Gippsland Institute of Advanced Education
Information in this handbook was current at 1 September 1986 unless otherwise indicated.

Notwithstanding anything which may be contained in this or any other Statute, the Council of the Institute reserves the right to at any time amend, alter, postpone or withdraw any course or subject which is being conducted or offered by the Institute.

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- Scholarships for Study Overseas
- Local Awards
- Australian Society of Accountants
- Institute of Engineers, Australia
- Clarence Claude Fisher
- WJ Taylor Education Fund

External Studies

Core Studies

Applied Science

- Introduction
- General Information
- Associate Diploma in Computing
- Diploma of Applied Science (Nursing)
- Bachelor of Applied Science
- Master of Applied Science
- Unit Outlines

Business

- Introduction
- Associate Diploma in General Administration
- Bachelor of Business
- Graduate Diploma in Accounting
- Graduate Diploma in Labour/Management Relations
- Unit Outlines

Education

- Introduction
- General Information
- Associate Diploma in School Librarianship
- Diploma of Teaching (Primary)
- Bachelor of Education (Primary)
- Bachelor of Education (Secondary) - Upgrading
- Bachelor of Education (Secondary)
- Bachelor of Education (School Librarianship)
- Graduate Diploma in Computers in Education
- Graduate Diploma in Education
- Graduate Diploma in School Librarianship (subject to accreditation)
- Unit Outlines

Engineering

- Introduction
- Associate Diploma in Engineering Supervision
- Bachelor of Engineering
- Diploma to Degree Conversion
- Graduate Diploma in Engineering Maintenance Management (Terotechnology)
- Master Degrees
- Unit Outlines
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The Gippsland Institute of Advanced Education is a multi-disciplinary College of Advanced Education situated at Churchill, Victoria. Established as a College of Advanced Education by an Order in Council in September 1968 it is the only college of advanced education serving the entire eastern half of Victoria.

As one of the four country regional Colleges of Advanced Education in Victoria, the Gippsland Institute provides a range of associate diploma, diploma, degree, graduate diploma and masters courses primarily to meet the educational needs of people living in the Gippsland region.

The people of the region have been given access to a spread of educational opportunities otherwise only available in a number of institutions in Melbourne. As well, through the activities of its staff and students, the Institute has involved itself in the cultural, social and political life of the community.

The Gippsland Institute of Advanced Education has been designated by Commonwealth and State authorities as one of the four major providers of courses offered in the external study mode in Victoria. As such, it has a very large commitment to a program on external studies. Weekend and vacation schools are held on a regular basis to support external courses, and the Institute has developed extensive support systems for this mode of study.

The Gippsland Institute of Advanced Education comprises six schools which in 1987 plan to offer courses leading to the following awards:

School of Applied Science
Associate Diploma in Computing
Diploma of Applied Science (Nursing)
Bachelor of Applied Science
Master of Applied Science

School of Business
Associate Diploma in General Administration
Bachelor of Business
Graduate Diploma in Accounting
Graduate Diploma in Labour/Management Relations

School of Education
Associate Diploma in School Librarianship (no new enrolments)
Diploma of Teaching (Primary)
Bachelor of Education (Primary, Secondary, School Librarianship)
Graduate Diploma in Computers in Education
Graduate Diploma in Education
Graduate Diploma in School Librarianship (subject to accreditation)

School of Engineering
Associate Diploma in Engineering Supervision
Bachelor of Engineering (Civil, Electrical, Electro-Mechanical, Mechanical)
Graduate Diploma in Engineering Maintenance Management (Terotechnology)
Master of Engineering
School of Social Sciences
Associate Diploma in Welfare Studies
Bachelor of Arts (Social Science)
Graduate Diploma in Counselling Psychology
Master of Arts

School of Visual Arts
Diploma of Arts (in Visual Arts) (no new enrolments)
Bachelor of Arts (in Visual Arts)
Graduate Diploma in Visual Arts
Master of Arts (in Visual Arts)
MEMBERS OF THE INSTITUTE COUNCIL

As at October 1986
Council is the body responsible for management and control of the Gippsland Institute.

Appointed by the Governor in Council

ARMSTRONG, S.B.
ARTHUR, N.F., BEChem(Hons), CEng, MIChe
BASSET, C.R., BVSc, MAC, VSC
KING, B.W., DipEng
McLEOD, G.A., BComm(NSW)
SHORE, D.J., BE, MEng, MIE(Aust)

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FERGUSON, S.M., MBE (Chairperson)
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HUTCHINSON, J.C., DipMechEng
McGOLDRICK, P.
ONGER, F.S.
WILLINGTON, V.L., RN, DipNED, DipNAdmin, MS, FCNA

Appointed by Minister of Education

MacLEAN, D.A., MA, DipEd, DipEdAdmin

Appointed by the Academic Board of the Institute

CREIGHTON, N.A., FRMIT, BEd(Lat), TSTC

Elected by the Academic Staff of the Institute

BATTERSBY, W.F., MEc(Monash)
NASH, P.E., BSc, PhD(Monash)
NATION, D.E., BA, MEd(Monash)

Elected by General Staff of the Institute

COHEN, R.R., LabTechCert(Lond Institute)
HARRIS, M.M., BA, DipEd(LaT), DipLib(TCAE), ALAA
QUIRK, E.F.

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PATTISON, C.M.
RICHARDSON, I.J.

Member Ex-Officio — Director

KENNEDY, T., BSc, PhD, DipEd, CChem, FRIC, AFAIM, ARACI, MAIMM, MIEA, MITEA, MACE
SELECTED INSTITUTE STAFF

As at 1 September 1986

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Assistant Director
SMART, G.T., BSc(Melb), DipElecComp(CIT), TPTC

Chief Librarian
YOCKLUNN, J., KCVO, Ba(WAandANU), MA(Sheff), ALAA

Head, External Studies
EVANS, J.L., BA, MEd(Melb), TPTC

Computer Manager
DOWSLEY, J., DipAppChem(RMIT), DipElecComp(CIT), MARACI

Business Manager
KLOSE, R., AASA(Senior)

Services Manager
KRETTLOW, D.F., FAIPE, AAIM

Registrar
BREMNER, B.G.

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HOOPER, M.A., BSc, PhD(Qld), DipTertEd(NE), ARACI
RAYMENT, P.R., MSc, PhD(Melb), FSS

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DEMPSEY, A., RN, DipNEd, FCNA
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HARRIS, J.A., MSc, DipEd(Melb), ARACI, MAIE
HODGES, R.J., BSc(Ncle,NSW), PhD(NSW), ARACI, MInstF, MAIE
MAKIN, L.K., BSc, DipEd(Monash), MSc(EssexandOxon)
NASH, P.E., BSc, PhD(Monash)
NATH, G.B., MA(Panj), PhD(Qld), FSS, MBS, MIASC, MASOR, MACS
Lecturers
ANG, J.Y.T., BEng(Mech)(Monash), GradDipCompSc(LaT)
ARKINSTALL, J.R., BSc, PhD(Adel)
BIGNALL, R.J., PhD(Flinders), BSc(Hons), GradDipFurtherEd, DipCompSc(Adel)
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MOSSE, P.R.L., PhD(Melb), BSc(Melb)
NATH, H.B., MA(Panj), MSc(Qld), FSS
PANTER, C., MSc(Agr)(Alberta), BSc(Agr)(Alberta), BA(Hons)(Alberta)
PATTI, A.T., BSc, PhD(Melb), GradDipEd
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WEBB, J., RN, RM, RegInfWelfareNurse, BAppSci(AdvN)

Senior Tutors
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WOOLLEY, T., RN, BA(Monash)

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OGUNMOKUN, G., BBusAdmin(WACAE), GradDipBusAdmin(WAIT), MBA(Distinction)(WAIT)

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Principal Lecturers
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DETTRICK, G.W., BA, BEd(Qld), MS, PhD(Iowa), TPTC
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PAL, A.K., MSc(Calc), PhD(Birm), MAPsS

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DAWBER, J.G., MSW(Monash), BA(NZ), DipSocSc(Well)
HAMILTON, I.V., BE, BD, DipTRP(Melb), MTh(Aberd), DipCE(Bendigo)
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LYNN, M.I., BA(Monash), DipSocStud(Monash)
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Tutor
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SCHOOL OF VISUAL ARTS

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POTTS, H.T., FRMIT, TACTCP, SATC, TPTC

Lecturers
COVENTRY, C.L., MFA(Tas)
GREEN, K.L., BA(Tas), MA(NewMexico), TTC
HENG, E.L., DA(Dundee)
MURRAY-WHITE, C., DipArt(PIT), TTTC
RYE, O.S., BSc, PhD(NSW)
SUGGETT, C.A., DipFineArt(RMIT), TTTC
WOLLMERING, D.P., BA(StJohns)

Senior Tutor
YOUNG, W.J., DipFA(SASA), DipT(TCAE)

SELECTED STUDENT SUPPORT SERVICES STAFF

Academic Registry
Academic Registry – Bruce Bremner
Student Administration – Felicetta Kile

Amenities
Amenities Manager – Andrew Winter

Computer Centre
Computer Manager – Jeff Dowsley
Computer Operator – Brigitta Fuchs

Educational Development and Research
Head – Michael Parer

External Studies Division
Head – John Evans
Senior External Studies Officer – Dick Cohen
Liaison Officers – Paul Barrance; Gina De Bolfo

GIAE Union
Executive Officer – Tony Benn

Library
Deputy Librarian – Janet Martin
Users Services Librarian – Neil Grant
Non-Book Materials Librarian – Michele Harris

Student Counselling
Student Counsellor – Moira Cathcart
ADMISSION

Admission Requirements

The general entrance requirements for admission are stated in section 2 Admission (General) of the Institute Regulations which are printed in this Handbook.

Special Admission Requirements

Most courses at this Institute have specific admission requirements (prerequisites). These specific requirements are stated in section 3 Admission (Course Requirements) of the Institute Regulations which are printed in this Handbook.

Special Admission

The Institute operates a Special Entry Scheme for prospective students who do not meet the requirements for normal admission to a course, due to some disadvantage in their past educational opportunities. Applicants for full-time study under this scheme must, in addition to lodging an application with the Victorian Tertiary Admissions Centre (VTAC), complete a form available from the Institute’s Registrar, and return it by the preferred date of 10 December 1986.

Such applicants may be required to attend the Institute for interview at an appropriate time.

A quota applies to Special Entry and late applications may be considered if places remain.

