecting, enabling and facilitating, working with superiors, terminating contracts; performance standards, work definition and work control; translating micro experiences of practitioners into operationally effective program proposals; team work, delegation, inter-disciplinary co-ordination, autonomy and accountability within the organisation; new management approaches in welfare — shared management, co-operative management, collectives; meetings — purpose, preparation, time allocation, avoidance of unnecessary meetings.
Assessment: Written assignments and group exercises.

References:

SOCIOLOGY SOC429
A part time subject of one hour per week for one semester and four hours per week for one semester.
Prerequisites: SOC421 and SOC422.
Syllabus: This subject is the culmination of the project begun earlier in SOC425, and will include the presentation of a final report.
Assessment: 8,000-10,000 words project report.
References: To be advised.

SOCIOLOGY OF MIGRATION GME403
Contact Hours Per Week: One hour per week.
Prerequisites: Nil.
Syllabus: This unit includes a study of migration patterns in history, with particular reference to Australian immigration policies and immigrants in Australia. Areas of study include basic types of migration; migration patterns; sociological aspects of migration; assimilation; monism; pluralism; integration; multiculturalism; population trends; rural to urban migration; immigration and the economy; and future directions of Australian migration.
Assessment: One seminar paper maximum 3,000 words.
References:

SOIL AND ROCK ENGINEERING CIV421
A course of four hours per week of lectures, tutorials and laboratory classes for semesters.
Prerequisites: Nil
Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.
References:
SOIL MECHANICS CIV310
A course of two hours per week and laboratory work for two semesters.

Prerequisites: Nil


Assessment: To be based on examinations at the end of each semester and assignment and reports submitted throughout the year.

References:

Standards Association Codes:

SOURCES OF CHILDREN’S LITERATURE
GCL401
Contact Hours Per Week: Three hours per week for one session.

Prerequisites: Nil.

Syllabus: This unit provides a background to children’s literature by examining the oral traditions which preceded it. Traditional literature from various cultures together with Jung’s theories of literature form the basis for study in this unit.

Assessment:
1. Class paper of 1,200-1,500 words.
2. Essay of 2,500 words.

References:

SPECIAL ASSIGNMENT MKT635
To qualify for the award of Graduate Diploma in Marketing, each student is required to submit a major assignment of 10,000 words minimum on a subject, relating to either a macro or micro marketing issue. This major assignment provides the student with the opportunity to advance marketing knowledge, especially with regard to Australian practices in marketing management. Furthermore, this subject is the culmi-

nation of studies in Marketing at the Graduate Diploma level and provides tangible evidence of the knowledge and ability gained by the student.

Assessment: The PQ grading will apply.

SPECIAL STUDY GCL408
Contact Hours Per Week: A personal unit of study equivalent to three hours per week.

Prerequisites: Nil.

Syllabus: This unit is designed as a personal unit of study in which students, in consultation with lecturers, will carry out a research project in children’s literature and design appropriate strategies to promote literature appreciation in children.

Assessment:
1. Colloquium presentation and written summary (1,000-1,200 words).
2. Manuscript (5,000-6,000 words).

References:


SPECIALIST STUDY IN AN OUTDOOR PURSUIT GOS408
Contact Hours Per Week: One hour per week for 26 weeks, or an equivalent time.

Prerequisite: GOS403.

Syllabus: Students must complete one of the following:
Scuba — C grade certificate.
Canoeing — Proficiency Certificate.
Bushwalking and lightweight camping — VBMTAB Proficiency Certificate (or equivalent).

Assessment: As outlined in syllabus.

References:
Education Department of Victoria, Safety Adventure Activities, Melbourne: Education Department of Victoria, 1973.

MARTANTE, B., This is Sport Diving Technique, Hampshire: Nautical, 1977.


STAINED GLASS AND RELATED STUDIES
ART168
A course of three hours per week for two semesters.

Prerequisites: Nil.

Syllabus: This course has been designed to extend the student’s range of artistic expression into the mediums of coloured and stained glass. As a study it is flexible
and suitable to the artist and craftsman alike. The first
year deals with the design and manufacture of stained
glass panels. This will involve both theory and practice.
Aspects to be studied: the design, the cartoon, the
cutline, the leadline, glazing and finishing. Progressively
exercises will be based on the student’s develop-
ment in terms of skills and understanding.
Assessment: Assessment of work will be on a progres-
ssive basis, subject to folio presentation at mid-year and
end of year.

STAINED GLASS AND RELATED STUDIES
ART268
A course of three hours per week for two semesters.
Prerequisites: Successful completion of Stained Glass
and Related Studies ART168.
Syllabus: Extension of traditional stained glass into
additional techniques: painting and staining, acid-etch-
ing, sandblasting, alternative ways of leading, and
double-glazing.
Further development of designing and cartooning, with
emphasis on architectural glass.
Assessment: Assessment of work will be on a progres-
ssive basis, subject to folio presentation at mid-year and
end of year.

STAINED GLASS AND RELATED STUDIES
ART368
A course of three hours per week for two semesters.
Prerequisites: Successful completion of Stained Glass
and Related Studies ART268.
Syllabus: Autonomous work will be encouraged. This
may take the form of preparation of panels for
exhibitions or pursuing glass as an extension of archi-
tecture. In both situations emphasis is placed on
developing ideas, formalising designs and rendering
colour cartoons.
Students may also choose to investigate three-diimen-
sional use of glass in conjunction with metal work,
theories or wood structures or with epoxy laminations
and epoxy-casting.
As well, fusing of glass (kiln-fused) may be explored
and incorporated in the manufacture of two dimen-
sional panels or three-dimensional structures.
Assessment: Assessment of work will be on a progres-
ssive basis, subject to folio presentation at mid-year and
end of year.

STAINED GLASS TECHNIQUES CER326
An elective for Ceramic Design degree students to be
taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed as an elective study
for those students who wish to extend their artistic
training into an area which is not entirely related to
their main study program. It is intended that this
subject will support the main study to the extent that
it will complement — in particular — the hot and cold
working of glass. It will also further the awareness of
design through coloured light. In addition it will extend
the capacity of the student to design for a specific
purpose and utilise ideas for ceramic decoration by
adapting them for inclusion into stained glass panels.
Practical sessions will be concerned with tools and their
purpose, the cutting of glass, the preparation of lead,
soldering, cementing and cleaning. Students will learn
to adapt ideas for glass and produce layouts and
cartoons.
Assessment: There will be an assessment of work in
progress at mid-semester by the examination panel and
the lecturer in charge of the subject and an assessment
of completed folio and glasswork at the end of the
semester.

STAINED GLASS TECHNIQUES CER426
To be taken for three hours per week. A further
development of Stained Glass Techniques taken in
Semester 6 and the use of paints, stains and patinas.
Prerequisite: Stained Glass Techniques CER326.
Syllabus: A circular, autonomous panel will be designed
and executed. It may be based on an interpretation of
stylised, organic forms derived from designs utilised in
ceramic work; or the study of an antique panel may
be used as a basis for re-formulation of a design suit-
ing a circular panel.
Assessment: There will be an assessment of work in
progress at mid-semester by the examination panel and
the lecturer in charge of the subject and an assessment
of completed folio and glasswork at the end of the
semester.

STATISTICS MAT171
A course of five hours per week for one semester.
Prerequisites: Nil.
Syllabus: A course in descriptive statistics for students
with a non-mathematical background, looking at data
collection, representation and reduction. This includes
an introduction to sampling, tabular and graphical
representation of data, measures of location, dispersion
and correlation, empirical probability and probability
distribution. An introduction to the concept of signif-
icance testing will be given.
References:
HABER, A. and RUNYON, R. P., Fundamentals of
Behavioural Statistics, 3rd ed., Addison-Wesley,
1977.
SNODGRASS, J. G., The Numbers Game: Statistics
for Psychology, OUP, 1979.
MAT171 Notes and Exercises, CIT, 1982.
WRIGHT, R. L. D., Understanding Statistics: An
Informal Introduction for the Behavioural Sciences,

STATISTICS MAT172
A course of five hours per week for one semester.
Prerequisite: Statistics MAT171.
Syllabus: A course in inferential statistics designed to
give a selection of statistical tools useful in social
science analysis. This includes point and interval esti-
mation, tests of hypothesis about location, dispersion,
correlation and equality of two populations.
References:
HABER, A. and RUNYON, R. P., Fundamentals of
Behavioural Statistics, 3rd ed., Addison-Wesley,
1977.
MAT172 Notes and Exercises, CIT, 1982.

STATISTICS MAT173
A course of five hours per week for one semester.
Prerequisite: Year 12 mathematics or approved equivalent.
Syllabus: This course is in descriptive and inferential statistics based on an empirical study of data taken from the areas of the social sciences. An introduction to the basic mathematical requirements for further studies is data collection and representation, probability random variable, normal distribution, scaling, estimation, hypothesis testing, calculus and matrix algebra.
References:

STATISTICS MAT174
A course of five hours per week for one semester.
Prerequisite: Statistics MAT173 (or equivalent).
Syllabus: This course is designed to follow on from the empirical and mathematical basis introduced in MAT173, and to support further statistical analysis.
Topics covered include:
Random variables and their basic properties.
Theoretical distributions — binomial, Poisson, normal, log normal.
Hypothesis testing: dispersion, correlation and equality of two populations, power of a test, sample size for required strength.
Measures of association.
Regression — linear and introduction to polynomial regression.
Distribution free tests.
References:

STATISTICS MAT271
A subject for diploma students.
See Statistics MAT273.

STATISTICS MAT272
A subject for diploma students.
See Statistics MAT274.

STATISTICS MAT273
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).
Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, measures of association*, distribution free methods*, estimation, multiple linear regression, multivariate data analysis.
(*may be taken by a student with a good pass in MAT172)
Details of topic content available from the Mathematics Department.
References:

STATISTICS MAT274
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).
Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, measures of association*, distribution free methods*, estimation, multiple linear regression, multivariate data analysis.
(*may be taken by a student with a good pass in MAT172)
Details of topic content available from the Mathematics Department.
Topics chosen may not include those taken in MAT273.
References:

STATISTICS MAT371
A subject for diploma students.
See Statistics MAT373.

STATISTICS MAT372
A subject for diploma students.
See Statistics MAT374.
STATISTICS MAT373
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174.
Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory.
Topics chosen may not include those taken in MAT273 and MAT274.
Details of topic content available from the Mathematics Department.
References:

STATISTICS MAT374
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174.
Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory.
Details of topic content available from the Mathematics Department.
Topics chosen may not include those taken in MAT273, MAT274 and MAT373.
References: As for MAT373.

STATISTICS AND OPERATIONS RESEARCH MAT302
A course of six hours per week for two semesters.
Syllabus: Statistics: probability theory; occupancy problems, probability generating functions, convolutions, random sums, compound distributions, transforms. Experimental design and analysis; general principles of design, review of basic designs, factorial designs, variance stabilisation. Stochastic processes; basic concepts, analysis of first order Markov chains. Order statistics; distributions, estimation; extreme value statistics. Sample survey design and analysis; simple random sampling, stratification, optimal allocation, ratio and regression estimation, cluster sampling. Decision analysis; decision trees and expected value of information.
Operations research: simulation; models and the scientific method, classification of models, synthetic data generator, simulation methodology, system simulation, design of experiments.
Inventory; rationale for inventory modelling, development and application of prototype models for deterministic and stochastic demand.
Forecasting; moving average and exponential smoothing, adaptive response rate forecasting, comparison of forecasting procedures.
Queueing; development and application of prototype models including multiserver, general service time and machine interference models. Where appropriate the study of a topic will be supported by computer oriented case studies. Students are also required to carry out an independent study of a topic such as dynamic programming, non-linear programming, game theory.
References:
STATISTICS FOR MARKETERS MAT665
A course of three hours per week for one semester.
Syllabus: A course in basic statistics designed for post graduate students in the field of marketing. The topics to be covered include: descriptive statistics, empirical distributions, probability distributions, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term forecasting and least squares curve fitting techniques.
References: To be advised.