ADMISSION PROCEDURES

Applicants are advised that lodgement of an application does not indicate automatic acceptance. Quotas operate on courses and some individual units, and it will only be possible to consider late applications if quota places remain. Applicants with overseas qualifications are advised to contact the Committee on Overseas Professional Qualifications (COPQ), P.O. Box 1407, Canberra, ACT, 2601, before lodging an application.

Full-time Students – Undergraduate Courses

All prospective new students seeking entrance to any degree, diploma or associate diploma course for full-time internal studies at this Institute must apply through the Victorian Tertiary Admissions Centre (VTAC). The only exception are students transferring, or applying for entry with advanced standing or credit for previous study. These applicants apply direct to Gippsland Institute but may subsequently be advised to apply through VTAC.

Application forms are contained in an information booklet published each year by VTAC and distributed to all secondary schools in the State.

Prospective new students who are not in their final-year of secondary schooling in the year preceding the intended year of tertiary study should obtain a copy of the VTAC Guide to Courses in Colleges and Universities from the Secretary of VTAC, 40 Park Street, South Melbourne, Victoria, 3205.
A late application fee of $20.00 is payable to VTAC for applications lodged after 3 October, 1986.

Full-time Students – Graduate Diploma in Education

All applicants wishing to undertake the Graduate Diploma in Education (Secondary) course on a full-time internal basis must apply through VTAC in accordance with the special scheme operated by VTAC for the co-ordination of entry to Diploma of Education courses throughout Victoria.

Application forms are available from the Secretary of VTAC. A late fee of $20.00 is payable to VTAC for applications lodged after 17 October 1986.

Full-time Students – All other courses

Prospective new students wishing to undertake courses on a full-time internal basis other than those previously dealt with apply direct to the Gippsland Institute. Admission forms are available from the Registrar.

Part-time and External Students

Persons seeking part-time or external study should apply direct to the Gippsland Institute, and not apply through VTAC. An application package is available on request from the Registrar.

Applications should be lodged by 17 October 1986. Quota restrictions could apply to some courses and units, and applications received after that date may not be considered.

Complementary Studies Students

Students who wish to enrol for one or more units for subsequent credit towards an award course concurrently being undertaken at another college or university will be regarded as undertaking complementary studies only, and will NOT be offered a place within government funded course quotas at this Institute. Application to undertake complementary studies may be made at any time up to the commencement of the academic year (or semester) but early applications are less likely to be affected by unit sub-quotas. "Complementary Studies" should be written in the Course block on the admission forms and such applications must be supported by evidence that the home/awarding institution is agreeable to credit the nominated units upon their successful completion, and is prepared to contract this Institute to provide tuition and study material at a cost of $500.00 per unit, payable by the home institution.

Single Subject Students

Applications for Single Subject enrolment must be made on the appropriate admission form available on request from the Registrar. Successful applicants will not occupy a government funded course place. Applications may be made up until the commencement of the academic year (although early applications are less likely to be affected by unit sub-quotas).

Single Subject admission is not intended for applicants wishing to enrol in a course, and satisfactory completion of a unit does not automatically entitle a student to a credit for that unit should the student subsequently enrol in an award course. It is anticipated that this option will mainly be exercised by applicants who wish to take advanced studies for the purpose of upgrading their existing qualifications for recognition by a professional body.
Returning Students

Students who have attended the Institute in the preceding year need not apply for admission but must comply with current re-enrolment procedures.

However, a student who has previously been enrolled and has withdrawn from an Institute course, or has been excluded from an Institute course and seeks re-admission, or wishes to enter graduate courses, or wishes to transfer to a new course should follow the same admission procedures as a new student.

FEES

On 19 August 1986 the Australian Government announced that legislation had been introduced which would oblige institutions to impose a higher education administration charge of $250.00 on all students at the time of enrolment in studies forming part of an award course.

The charge will be applicable to all students – full-time, part-time, or external – uniformly, and will be in addition to the Union fee. However, in view of the Government's new charge, the Institute has decided to abolish the amenities services fee, and vary its previously advertised requirements for lodgment of applications for admission. If you have any doubts or queries please contact the Academic Registry on (031) 220287.

Student Fees

In 1987 the total student fee is:

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Full-time</td>
<td>$335.00 ($250 Administration Charge plus $85 Union Fee)</td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td>$300.00 ($250 Administration Charge plus $50 Union Fee)</td>
<td></td>
</tr>
<tr>
<td>External</td>
<td>$300.00 (Virtually all external students will be part-time)</td>
<td></td>
</tr>
</tbody>
</table>

Please note that for the purpose of fees a full-time student is one who is undertaking a study program of 6.0 credits for the academic year, and a part-time/external student is one who is undertaking a study program of less than 6.0 credits.

Single Subject Fees

Single subject enrolment fees are payable upon enrolment and in addition to the obligatory administration charge of $250.00, a tuition fee of $250.00 per unit, per semester will apply. In addition, students may elect to pay the relevant Union Fee if they wish to take advantage of the benefits of Union membership.

Payment of Fees

Applicants will be notified of the offer of a course place by letter. The offer will be valid for a period of 14 days and provided payment of fees is made within that time a second letter will be sent confirming enrolment. If payment is not received, the offer lapses and the course place will be re-offered to another applicant.

The offer letter will include detailed instructions of how fees should be paid. Payment may be made to any branch of any bank, using the fees pay-in slip provided with the letter, and must not be made direct to this Institute.

Exemptions from Payment of Administration Charge

The following exemptions will apply to the administration charge but, unless otherwise specified, appropriate Union fees must still be paid:


- Gippsland Institute scholarship holders where the living allowance exceeds $1,000 per annum (not including dependant’s allowances)
- Students who have already paid, or will be paying, the administration and Union fees at another college or university will not be required to pay either fee at this Institute (refer also to section on complementary studies)
- Overseas students enrolled on a full (tuition) fee paying basis
- Supporting parent beneficiaries, Class A widows, carer and invalid pensioners

In addition to appropriate Union fees, the following groups must pay the administration charge initially, but will subsequently receive special allowances to offset the charge:

- Beneficiaries under AUSTUDY – the age related education allowance scheme (incorporating TEAS)
- Holders of an award under the Postgraduate Awards Scheme
- Holders of Abstudy grants

Overseas students must pay the administration charge but the Overseas Students Charge (OSC) will be reduced accordingly.

Special Assistance Program

Limited loan funds are available for students who can demonstrate that the payment of fees would create considerable hardship. If assistance is approved, fees would be deducted from the loan to complete the enrolment.

ENROLMENT

Enrolment Procedures

Details of enrolment times and place accompany the offer of enrolment mailed from VTAC to students who apply through the VTAC system. Such students are required to attend the Institute to enrol and should note that the VTAC card must be presented at the time of enrolment. Payment of the applicable fee is also required at the time of enrolment.

Direct entry students normally enrol by mail, although they may attend the Institute to complete the necessary procedures.

Deferred Entry

Any applicant who has been offered a place in a course and does not wish to take up an offer is eligible to apply for a deferral. Application for deferral must be made as a written request to the Registrar, for consideration by the Head of School, and must be supported by a clear statement of the reason for seeking deferral together with any supporting evidence.

Deferral will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters, and only for entry to the particular course for which the original offer was approved. Applicants who have been granted deferral will be informed in writing by the Registrar, and enrolment material will be forwarded in September.
Credits and/or Exemptions

Students who have studied previously at post-secondary level or tertiary level and are enrolled in an award course at the Gippsland Institute may apply for a general exemption from some course requirements and/or credit for specific units towards that course.

Application forms are available from the Academic Registry, and need to be supported by original documentary evidence or copies certified by a Justice of the Peace or Commissioner for taking declarations and affidavits. Original documents are returned by certified mail after being sighted. Please note, credits and exemptions are granted only after formal admission.

Re-enrolment

All continuing students — internal, external, part-time — are forwarded application forms and course information to enable them to re-enrol by mail. The Head of School may consider students' previous end-of-year assessment results when approving re-enrolment applications, and students will be advised of any necessary adjustments to their study program.

Applications for re-enrolment are required to be lodged with the Registrar no later than 15 January 1987. Quota restrictions mean that continuing students' places at the Institute cannot be guaranteed after the priority closing date of 15 January 1987. For many courses quota places remaining after 15 January 1987 will be immediately re-allocated for offer to new students.

Student Identification

All students are issued with an Identity Card and a Certification of Enrolment slip on enrolment. Continuing students retain their Identity Cards and upon re-enrolment are issued with only a Certification of Enrolment slip to accompany the Identity Card.

Identity Cards must be carried at all times when the student is on campus and will be necessary for borrowing books from the library or claiming student concessions and examination room entry.

Confirmation of Enrolment

All enrolled students will receive a letter confirming the course and units for which they are officially enrolled. Students should check that this confirmation of enrolment is correct in every particular. Any queries regarding the information contained in the confirmation of enrolment advice should be directed immediately to the Academic Registry.

Amendment of Enrolment Details

Name and Address Details

Students who change their name, contact address or permanent address should notify the Academic Registry by completing the 'Enrolment Variation Application' form available from the Academic Registry. Documentary evidence is required for name changes and a name change cannot be effected once a course has been completed.

Unit Details

Any change or discontinuation of any or all units to a student's existing enrolment must be notified to the Academic Registry on the form 'Enrolment Variation Application' available from that office. The Academic Registry must obtain the
Institute policy does not allow units undertaken by the external studies mode to be added to a study program after the second week of the semester in which the unit is offered.

Withdrawal from units without penalty may occur until the fourth week of each semester. After the fourth week, the unit enrolment will be carried forward to the examination period, and will probably receive the 'N' (not satisfactorily completed) result.

The dates for 1987 are:
(a) First Semester: 20 March 1987 is the closing date for withdrawal without penalty from a unit offered in either first semester or the full year.
(b) Second Semester: 14 August 1987 is the closing date for withdrawal without penalty from a unit offered in second semester.

A request for withdrawal without penalty after the time specified above because of illness or some other extenuating circumstances, must be accompanied by a medical certificate or other supporting evidence in addition to the normal amendment form. After consideration of the reasons for withdrawal, approval may be granted for a 'W' (withdrawal without penalty) assessment to be recorded against the unit.

Course Details

Any change in course during the academic year or withdrawal from a course of study being undertaken should be notified to the Academic Registry on the 'Enrolment Variation Application' form available from that office. In the case of a request for a change of course the Academic Registry must obtain the approval of the Head of School before acting upon the request.

In relation to withdrawal from a course, students wishing to receive re-enrolment material for the following year should apply for a deferment of studies to the Registrar.

Deferred Studies

Students wishing to temporarily discontinue their studies may apply for deferment of their place in the course. Applications for deferment must be made as a written request to the Registrar, for consideration by the Head of School, and must be supported by a clear statement of the reason(s) for seeking deferral together with any supporting evidence.

Deferment will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters. Students who have been granted deferment will be informed in writing by the Academic Registry.

Time Limit

Students should be aware that a time limit applies to the completion of courses, viz. three times the standard length of the course plus one year allowable for deferment.

Refund of Fees

The administration charge is NOT refundable. A full or pro-rata refund of the Union fee may be obtained in the event of deferment of studies, or withdrawal from course. Further information will be provided in offer letters. Tuition fees for "single subject" units will be refunded if the enrolment is cancelled within the first week of semester.
ASSESSMENT

A student's final assessment result awarded for each unit shall be reported as follows:

\[
\begin{align*}
A &= 80 - 100 \\
B &= 70 - 79 \\
C &= 60 - 69 \\
D &= 50 - 59 \\
S &= \text{satisfactorily completed (ungraded)} \\
N &= \text{not satisfactorily completed} \\
W &= \text{withdrawal without penalty approved} \\
I &= \text{incomplete (still to be assessed)}
\end{align*}
\]

Results awarded for each unit represent a total assessment of the student's performance in such written examinations, assignments, classwork, practical or other such work as are prescribed for that unit. Students should be fully aware of the methods of assessment prescribed for each unit they undertake.

Special Consideration

If a student is hampered by illness or other serious cause which may have adversely affected his academic performance, the student is advised to apply before the examination period begins in any semester, to the Registrar, with supporting evidence (such as doctor's certificate) if he wishes to have such illness or cause taken into account in the assessment of his work.

If performance in an examination is adversely affected by causes beyond a student's control, an application to the Registrar for special consideration must be made within 48 hours of the relevant examination.

Appeals

All assessment matters are under the jurisdiction of the Board of Examiners and final results are determined after careful consideration of the students' overall performances.

Students wishing to appeal against final assessment in any unit should refer to regulation 6.10 of the Institute Regulations for the procedures to follow.

EXAMINATIONS

Examination Timetable

A first and final timetable will be issued to each student undertaking units which have as part of their assessment a final examination six weeks before the scheduled examination period. Timetables should be checked carefully and any clashes reported immediately to the Registrar. Times of all examinations should be noted carefully as there is no entitlement to special consideration on the grounds of misreading the timetable.
Examinations at Approved Outside Centres

Students will receive a list of approved examination centres with their timetable, and must inform the Registrar immediately of the centre at which they wish to sit for the examination, and the units for which an examination is required.

Requests to sit at an alternative centre nominated by the student will need to demonstrate an abnormal difficulty in attending an approved centre before they will be considered further.

Examination arrangements are quite complex and, any student who fails to supply the requested examination details within the specified time, will be obliged to attend the Institute for examination.

Notification of Results

Assessment results will be mailed to each student as soon as possible after the end of the appropriate examination period. Under no circumstances will assessment results be given over the telephone.

AWARDS

Students who have satisfactorily completed all the requirements of the course for which they are enrolled or who are reasonably confident that, as a result of their performance in the end-of-year examinations, they will satisfactorily complete all the requirements of the course for which they are enrolled, must complete a special application form in order to be invited to attend the Graduation Ceremony and to obtain their awards.

Application forms are available on request from the Registrar, and must be submitted to the Registrar no later than 15 January.

Academic Transcripts

Students requiring special certification of course and unit enrolments, examination results and academic records should apply to the Registrar on the prescribed form available from the Academic Registry. Charges may be levied for the issue of such statements, and, in such cases, prepayment is required.
STUDENT SUPPORT SERVICES AND AGENCIES

ACADEMIC REGISTRY

The Academic Registry provides a centralised information service for current and intending students and is open from 9.00 a.m. to 5.00 p.m. in the main building, first floor, room 15204.

Specific functions include: student admission, enrolment, continuation, assessment, and graduation; other related matters such as deferred entries, course withdrawals, changes to study programs, credits and exemptions, and examination and graduation arrangements; and general services such as the issue of (rail) travel concession cards, and the issue of statements of academic record.

All written enquiries should be directed to the Registrar. Telephone enquiries may be made direct to the Academic Registry on (051) 220287.

ACCOMMODATION

The Institute provides on-campus accommodation in residential unit blocks, off-campus accommodation in the Hazelwood Residence, flats and houses, and a referral service for private board. It also acts as a clearing house for students interested in sharing privately rented accommodation with other students.

To assist resident students, and especially those living away from home, two of the Institute's officers are resident on-campus to provide personal support. An information service is available for students with problems associated with private rental accommodation.

Although the Institute cannot guarantee that all students will find satisfactory accommodation, every effort will be made to assist students in obtaining accommodation.

On-campus Residences

In 1986 the Institute had residential accommodation for 166 students on-campus. Each residence comprises 12 individual study bedrooms with a common living area.

For students in the un-catered units (108 places, no meals provided) the fee was $660 per semester (approximately $41 per week).

For students in the catered units (58 places, 4 evening meals Monday to Thursday inclusive) the fee for a room was $916 per semester (approximately $57 per week).

Students need only supply their own linen, cutlery and crockery as all other furniture and domestic equipment is provided.

Off-campus Residences

Hazelwood Residence – The Institute has leased the Hazelwood Residence, a large accommodation complex located approximately 4km from the Churchill Campus, for student accommodation. There are 98 individual study bedrooms situated in blocks of 18 rooms. Each block is serviced with its own kitchen, laundry and toilet facilities.

Students need only supply their own linen, cutlery and crockery as all other furniture and domestic equipment is provided.

Students are supplied with 4 evening meals per week (Monday to Thursday) in the main dining room. Cost of these meals is included in the semester fee.

For 1986, the semester licence fee was $806 per semester (approximately $50 per week).
Flats – The Institute leases a block of ten flats located in the Churchill town area but within walking distance of the campus. These flats are used for both staff and student accommodation, usually with three students per flat. Students need only bring their own linen, cutlery and crockery (although a desk lamp is highly recommended). In 1986, the flats were leased to students with the weekly rental being $95.

Houses – The Institute owns and leases a number of houses in Churchill for student accommodation. The houses are fully furnished and accommodate 4 or 5 students. Students need only supply their own linen, cutlery and crockery (although a desk lamp is highly recommended). The semester fee for a place in the houses was $660 in 1986 and a marginal increase may be expected in 1987.

Given the communal nature of the Institute’s residential units, flats and houses, many students opt to contribute to a food kitty. Generally the weekly contributions range from $10 to $15 and has the added advantage of enabling students to save by bulk buying.

Application Procedure

Students seeking accommodation for the 1987 academic year should apply to the Amenities Manager on the application form for admission to the Institute’s accommodation by 30 November 1986.

Applications received on or before 30 November 1986 will be given a higher priority for available places, with special preference given to Gippsland students living outside a 30km radius from the Institute. Half of the available places will be allocated to new students and half to returning students.

New students will not receive an accommodation offer to an Institute controlled place until they have received a course offer from the Institute.

Other Accommodation

Students are encouraged to find their own accommodation as the number of places which the Institute can offer falls well short of the usual demand. Some private board is available in the Morwell/Churchill area and a register of this type of accommodation is maintained in the Amenities Office. Every assistance will be given to students in finding private board, but the Institute can give no guarantee as to the standard or suitability of private board listed in the accommodation register.

House sharing is a common choice made by students in second or later years. This is not usually recommended for first year students. More information regarding this is available from the Amenities Manager.

Houses/Flats are generally quite expensive in the Latrobe Valley area. Sources of information are estate agents, the local press, other students, GIAE Union and the Amenities Manager.

Care should be taken in checking costs, especially hidden costs, before signing a lease agreement.

All enquiries regarding student accommodation should be directed to:
The Amenities Manager,
Gippsland Institute of Advanced Education,
Switchback Road,
Churchill Victoria 3842
Telephone: (051) 220236
BANKING

The National Australia Bank, Morwell Branch, operates a branch agency on campus. Trading hours for each month:
First and third weeks – Monday, Wednesday and Friday between 12.30 p.m. and 2.00 p.m.;
Second and fourth weeks – Monday, Thursday and Friday between 12.30 p.m. and 2.00 p.m.

Normal banking facilities are available including overseas transactions, opening of cheque and saving accounts and issue of travellers cheques.

The bank is located in room 2N103 in the 'Knuckle' area.

BOOKSHOP

The on-campus bookshop is a branch of the University Co-operative Bookshop Ltd. which originated at the University of Sydney in 1957. Membership of the Co-operative is unrestricted; and it entitles members to most favorable rebates on purchases.

The normal daily business hours are 9.00 a.m. to 5.00 p.m. with additional opening times for all weekend schools. External students are also offered the facility of mail order service, the arrangements for which should be made in advanced.

In addition to providing for students' course requirements the bookshop offers a wide range of general books, ranging from light reading to academically oriented titles. Because some sister branches of the Co-operative operate exclusively for specialised schools and colleges, there is also ready access to specialised books in the medical, legal and agricultural fields.

Enquiries about the bookshop should be made directly to:
The Manager,
University Co-operative Bookshop,
Gippsland Institute of Advanced Education,
Switchback Road,
Churchill Victoria 3842
Telephone: (051) 221771

CAFETERIA AND DINING FACILITIES

The Institute has a large cafeteria-style dining area and a private dining room, each of which is served from a well equipped modern kitchen in the Central Facilities Building. The catering service provides a variety of foods, ranging from sandwiches and take-away foods to prepared hot meals, to individually prepared a la carte meals. The main dining area is open from at least 9.00 a.m. to 4.00 p.m. on all normal Institute work days (including weekend schools for external students), with provision for extended hours according to demand and special reservations. The private dining room is available for dining on occasions where a higher standard of food and a personalised standard of service is required. Individuals or groups wishing to use this facility should contact the Catering Manager. The Institute's cafeteria and dining facilities are available not only to students, staff and Institute groups, but also to community groups for a range of appropriate activities.
Enquiries and reservations for the use of the Cafeteria or Private Dining Room should be made to:
The Amenities Manager, 
Gippsland Institute of Advanced Education, 
Switchback Road, 
Churchill Victoria 3842 
Telephone: (051) 220236

CHAPLAINS
The Council of the Institute has appointed two part-time honorary Chaplains through the Student Counsellor.

COMPUTER FACILITIES
The Institute has a wide range of computing resources available to support its academic and administration functions. These range from micro-computers - both stand-alone and networked, multiuser mini-computers and main frame computers external to the college and accessed through VICNET, a switched terminal network linking most of the C.A.E's in Victoria.