STORYTELLING GCL407
Contact Hours Per Week: Three hours per week for one session.
Prerequisites: Nil.
Syllabus: This unit is practical in nature. Students will discuss and practise different modes of storytelling, but will be encouraged to develop a style best suited to their own personality.
Assessment:
1. Presentation of one class report and two stories.
2. Preparation of three sets of teaching material.
References:

STRUCTURAL MECHANICS CIV311
A course of three hours per week of lectures, tutorials and laboratory work.
Prerequisites: Nil.
Syllabus: Analysis of statically determinate structures. Principle of virtual displacements; deflection of structures, influence lines. Analysis of statically indeterminate structures; general methods, slope deflection equations, moment distribution, statically and kinematic indeterminacy, flexibility and stiffness methods of analysis; application to continuous beams and frames. Plastic theory of structures.
Assessment: To be based on examinations at the end of each semester.
References:

STRUCTURAL MECHANICS CIV419
A course of three hours per week of lectures, tutorials and laboratory work.
Prerequisites: Nil.
Assessment: To be based on examinations at the end of each semester.
References:

STRUCTURAL MECHANICS CIV424
A course of two hours per week.
Prerequisites: Nil.
Syllabus: A selection of topics will be taken from: plates and shells; small deflection theory, Navier and Levy solutions for plates, introduction to large deflection theory, introduction to membrane theory of shells, Finite Element Methods; plane stress and plane strain, plate bending elements, higher order and isoparametric elements. Practical applications.
Plastic Design Methods; plastic theory of structures, minimum weight design, optimisation methods, non proportional loading, alternating plasticity, incremental collapse. Computer aided plastic design of frames.
Assessment: To be based on coursework and examinations at the end of each semester.
References:

STUDIES IN CHILD DEVELOPMENT ECD102
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: The course consists of two concurrent strands in each semester. Strand A is based on the growth of the developing child and in first semester, such topics as the physical, definitive, language, social and emotional development of the infant acted upon by his environment are considered. In second semester the development of young children through exploration of their environment is considered. Strand B consists of a series of seminars based on The Family in first semester and Play in second semester. Included is an introduction to observation techniques.
Assessment: Assignments on set-readings, folio of observation tasks, seminar paper, test.
References:
STUDIES IN CHILD DEVELOPMENT II ECD202
Contact Hours Per Week: Two hours per week. 
Prerequisites: Nil.
Syllabus: Strand A consists of a chronological study centred on the growth of the developing child from four to eight years of age. Material will be organised into two sequential stages around the themes of The pre-school/preparatory grade child adjusting to an Expanding Environment and The junior school child achieving competency within his Environment. The Theory of Piaget, Kohlberg, Berks, Erikson, Guilford, Gibson and H. S. Sullivan will be included where appropriate. Strand B consists of a seminar program based on The Peer Group in first semester and The Development of Self Concept in second semester.
Assessment: There will be cumulative assessment based on objective tests and field work folios.
References: 

STUDIES IN CHILD DEVELOPMENT 3 ECD302
(This will not be offered in 1983)
Contact Hours Per Week: Two hours per week. 
Prerequisites: Nil.
Syllabus: First semester Strand A — study of the pre-adolescent school child developed around the theme of The Child Achieving Integration of Thought, Emotion and Behaviour with particular reference to the effects of growth changes on personality development. In second semester an introductory course in Children with Special Needs will be offered in conjunction with Strand B Teaching Strategies for Children with Special Needs. Particular reference will be made to meeting the needs of multicultural children and their families. Child study skills will be included throughout the course.
Assessment: Case studies and assignments related to Learning and Development, class tests.
References: As for ECP103.

STUDIES IN CHILD PSYCHOLOGY II ECP203
Contact Hours Per Week: Two hours per week. 
Prerequisites: Studies in Child Psychology I ECP103.
Syllabus: This course is a continuation of the course studies in Child Psychology I, and covers the child's development and learning — middle years through to adolescence. The areas of study are: physical development, social and emotional development, cognitive development, learning and teaching. Relevant theorist and recent research findings are also discussed.
Assessment: Case studies and assignments related to Learning and Development, class tests.
References: As for ECP103.

STUDIES IN EARLY CHILDHOOD EDUCATION 1 ECE103
Contact Hours Per Week: Two hours per week. 
Prerequisites: Nil.
Syllabus: This course is designed to complement ECD102. In first semester content will be organised around the theme of Providing Learning Experiences for Infants and Toddlers and will include an overview of current pre-school services for young children. The theme for second semester will be Facilitating Learning Through Play and will include discussion of the theory and practices of Comenices, Pestalozzi, Freebel, Owen, the Macmillians, Montessori and Isaacs as basis for contemporary early childhood theory and practice.
Assessment: Test, seminar papers.
References: 
STUDIES IN EARLY CHILDHOOD EDUCATION ECE303
(This will not be offered in 1983)
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: First semester will be devoted to consideration of current issues, trends and innovation within early childhood education including junior primary grades. Students will carry out an in-depth study on an issue or innovation of their choice. Second semester will be devoted to program planning and administration within the pre-school. Particular emphasis will be placed on planning outdoor learning experiences and the utilisation of community resources.
Assessment: Folio of tasks and program plans, essay and test.
References:
MILLS, B. C., Understanding the Young Child and his Curriculum, Macmillan, 1972.
SEEFEELDT, C., A Curriculum for Pre-School, Charles Merrill, 1980.

STUDIES IN EARLY CHILDHOOD EDUCATION ECE303
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: The mathematics topics as set out in Part II of Background in Mathematics (see References) will be discussed from the point of view of their contribution to the understanding of the nature of mathematics and its philosophy.
The mastery of these topics, numbers, operations, algorithms, structures, measurement, and spatial relationships will be achieved through a mastery learning program involving practical activities with a wide range of structured aids.
This basic knowledge will be extended by a study of the role of calculators and computers in society and in the classroom, the importance of estimation, data processing error detection.
Assessment: Assignments and/or class tests.
References:

STUDIES IN EARLY CHILDHOOD EDUCATION 3 EPS305
Contact Hours Per Week: Four hours per week.
Prerequisites: Nil.
Syllabus: This course consists of two concurrent strands; Strand A Psychological Foundation of Pre-School Education and Strand B Teaching Strategies. In first semester the major topic for Strand A will be Personality Development and in second semester Children with Special Needs. Strand B in first semester will concentrate on pre-school instructional design and program planning with some consideration of pre-school/school transition. During second semester, Strand B will complement the Children With Special Needs topic by indepth consideration of teaching strategies and planning procedures to meet the needs of exceptional young children.
Assessment: Folio and tests.
References:
STUDIES IN THE ECONOMICS OF AUSTRALIAN INDUSTRY FIN347
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.
Syllabus: Agriculture in the Australian economy; the structure and operation of agricultural markets in Australia; the Australian labour market; an analysis and evaluation of those labour market considerations which most directly influence the business decisions of firms; the Australian financial sector; the structure and operation of the Australian financial sector with an emphasis on recent developments and future prospects.
References:

STUDIO DESIGN AND MANAGEMENT CER217/CER226
A course of one hour per week for one semester for degree and diploma students.
Prerequisites: Nil.
Syllabus: This subject will develop students' capacity to adapt a rational approach to work processes and planning. It will meet their future needs as studio potters and acquaint them with some of their responsibilities as possible manufacturers or employers. It will direct their attention to the sources of information and assistance available.
Assessment: The lecturer in charge will set an assignment to cover the areas discussed during the semester.

STUDIO PRACTICE/PROFESSIONAL ACTIVITIES GRA393/GRA396
This is a design workshop for degree students and consists of 13 hours a week for two semesters (GRA393); 14 hours a week for two semesters (GRA396).
Prerequisite: Satisfactory completion of second year Graphic Design Studies, and entry to the degree course.
Syllabus: Students will undertake projects and design briefs for industry. All projects will be controlled by the lecturer in charge who is responsible for all financial transactions. Students will always work at Chisholm unless permission to work elsewhere is obtained from the lecturer in charge. Attendance in the design studio during the timetabled hours is mandatory.
Assessment: Assessment will be by a panel of examiners at the end of each semester.
References: To be advised.

SURVEYING CIV103
A course of lectures and computation practice of two hours per week and two hours per week field work for two semesters.
Prerequisites: Nil.
Syllabus: Chain and compass surveying; techniques and recording. Levelling; construction and use of engineers' level; field procedures. Traversing and tachometry; instruments and procedures; preparation of plans; contouring. Surveying for transverse and longitudinal sections; curve theory. Elementary topographic surveying.
Assessment: To be based on examinations at the end of each semester.
References:
WILSON, R. S. P., Land Surveying, McDonald & Evans, 1971.
Field Book.
Chisholm, Exercises in Surveying Computations I.

SYSTEM SELECTION AND PROCUREMENT EDP615
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Technical and cost criteria, proposal preparation, tendering, software and equipment evaluation, testing, benchmarks, contracts and negotiation.
References:
Selected journal articles.

SYSTEMS EDP101
A course of four hours of lectures and a one-hour tutorial per week for two semesters.
Prerequisite: HSC (or equivalent).
Syllabus: Introduction to modern computer hardware — numbering systems, data representation, CPU, and secondary storage and I/O technologies; familiarisation with an assembler language to complement CPU study; investigation of the features of operating systems and commonly used utilities and packages; introduction to the main types of data file organisation; overview of data communication.
References:
Manufacturers' manuals as required.

SYSTEMS EDP102
A course of four hours of lectures and practical work per week for two semesters.
Prerequisite: Required HSC (or equivalent) course entry.
Syllabus: Communication skills of an analyst/designer — with technologists and business (user) people; introduction to systems.
Information floor around a typical business, detailed investigation of typical business applications; use of computers in business systems; introduction to systems analysis and systems design principles and techniques.
References:

SYSTEMS EDP201
A course of five hours lectures per week for two semesters.
Prerequisites: Systems EDP101, Computer Programming EDP100, Systems EDP102.
Syllabus: Structured analysis, structured design, and data analysis approaches to system development; database concepts — database models, physical implementation of a database example; data communication concepts — hardware and software for teleprocessing.
References:
Manufacturers' manuals as required.

SYSTEMS EDP301
A course of four hours of lectures per week for two semesters.
Prerequisites: Systems EDP201, Computer Programming EDP200.
Syllabus: Database, database administration, data dictionary, fourth generation language, distributed database. Real time systems — communication facilities, network design, real time system development, testing and cutover.
Management information systems, decision support systems, modelling of systems. System implementation concepts and practice.
References:
HIGGINS, J. C., Information Systems for Planning and Control: concepts and cases, Edward Arnold, 1976.

SYSTEMS ANALYSIS CIV686
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Mathematical, linear, non-linear and dynamic programming methods and applications. Queueing, random, Markov.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References: To be advised.

SYSTEMS ANALYSIS AND DESIGN EDP613
Two hours per week for one semester.
Prerequisite: Computer Systems.
Syllabus: The system life cycle, the scope of analysis, traditional techniques, structured approach. The relationship between analysis and design, systems design
tasks, design methodologies, physical design considerations.

References:

**SYSTEMS ANALYSIS AND DESIGN EDP691**

A course of three hours per week for one semester. 
**Prerequisites:** Nil.

**Syllabus:** This unit introduces the basic concepts of computer based system designs. Topics covered will include: system components; file management and design with special reference to payroll; invoicing; debtors; stock control; production control; system design; construction and testing.

References:

**SYSTEMS DEVELOPMENT I EDP658**

A course of four hours per week for seven weeks. 
**Prerequisites:** Introduction to Systems EDP651 and Computer Equipment EDP654.

**Syllabus:** The concept of a system; management and organisation; system life cycle; sources of data; fact finding and verification; entity analysis and the entity-relationship model of a system; procedure analysis; data analysis; functional analysis; documentation — levelled DFD, data dictionary, minispecs, flowcharts, data structure diagrams.

Reference:

**SYSTEMS DEVELOPMENT II EDP660**

A course of four hours per week for seven weeks.
**Prerequisite:** Systems Development I.

**Syllabus:** Design techniques — data-centred design, procedure-centred design; methodologies for analysis/design — data-centred, procedure-centred, integrated approaches; batch vs real-time approaches; file and data-base design; forms design; hardware considerations; documentation.