The main academic computer at the Institute is a Hewlett Packard 3000/930. The system has 66 terminal ports, 16 megabytes of memory, 600 megabytes of disc storage, a 1600/6250 characters per inch tape drive, two 600 lines per minute printers. The administrative HP 3000/37XE is linked to the HP3000/930 via an Ethernet based local area Network, and will provide the Remote Job Entry function to the CYBER at RMIT. A spooled printer for automatic printing of CYBER jobs will be located in room IN208.

Other peripherals include two high speed dot matrix printers, an 8-pen digital plotter, and a number of letter quality and laser printers. Two terminal laboratories, one containing approximately twelve terminals, and the other approximately thirty terminals are located at the Gippsland Institute.

A microcomputer system is available at the Bairnsdale Study Centre for GIAE students. This micro computer has an extensive range of software to enable students to carry out computing assignments across a wide range of disciplines. The range of terminals provided includes both printing and VDU types, some with graphics capability.

Access to the Institute's computer is via a MICOM Port Selector. This device acts as an automatic switch and makes connections between the users terminal and the available computer ports. If no computer port is available, the user is offered a place in the WAIT queue until a port becomes available. The MICOM is also connected to a MICOM at RMIT and forms part of the VICNET terminal network. Up to 4 users may connect to the Institutes HP3000/930 from any remote site in the network. Students owning a micro-computer and an acoustic coupler and residing in the Melbourne local call area may dial in to the RMIT MICOM and gain access to the GIAE HP3000/930.

Software available on the HP3000 includes Text editors, language translators for FORTRAN, BASIC, COBOL, PASCAL and SPL, various system utilities (e.g. SORT/MERGE File copier) and a range of educational application packages.

Students within a 100 km radius of the Churchill campus are expected to use the Churchill facilities. Student access to terminals is available over extended hours, typically 7.30 am to 11.00 pm. The Computer Centre staff offer programming advice
to students. During semesters, a terminal room will be opened 1 pm to 5 pm Saturdays and Sundays to allow students as much access as possible. (Students will be notified of access times at the beginning of each semester.) A duty programmer will be available to assist students.

The Computer Centre has five full time staff, four of whom are professionally qualified.

Computer Centre Manager: J. Dowsley, DipAppChem(RMIT), GradDipDataProc(CIT), ARACI
Analyst Programmer: Appointment Pending
Programmers: S. Romeo, BAppSci(BCAE); M. Nash, BSci(Monash), GradDipComp(Deakin)
Computer Operator: B Fuchs

For specialised software and access to more powerful computing facilities, students can submit jobs via a remote entry system on the HP3000 to a CYBER 186–835 at R.M.I.T. using a synchronous communication link over a leased Telecom line. Jobs for the CYBER may be initiated interactively via VICNET, or submitted via a local batch system. Other smaller mini- and micro-computers are available to students on a more restricted basis.

A micro-computer based local area network is available for academic use. The network consists of 16 IBM PC's as work stations linked via a broad band LAN to an IBM PC-AT file server/print station. The file server has 80 megabytes of disk storage, 2 dot matrix printers and a laser printer connected to it. Database, spread sheet and word processing software is available on the network. Access to this facility must be arranged through your lecturer.

The Computer Centre is staffed during the hours of 8.30 am to 5.10 pm.

Conditions for Use of GIAE Computer Facilities

Staff and students at the Institute are encouraged to use the computing facilities in their academic pursuits and the Computer Services staff will assist computer users as much as resources permit. Due to third-party software licences and other matters, use of the Institute's computing facilities is conditional on the user accepting and agreeing to abide by the Conditions of Use. All users of the Institute's computer facilities are subject to the Conditions of Use.

In the Conditions of Use of the Institute's computing facilities, listed hereunder the following definitions apply:

(a) 'user' means a person who uses the computing facilities.
(b) 'work' means each job undertaken by the Institute in fulfilment of an order for work.
(c) 'internal work' means work in support of the teaching research and administrative functions of the Institute.
(d) 'external work' means work other than internal work.

General Conditions of Use

(a) The Institute's computing facilities are primarily intended for use in the teaching, research and administrative functions of the Institute.
(b) All persons using the computing facilities shall be responsible to the Head of the Computer Centre for the appropriate use of the facilities provided and shall observe such conditions and times of usage as the said Head may determine.

(c) Any member of the Institute using the computing facilities for purposes other than teaching, research or administration shall be regarded as an external user and must comply with the requirements of Part 3 of these Conditions of Use.
In any dispute as to whether work carried out in the Institute’s computing facilities is related to teaching, research or Institute administration, the decision of the Director shall be final.

(d) The user will not record or process information which might be regarded as confidential without prior consultation with the Head of the Computer Centre.

(e) The Institute will endeavour to protect the confidentiality of information and material furnished by the user and will instruct all personnel engaged in the Computer Centre to protect the confidentiality of such information and material, but the Institute shall be under no liability whatsoever in the event of improper disclosure.

(f) The Institute will endeavour to safeguard against the possibility of loss of information within the Institute’s computing system but will not be liable to the user in the event of any such loss.
The user must take all reasonable measures to further safeguard against any loss of information within the Institute’s Computer System.

(g) If a loss of information within the system can be shown to be due to negligence on the part of the personnel employed in the Computer Centre or to any hardware or software failure which is beyond the user’s means to avoid or control then the Computer Centre will endeavour to help the user restore the information and will not charge for computer time spent in such restoration.

(h) The work is undertaken by the Institute on the conditions that the work can be performed without infringement of any patent or the breach of copyright and the user agrees to indemnify and keep the Institute and each and every member of its staff against all actions claims and demands for infringement of patent and or breach of copyright which may be brought or made against the Institute or any member of its staff arising out of or in connection with the performance of the work.

(i) The user acknowledges in relation to software supplied to the Institute under licence from Hewlett Packard Australia Pty. Ltd (‘HP’) that the Computer Centre may disclose such external and interface detail of such software as may be reasonably necessary to their proper use only on condition that the user agrees that the software products or any part thereof are the property of HP and are proprietary to it and that the user shall hold the software products or any part thereof in confidence for HP. The user agrees accordingly.
The user acknowledges that the terms and conditions of the foregoing paragraph shall apply equally to all software products made available to the Computer Centre as though the name of the other licensor were substituted for that of HP.
The Head of the Computer Centre may suspend any person from using the facilities of the Computer Centre, if, in the opinion of the Head, that person:

(i) was responsible for wilful physical damage to any of the computing facilities;
(ii) was in possession of confidential information obtained improperly;
(iii) was responsible for wilful destruction of information;
(iv) was responsible for deliberate interruption of normal services provided by the Computing Centre; or
(v) is likely to take action which would result in wrongful use of computing facilities as specified in (i), (ii), (iii), or (iv) above.

Conditions Relating to External Use

(a) External work shall not be undertaken which would prevent Institute users from having their usual access to the facilities.

(b) The Institute will supply the computer services ordered and the customer will pay the Institute for all services supplied pursuant to this agreement at the Institute's rates/prices in effect at the time such services are supplied, within 30 days of receiving the Institute's invoice for charges in respect of such services. For the purposes of this clause, the customer shall be deemed to have received an invoice 2 days after it had been posted to the customer.

(c) Subject to matters beyond the reasonable control of the Institute, the Institute will proceed with the customer's work as soon as practicable but will not be liable for any loss or damage resulting from or in connection with delay in proceeding with or completing the work.

(d) The customer will provide such information and materials as is required by the Institute to enable the Institute to perform the work under this agreement and in a form satisfactory for machine processing on the Institute's computing equipment.

(e) The Institute reserves the right at any time to change or modify its computer equipment and to refuse any work which in the opinion of the Head of the Institute's Computer Centre is not within the capacity of the Institute's computer facilities.

(f) Work is undertaken by the Institute on condition that except as provided by Clause 2(g) neither the Institute nor any member of its staff shall in any circumstances be under any liability for breach of contract or in tort or for any matter or thing whatsoever nature arising out of or in connection with its undertaking the work including but not limited to:

(i) Any loss or damage arising whether by reason of negligence or otherwise howsoever out of or in connection with the Institute's undertaking and or handling the work;
(ii) Any incidental or consequential damages of any nature or kind whatsoever;
(iii) Any loss or damage resulting from or in connection with delay in proceeding or completing the work whether such delay is due to negligence or otherwise;
(iv) Any loss resulting from the failure of the customer adequately to safeguard himself against the possibility of loss of information within the system.
(g) The customer shall within 14 days of the completion of the work notify the Head of the Computer Centre in writing of any error resulting or alleged to have resulted in incorrect or lost results. Except for any error so notified, the work shall be deemed to have been accurately and correctly performed.

(ii) Subject to Clause (f) and sub-clauses (iii) and (iv) of this Clause where notification of any error has been received and it is established that a notified error has caused incorrect or lost results, the Institute will undertake a re-run of the work at no extra charge, provided that a re-run is reasonably practicable. In the event that a re-run is not reasonably practicable the Institute will refund to the customer an amount equal to the amount paid by the customer to the Institute as the cost of the run in which the error was detected but shall be under no other or greater liability.

(iii) If a notification is in respect of an error attributable to a fault which has been reported by the Institute in any of its Computer Centre publications, or, by the memorandum to the customer or attributable to failure by the customer to conform with the procedures set out in the appropriate supplier's software manuals with such additions as are notified from time to time by the Institute in Computer Centre publications, or, by memorandum to the customer, the Institute will be under no liability to re-run or make any refund in respect of that error.

(iv) The Institute will be under no liability to re-run or allow credit where an error in results has resulted from an error in judgement or interpretation by Computer Centre personnel.

EXTERNAL STUDIES

Liaison

The External Studies Liaison Area is open from 9.00 a.m. to 5.00 p.m. on weekdays, and 8.45 a.m. to 5.00 p.m. on Weekend Schools. It is located in the main building, first floor, room 1S204.

Any enquiries or problems experienced by external students during their course of study should be directed to either Gina De Bolfo or Paul Barrance, the External Studies Liaison officers, who will endeavour to help personally, or head students in the right direction. They may be contacted by telephone on (051) 220274 or (03) 6023881.

Study Materials Production Unit

Printed study materials, such as study guides, readers and resource material, is produced and despatched to external students by this Unit. Audio and video tapes are also despatched. Some study material for internal students is also produced. This material, however, is distributed by academic staff.

The Unit offers, in addition, design and printing services to the Institute for the preparation of non-study material for us in administration, publicity, extra-mural activities and classroom teaching.

Study material is available for collection by external students at Weekend and Vacation Schools and is also posted directly to students.

The Study Materials Production Unit is located on the ground floor of building 1S, and the Despatch section is located in Room 1S119. Telephone enquiries may be made on (051) 220293.
Educational Media Services Unit

This Unit provides a combination of media consultancy and services in support of the academic and administrative functions of the Institute.

These services include –

* provision of classroom services
* equipment loans to staff and students
* basic A/V training instruction for particular student groups
* photography, OHP and reprographic services
* design, scripting, production, editing and dubbing of audio and video program material for teaching and publicity purposes.

GIPPSLAND INSTITUTE OF ADVANCED EDUCATION UNION

Role of the GIAB Union

The Union is the community centre of the college. It provides the services, conveniences and amenities people need in their daily life on campus outside the classroom. The Union is part of the educational program of the college. Through its Board, committees and staff, it provides a cultural, social and recreational program. In all processes it encourages self-directed activity, aiming to develop the person as well as the intellect. The Union aims:

(a) To create opportunities for and to encourage the development of social, cultural, intellectual and sporting activities for Union members;
(b) To provide facilities for the refreshment, entertainment, recreation and convenience of members;
(c) To provide and maintain for its members a common meeting ground and social centre;
(d) To secure the co-operation of Institute people and Institute organisations and bodies in furthering the interests of the Institute and Union members;
(e) Generally, to organise and direct such activities as may be deemed appropriate for giving expression to the common interest of members.

Membership

All full-time, part-time and external students enrolled in an approved course at the Institute belong to the Union. Other persons eligible for membership are those who hold recognised qualifications obtained at the Institute, members of the Institute Council, academic staff, ancillary staff, administrative staff, or the staff of any organisation located at the Institute on a permanent basis; and any other persons as determined by the Board.

Fees

Union Fees are compulsory for all students and payable upon enrolment. In 1987, Union Fees are as follows: Full-time Students – $85.00 Part-time/External Students – $50.00 Staff – $40.00 Associate Members – $40.00
Note:
1. The full-time student fee of $85 is the Union Fee out of which $15 is a Building Fund Levy invested for Union Capital projects. In addition, there is an administration charge of $250.
2. The part-time student fee of $50.00 is the Union Fee out of which $7 is a Building Fund Levy invested for Union Capital Projects. In addition, there is an administration charge of $250.

Union Fees will be refunded in full to applicants who have been accepted but withdraw from all studies by 27 February 1987 provided that notice in writing of the withdrawal is in the hands of the Registrar by that date. Refund of Union fees after 27 February 1987 is on a pro-rata basis.

The Union Board

The Union Board is the governing body of the Union and is elected in September/October of the year before office is held. A major by-election is held in April each year to elect three first year students to the Board and fill any outstanding positions. Elected members of the Board are: President, Education Vice President, Eight Ordinary Board members, Three First Year Representatives, Committee Chairpersons, Women’s Officer. Ex Officio members are: Residence Representative, Director/s/Council’s Representative, Executive Officer, Immediate Past President. Committees of the Board are: Child Care, Student Affairs, Sports Activities, Education and Newspaper Editorship.

The Board appoints an Executive to make decisions between monthly Board meetings. Any Union member may attend Board, Executive and Committee meetings with full speaking rights.

Union Activities

Committees are the major providers of activities directed towards non-academic participation of Union members as an integral part of the campus community. Activities throughout any one year include film nights, plays, solo performances, forums, general meetings, sporting fixtures, cabarets, concerts, barbeques, inter faculty socials, workshops as well as involvement in community activities/organisations, for example, Open Day, Apex Fun Day.

Two Newspaper Editors are elected annually to produce regular editions of the campus tabloid, Communique. Production facilities are provided by the Union and the Editorship is represented on the Union Board. The paper relies on campus/local content and always appreciates assistance from interested students. A weekly newsheet Union News is produced by the Union Office as well as an External News included in the Institute External mailout. Union members are invited to utilise any of these forms of campus media. An Orientation/Survival Kit is produced annually as a guide for new and returning students and is freely available at the beginning of the year.

The Union Board subsidises various clubs and societies on campus as constituted under Union Board regulations. These sporting and general interest organisations encourage an intermingling of students across different disciplines and foster a corporate and community spirit on campus. Affiliated clubs and societies in 1986 were: Aqua Club, Basketball Club, Engineering Students Association, Social Science Society, Education Students Society, Residences Club, Welfare Collective, Board Riders Club, Overseas Students Association, Indoor Cricket, Football Club, Applied Science Club, Fishing Club, Indoor Soccer Club. Any group of Union members may form a club or society and become eligible for funding under Union Board guidelines.
Union Services

The Cell, the Union Shop on campus trading in secondhand books, a wide range of art materials, pens and stationary, windcheaters, engineering drawing scales and pens, is open weekdays and weekend schools from 9.00 a.m. to 4.00 p.m.

Child Care on campus for pre-schoolers every week day and at weekend schools also providing activities for older children. The service is registered and fees are as economical as possible for Union members. The Union built the Child Care Centre through the Unions' Building Fund and where possible employs casual students as well as trained permanent staff.

There is a Womens Room on campus which is accessible at all times. Collective meetings are regularly held in the Womens Room and an extensive Resource Library is maintained for use by interested persons.

Representation - the Union makes representation to various areas of the Institute on matters concerning the interests of students and is represented on a number of Institute Committees.

Casual employment, equipment loans, concessions for the Churchill Leisure Centre, emergency loans, lockers, photocopying, noticeboards, travel concessions, National Student Discount Scheme, free tea/coffee at External schools and during evening library hours, diaries, referrals are amongst other services the Union provides.

The Union Office is located in the Amenities Building and is open throughout the year and at weekend schools from 9.00 a.m. to 4.30 p.m. and members should feel free to drop in anytime for assistance, advice, problems, etc. Union telephone number is (051) 221225, internal 248. The Union employs a full-time Executive Officer and part-time Administrative Assistant, Recreation Officer and Typist to assist in the Union's functions.

LIBRARY

The Library is for the use of the students, staff, graduates and members of Council of the Gippsland Institute. Members of the public are welcome to use the resources of the library; the Librarian may approve borrowing privileges upon application.

The Library is housed on two floors of the multipurpose wing of the Institute. The library collection now includes approximately 70,600 monographs, 14,000 serial volumes and 3,200 microforms and it receives over 1,200 serial titles annually. Also included is a representative collection of children's fiction, picture books and non-fiction, and an extensive collection of non-book materials, including video recordings, audiotapes and recordings, slides, motion pictures, filmstrips, overhead transparencies, games, kits, models, realia, maps, posters, pictures, and computer software. The necessary hardware equipment is located adjacent to the collection. Seating is provided for about 110 readers.

The Library is a member of the consortium CAVAL (Co-operative Action in Victorian Academic Libraries). CAVAL administers a reciprocal borrowing scheme which allows students and staff access to the services of other libraries within CAVAL. Application forms for this scheme are available from the Circulation Desk in the Library. In 1983 the Library joined the Australian Bibliography Network, a nationwide shared cataloguing program co-ordinated by the National Library of Australia, which has provided a centralised library cataloguing service with a catalogue on microfiche as an end product.
A postal service is provided for external students who do not live in the vicinity of the Institute, and a microfiche catalogue of the Library's holdings since August 1980 is available in a library near each off-campus Student Centre.

The Library supplement its range of printed bibliographies and indexes by using the facilities of the DIALOG Information Retrieval Service, giving staff and students access to a wide range of bibliographical information. Inter-library loan services are also available; enquiries should be directed to the User Services Librarian.

More detailed information about the library and its services is available to all students early in semester.

STUDENT COUNSELLING

The primary function of this section is to provide Counselling services for both on-campus and off-campus students.

The Student Counsellor is readily available to assist all students with the following services:
1. counselling of students and referral where necessary
2. allowances and scholarships
3. financial assistance for needy students
4. vacation and part-time employment where available
5. career guidance and employment opportunities
FINANCIAL ASSISTANCE, AWARDS AND PRIZES

TERTIARY EDUCATION ASSISTANCE SCHEME

The prescribed forms and information booklet are available from the Student Counsellor or from:
The Director
Victorian State Office,
Commonwealth Department of Education and Youth Affairs,
17 Yarra Street,
Hawthorn Victoria 3122
Telephone: (03) 8100333

Application forms should be available in December, and when completed should be forwarded to the Regional Director at the above address.

STUDENT LOAN SCHEME

The Institute has two loan schemes both of which are available for students in financial hardship. One scheme which can lend up to $500.00 is open to all Gippsland Institute students, the other is open to only Australian Citizens or Permanent residents and can lend up to $1,200.00 p.a. Both loan schemes focus predominantly on full-time students but it is possible to consider part-time students. It is also possible to consider loans under certain conditions.

Further information may be obtained for the Student Counsellor.

POSTGRADUATE AWARDS AT COLLEGES OF ADVANCED EDUCATION

Awards are administered by the Department of Education and Youth Affairs and are for full-time study in approved courses leading to the degree of Master by either course work or research. Awards are available to Australian citizens, who normally would have achieved better than pass results in individual subjects. Preference is given to applicants with relevant employment experience and there are no age restrictions.

Allowances under the award consist of a living allowance, and in some circumstances, special allowances for dependants, travel to take up an award, establishment allowance and a thesis allowance. Award benefits are continued for the duration of the course, subject to satisfactory progress and the college recommending renewal of the award. It is possible for an Award-holder to hold concurrently with this award other awards of up to a value of $1000 in one category and up to a value of $5000 in another category.

Applications are available from the Student Counsellor and close on the 31 October each year.

SCHOLARSHIPS FOR STUDY OVERSEAS

The Winston Churchill Memorial Trust offers scholarships for study overseas. The Department of Education and Youth Affairs also offer scholarships for study in individual countries overseas.

Further information may be obtained from the Student Counsellor.
LOCAL AWARDS

Application forms for local area awards are available from the Student Counsellor at the commencement of the second semester. Awards are determined from the student's mid-year and previous year examination/assessment results. It is a condition of the award that the holder shall hold no other scholarship.

The following local awards are currently offered –

Shire of Morwell

Each year $100 is awarded to a full-time student who is a resident of the Shire of Morwell. Preference is given to first year students.

Australian Paper Manufacturers

The Australian Paper Manufacturers awards three scholarships of $1000 each to a full-time student from each of the years first, second and third.