Reference:

**SYSTEMS DEVELOPMENT III EDP663**

A course of four hours per week for seven weeks.
**Prerequisite:** Systems Development II.

**Syllabus:** Project planning and management; hardware selection, ordering, installation; programming; clerical procedures; training of user staff; system testing; file conversion; cutover; parallel running; efficiency and tuning; maintenance.

References: To be advised.

**SYSTEMS ENGINEERING CIV309**

A course of two hours per week of lectures and tutorials for two semesters. 
**Prerequisites:** Nil.


**Assessment:** To be based on an examination at the end of each semester and assignment work submitted throughout the year.

Reference:

**SYSTEMS MANAGEMENT EDP814**

Two hours per week for on semester. 
**Prerequisites:** Nil.

**Syllabus:** Behavioural basis of personnel management. Administration, industrial considerations, unions, collective bargaining. Project management. Management packages, trends towards automation, maintenance considerations.

References:

**SYSTEMS SOFTWARE EDP675**

A course of four hours per week for seven weeks. 
**Prerequisites:** Operating Systems and Assembler EDP654 and Programming III EDP661.

**Syllabus:** General hardware features and operation; systems manager; JCL and utilities; disk formatting; dumps; tuning; restarts; system generation; data communications interfacing; installing software; library maintenance; users access considerations; software bug tracing; developing local software interfaces with operating system; system macros.

References: To be advised.

**SYSTEMS THEORY EDP821**

A course of four hours per week for one semester. 
**Prerequisite:** Required entrance level.

**Syllabus:** Underlying concepts of management information systems organisation, management and decision making. Changing information requirements of the business organisation and the implications for information systems design, especially the interface between management and system development. Consideration of both classical management information systems and decision support systems with emphasis on tailoring.
information systems to management. Discussion of current issues in MIS (e.g. adaptability, decentralisation/centralisation). Study of 'live' systems.

References:


Related Research Papers:


SYSTEMS THEORY EDP625

A course of four hours per week for one semester.

Prerequisite: Systems Theory EDP621.

Syllabus: General System Theory as an attempt to integrate science; systems thinking; review of Systems Modelling as a means of studying complex systems with emphasis on Systems Dynamics; use of DYNAMO as a means of allowing management to investigate the consequences of decisions on a model before applying them to a real world system.

References:


Related Research Papers.

SYSTEMS THEORY EDP626

A course of four hours per week for one semester.

Prerequisite: Systems Theory EDP625.

Syllabus: A study of structures of information control systems; the laws of cybernetics and their relevance to control in a management information system; a detailed cybernetic study of a real world problem; current issues in systems theory.

References:


Related Research Papers.

SYSTEMS THEORY EDP632

A project involving the presentation and submission of a paper of approximately 10,000 words.

Prerequisite: Systems Theory EDP626.

Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of systems theory.

References: To be advised.

SYSTEMS THEORY EDP677

A course of four hours per week for seven weeks.

Prerequisites: Systems Development II EDP660 and Programming II EDP656.

Syllabus: Approaches to systems thinking; system dynamics; flow diagramming; negative feedback, positive feedback, principles of systems, global modelling; cybernetics — variety, metasystems, control structures, national cybernetics.

References:


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TAXATION LAW FIN393

A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

Prerequisite: Corporate Law FIN119 or Company Law FIN219 and Accounting — Company ACC245.

Syllabus: The taxable subject; income recognition; nature of income; classes of income: trading stock; assessable income and exempt income; allowable deductions; special classes of taxpayers including trusts, partnerships and companies, primary production; objections and appeals.

References: To be advised.

TAX PLANNING FIN395

A course of four hours class contact per week for one semester made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

Prerequisite: Taxation Law FIN393.

Syllabus: Tax planning with particular reference to legal decisions affecting trusts, partnerships, companies, tax avoidance, residence, source, objectives and appeals.

References: To be advised.

TAX PLANNING FIN691

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: Common techniques used in tax planning; the use of various forms of paying entities — partnerships, trusts, interposed companies; the special problems of private companies; taxation of dividends — problems concerning rebates; loss companies — utilisation of past losses; tax problems of international and offshore operations — international agreements; the use of superannuation and other fringe benefits for
employees; tax planning for senior executives; statutory attempts to avoid avoidance.

References:
To be advised.
The relevant statutes.

TEACHING ENGLISH AS A SECOND LANGUAGE AND TEACHING COMMUNITY LANGUAGES A GME408

Contact Hours Per Week: Two hours per week for one session.
Corequisites: Linguistics and Language Learning A GME401.

Syllabus: This unit is designed to enable students to increase their knowledge and skills in the teaching of English as a Second Language. Topics to be studied include: methods of Teaching English as a Second Language; techniques for teaching listening, speaking, reading and writing; vocabulary development; testing; learning English in the Australian context; methods of evaluating teaching materials; and communicative syllabus design.

Assessment: The preparation and demonstration of a series of lessons in English as a second language within a communicative syllabus.

References:

TEACHING ENGLISH AS A SECOND LANGUAGE AND TEACHING COMMUNITY LANGUAGES B GME409

Contact Hours Per Week: One hour per week for one session.
Corequisites: Multicultural Curriculum Development GME411.

Syllabus: This unit concerns the teaching and learning of community languages in primary, post-primary and ethnic schools. Topics: rationale for community language maintenance; administration of community language teaching; children’s literature in community languages; methods of teaching community languages; curriculum development for community language teaching as a subject and for social studies; and an introduction to the structure and script of selected community languages.

Assessment: One of:
(a) a set of teaching aids for use in social education;
(b) a community language syllabus;
(c) an annotated bibliography of children’s literature in a community language;
(d) an evaluation of a community language program.

References:

TEBBLE, H., Collected Papers on Community Languages in Primary Schools, Frankston: SCV Frankston, 1980.

TECHNIQUES OF FORECASTING MAT663

A course of three hours per week for one semester.

Syllabus: This unit is designed to introduce students to concepts of tactical and strategic forecasting.
Topics will include: time series and trend analysis; moving average; Askowitz method; exponential smoothing. The strength and limitations of objective forecasting methods will be emphasised.

References:
CHISHOLM & WHITTAKER, Forecasting Methods, Irwin.
Mathematical Trend Curves — An Aid to Forecasting, (ICI Monograph), Oliver & Boyd.
Short Term Forecasting, (ICI Monograph), Oliver & Boyd.

Journal articles will be referred to during the course.

TECHNIQUES OF MATERIALS HANDLING MKT645

A course of three hours per week for one semester.
Prerequisites: Nil.

Syllabus: This unit will discuss and analyse work study methods as applied to materials handling and design of equipment; characteristics and functions of materials handling equipment; warehouse design and materials handling; automation and control. A number of industrial visits is envisaged.

References:
HULETT, M., Unit Load Handling, Gower Press, 1970.

Journal articles will be referred to during the course, particularly in the field of automation and control.

TELETRAFFIC ENGINEERING ELE633

Two hours per week for one semester.
Prerequisite: Computer Networks I.

Syllabus: Basic concepts of teletraffic theory, probability theory, traffic models, interconnecting methods, link systems characteristics, queueing and delay-loss systems, traffic simulation and measurements, network design considerations.

References:
Telecom Australia publication, A Course of Teletraffic Engineering, 1978.
TECHNIQUES OF FORECASTING IVIAT663
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit is designed to introduce students to concepts of tactical and strategic forecasting. Topics will include: time series and trend analysis; moving average; Askowiz method; exponential smoothing. The strength and limitations of objective forecasting methods will be emphasised.
References:
CHISHOLM and WHITTAKER, Forecasting Methods, Irwin.
Mathematical Trend Curves — An Aid to Forecasting (ICI Monograph), Oliver & Boyd.
Short Term Forecasting (ICI Monograph), Oliver & Boyd.
Journal articles will be referred to during the course.

THE ADMINISTRATOR AND SCHOOL PERSONNEL GE405
Contact Hours Per Week: Three hours per week, for one session.
Prerequisites: Nil.
Syllabus: The nature of interpersonal relationships. Topics include: the psychological factors which operate to attract people to each other and to maintain stable relationships; social dependence and social influence; the power base of influence; the importance of interpersonal communication.
The communication process. Topics include: communication models and concepts; verbal and non-verbal communication; barriers to effective communication; sources of distortion; channels of communication available to the educational administrator; communication and the beginning teacher and newly appointed personnel; general rules and guidelines.
Conflict management. Topics include: sources of conflict; organisational needs and individual goals; functional and dysfunctional aspects of conflict; strategies for the control of conflict; conflict resolution; staff development.
Assessment: Analysis of a conflict situation presented on video-tape and a minor assignment.
References:

THE ADMINISTRATOR AND THE CURRICULUM GE401
Contact Hours Per Week: Three hours per week, for one session.
Prerequisites: Nil.
Syllabus: Factors influencing curriculum development. Topics include: setting curriculum objectives; the philosophy and policies of educational institutions; the role of government agencies; financial and other constraints; pressures exerted by community agents; involving the school staff in curriculum development.
Supervision of curriculum development. Topics include: appropriate leadership roles in curriculum activities; communication skills needed for effective management of curriculum projects.
Evaluation of curriculum programs. Topics include: changing concepts of curriculum evaluation; the goals of evaluation; evaluation models; techniques and strategies; evaluation of product and process; the evaluator's role in the curriculum development process.
Assessment: Three hours per week, Autumn session.
References:
HUNKINS, F., Curriculum Development: Program Improvement, Columbus: Merrill, 1980.

THE INDIVIDUAL, THE SCHOOL AND SOCIETY EIS300
Contact Hours Per Week: Two hours per week, Autumn and Spring sessions.
Prerequisites: Nil.
Syllabus: The first session of this unit provides descriptive studies of sociological, historical and philosophical approaches to current educational issues relevant to the school as a social system and to the individual within that system. This session provides the theoretical foundation for more detailed studies in the second session where students may examine particular educational issues from the methodological viewpoint of the philosophy, historian, sociologist, comparatist and educational technologist.
Assessment: Two examinations and an individual assignment.
References:

THEORIES OF ORGANISATION GE401
Contact Hours Per Week: Three hours per week, both sessions.
Prerequisites: Nil.
Syllabus: Administrative theories. Topics include: the development of the major schools of administrative theory; the relevance of these to the administration of educational organisations.
Group behaviour in organisations. Topics include: the nature of leadership and authority; the psychosocial aspects of group dynamics; key characteristics of follower behaviour; the maintenance of morale; the role of motivation in professional organisations.
Field work. Students must participate in at least four excursions covering both educational and non-educational organisations.
Assessment: An essay, not exceeding 3,000 words, involving the analysis of schools in terms of organisational theories studied, two minor assignments related to workshop activities. An organisational analysis report based on the field excursions undertaken.