State Electricity Commission of Victoria

The SECV scholarships in engineering are for the amount of $145 per week, and differ in the number awarded each year. Please note that they are not necessarily awarded in every year nor are tenable at any particular Institution. Fourth year Engineering students (normally in electrical and mechanical) who have completed prior SECV vacation employment are eligible with the scholarships being awarded in the penultimate year. The recipients are bonded to the SECV for two years.

AUSTRALIAN SOCIETY OF ACCOUNTANTS

The Australian Society of Accountants awards three prizes for students of accounting. The adjudged best first year student and second year student each receive a medallion plus the amount of $125. The best graduating student in the Bachelor of Business majoring in Accounting is awarded two years free membership of the Society plus a certificate.

INSTITUTE OF ENGINEERS, AUSTRALIA

The Institute of Engineers, Australia award consists of a medallion and is awarded to the best final year student in Engineering.

CLARENCE CLAUDE FISHER

Awards available to Applied Science and Engineering students. Applications through Heads of Schools.

WJ TAYLOR FURTHER EDUCATION FUND

This is bequest to the Yooralla Society of Victoria. To assist people with physical disabilities in their education.
EXTERNAL STUDIES

INTRODUCTION

The Gippsland Institute of Advanced Education has been designated as a major provider of External Studies by Commonwealth and State Authorities. It provides an external study option in most courses making them available to many qualified adults who are not able to fit into the usual patterns of regular attendance and study established for on-campus students.

The aim of the external studies program is to provide students with the necessary resources to complete their course off-campus. This involves the provision of:

(a) course material especially designed for independent study;
(b) opportunities for effective lecturer–student and student–student interaction;
(c) access to any necessary facilities, e.g. library, computer, audio–visual material, etc.

COURSES OFFERED

In 1987, the Gippsland Institute plans to offer externally courses leading to the following awards:

APPLIED SCIENCE
- Associate Diploma in Computing
- Bachelor of Applied Science

BUSINESS
- Associate Diploma in General Administration
- Bachelor of Business
  Major studies in Accounting, Economics and Administrative Studies.

EDUCATION
- Associate Diploma in School Librarianship (no new enrolments)
- Diploma of Teaching (Primary)
- Bachelor of Education (Primary, Secondary, School Librarianship)
- Graduate Diploma in Computers in Education
- Graduate Diploma in Education (Secondary)
- Graduate Diploma in School Librarianship (subject to accreditation)

ENGINEERING
- Associate Diploma in Engineering Supervision
- Bachelor of Engineering (Civil, Electrical, Electro–Mechanical, and Mechanical)
  Only part of the course is available through external studies.
- Graduate Diploma in Engineering Maintenance/Management Terotechnology
SOCIAL SCIENCES
* Associate Diploma in Welfare Studies
  Second level is not available through external studies
* Bachelor of Arts (Social Science)
  Major studies in English, Psychology, Sociology, and, subject to
  accreditation History/Politics

* These courses are also offered on an internal basis.

The following courses are offered on an internal basis only:

- Diploma of Applied Science (Nursing)
- Graduate Diploma in Counselling Psychology
- Diploma of Arts (in Visual Arts) (no new enrolments)
- Bachelor of Arts (in Visual Arts)
- Graduate Diploma in Visual Arts

ENTRY LEVEL

Gippsland Institute admission policy is flexible enough to accommodate applicants with a variety of academic and work experience backgrounds.

In general, courses are open to applicants who have passed four Year 12 subjects including English or who hold comparable academic qualifications and have had two years work experience or vocational training since completing their studies. For some courses, and for individual units, passes in specific Year 12 subjects are required. The individual course descriptions in this booklet give some further details of entry requirements, and the Table of Units shows specific pre-requisites for enrolment in certain units.

Applications are also invited from mature age people (21 years and over) who, although they may not hold the required academic qualifications, can demonstrate in other ways that they might reasonably be expected to succeed in the course they would like to do. This would include any evidence of academic, work or vocational training after leaving school and/or employer references attesting to the applicant’s general maturity and motivation (i.e. references must accompany applications made on the basis of Mature Age entry).

Note: The opportunity to attend weekend and vacation schools is considered an important part of the overall learning process (refer to section on Weekend and Vacation Schools). In view of this, applications from interstate and overseas are not encouraged.

STUDYING EXTERNALLY

Tuition Methods

External students will be required to follow a comparable program of study, satisfy comparable requirements and sit for the same examinations as internal students. Where a unit is offered externally the same academic staff in the discipline concerned are responsible for the teaching of both internal and external students.

However, the external studies program calls on a variety of instructional techniques to overcome the problems of the student who is learning at a distance.
For independent study at home the student can expect to use, in addition to textbooks and the usual library materials, study guides and additional material prepared by lecturers. Audio tapes, videotapes or computer software will be used by some students and some telephone tutorials are used in conjunction with a network of off-campus student centres.

The opportunity to attend weekend and vacation schools is also considered an important part of the overall learning process, in addition to the above.

Weekend and Vacation Schools

A number of on-campus weekend and vacation schools are organised for external students to supplement and enrich the basic course work they do off-campus.

Attendance at these schools, while largely at the discretion of the student, is highly recommended. It is important to note however that for some courses there are mandatory attendance requirements, and for some units, e.g. applied science, psychology, welfare and the curriculum studies units in education, a certain amount of attendance to complete the practical sections of the work is one of the conditions for the successful completion of the particular unit. Where this is so, the attendance requirement is specified in the course description and/or the notes accompanying the Table of Units. If in doubt, contact the Academic Registry or External Studies for specific information.

External students are encouraged to make as much use of these on-campus schools as their circumstances allow. They do not only add a valuable dimension to the study experience by providing opportunities for interaction with both lecturers and fellow students, but also provide access to study facilities such as the library and the computer rooms.

Cafeteria facilities are available and childminding services and social functions are provided by the G.I.A.E. Union.

Study Loads

If you are undertaking external study for the first time you could be too ambitious in setting your initial study load. It takes some experience to be really effective in the use of time and study methods and to assess just how favourable your circumstances are.

The success of past students demonstrates that persons in full-time employment can achieve high standards and satisfy the demanding requirements of many courses offered. However, external students will find that they must devote a considerable number of off-duty hours to reading, research and the preparation of written assignments. Most students will need to make sacrifices in order to fulfil their study programs. You should carefully consider at the outset what is involved in external study and weigh this against your established priorities.

The recommended study load for external students with job and family commitments to consider is the equivalent of two full units each semester (i.e. four full units per year), which is about half the normal study load of a full-time student. Most external students who work consistently can do good work at this rate. As a rough guide to the time required, expect to put in up to ten hours a week on each full unit.

A few students handle heavier study loads, but they need to be strongly committed to their studies, very well organised, and in rather favourable circumstances in terms of job, family and other commitments. If you wish to be considered for a heavier work load, you will need to justify this in terms of time and resources available to you and past results as an external student. Students wishing to enrol in more than two full
units each semester should seek advice from the Course Adviser.

You should be aware that there are penalties for late withdrawal from units during semester so a considered initial choice of study load is very important.

Orientation Program

A one day Orientation Program for new external students will be held at the Gippsland Institute early in February, and will be repeated over three days from 6–8 February, 1987. This program has proved valuable to new external students in previous years. All new external students whose enrolment has been approved by 16 January, 1987 will receive an invitation and details in late January.

Off-Campus Student Centres

Six Off-Campus Student Centres are operating – at Bairnsdale, Leongatha, Sale and Warragul in Gippsland, and at Toorak and Lilydale in the metropolitan area.

An External Student Liaison Officer in charge of each Centre is available to provide local support and advice for external students in the area. The centres are used for self-help group meetings, for telephone tutorials, for tutorial sessions with visiting Gippsland Institute staff, and as a quite study place. Many external students meet regularly to discuss their study and to assist in overcoming the sense of isolation felt by many external students.

Full details of the location and operation of these Off-Campus Student Centres will be sent to all students in February 1987.

HOW TO APPLY FOR ENROLMENT

If you decide to apply for enrolment in 1987 then the sooner you act the better. Quotas operate on courses and some individual units. Instructions included with application forms tell you quite clearly the steps to follow to complete an enrolment.

New applicants for external study should lodge applications complete with record of fees paid and evidence of entry qualifications, with The Registrar, by 17 October, 1986. Quota restriction apply to courses and it will only be possible to consider late applications if quota places remain.

FURTHER INFORMATION

The 1987 Guide to External Studies booklet gives details of courses and units available externally. To obtain a free copy:

Write to: The Registrar
GIAE
Switchback Road
CHURCHILL 3482

or

Phone: Academic Registry - (051) 220 287
External Studies Office - (051) 220 274 or (03) 602 3881
Core Studies units are designed to be broader in range than the specialist units which form the major area of a student's course. They embrace a number of disciplines and bring to bear a variety of approaches on a number of related topics. Core Studies units are taught by staff from different courses. Core Studies are designed to help students put their own specific units and course into a broader perspective, as well as providing them with a better understanding of conditions in the society in which they will pursue their vocations.

The essential characteristics of Core Studies units are their breadth and their inter-disciplinary nature. The courses offered by tertiary institutions, including the Gippsland Institute, involve specialisation in a limited number of disciplines. Core Studies units explicitly attempt to widen the narrow perspective which often results from this specialisation. Students are exposed to a wide range of disciplines from the various Schools in the Institute, thus providing a frame of reference for their specialist course. Specialisation tends to result in the division of knowledge into separate compartments, without any real understanding of the links between the compartments. One of the important features of core studies units is their role in integrating disciplines, for students and staff alike. All the Core Studies units offered i.e. 1130 Science and Society, 5190 Energy and Society, 6103 Economy and Society, 6131 Media Studies, 6133 Gippsland History, and 6185 Modern European History have retained these characteristics of integrating disciplines and widening perspectives.

The inter-disciplinary Core Studies units are part of the degree programs in Applied Science. They are available as electives to Arts, Business, Education, Engineering and Visual Arts students. Core Studies units are based on general contemporary topics of which students are expected to have some knowledge and understanding so as to extend their awareness beyond their own specialist areas of interest. They provide an opportunity for contact and exchange of ideas between students and staff of different levels and from different schools.

Students enrolled in the Bachelor of Applied Science take two Core Studies units as part of the requirements for their degree. In order to maintain the aim of encouraging students to mix in common units, students should do at least one unit from both the Humanities-based Core Studies units (Group 2) and the Science-based Core Studies units (Group 1). Normally, students should take only one Core Studies unit per semester.