References:

THERMODYNAMICS MEC160
A course of four hours per week of lectures and two hours per week of laboratory work for one semester.
Prerequisites: Nil.
Syllabus: This subject is an introduction to applied thermodynamics and deals with general terminology, definitions and units, properties of fluids, relationships between thermodynamic properties and energy transfers in the form of heat and work for systems and control volumes, heat transfer by steady state conduction and convection, instrumentation and IC engine testing and performance. Consideration is given throughout to the practical aspects of the common types of thermodynamic machinery such as boilers, turbines, condensers and IC engines.
References:

THERMODYNAMICS MEC260
A course of four hours per week of lectures and two hours of laboratory work per week for one semester.
Prerequisite: Thermodynamics MEC160.
Syllabus: This subject extends the work covered in Thermodynamics MEC160 on control volume analysis and heat transfer. The First Law is extended to the analysis of reacting systems. The Second Law of Thermodynamics with its consequences and applications to thermal power plant is presented. Physical similarity and dimensional analysis are introduced.
References:

THERMODYNAMICS MEC262
A course of two hours per week of lectures and two hours per month of laboratory work for two semesters.
Prerequisites: Nil.
Semester 1 — Syllabus: This subject is an introduction to the fundamentals of applied thermodynamics. It deals with basic concepts and definitions, properties of fluids, the First Law of Thermodynamics applied to systems and control volumes, the implications of the Second Law of Thermodynamics and entropy.
Prerequisites: Nil.
Semester 2 — Syllabus: The thermodynamic analysis of gas and vapour power cycles, the use of temperature-entropy, and enthalpy-entropy diagrams. Practical aspects of gas and steam turbine plant, conventional and nuclear steam generators, condenser plant, refrigeration and air conditioning plant.
References:

THERMODYNAMICS MEC263
A course of two hours per week of lectures related to the theoretical and practical aspects of the course for one semester.
Prerequisites: Nil.
Syllabus: This subject is aimed at developing background knowledge in the areas of applied thermodynamics with which a civil engineer has contact. It covers general concepts and terminology, properties of perfect gases, the First Law of Thermodynamics, work and heat transfer. Emphasis is given throughout to the practical aspects of thermodynamic machinery such as I.C. engines, reciprocating compressors and air-conditioning plant.
Reference:

THERMODYNAMICS MEC380
A course of four hours per week of lectures and two hours of laboratory work per week, for one semester.
Prerequisite: Thermodynamics MEC260.
Syllabus: This subject deals with the extended application of the laws of thermodynamics to thermodynamic machinery and covers availability, compressible flow through nozzles and blade passages of axial flow turbines, steam and gas turbine power plant, psychrometry and air-conditioning, process heating and refrigeration, combustion phenomena in I.C. engines and heat transfer by forced and natural convection, by radiation and by conduction.
References:
THERMODYNAMICS MEC460
A course of four hours per week of lectures for one semester.
Prerequisite: As prescribed under Progression Through the Course.
Prerequisites: Nil.
References:

THERMO-FLUIDS MEC375
Four hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Properties of fluids; thermodynamics properties of simple compressible substances, thermodynamic property tables, idea and perfect gas approximations. Control volume analysis; applications of the continuity, momentum and first law of thermodynamics equations to control volumes involving compressible and incompressible flows.
Second Law of Thermodynamics; efficiency limit for cyclic engines operating between thermal energy reservoirs at fixed temperatures, thermodynamic temperature, entropy, temperature-entropy and enthalpy-entropy property diagrams, available energy, applications to thermodynamic power and refrigeration plant.
Psychrometry; applications to air-conditioning and comfort conditions.
Heat transfer; conduction, convection and radiation, applications to heat exchanger design.
Dimensional analysis; principles of similarity and dimensional analysis, planning of experiments and interpretation of experimental data, application to internal and external flows, rotodynamic machinery and convective heat transfer.
Instrumentation; measurement of pressure, temperature, flow and power. Practical applications of engineering measurement to fluid power plant.
Assessment: By assignment, class tests and examinations at the end of each semester.
Reference:

THESIS PM FIN601
This requirement applies only to students who have enrolled in the course before 1978.
Assessment: The PQ grading will apply.

THREE DIMENSIONAL MODELLING CER105
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will introduce students to the problems associated with visualising and producing a three-dimensional object using additive and subtractive methods. Students will gain experience in modelling which in turn will help them to decorate ware and produce forms which can subsequently be produced from a sprig-mould, a press-mould or be slip-cast.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

TRAFFIC ENGINEERING CIV674
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Assessment: To be based on an open book examination at the end of the semester.
References:

TRAFFIC ENGINEERING CIV691
A course of lectures and discussion sessions of two hours per week.
Prerequisite: Traffic Engineering CIV674.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

TRAFFIC FLOW THEORY CIV685
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Traffic generation, journey to work, school,

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.


TRANSPORT ECONOMICS AND SPATIAL ANALYSIS CIV654

A course of three class hours per week for one semester.

Prerequisites: Nil.

Syllabus: This unit is designed to survey studies in the economics of transportation and location theory. Topics will include cost and pricing in transport; rates and regulations; traffic and cities; project appraisal methods; regional analysis; geomarket and georeference; location theory, decentralisation; urban development.


TRANSPORTATION ENGINEERING CIV689

A course of lectures and discussion sessions of two hours per week.

Prerequisites: Nil.

Syllabus: Modal split, integrated multi-mode systems and interchanges, roads (public, private) parking and terminal facilities, highways and airports, railways, mass transit systems. Pipelines. Inter and intra modal competition, system costs and subsidies. Safety, energy, capacity, flexibility considerations. Freight handling, depot location. Future transport systems.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.


TRUSTS AND LEGAL OBLIGATIONS FIN220

A course of two hours per week for one semester.

Prerequisites: Commercial Law FIN114

Syllabus: Trusts and other relationships, creating a trust, types of trusts and their roles, duties and obligations of trustee, rights and liabilities of beneficiaries, the company as a trustee, legal aspects of accounting for trusts. Nature of insurance, formation of the insurance contract — the proposal and role of cover note and intermediaries. Disclosure, good faith, misrepresentation, insurable interest and the concept of indemnity, claims. Negotiable instruments — bills of exchange, promissory notes and cheques, the role of bills of exchange in raising finance — accommodation bills, the role of trade bills, the role of cheques and the banking system.

References: To be advised.

TYPEWRITING ADM141

Aim: To introduce the alpha-numeric typewriter keyboard for students who have no previous typewriting experience.

Prerequisites: Nil.

Duration: Five hours per week for one semester.

Assessment: Assessment is progressive and based on assignments and class tests.

Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

Syllabus: An intensive course which concentrates on teaching students a thorough mastery of the typewriter keyboard including the acquisition of correct touch and manipulating techniques. Concentration will be placed on speed and accuracy development through the use of timed writings and pacing techniques. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 30-35 wpm.

References: To be advised.

Selection of typewriting texts available in the secretarial laboratory.

TYPEWRITING ADM142

Aim: To develop further the skill of typewriting and apply that skill to a variety of office typing tasks.

Prerequisite: Typewriting ADM141.

Duration: Five hours per week for one semester.

Assessment: Assessment is progressive and based on assignments and class tests.

Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

Syllabus: Correct techniques for operation of the typewriter, speed and accuracy in typing letters, business forms, tabulation problems, manuscripts, and reproduction masters, concentration on further development of typewriting speed through the use of timed writings and pacing technique. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 35-40 wpm.

References: To be advised.

Selection of typewriting texts available in the secretarial laboratory.

231
TYPOGRAPHY GRA187
A course for degree/diploma students of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Outline of the basic history of the alphabet and its development to type reinforced by practical exercises in letter form comprehension. Pen script and type rendering in various mediums linked to the basic design exercise in spatial manipulation. Type spacing, positive and negative areas, ligature and type modules to be covered in a series of structured projects.
Typography as translation of language into the mechanical form. Measuring system, type calculation and specification.
Type nomenclature. Justified and unjustified type. Text faces, headline and display faces. Grids and organisational structures.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

WATER MANAGEMENT CHE604
A course of six hours per week for one semester.
Prerequisite: Water Pollution CHE603.

WATER POLLUTION CHE603
This subject consists of six hours per week for one semester for lectures, discussions, practical work and field trips.

WATER RESOURCES CIV314
A course of two hours per week of lectures and tutorials for two semesters.
Prerequisites: Nil.
Assessment: To be based on examinations at the end of each semester together with assignment work submitted throughout the year.
References:

WATER RESOURCES CIV425
A course of two hours per week of lectures and tutorials for two semesters.
Prerequisites: Nil.
Syllabus: Water law, reservoirs, municipal and industrial water supplies, irrigation, hydro-power. Drainage, flood control. Economics, planning of water resource systems.
Assessment: To be based on assignment work submitted throughout the year.
References:

WATER SCIENCE CONCEPTS CHE601
A course of ten hours per week for lectures, discussions and practical work for one semester.
Prerequisite: A relevant degree, diploma or equivalent.
Syllabus: Students will be required to study appropriate sections, depending on their qualifications.
Mathematical principles (30 hours): statistical concepts, distributions, hypothesis testing, variance. Design of experiments, linear regression analysis, use of computer programs.
Social issues (30 hours): methodological and ethical issues in measurement of public opinion. Sociological perspectives and value judgements. Group processes, mass meetings, social movements, the public domain, social institutions, legal and industrial systems.

WATER SCIENCE PROJECT CHE605
Four hours per week for two semesters for formal planning, discussion and seminars.
Prerequisite: Water Systems CHE602.
Syllabus: This subject is intended to provide experience in team approaches to problem solving in a multidisciplinary situation. Students will be trained in research methodology, in the organisation of a coherent report, and in the presentation of the results and conclusions of their project.

WATER SYSTEMS CHE602
A course of lectures, practical work and field excursions of ten hours per week for one semester.
Prerequisite: Water Science Concepts CHE601.
Syllabus: Lakes and reservoirs, origins, physical, chemical and biological characteristics, water supply. Rivers
and streams, physical features, flow patterns, ground water, chemical and biological characteristics. Oceans, topography, circulation, sediments, utilisation, marine chemistry and biology. Estuarine environment, chemistry, biology, influence of man, evolution of coastal features, mathematical modelling of water systems.

WELFARE FIELD WORK AND PRACTICE
HUM235
Thirty-eight days of practical experience in each semester, plus a two-hour seminar each week.
Welfare Practice: the course provides the student with the opportunity to develop, in conjunction with other units of study, the skills necessary in negotiating with committees, community groups, the official bodies in the planning, administration and implementation of specific welfare programs.
Field work: the student will participate in supervised agency based projects of the kind traditionally recognised as 'field work training' but these will be varied and reinforced by on-campus strategies designed to develop the student's personal and professional sensitivity and capacity.
Assessment: Students are required to report orally, to maintain a logbook, and where requested to present self-evaluating written reports on their learning experiences.
References: To be advised.

WELFARE FIELD WORK AND PRACTICE
HUM237
38 days of practical experience in each semester, plus a two-hour seminar each week.
Prerequisite: Welfare Field Work and Practice HUM235.
Syllabus: Community development: students should gain a working knowledge of a range of community development and action research strategies, and develop interviewing skills suitable for data collection in social surveys.
Case work: to gain a working knowledge of case-work procedures including forming and terminating client/worker contracts, transfer or referral of clients, confidentiality, recording, etc.
Assessment: Students are required to report orally, to maintain a logbook, and to present self-evaluating written reports on their learning experiences.
References: To be advised.

WELFARE LAW HUM135
Four hours each week for one semester.
Prerequisites: Nil.
Syllabus: The sources of Australian Law; the role of courts; sentencing and the role of the welfare worker; the law relating to families and children, landlords and tenants, consumers, employees, mental health and hospitals, citizens' rights, policing and bail, imprisonment and probation, administrative and appeals tribunals and the processes available for enforcement of welfare rights, special groups, e.g. women, migrants, homosexuals, death and inheritance; sources of legal assistance.
References: To be advised.

WELFARE PSYCHOLOGY HUM239
Four hours each week, including lectures, tutorials and group sessions, for one semester.
Prerequisites: Psychology PSY101 and PSY102.
Syllabus: An intensive course on the theory underlying the acts of self-perception, the perception of others, interpersonal relations and group processes.
The welfare officer's role. Identification with client on the one hand and organisation on the other. Factors promoting the self-concept of welfare officers; perception of self as intervening in client's private affairs, and the implication of this for work performance.
Students will have a choice of participation in 'self-awareness' groups, involvement in self-discovered and approved group experience outside the Institute, or taking part in staff-led seminars and/or research projects in the area of group and inter-personal relationships.
Assessment: Cumulative assessment by use of seminar/tutorial papers; research papers and case study reports.
References: To be advised.

WELFARE SOCIOLOGY HUM241
Three hours each week, including lectures and seminars, for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Patterns of welfare ideologies; the development and practice of welfare administration. The organisational setting and management perspectives.
The welfare worker's role as an agent of social control vs agent of social change. Sociological perspective of power and its relationship to welfare considerations.
The community. The concepts of community; the strategies and methods of community organisation.
Assessment: Cumulative assessment by means of seminar papers, essays, and group or individual practical papers.
References:

WELFARE STUDIES HUM131
Four hours each week including lectures, seminars and tutorials, for one semester.
Prerequisites: Nil.
Syllabus: The course aims to describe briefly the evolution and provision of social welfare services in Australia, particularly in Victoria.
A survey of the key social legislation, the expansion in government administration, and the accompanying revolution in administrative practice and style. The role of private, church and charitable bodies will be assessed and sources of funding examined. The course will
concentrate on the skills of obtaining resources on behalf of individuals and groups.