UNIT OUTLINES

Group 1

1130 Science and Society

Unit Adviser: Dr A.R. Carr

Full Year: 2 hours in class per week for internal students, regular discussion sessions for external students – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Aims: To examine some of the history of the development of scientific knowledge and its technological applications.
To examine factors influencing contemporary technological and scientific research, and to develop sound critical thought on such research.
Unit Outline: An introduction to the sociology, history and philosophy of science. Assignment work on the biography of a prominent scientist, then on some small area of scientific research. An introduction to ethical, political, economic, environmental, military, educational and other issues concerning present-day research and technological changes. Assignment work on particular case studies of current topics, with emphasis on the scientific aspects of controversial questions, and the broad social influences on scientists and their employers. Internal students work on a major case study in small groups. External students may choose group work if practicable.

Teaching Methods: Lectures and discussions, supplemented by films and videotapes. Study guides provided include reading lists and discussion of topics in the history and sociology of science. These guides are supplemented by extracts reprinted from journals and books.

Prescribed Texts: Nil

Recommended Reading:

5190 Energy and Society

Unit Adviser: Dr I.J. Spark

Full Year: 2 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Unit Outline: This unit aims to promote sufficient understanding of the interrelationships between energy and society to enable students to make an intelligent critical assessment of contemporary "energy issues". Initial perspective is provided by examining the history of energy use in society. Aspects of energy engineering including surveys of world energy resources, conversion methods, and effects of energy use of the physical environment are considered before focusing on the key role of energy in the sustenance, development and structure of society. The economic and political consequences of energy use are examined in the context of society's assessment and regulation of its energy use. Emphasis in the latter part of the unit is on the Australian energy scene.

Assessment: 4 written assignments.

Prescribed Text:

Group 2

6103 Economy and Society

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: This unit aims to promote an understanding of contemporary Australian society by studying the role of the economy in various types of societies in the past and present, drawing upon theories and experiences of comparative economic systems, history, sociology and anthropology. In particular, the unit concentrates on change in
economic systems, studying the economic, social, political, and technological causes and consequences of such change. A series of seminars will be held covering aspects of changes in Latin America.

Assessment: Students who successfully participate and complete written assignments and projects will not be required to sit for an examination.

Prescribed Texts: To be advised.

6131 Media Studies

Unit Adviser: Mr N. Hanley

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

This unit is also available to Education students as part of their general studies units.

Unit Outline: The unit considers four main areas of media in Australia – print, radio, television and film. It is selective in orientation, focusing on news, advertising and television comedy/drama. Topics covered include: issues central to the nature and function of the media (economic basis, ownership, ideological control, bias, constructions of reality, processes of legitimisation, regulation and control); what is 'news'; news presentation; TV news; sex roles in the media; for and against ads; advertising techniques; TV ads; introduction to television comedy and drama.

Teaching Methods: Lectures, tutorials/workshops, film and video screenings. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Text:

Recommended Reading:

6133 Gippsland History

Unit Adviser: Mr P. Morgan

Second Semester: 3 hours per week – unit value of 1.0 – internal and extended campus study.

Prerequisite: Nil

This course is available to external students, not at weekend and vacation schools, but as a weekly evening class from 6.00 – 9.00 p.m. at Churchill. It is also planned to offer the course at Leongatha on one evening each week.

Unit Outline:
Themes: Distinctive features of Gippsland, regional developments, the sense of place and identity, economic geography.
Topics: pre-1841, discovery, Aborigines, Scots, squatters, mining, transport, selectors and the Latrobe Valley.
Teaching Methods: Lectures, seminars, excursion.

Assessment Procedures: Participation, Project Examination; 80% attendance is required.

Recommended Reading:

6185 Modern European History

Unit Adviser: Mr P.R. Bartrop

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: This unit deals with the main social, political and economic developments in the nineteenth and twentieth centuries. The major emphasis of the unit will be on the development of modern European economic society and political institutions and their impact on the world. The following topics are covered:– Europe before 1789; the French Revolution; the Industrial Revolution; Nationalism, Liberalism, Conservatism; 19th Century European Political Reform; Growth of Working Class Parties; the Causes of the First World War; the 1920s; the Depression; Revolution in Russia and its Consequences; Fascism in Spain, Italy and Germany; the Causes of World War Two.

Assessment Procedures: Essay Work (60%); Final Examination (40%)

Prescribed Texts:

Recommended Reading:
INTRODUCTION

The School of Applied Science offers the following awards:

Associate Diploma in Computing – Two year full-time course, or equivalent part-time on-campus or external study.  
Diploma of Applied Science (Nursing) – Three year full-time course.  
Bachelor of Applied Science – Three year full-time course, or equivalent part-time on-campus or external study.  
Master of Applied Science – By research and thesis

GENERAL INFORMATION

Credits and Exemptions

Students who wish to seek credits and/or exemptions from course requirements (because of relevant work experience or equivalent studies in other courses or institutions) should apply through the Registrar to the Head of School.

Course Approval

All courses should be submitted for approval at the time of enrolment. Because some units are available only in alternate years students should consult the appropriate Course Advisor for guidance in selecting and scheduling units.

Course Advisors

Associate Diploma in Computing
Diploma of Applied Science (Nursing)  
Bachelor of Applied Science – Operations Research and Computing Methods  
Bachelor of Applied Science – Physical and Biological Sciences  
Bachelor of Applied Science – Mathematical Sciences

Mr Len Makin
Mrs Fran Abramowich
Dr Baikunth Nath
Dr Martin Hooper
Dr Philip Rayment

Professional Recognition

Associate Diploma in Computing – The Australian Computer Society has given provisional accreditation of the course, thus allowing diplomates to become eligible for associate membership.

Diploma of Applied Science (Nursing) – Graduates of the course will be eligible for registration with the Victorian Nursing Council.

Bachelor of Applied Science – When membership of a professional society is seen as a future requirement, students are advised to consult with their Course Adviser to ensure that the units chosen satisfy the requirements for registration.
Numbering System for Applied Science Units

The unit code is a four digit sequence.

(a) Those with a 1 prefix are the responsibility of the Physical and Biological Sciences staff, those with a 7 prefix are the responsibility of the Mathematical Sciences staff, while those with an 8 prefix are the responsibility of the Nursing Sciences staff.

(b) The second digit, either 1, 2, 3 or 4, indicates the level of the unit.

(c) The third digit generally indicates the area of study.

(i) For 1 prefix units the code is:
   1 is Bioscience
   2 is Microbiology
   3 is Core Studies unit
   4 is Biochemistry
   5 is Chemistry
   6 is Scientific Thought and Methods
   7 is Applied Chemistry
   8 is Physical Science
   9 is Physics (exceptions 1191, 1192)

(ii) For 7 prefix units the code is:
   1 is Associate Diploma in Computing unit
   2 is Computer Studies
   5 is Data Processing
   6 is Mathematics
   7 is Statistics
   8 is Operations Research
   9 is Management Techniques

(iii) For 8 prefix units the code is:
   4 is Nursing Science

(d) The fourth digit distinguishes units, with digit 0 being used primarily for bridging courses.

Note:
1. The following units are offered in even years only: 1185, 1186, 1291, 1372, 1391, 7261, 7264, 7266, 7361, 7363, 7371.
2. The following units are offered internally every year, externally every even year: 1183, 1184, 1189, 1251, 1252, 1381, 1382.
3. The following units are offered internally every year, externally every odd year: 1181, 1182, 1187, 1281, 1282.

Units Not Offered in 1987

With the exception of unit 7392 these are units which are offered in even years only.

1291 Physics
1372 Applied Chemistry
1391 Applied Physical Science
7261 Real Analysis
7264 Linear Algebra
7266 Vector Field Theory
7361 Philosophy of Mathematics
7363 Applied Modern Algebra
7371 Statistical Inference
7392 Marketing Research Methods
ASSOCIATE DIPLOMA IN COMPUTING

The Associate Diploma in Computing involves two years of full-time study or the equivalent (usually about four years) of part-time on-campus or external study. The course is designed to produce programmers to work at the sub-professional level in commercial and industrial applications areas, and as junior systems programmers. The course covers computer programming, computer architecture, systems programming, information systems, operating systems, database management systems and includes a project unit. The first year also includes supporting studies in accounting, administration, human communication and mathematics.

Entry Requirements

An applicant must satisfy the general entrance requirements for admission to degree and diploma courses offered by the Institute, and should normally have satisfactorily completed a mathematics subject at Year 11 level. Applicants may be required to present for a programming aptitude test to indicate their suitability for admission.

Course Requirements

To qualify for the award of the Associate Diploma in Computing, a student must satisfactorily complete the sixteen units listed below. The units are grouped so as to indicate the study program for a full-time student; the suggested sequence for part-time study is given subsequently. All units have a credit value of 1.0.

Level One

Semester One
1163 Human Communication
3144 Accounting
7111 Computer Programming 1D
7112 Mathematics for Computing

Semester Two
3168 Principles of Administration
7114 Computer Programming 2D
7115 Introduction to Computer Architecture
7116 Information Systems 1

Level Two

Semester One
7211 Introduction to Systems Programming
7212 File Operations
7213 Commercial Programming

Semester Two
7214 Information Systems 2
7217 Operating Systems
7218 Database Management Systems

Full Year
7215 Computer Applications
7216 Computing Project

The suggested study program allowing part-time students to complete the course over four academic years is as follows:

Year One
Semester One: 3144 and 7111
Semester Two: 7112 and 7114
Year Two
Semester One: 1163 and 7115
Semester Two: 3168 and 7116

Year Three
Semester One: 7211 and 7212
Semester Two: 7214 and 7217

Year Four
Semester One: 7213
Semester Two: 7218

Full Year: 7215 and 7216

DIPLOMA OF APPLIED SCIENCE (NURSING)

This course requires three years of full-time study. The course has been designed to provide the knowledge and skills required to prepare students to function in a variety of health and illness care settings which demand knowledge of new technology and new dimensions in health care, while at the same time providing a liberal education.

Entry Requirements

Applicants should have satisfactorily completed a full Year 12 course of study. Passes in Year 12 English and Year 11 mathematics are required. For mature age entry, applicants must have successfully completed Year 10 mathematics prior to, or in 1968; after 1968 to have a pass in Mathematics at Year 11, or have passed the Victorian Nursing Council Mathematics and English tests.