Assessment: Cumulative assessment by means of seminar papers and a major assignment.

References: To be advised.

WELFARE STUDIES HUM133

Four hours each week including lectures, seminars and tutorials, for one semester.

Prerequisites: Nil.

Syllabus: Changing concepts of social problems, social needs and social welfare practice; the change from charity-duty values to social rights theories; the change from supportive-alleviating to intervening-manipulative aims and styles of social welfare will be examined.

A study will be made of the findings of the major Australian inquiries into social security and social problems. Where appropriate, selected comparative studies of developments in other societies (Great Britain, USA, USSR, Sweden, India) will be undertaken.

Assessment: Cumulative assessment by means of seminar papers and a major assignment.


WELFARE STUDIES HUM231

Lectures and seminars averaging four hours each week, for one semester.

Prerequisites: Welfare Studies HUM131.

Syllabus: A study of the composition, training and deployment of personnel and the allotment of capital facilities in the provision of welfare services in Australia. The role of the social worker; professionalism; the evolving role of welfare workers; the volunteer. Inter-organisation relations and strategies in the use of resources and the provision of services: government departments, municipal authorities, voluntary agencies and co-ordinating bodies. An assessment of community resources in the State of Victoria, against the setting of Commonwealth and State powers, policies and attitudes.

Assessment: Cumulative assessment by means of seminar papers and a group assignment report.

References: To be advised.

WELFARE STUDIES HUM233

Lectures and workshop sessions averaging four hours each week for one semester.

Prerequisite: Welfare Studies HUM133.

Syllabus: In consultation with staff, each student will choose two specialist modules which may include the following options:

- Migrant welfare
- Welfare planning
- Welfare of youth
- Family welfare
- Pre-school age child welfare
- Community health welfare
- Geriatric welfare
- School welfare
- Institutional welfare
- Vocational welfare
- Welfare and public relations

Assessment: Cumulative assessment by means of reports and completion of tasks.

References: To be advised.

WOMEN'S STUDIES SOC105

A course of four hours per week for one semester.

Prerequisite: Nil.

Syllabus: An examination of some of the major issues confronting women at the present time. The changing role of women. Sex roles and their development. The consequences of sex role socialisation and sex role stereotyping. The family and its future.

Assessment: Cumulative, based on papers and assignments.

References: To be advised.

WORD PROCESSING SYSTEMS ADM254

A course of three hours per week for one semester.

Prerequisites: Typewriting ADM142, Private Secretarial Practice ADM144 and Legal Procedures 1 FIN151.

Syllabus: Evolution of Word Processing (W/P), W/P systems, the W/P cycle, input and output, document cycle, work flow, W/P equipment, feasibility studies, work measurement, support systems, office layout and design, selection of staff for W/P, human resources problems, training and supervising staff for W/P, W/P manuals: users, operators, supervisors, training. Evaluation of W/P. Integration of W/P and D/P. The office of the future. Students will be required to visit at least two W/P installations during the semester.

Subject code prefix guide

ACC  Accounting
ALS  Education
ADM  Management and Secretarial Studies
ART  Art and Design
BEA  Education
BEB  Education
BED  Education
BGA  Education
BGB  Education
CHE  Chemistry
CIV  Civil Engineering
EAE  Education
ECA  Education
EDC  Education
ECF  Education
EDP  Electronic Data Processing
EEL  Education
EEM  Education
EEP  Education
EES  Education
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ELE  Education
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ECP  Education
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EIS  Education
ELC  Education
EME  Education
EMU  Education
ENY  Energy Studies
EPS  Education
EPX  Education
ESE  Education
ESS  Education
FIN  Finance and Law
GAE  Education
GCL  Education
GEO  Education
GLD  Education
GME  Education
GMT  Education
GOS  Education
HUM  Humanities
IND  Industrial Engineering
MAT  Mathematics
MEC  Mechanical Engineering
MKT  Marketing
PHY  Applied Physics
PSY  Psychology
SAE  Education
RDT  Robotics and Digital Technology
SOC  Sociology

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AV39 Metal Fabrication
AV33 Ceramic Design Theory and
Practice — Concrete
AV34 Ceramic Design Theory and
Practice — Concrete
AV35 Ceramic Design Theory and
Practice — Concrete
AV36 Ceramic Design Theory and
Practice — Concrete
AV37 Ceramic Design Theory and
Practice — Concrete
AD34 Figurative Drawing
AY13 Photography
AR38 Printmaking
AV32 Metal Studies
AL33 Ceramic Design Theory and
Practice — Glass
AL34 Ceramic Design Theory and
Practice — Glass
AL35 Ceramic Design Theory and
Practice — Glass
AL36 Ceramic Design Theory and
Practice — Glass
AL37 Ceramic Design Theory and
Practice — Glass
Stained Glass Techniques
AT41 Ceramic Design Theory and
Practice — Clay and Glaze
AT42 Ceramic Design Theory and
Practice — Clay and Glaze
AT43 Ceramic Design Theory and
Practice — Clay and Glaze
AT44 Ceramic Design Theory and
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AT45 Ceramic Design Theory and
Practice — Clay and Glaze
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Practice — Concrete
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AV43 Ceramic Design Theory and
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Practice — Concrete
AL41 Ceramic Design Theory and
Practice — Glass Studies
AL42 Ceramic Design Theory and
Practice — Glass Studies
AL43 Ceramic Design Theory and
Practice — Glass Studies
AL44 Ceramic Design Theory and
Practice — Glass Studies
AL45 Ceramic Design Theory and
Practice — Glass Studies
Stained Glass Techniques
AD44 Figurative Drawing
AY23 Photography
AR48 Printmaking
AV48 Metal Studies
GC41 Communication Studies

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KCll Chemistry
KC15 Chemistry
KBll Human Biology
Biology
KEll Environmental Ecology
Chemistry (Core)
Chemistry (Alternative)
Chemistry
Basic Chemistry
Applied Chemistry
KB21 Biology
Aquatic Science
Aquatic Science
Chemistry (Core)
Chemistry (Alternate)
KC31 Chemistry
KC32 Chemistry
KX36 Applied Science Thesis/Project
KX34 Chemical Technology
Basic Chemistry
KC36 Chemistry
KC37 Chemistry
Applied Chemistry
KW61 Water Science Concepts
KW62 Water Systems
KW63 Water Pollution
KW64 Water Management
KW65 Water Science Project
KY61 Polymer Structure and Synthesis
KY62 Polymer Characterisation
KY63 Polymer Degradation and
Thermodynamics
KY64 Polymer Processing
KX61 Machine Health Monitoring
KX62 Applied Science Practical

DEPARTMENT OF CIVIL
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Engineering Design
Mechanics
Surveying
Environmental Engineering
Civil Engineering Materials
Geology
Mechanics of Solids
Hydraulics
Soil Mechanics
Structural Mechanics
Hydraulics
Public Health Engineering
Water Resources
Construction and Advanced
Surveying
Design
Highway and Traffic Engineering
Civil Engineering Management


SCHOOL OF EDUCATION
EAE308 Art Education
ECA104 Curriculum Studies in Creative Arts
ECA204 Curriculum Studies in Creative Arts
ECD102 Studies in Child Development
ECD202 Studies in Child Development 2
ECD302 Studies in Child Development 3
ECE103 Studies in Early Childhood Education 1
ECE303 Studies in Early Childhood Education 2
ECP103 Studies in Child Psychology 1
ECP203 Studies in Child Psychology 2

SCHOOL OF COMPUTING AND INFORMATION SYSTEMS
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EDP100 DP11 Computer Programming
EDP101 DS11 Systems
EDP110 Data Processing
EDP150 Microcomputer Technology
EDP171 Data Processing
EDP172 Data Processing

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Code Code Subject
CIV419 VM45 Structural Mechanics
CIV420 BD41 Design
CIV421 VE45 Soil and Rock Engineering
CIV422 VX45 Investigation Project
CIV423 VS45 Land Use Planning
CIV424 VM46 Structural Mechanics
CIV425 VW45 Water Resources
CIV603 JE63 Transport Economics and Spatial Analysis
CIV670 VP61 Planning for Transportation Systems
CIV671 BD61 Highway Design 1
CIV672 VE62 Construction Planning
CIV673 VX61 Project
CIV674 VE61 Traffic Engineering 1
CIV675 VE62 Bridge Engineering 1
CIV676 VE62 Pavement Design
CIV677 VH61 Hydrology and Drainage
CIV678 VE63 Bridge Engineering 2
CIV680 VP63 Highway Construction
CIV681 VX62 Project
CIV682 VE64 Geo-Techical Engineering
CIV683 VE63 Highway Design 2
CIV685 VE65 Traffic Flow Theory
CIV686 YA61 Systems Analysis
CIV687 YD64 Computer Aided Design
CIV689 VE64 Transportation Engineering
CIV690 VP65 Regional and Urban Planning
CIV691 VE66 Traffic Engineering 2

EDP200 DP26 Computer Programming
EDP201 DS25 Systems
EDP205 DP27 Elementary Computer Programming
EDP275 DQ21 Data Processing
EDP276 DQ22 Data Processing
EDP281 DK25 Computer Science
EDP282 DP25 Programming
EDP300 DP36 Computer Programming
EDP301 DS35 Systems
EDP302 DD35 Modern Computer Systems
EDP370 DQ31 Data Processing
EDP371 DK31 Data Processing
EDP381 DK35 Computer Science
EDP382 Programming
EDP671 DE61 Digital Computer Equipment
EDP670 DE61 Information Storage and Retrieval
EDP671 DE61 Operations Management
EDP676 DE66 Systems Theory
EDP672 DD63 Analysis and Design
EDP673 DD65 Information Storage and Retrieval
EDP674 DT61 Programming Systems
EDP675 DS67 Systems Theory
EDP676 DS68 Systems Theory
EDP677 DD64 Analysis and Design 2
EDP678 DT62 Programming Systems
EDP679 DT63 Programming Systems
EDP680 DD66 Information Storage and Retrieval
EDP681 DD67 Information Storage and Retrieval
EDP682 DS69 Systems Theory
EDP683 DT64 Programming Systems
EDP684 DD68 Information Storage and Retrieval
EDP685 Computer Networks
EDP686 Computer Programming
EDP687 Computer Systems
EDP688 Digital Computer Equipment
EDP689 Introduction to Programming
EDP690 Introduction to Systems
EDP691 Programming I
EDP692 Computer Equipment
EDP693 Operating Systems and Assembler
EDP694 Data Organisation and Storage Programming II
EDP695 Programming III
EDP696 Data Base
EDP697 Systems Development 1
EDP698 Distributed Systems 1
EDP699 Systems Development 2
EDP700 Distributed Systems 2
EDP701 Systems Development 3
EDP702 Case Study
EDP703 Computer Security
EDP704 Advanced Data Base
SCHOOL OF EDUCATION

EEL105 Early Childhood Language Across the Curriculum 1
EEL205 Early Childhood Language Across the Curriculum 2
EEL305 Early Childhood Language Across the Curriculum 3
EEM106 Studies in Mathematics Education 1
EEM206 Studies in Mathematics Education 2
EEP302 Early Childhood Professional Experience 3
EES307 Curriculum Studies in Environmental Science
EES308 Curriculum Studies in Environmental Science (Primary)
EEX101 Early Childhood Practicum
EEX201 Early Childhood Practicum 2
EEX301 Early Childhood Practicum 3
EGC104 General Curriculum A
EGC304 General Curriculum
EHE213 Environmental Studies in Curriculum
EHM309 Human Movement and Recreation (Curriculum Studies)
EIS309 The Individual, the School and Society
ELC106 Language Across the Curriculum 1
ELC206 Language Across the Curriculum 2
ELC306 Language Across the Curriculum

DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING

New Subject Code Old Subject Code Subject
ELE100 EE15 Electrical Engineering
ELE101 EE12 Electrical Engineering
ELE110 ED15 Design
ELE170 EA11 Basic Aeronautical Knowledge
ELE200 ES21 Signals and Linear Systems
ELE201 ET21 Network Analysis
ELE202 EE21 Electrical Engineering
ELE203 EE26 Electrical Engineering
ELE210 ED25 Design
ELE211 ED21 Electrical and Electronic Design
ELE220 EM21 Machines
ELE230 EL23 Electronics
ELE231 EL21 Electronics
ELE232 EL22 Electronics
ELE240 EF21 Measurements and Field Theory
ELE241 Electronics for EDP
ELE310 ED35 Design
ELE313 EX31 Electrical Project
ELE314 EX32 Electronic Project
ELE315 Electrical Engineering
ELE320 EM31 Electrical Machines
ELE321 EP32 Power Systems
ELE322 Illumination
ELE330 EL34 Electronics
ELE340 ES32 Control Systems
ELE350 EL35 Digital Electronics
ELE351 Electronics for EDP
ELE352 Introduction to Digital Systems
ELE360 EM32 Electromagnetic Theory
ELE362 ET31 Data Transmission
ELE364 Communication Systems
ELE400 EW40 Network Synthesis
ELE410 ED45 Design
ELE420 EM40 Machine Analysis
ELE421 EP40 Power Utilisation
ELE422 EP42 Power Systems Dynamics
ELE423 Power System Equipment
ELE424 EP41 Power Utilisation 2
ELE440 EJ40 Instrumentation
ELE441 ES40 Computer Control
ELE450 ET40 Digital Information Processing
ELE451 ET41 Digital Systems
ELE460 EA40 Antennae and Propagation
ELE461 EC40 Communications Networks 1
ELE462 EC41 Communications Networks 2
ELE470 EA41 Navigational Aids
ELE471 EJ41 Airborne Instrumentation
ELE520 Power System Performance
ELE521 Electrical Machine Performance
ELE522 Switch Gear
ELE523 Logic Devices and Systems
ELE524 Protection Principles
ELE525 Lighting Services
ELE526 System Protection
ELE527 Building Services
ELE528 Design Projects
ELE530 Digital Electronics 1
ELE550 EK61 Process Modelling
ELE551 EK62 Digital Logic and Components
ELE552 EK68 Process Simulation
ELE553 EK63 Process Control and Identification
ELE554 EK64 Small Computer Software
ELE555 EK65 Measurement and Instrumentation
ELE556 EK66 Computer Architecture and Interfacing
ELE567 EK67 Computer Process Control
ELE568 DK61 Operating System Software
ELE569 EX62 Project
ELE574 Digital Information Processing
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GEA403 Educational Planning
GEA404 The Administrator and School Personnel
GEA405 The Administrator and the Curriculum
GLD401 Learning Strategies
GLD402 Acquisition of Language
GLD403 Studies in Mathematics
GLD404 Individual Project
GLD405 Diagnosis and Remediation of Learning Difficulties
GLD406 Field Work/School-based Experience
GLD407 Counselling Option
GME401 Sociolinguistics and Language Learning A
GME402 Sociolinguistics and Language Learning B
GME403 Sociology of Migration
GME404 Cross-Cultural Studies in Social Psychology
GME405 Backgrounds, Cultures and Community Languages A
GME406 Backgrounds, Cultures and Community Languages B
GME407 Language and Culture
GME408 Teaching English as a Second Language and Teaching Community Languages A
GME409 Teaching English as a Second Language and Teaching Community Languages B
GME410 Migrants in Society
GME411 Multicultural Curriculum Development
GME412 Aesthetic Appreciation of Migrant Cultures
GME413 Fieldwork
GMM401 Elective Instrumental Study
GMM402 Choral Class
GMM403 Harmonisation and Improvisation
GMM404 Music and Movement
GMM405 Creative Music
GMM406 Psychology of Music
GMM407 Music in Therapy
GMM408 Psychopathology and Exceptionality
GMM409 Research Methods in Behavioural Sciences
GMM410 Fieldwork and Additional Experience
GOS401 Orientation Program
GOS402 Foundation Studies A
GOS403 Foundation Studies B
GOS404 Integrated Field Studies
GOS405 Service Studies
GOS406 Specialist Study in an Outdoor Pursuit
GOS407 Field Experience
GOS408 Final Leadership Assessment Program

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HUM151 GP11 Philosophy
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MAT441 | ES41 | Production Control
MAT451 | MM45 | Mathematics
MAT601 | MD61 | Mathematical Modelling
MAT602 | MD62 | Mathematical Modelling
MAT603 | AT61 | Linear Algebra
MAT604 | AT60 | Mathematical Modelling and Approximation 1
MAT605 | AT61 | Nonlinear Systems and Numerical Calculus
MAT606 | AT61 | Differential Equations and Data Analysis
MAT607 | AT61 | Partial Differential Equations
MAT608 | AT61 | Finite Element Analysis
MAT609 | AT61 | Mathematical Modelling and Approximation 2
MAT610 | AT61 | Further Numerical Topics
MAT611 | MN62 | Numerical Solution of Algebraic and Transcendental Equations
MAT612 | MN63 | Numerical Solution of Ordinary Differential Equations
MAT613 | MN64 | Numerical Differentiation and Quadrature
MAT614 | MN65 | Approximation to Functions and Data
MAT615 | MN66 | Numerical Solution of Partial Differential Equations
MAT616 | MN67 | Approximations to Functions and Data
MAT617 | MN68 | Finite Element Analysis
MAT618 | MN69 | Further Topics in Numerical Analysis
MAT622 | MS63 | Advanced Statistics
MAT651 | MX61 | Mathematics
MAT652 | MX62 | Numerical Analysis and Computation Techniques
MAT661 | MS62 | Basic Statistics
MAT662 | MU61 | Decision Making Techniques
MAT663 | MU62 | Techniques of Forecasting
MAT664 | MR61 | Applied Operations Research
MAT665 | MS61 | Statistics for Marketers
MAT666 | | Simulation Techniques

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MEC131 | HM16 | Applied Mechanics
MEC140 | HL12 | Engineering Materials
MEC142 | HL14 | Materials Science
MEC150 | HF21 | Production Technology
MEC160 | HT11 | Thermodynamics
MEC210 | HD21 | Engineering Design
MEC216 | | Engineering Materials
MEC220 | HM22 | Mechanics of Machines
MEC223 | HM21 | Applied Mechanics
MEC230 | HM23 | Mechanics of Solids
MEC240 | HL21 | Engineering Materials
MEC245 | | Engineering Materials
MEC260 | HT21 | Thermodynamics
MEC261 | HT22 | Thermodynamics
MEC262 | HT23 | Thermodynamics
MEC263 | HT25 | Thermodynamics
MEC270 | HM24 | Mechanics of Fluids
MEC299 | HS21 | Engineering Science
MEC300 | HX30 | Mechanical Engineering Project
MEC310 | HD31 | Engineering Design
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MEC330 | HM33 | Mechanics of Solids
MEC340 | HL31 | Engineering Materials
MEC350 | HW31 | Industrial Management
MEC352 | HX31 | Engineering Organisation
MEC353 | HV33 | Management of Production
MEC354 | HV32 | Principles of Management
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MEC370 | HM31 | Mechanics of Fluids
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MEC380 | HC31 | Process Control
MEC399 | HS31 | Engineering Science
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MEC460 | HT45 | Thermodynamics
MEC470 | HM47 | Mechanics of Fluids
MEC471 | HQ31 | Lubrication
MEC610 | HM61 | Fluid Dynamics
MEC611 | HF61 | Surface Mechanics, Friction and Wear
MEC612 | HF62 | Surface Mechanics, Friction and Wear
MEC613 | HF63 | Surface Mechanics, Friction and Wear
MEC616 | HB62 | Bearings
MEC617 | HX61 | Engineering Practical
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MEC635 | HE61 | Project Technology
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DEPARTMENT OF MECHANICAL ENGINEERING

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MEC111 | | Engineering Design
MEC120 | HM12 | Mechanics of Machines

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### DEPARTMENT OF ROBOTICS AND DIGITAL TECHNOLOGY

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MBBS(Monash) — Medical Consultant (Co-ordinator)
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Sheila Skidmore
SRN — Nursing Sister

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MA(Melb), MAPsS — Deputy Head of Counselling Services

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Secretary
Heather Stonehewer

CAULFIELD CAMPUS LIBRARIAN
Chooi-Hon Ho
BA(Hons)(Malaya), ALA, ALAA

Accounts and Statistics Officer
Teresa Hackett

Information and Resources Librarians
Maureen Corea
BA(Hons)(Lond) — Social and Behavioural Studies
David Fookt
BA(JCUNQ), ALAA — Engineering
Jean Gouriay
ALAA, GradDipDP(CIT), AACS — Applied Science & Computing and Information Systems
Jennifer Barwick  
BEc(LaTrobe), GradDipLib(RMIT)
Joan Rae  
DiplLib(BCAE), ALAA — Art & Design
Megan Lilly  
BA(Syd), DiplLib(RMIT) — User Education Librarian
Fay Bower  
CertAppSocSc(Lib Tech)(PCAE) — Lending Services Co-ordinator

Support Staff
Leyane Alden  
Wendy Ashburn  
Linda Barnard  
Rex Bell  
TPTC(Toorak),  
CertAppSocSc(Lib Tech)(Whitehorse)
Ray Dwyer  
Lois Evans  
Therese Hurley  
David Kirk  
Joe Miletto  
John Sinclair  
Tina Siposs  
Bob Walsh-Howling  
BA(Hons)(Monash)

FRANKSTON CAMPUS LIBRARIAN  
Olive Cousins  
BA, BEd(Melb), TTLC, ALAA
Librarians  
Tracey Myles  
BA(Melb), DiplLib(RMIT)
Christine Sambell  
BA(Monash), ARMIT, ALAA
Rosemary Thomas  
BSc(_MONASH), ARMIT
Support Staff
Jeanette Archibald  
Elva Barker  
Kate Boyle  
Rhona MacDonald

TECHNICAL SERVICES LIBRARIAN  
Jean Tindall  
BA(Melb), ALAA, TPTC(Melb SCV), TTLC
Deputy Technical Services Librarian  
Jan Roberts  
BSc(Monash), ARMIT, ALAA
Librarians  
Ruth Dixon  
BA(Melb), DiplLib(RMIT), DipBookProd(Lond)
Linda Parsons  
BA(UNE), DiplLib(RMIT)
Catherine Wallace  
BA(M/D)(CIT), DiplLib(RMIT), ALAA
Support Staff
Lucia Andrews  
CertAppSocSc(Libtech)(PCAE)
Margaret Ball  
Jane Barrow  
Charmaine Holmes  
Pat Mangan  
CertAppSocSc(Libtech)(Whitehorse)

Student Union

Union Officer/Administrative Officer  
Ed Brew  
DipArts(GIAE)

Education Research Officer  
Bruce Winter  
DipGenStuds(CIT), BSW(Melb)

Secretaries (Part-time)  
Helen Evans  
Karen Hoye

Bookkeeper (Part-time)  
Joyce Sexton

Student Support Worker  
John Milburn

Student Union Council
Elections are held in the September of each year with by-elections to fill any vacancies in the following March. The following office-bearers hold office until 31 December 1983.

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William Spry

Vice President  
John Carey

Financial Director  
John Penver

Union Secretary  
Silvana Stoikovska

AUS Secretary  
To be advised

Services Co-ordinator  
Tony Quirke

PTMAS Representative  
Peter Boyce

Women’s Officer  
Susan Rea

Sports Committee  
Colin Meeking  
John Hughes  
Peter Lane  
Jillian Swale  
Walter Tedde

Activities Committee  
Anthony Batten  
Andrew O’Brien  
Darren Rae

Community Affairs Committee  
Monique Earle  
Alexander Livingston

Editors ‘Naked Wasp’  
Debra Levy  
Susan Redfearn

Media Committee  
Craig Thompson

3CT Radio Co-ordinator  
Fritz Fernandez

Education Committee  
To be advised

Welfare Committee  
To be advised
School of Applied Science

DEAN
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BSc(Eng)(London), DIC(lmperial College), PhD(London), MSc(Birmingham), CEng, FIEAust, FRAeS, FIMechE, AFAIM

Secretary
Joan Trembath

Administrative Officer
Jennifer Beaton

Administrative Assistant
Cassie Goffin

Department of Applied Physics

HEAD OF DEPARTMENT
Raymond F. Pugh
FMTC, BSc, BEd(Melb), MSc(Monash), MAIP, MAAPT

Secretary
Marty Lithgow

Senior Lecturers
Charles G. Don
ARMTC, MSc, DipEd(Melb), PhD(Monash), MAIP — Acoustics.

Charles F. Osborne
BSc, BA(Hons)(Melb), PhD(Monash), FAIP — Theoretical Physics.

Graham G. Swenson
MSc, BEdSt(Qld), PhD(Syd), DipTertEd(New England) — instrumentation.

Peter Wells
BSc(Hons), PhD, DipEd(Monash), MAIP — Solid State Magnetism

Lecturers
John Davis
DipEng(PS of Mines), TTTC(SCV Hawthorn), BSc(Hons), PhD(Monash) Neutron Diffraction.

Frederick E. Robilliard
BSc(Hons), MSc(LaTrobe), ARMIT — Astronomy, Optics.

Imants Svalbe
BSc(Hons), PhD, DipEd(Melbourne) — Nuclear Instrumentation.

David R. Williams
BSc, DipEd(Melb), MSc(LaTrobe)

Laboratory Manager
Arnott P. Bow

Department of Chemistry

HEAD OF DEPARTMENT
David G. Hewitt
BSc(Hons), PhD(WA), DIC(lmperial College), FRACI

Executive Director Water Studies Centre
Barry T. Hart
DipAppChem(Bendigo), DipChemEng(Swinburne), BSc(Hons), PhD(Monash), TTTC, FRACI

Senior Lecturers
Jayant B. Bapat
CertMedTech, BSc(Hons)(Bombay), Dip-German, MSc(Baroda)

Ronald Beckett
BSc(Hons), PhD(Melb), ARACI

Sydney J. Bone
BSc(Hons), PhD(Dunelm), CChem, FRIC, FRACI

Donald L. Renfrew
AMTC(RMIT), ARACI, TTTC

Lecturers
Robert R. Burford
BSc(Hons)(Adelaide), DipEd(Monash), ARACI

Ian C. Campbell
BSc, MSc(Monash)

Kevin R. Chynoweth
TSTC, BSc(Melb), MSc(LaTrobe), ARACI

Thomas H. Davies
DipAppChem(Sydney Tech Coll), BSc(NSW), ARMIT, ARACI

A. J. (Peter) Finch
BSc(Melb), MSc(LaTrobe), TTTC

D. R. Packham
MAppSc(VIC), ARMIT

Tutor/Demonstrators
D. McKelvie
DipAppChem(CIT), MAppSc(VIC), ARACI.

L. A. McMillan
BSc (Hons)(Monash)

Laboratory Manager
A. Glennie
ONC(Chem)

Department of Mathematics

HEAD OF DEPARTMENT
D. Graeme Ross
TSTC, BSc(Melb), PhD(Monash), FRMetS

Secretary
Jenny Holton

Senior Lecturers
Ronald G. W. Adlem
BSc(Hons)(London), MEd(Monash)

Geoffrey D. C. Bruton
BSc(Monash), ARMIT(Phys)

Paul B. Lochert
BSc, DipEd(Adelaide), MSc(Monash)

Ken J. Mann (Acting)
TC, BSc(WA), MSc(Monash), FIMA, FRMetS

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Alan L. McLean  
BSc, DipEd(Tas), BSc(Hons)(Melb), MSc(Carleton), MAdmin(Monash)  
W. Peter Wright  
TSTC, BSc(Melb)  
Lecturers  
Greg Coldicutt  
BSc(Hons), DipEd(Monash)  
Lindsay H. Evans  
TSTC, BSc(Melb), DipElecComp(CIT), MSc(Leeds)  
John S. Jeavons  
BSc(Hons)(Melb), MSc(Monash)  
Ian M. Kirkwood  
BSc(Hons), DipEd, PhD(Monash)  
Graham R. Leary  
BSc, DipEd(Melb), GradDipData Processing(CIT), AFIMA  
Clive G. McCann  
BSc(Melb), MACS  
John W. Nethercote  
BSc, Bed(Melb)  
Anthony P. Van Oosterwijck  
BSc, DipEd(Melb), MAdmin(Monash)  
Principal Tutor  
Keith M. Anker  
BA(Melb)  
Senior Tutor  
C. Roy Statther  
BSc(Hons), PhD(LaTrobe)  
Tutors  
Graham T. Clarke  
BA(Hons), PhD(Monash)  
Rod G. Downey  
BSc(Hons)(Qld)  

School of Art and Design  
DEAN  
Harold W. Farey  
DipTextileDesign(Bradford), TTTC, FRMIT, FRSA  
Secretary  
Rita Hesse  
Administrative Officer  
Eileen I. Wilson  
BA(Monash)  
Administrative Assistant  
Sandra Bolton  

Department of Ceramic Design  
HEAD OF DEPARTMENT  
Lindsay G. Anderson  
DipArt(Ceramic Design)(CIT), TSTC(Arts and Crafts)  

Principal Lecturer  
Raymond J. Giles  
FRMIT, AMTC, TPTC  
Senior Lecturers  
Eugene E. Kupsch  
TPTC, DipArt and Design(Ceramic Design)(RMIT), FRMIT  
Maxwell J. Murray  
DipEE, DipMechEng  
Alan G. Thomas  
DipAppArt(Gold and Silversmithing)(RMIT), TTTC  
Klaus Zimmer  
DipFinArt(Painting), DipFineArt(Printmaking)(RMIT), TTTC, FRSA, MBSMGP — Stained Glass  
Lecturers  
Robert Graves  
ARMIT, TA/CTC, TPTC  
Christopher J. Myers  
TPTC, DipArt and Design(Ceramic Design)(RMIT), (PAC)  
William H. Peperkamp  
DipArt and Design(Illustration)(RMIT), TTTC  
R. Noel Teasdale  
DipArt and Design(Bendigo), GradDipVis-Arts(GIAE), TPTC  
James A. Williamson  
DipArt and Design(Bendigo), GradDipVis-Arts(GIAE), TPTC  
Principal Tutor  
Paul Davis  
DipPottery(RMIT), FRMIT  
Senior Tutors  
Ludmila Christoff  
DipArt(Prague), DipArt and Design(Fine Art)(CIT), DipEd(Burwood)  
Josef A. Szirer  
DipArt and Design(Ceramic Design), TTTC  
Tutors  
Bent Mansson  
CommArtCert(Durham)  
William Rawls  
BA(Fine Art)(Jacksonville)  
Technician  
Tom Levkovski  

Department of Fine Art  
HEAD OF DEPARTMENT  
Leon F. Morrocco  
Dip of Art(Edinburgh), ARSA  
Senior Lecturers  
Ron A. Simpson  
DipFineArt(Painting)(RMIT), SATC, TPTC  
Max R. E. Thompson  
DipFineArt(Painting)(RMIT), TSTC, FRMIT  
James D. Wingate  
MA(Hons)(Glasgow), DipArt(Glasgow School of Art), TC(Jordanhill College of Education)
Lecturers
Warwick Armstrong
Henk Bak
HistDrs(Nijmegen) — History of Art
Kathleen H. Boyle
MFA(USA), DipArt(Painting), TTTC
Craig Gough
Asst in Art Teaching, THC(WAIT)
Geoff F. La Gerche
DipFineArt(Advertising)(Royal College of Art), TTTC
Andrew C. McLean
DipArt(Painting)(RMIT), SATC
Christopher T. W. Pyett
DipFineArt(Painting)(Tas School of Art), BEd(Qual)
Judy E. Spafford
DipFineArt(Painting)(RMIT), FRMIT
Senior Tutors
Bernard Hoffert
BA(Hons)(LaTrobe)DipArt(PIT)
John Neeson
DipArt and Design(Printmaking)(RMIT), TTTC, FRMIT
Cole Sopov
DipSculpture, DipFineArt(Sculpture)(Rumania), FFA
Technicians
Andrew Wright-Smith
DipFineArt(Sculpture)(Prahran)
Heather Smith
DipFine Art(CIT), DipTchng(Prim)

Department of Graphic Design

HEAD OF DEPARTMENT
Edmond G. Worsley
DipIndDes(RMIT), FRSA, AIDA
Principal Lecturer
Jack Larkin
BA(Graphic Design)(Swinburne), MSIAD
Senior Lecturer
Michael Kitson
MSIAD, NDD(Graphic Design)(Central School of Art, London)
Lecturers
Ron Brooks
DipArt(Illustration)(RMIT)
Donald W. T. Glue
CertCommercialArt(Swinburne)
Brian J. Seddon
DipArt(Advertising)(RMIT), InstDip(UBC)
Arthur R. Stokes
CertTypography(London), MSIAD, MSTD
Gene Verstraeten
MIPT, GradDip(EdTechnology)
Senior Tutor
Janet Carr
DipArt and Design(Graphic Design)(CIT), GradDipEd(SCV Hawthorn)
Tutor
Edward H. Bond
Technicians
Peter Garwood
Donald W. Page

School of Computing and Information Systems

DEAN
Trevor Pearcey
FTS, BSc(Hons)(London), ARCS(Imperial College), BSc(Melb), FBCS, FACS, MACM
Secretary
Valerie Grinblat
Administrative Officer
Pamela D. Abbott
BA, DipEd(Monash)
Administrative Assistant
Cheryl Ely
Typist
Robin Mahoney

Department of Electronic Data Processing

HEAD OF DEPARTMENT AND DEPUTY TO THE DEAN
Gerry B. Maynard
DipPubAdmin(RMIT), BAppSc(VIC), MACS, MRIPA.
Principal Lecturers
David W. Goble
BSc(Melb), GradDipDP(CIT), MACS (Head of Pearcey Bureau)
Jack R. Greig
BSc, DipEd(Melb), GradDipDP(CIT), MACS, (Head of Information Systems)
John S. White
BSc(Melb), MACS (Head of Computing and Software)
Senior Lecturers
John V. Daly
BSc(Syd), MACS, Senior Course Leader GradDipDP
Maurice A. Fabrikant
DipMechEng(CIT), BAppSc(VIC), MACS
Robert Grant
AssocDipA.E.(RMIT), BSc(Monash)
Phillip Steele
DipBusStuds(EDP)(CIT), BAppSc(VIC), MACS
Senior Course Leader BAppSc(EDP)
Peter A. Torokfalvy
BSc(Melb), GradDipDP(CIT), MACS Senior Course Leader GradDipC&IS

Lecturers
David Arnott
BSc(Hons)(Newcastle), MACM, MACS
John Boulland
THL(Hons)(ACT), MACS
Douglas V. Burns
BAppSc(VIC), MACS
Raymond D. Canning
DipEE, BAppSc(EDP)(CIT), MBA(Melb)
Lynne Endacott
BSc, DipEd(Monash), GradDipDP(CIT), AAC
Christopher Freeman
BAppSc(EDP)(CIT)
E. Pearl Levin
DipBact(IMLA), CertEdp(CIT), BAppSc(VIC), MACS 1st Year Co-ordinator BAppSc(EDP)
Department of Management &
Secretarial Studies

HEAD OF DEPARTMENT
John G. Onto
BCom, MBA(Melb), AFAIM

Secretary
To be appointed

Senior Lecturers
William K. Barker
BCom(Melb), MBA(Monash), MRIPA
Timothy R. Haslett
MA(Auckland), MEdAdmin(UNE), DipTeach(NZ)
Donald C. Maling
JP, BCom(Melb), BEd(Melb)
Hazel A. Ryan
BA(Hons), DipSocStud(Melb), DipIPS, FIPS
Lynne G. Wenig
AASc(NYTC), BA(LaTrobe), ACTT, AISPS, AAIM

Lecturers
John E. Bailey
BCom, MBA(Melb), DipEE(FIT), TTTC, GradLEAust, AAIM
Paul E. Hall
MSc(Jerusalem), MBA(Monash)
Gwyneth Moore
CerTed(Dudley), BBus(CIT)
Kathleen P. Ralphson
DipPSP(RMIT), TTTC, GradDipEdAdmin(SCVH), MACE
Ian Stagg
MAdmin(Monash), PhC(Vic Pharmacy College)
J. Norman Trueman
BA(Hons)(WA)

Principal Tutors
Patricia Davis
DipComPrac(RMIT), BA(LaTrobe), TTTC(HTC)
Gerald M. Lascelles
BA(NZ), BA(Hons)(VUW), MAPsS

Senior Tutors
Anne Langdon
BA(Hons)(Monash), SecDip(Perth)
Gillian Stainforth
BBus(Chisholm)

Laboratory Assistant
Wendy O'Brien

Department of Banking and Finance

CHAIRMAN
John R. Harris
TPTC, MEc(Monash)

Secretary
Yvonne Ross

Finance Section

Senior Lecturers
J. Graham Chataway
BCom(Qld), MEd(Adelaide), AAUQ(Qld), MEd(Monash), AASA, FBlA
Hasan G. Erdonmez
BCom(Qld)(Ankara), MBA(Michigan State), ASIA, AFA
Richard F. Johns
BCom(Melb)
Joan M. McPhee
MCom(Melb), ACTT, MACE
Keith F. Ronaldson
BEc, MAdmin(Monash), DBA(Kent), MACE, ASA(Prov)

Lecturers
Don J. Lyell
BA, DipEd(Monash)
Mark Tucker
BCom(Hons)(LaTrobe)

Principal Tutor
Ian James
MEc(Monash)

Senior Tutor
Mike C. Hickling
BEcEco, CerTed(London)

Tutor
John M. Pollard
BCom(Hons)(Melb)

Law Section

Senior Lecturer
Robin Edwards
BJuris, LLM(Monash), Diploma d'études superieures de l'université de Nancy

Lecturers
Ken Evans
LLB(Melb), CertEDP(Commerce)(CIT), AFAIM
Danny Khoury
BJuris, LLM(Monash)
Kris Nath
BA(Hons)(Madras), AASA, ACIS
Stan O'Dwyer
LLB(Melb)
Robert Semmel
BCom, DipEd(Melb), LLB(Monash), AASA, ACIS
Hank Sikkema
BCom(Tas), LLB(Monash)
Senior Tutor
Eve Yamouni
LLB(Melb)

Department of Marketing

HEAD OF DEPARTMENT
Peter C. Chandler
BCom(Melb), MA(Lancs), MAIEx, FIScB
Secretary
Linda Slater
Fellow in Retailing
David J. Carman
BCom(Melb)
Senior Lecturers
Michael J. S. Collins
MA(Cantab), FRMIT
Rollyn G. Graham
BS, MS, EAA(MIT), PhD(UCLA), AFAIM, FIPSM
Peter J. November
BSc(Lond), PhD(Nottingham)
Lecturers
Garry D. Harris
DipBus(CIT), BBus(Chisholm)
Geraldine G. Lazarus
BA, PhD(Monash)
Rodger W. Morton
HND(Bus), GradDipMktg(CIT), M.nstM(UK)
George C. Papasavvas
DMS, MA(Lancs)
Lyall J. Phillips
DipBus(CIT), BBus(VIC)
Peter W. Reed
GradDipMktg(CIT), AASA
Administrative Assistant
Margaret L. Butterley

School of Education

DEAN
H. Janice Williamson
BA, BEd(Melb), MEdAdmin(Hons)(NE), EdD(Pacific States)
Secretary
Audrey Tan
Administrative Officer
Michael Owens
Principal Lecturers
Trevor J. Jones
BMus, DipMus(Melb), TPTC, STPC
Brian A. Parton
MS, EdD(Oregon), BEd, DipPhysEd(Qld)

Senior Lecturers
Raymond McD. Anderson
BCom, BEd(Melb), MEd(Monash), PhD(Stanford), TPTC
Robert C. Bilsborough
BMus(Melb), BEd(Monash), TPTC, STPC, Dal-croze Lic
Leon F. Costermans,
MSc(Melb), TPTC
George L. Hughes
BSc, DipEd(Melb), MS, MEded(USC), TPTC, MACS
A. Dale Ingamells,
BSc(Hons)(Monash), DipAgSc(Dookie), TPTC,
MATA, MACE
Elizabeth J. Mellor
BA, AdvDipEd, DipSecEd(Adelaide),
MEd(Hons)(Waikato), PTC(Alberta)
James N. Ogden
BMusEd(Melb), BMusTherapy(Kansas), TPTC
Philip J. Perry
BEd(1st class), MEd(BrCol), CertArt(RMIT),
TPTC, PhD(Washington)
Richard J. Trembath
BSc(Melb), MEd(Monash), PhD(Texas), MACE
Ian S. Walker
BA, BEd(Monash), DipEd(Melb), TPTC
Ronald T. White
BA, BEd(Monash), TPTC

Lecturers
E. Bernard Daly
BPE, MSc(Dal'housie), DipPhysEd(Melb),
DipEd(Tertiary)(Monash)
Sheila Devapragasam
MA(Madras), MA(Oxford), DipEd(Monash),
Joseph Dora
BA, BEd, MEd(Monash), TPTC
David F. M. Gamble
MA(Dublin), BEd(Monash), TSTC
John R. Griffiths
BEd(Melb), BEd(Monash), TPTC
Margaret A. Guest
BA, BEd(Monash), TPTC
Robert R. Marshall
BA, BEd(Monash), TPTC, DipPhysEd
David Mullor
ARMIT, PTC(Alberta)
Charles Meyer
MA(Monash), DipEd(Melb), N.A.A.T.I.(3)
Brian J. Murphy
BA, BEd(Monash), TPTC
Peter R. Robertson
BA(Monash), DipPhysEd(Melb), TPTC
R. Noel Teasdale
DipA&DI(BendigoIT), GradDipVisArts(GIAE),
TPTC
Anthony C. Townsend
BA(Hons)(Monash), MEd(Monash), TPTC,
TACTC(Prim)
Richard L. Whyte
BA, DipEd(Melb), BEd(Monash), TPTC
James A. Williamson
MA(BrCol), FRMIT, ARMIT, TPTC

Technical Officer
Bruce Morton
BE(Monash)
Laboratory Technicians
Robert W. Pignolet
Asst Camera Op Cert (AFTS)
Joseph Romer
BAgrSc (Zagreb)
D. Rae Whitaker
Dip T(Prim) (SCV Frankston)

Laboratory Assistant
Janice E. Drake

Secretaries
Glenys Borger
Marie Bunyan
Jenny Holton
Claire Thonemann

School of Engineering

DEAN
Thomas Brownlee
BSc(ElecEng)(Glasgow), MEE(Melb), CEng, MIEE, FIEAust

Secretary
Yvonne MacDonald

Administrative Officer
Suzanne J. Phillips

Typist
Michele Schmollinger

Department of Civil Engineering

HEAD OF DEPARTMENT
H. Robert Milner
BE(Qld), MEngSc(Qld), PhD(Lond), DIC, FIEAust, MIE

Secretary
to be appointed

Principal Lecturer
John O'C. Walker,
MSc(Soton UK), MEd(Monash), EdD(PWU), DipCE(P'mouth), CEng, MICE, MIE(Aust), MIWE

Senior Lecturers
Adrian S. Power,
BSc(Melb), MAppSc(NSW)
Keith T. Solomon,
BCE(Melb), DipTRP(Melb), CEng, MIAust, MIQ
Geoffrey W. Smith
BE, MEngSc(Melb), DipCE(RMIT), MIAust
W. John Spencer
BE, PhD(Monash), DipCE(Ballarat), MIAust

Department of Electrical and Electronic Engineering

HEAD OF DEPARTMENT
Kenneth Edwards
BSc(Eng)(London), CEng, FIEE, FIEAust

Secretary
Yvonne McCormack

Principal Lecturer
To be appointed

Senior Lecturers
G. Norman Bell
BSc(Durham), CEng, MIEE, MMarE, MIAust, MIEEE
Jeffrey R. Hanson
BE, MEngSc(Melb), MIAust, MIEEE
Alex R. Ormond
BSc(Durham), MSc(Nottingham), PhD(Newcastle-upon-Tyne), CEng, MIEEE
Michael R. Osborne
BSc(Hons)(Melb)
Max L. Telfer
DipEE(FIT), TTTC, BE, MEngSc(Melb), MIAust, MIEE, MACS

Lecturers
Barrie T. Harding
BE(Melb), GradDip(Mktg)(CIT), MIAust, MIEEE
Colin G. Herbert
DipCommEng(RMIT), BEE(Monash), MIEEE
Bryan R. Kimbley
BSc(Aston), MSc(Birmingham), MIEEE
Peter G. Kraatstev
Dipling(Stuttgart), CEng, MIEE, MIEEE
Paul R. Voumard
DipEd(Switzerland), DipElecEng(RMIT), BEE(Melb), BD(MCD)
John D. Zakis
ME(Melb), SMIEE

Tutor-Demonstrator
Edgar P. Luke
MSc, BE(NZ), CEng, MIEEE

Tutor-Demonstrator
Edgar P. Luke
MSc, BE(NZ), CEng, MIEEE
Department of Mechanical Engineering

Industrial Engineering
HEAD OF DEPARTMENT (MechEng)
HEAD, CO-DIRECTOR OF UNIT (IndEng)
Brian W. Jenney  
BA(Hons)(Manchester), PhD(Eng)(B'ham), CEng, FIEAust, MI MechE, MIProdE, MIIM, MBIM, FQA, FMA, FIS, FSS

Secretary  
Janet Z. Hadaway

Senior Lecturers
Bevis W. Barnard  
BMechE(Melb), MEngSc(Monash), GradIMechE, MIEAust  
John W. Burt  
DipMechE(CIT), MEngSc(Melb), GradMechE  
Kenneth O. Deutscher  
DipMechEng(CTC), TTTC, MEngSc(Melb)  
Maung Thit  
BSMetE(Lehigh), MEngSc(Qld)

Lecturers  
Nicolo Di Toro  
DipMechE(CIT), BEng(Mech)(VIC), MIEAust  
John Griffiths  
BME(Qld), MEngSc(Melb), GradMechE, MIEAust  
R. Damian Kennedy  
BE(RMIT), GradDip(Man)(RMIT), MSc(North Western), MIEE  
Stuart J. Major  
BScEng(Imperial College), ACGI(London), TC(Garnet College), MEngSc(Monash), CEng, MI MechE  
Daniel Phelan  
DipMet(RMIT), TTTC, BSc(Hons)(Melb)  
Donald Scutt  
DipMet(RMIT), TTTC, MIM  
Arvind K. Shrivastava  
BE(Indian Inst of Science), MEngSc(Monash)  
R. Paul Wellington  
BSc(Hons)(Adelaide), DipEd(Monash), ARACI

School of Social and Behavioural Studies

DEAN  
Richard J. Snedden  
BA(Hons), LLB(Melb), BEd(Monash), MACE

Secretary  
Edna Baxter  
DipIPSA, FIPS

Department of Applied Psychology

HEAD OF DEPARTMENT  
Colin Cameron  
MA(Aberdeen), MSc(Monash)  
(Course leader MA)

Secretary  
Sandra van Kessel

Principal Lecturer  
Arthur E. Crook  
BA(Hons)(Qld), MA(Melb), MAPsS

Senior Lecturers
Ronald D. Francis  
JP, MA(NZ), MA(Melb), PhD(Leeds), DipCrim(Can), FAPsS, FBPysS  
F. Denis Kiellerup  
BA(Hons), PhD(Melb), TPTC, MAPsS

Gordon J. Wheaton  
BA, DipEd(UNE), MA(Syd), MAPsS, MIAAPs

Lecturers
Maxwell K. Jory  
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