Course Requirements

To qualify for the Diploma of Applied Science (Nursing) students must earn at least 24 units of credit. The schedule is as follows.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level One</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1114</td>
<td>Bioscience 1</td>
<td>1.0</td>
</tr>
<tr>
<td>1191</td>
<td>Physical Science for Health Care 1</td>
<td>0.5</td>
</tr>
<tr>
<td>6190</td>
<td>Introduction to Psychology A</td>
<td>1.0</td>
</tr>
<tr>
<td>8141</td>
<td>Human Care Nursing Science 1</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>(Remedial Mathematics if required)</td>
<td></td>
</tr>
<tr>
<td>Semester Two</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1115</td>
<td>Bioscience 2</td>
<td>0.5</td>
</tr>
<tr>
<td>1121</td>
<td>Microbiology for Health Care 1</td>
<td>0.5</td>
</tr>
<tr>
<td>1192</td>
<td>Physical Science for Health Care 2</td>
<td>0.5</td>
</tr>
<tr>
<td>6191</td>
<td>Introduction to Psychology B</td>
<td>1.0</td>
</tr>
<tr>
<td>8142</td>
<td>Human Care Nursing Science 2</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Level Two</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1122</td>
<td>Microbiology for Health Care 2</td>
<td>0.5</td>
</tr>
<tr>
<td>1193</td>
<td>Physical Science for Health Care 3</td>
<td>0.5</td>
</tr>
<tr>
<td>1214</td>
<td>Bioscience 3</td>
<td>0.5</td>
</tr>
<tr>
<td>6125</td>
<td>Introduction to Sociology A</td>
<td>1.0</td>
</tr>
<tr>
<td>8241</td>
<td>Human Care Nursing Science 3</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Unit No. | Unit Name | Unit Value
--- | --- | ---
1101 | Introduction to Pharmacology | 0.5
1215 | Bioscience 4 | 0.5
6126 | Introduction to Sociology B | 1.0
8242 | Human Care Nursing Science 4 | 2.0

**Level Three**

**Semester One**

6395 | Mental Health of the Community | 1.0
7129 | Computing in the Health Care Setting | 0.5
8341 | Human Care Nursing Science 5 | 1.5
8342 | Human Care Nursing Science 6 | 1.5

**Semester Two**

6326 | Sociology of Health and Welfare | 1.0
8343 | Human Care Nursing Science 7 | 1.5
8344 | Human Care Nursing Science 8 (Clinical Elective) | 1.0

Clinical experience will take place at numerous locations throughout Gippsland including schools, centres for the disabled and other community based services, as well as hospitals. During semester it will consist of either single ‘full days’ on a weekly basis or, in most instances, weekly blocks.

**BACHELOR OF APPLIED SCIENCE**

This course normally requires three years full-time study or the equivalent in part-time on-campus or external study.

The course has been designed to provide a flexible but sound entry into a professional life in industry, commerce or education. To achieve this a strong inter-disciplinary approach, in keeping with the demands of a technological society, is a feature of the course. It is also possible to pursue a course with major sequences in two science areas, or in one science and mathematics, or to follow a sequence coupled with business or social sciences. However, in every case careful course counselling and planning is essential and contact should be made with the Head of School in the first instance.

**Major Studies**

Major studies are available in Applied Chemistry, Mathematics, Applied Biology, Physical Science, and Operations Research and Computing Methods. Subject to accreditation, a new alternative Bachelor of Applied Science course structure will be introduced in 1987. This alternative to the existing degree will allow students to include structured sequences from each of three different disciplines, thereby giving opportunities for greater breadth of studies. Further information will be available from the School of Applied Science.

**Entry Requirements**

Year 12 studies in Mathematics, Science and English provide the normal basis for entry. Full details of entry requirements are included in Sections 2 and 3 of the Institute Regulations. For those who are disadvantaged by lack of background in either science or mathematics some bridging units are available. Details are given in the unit outlines for unit 1180 Physical Science and unit 7160 Basic Mathematics.
Degree Regulations

Students are required to earn at least 24 units of credit meeting the following conditions:

(a) There shall be a major sequence of at least 8.0 units of credit of which at least four will be at third level.

(b) Excluding the units 1162 Scientific Thought and Methods and Core Studies, a maximum of 8.0 other units of credit at the first level may be included.

(c) The units 1162 Scientific Thought and Methods, 1262 Scientific Thought and Methods and a third level project-based unit must be included.


Students admitted with advanced standing may be allowed credit for part of 1162 and 1262, equal to one unit of credit. Such students shall undertake unit 1264 Scientific Thought and Methods in place in units 1162 and 1262.

(d) At least two units of Core Studies must be included in the course, comprising at least one from Group 1 and one from Group 2.

(e) At the first level, units of credit according to the following requirements must be included:

(i) For the Mathematics or Operations Research and Computing Methods Major Strands – at least 3.0 units of credit from the group: 7160, 7161, 7162, 7163, 7164, 7171, 7182, 7122 (or 7121) and at least 2.0 units of credit from the group: 1180, 1181, 1182, 1183, 1184, 1185, 1186 (or 1187)

(ii) For the Applied Chemistry, Applied Biology or Physical Science Major Strands – at least 4.0 units of credit from the group: 1181, 1182, 1183, 1184, 1185, 1186 and at least 2.0 units of credit from the group: 7160, 7161 (or 7169), 7162, 7163, 7164, 7171, 7182, 7122 (or 7121)

Note:
1. 1187 cannot be credited with either 1185 or 1186.
2. 7160 is not creditable towards the 8 units requirement of the Mathematics Major.
3. 7121 is a terminal unit and does not lead to second level computing units.

Course Structure

First level studies have been designed so that students, although having to decide between the physical/biological sciences and the mathematical sciences, do not have to commit themselves to a particular major study until the end of their first year. Those intending to proceed to a major in Applied Biology, Applied Chemistry or Physical Science should take units 1181, 1183, 1185 and 1162 in first semester, making up the balance of their loads with units chosen from Core Studies and the Mathematical Sciences (7160, 7161, 7122 and 7171 are available). Those whose interests lie in the mathematical sciences including mathematics, statistics, operations research and computing should take units 7161 (7160 may be credited towards an Operations Research major in place of 7161), 7122, 7163 and 1162 in first semester together with units from Core Studies and the Physical and Biological Sciences (1180, 1181, 1183, 1185 and 1187 are available). A core study which is offered on a full-year basis is most suitable in this case because it will even out the work load for the year. Students enrolled on a full-time basis generally are advised to attempt four units of credit each semester.
Units required for the various major studies are as follows:

**Applied Biology**
Level One: 1181, 1182, 1183, 1185, 1186
Level Two: 1221, 1222, 1241, 1242
Level Three: 1321, 1322, 1341, 1342
Note: The units 7161 (or 7160), 7121 or 7122, 7171, 1273 and 1274 must be taken with the Applied Biology major.

**Applied Chemistry**
Level One: 1181, 1182, 1183, and at least one unit of 1184, 1185, or 1186
Level Two: 1251, 1252, 1281, 1282
Level Three: 1351, 1352, 1381, 1382
Note: The block of units 1281, 1282, 1381, 1382 may be replaced by units 1271, 1272, 1371 and 1372.

**Physical Science**
Level One: 1181, 1183, 1184, and at least one unit of 1182, 1185 or 1186
Level Two: 1281, 1282, 1291, 1292
Level Three: 1381, 1382, 1391, 1392

**Mathematics**
Level One: At least three units of credit from the first-level group consisting of units 7161, 7162, 7163, 7164, 7171, 7182 and 7122 (or 7121).
Level Two: Second level units are chosen from units 7261-7266, 7268, 7271 and 7282.
Level Three: At least four units of credit from the third level group consisting of units 7361, 7362, 7363, 7364, 7366, 7371, 7373, 7381 and 7391.
Note:
1. The third level combination 7361, 7362, 7363, 7364 and 7366 is recommended for students interested in pure and applied mathematics.
2. Alternatively a statistics emphasis is provided by the third level combination 7371, 7373, 7391 and 7381 or 7381.

**Operations Research and Computing Methods**
Level One: 7122, 7161 (or 7160), 7163, 7171, 7182
Level Two: 7221, 7222, 7271, 7282, 7284
Level Three: 7351, 7381, 7382, 7383, 7391

For most majors, some electives will need to be chosen to make up the twenty-four units required for the degree.
Course counselling is essential. All students are expected to review their course plans at least once a year with the Head of School or the appropriate Course Adviser.

**MASTER OF APPLIED SCIENCE**
This degree is completed by a supervised research program leading to a thesis. Details are available from the Head of School.
UNIT OUTLINES

1101 Introduction to Pharmacology

Unit Adviser: To be advised.

Second Semester: 2 hours per week – unit value of 0.5 – internal study.

Prerequisites: 1191, 1115

Aim: To provide a basic understanding of the chemical nature of different classes of drugs according to their site and mode of action in the human body.

Unit Outline: Principles of drug action in maintaining and restoring health, individual responses to drugs, major classes of drugs acting at different sites in the human body, non-medical uses of drugs, poisons and antidotes.

Teaching Methods: Lectures, tutorials, clinical experiences and visits to hospitals.

Assessment: Would normally involve assignment and laboratory work and unit tests.

Prescribed Text: To be advised.

1114 Bioscience 1: The Body as a Whole

Unit Adviser: Dr P. Mosse

First Semester: 5 hours per week – unit value of 1.0 – internal study.

Prerequisite: Nil

Aim: To study the structure and function of living things with particular reference to the human being.

Unit Outline: This unit is the first in a sequence of four units. Topics covered include terminology, levels of organisation, biological chemistry, cell biology, principles of support and movement, the integumentary and digestive systems.

Assessment: Laboratory Work (30%); Assignments (10%); Exam (60%)

Teaching Methods: Lectures, tutorials and laboratory sessions.


1115 Bioscience 2: The Body as a Whole

Unit Adviser: Dr P. Mosse

Second Semester: 4 hours per week – unit value of 0.5 – internal study.

Prerequisite: 1114

Aim: To study the structure and function of living things with particular reference to the human being.

Unit Outline: This unit is the second in a sequence of four units. Topics covered include metabolic bio-chemistry, energy metabolism and nutrition, the internal
environment and respiratory system.

Teaching Methods: Lectures, tutorials and laboratory sessions.

Assessment: Laboratory Work (30%); Assignments (10%); Exam (60%)

Prescribed Text:

1121 Microbiology for Health Care 1

Unit Adviser: Mr C. Panter

Second Semester: 1.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: Nil

Unit Outline: Introduction to micro-organisms; the morphology and biochemical characteristics of viruses; bacteria, fungi and protozoa with emphasis on causation of disease; factors influencing growth and reproduction; laboratory culture; concepts of microbial ecology; indigenous flora of man; micro-organisms in the nursing environment; concepts of infection; routes of transmission and dissemination; pathogenicity; the nature of infectious disease; disease conditions.

Teaching Methods: Lectures and laboratory demonstrations.

Assessment: Laboratory Reports (20%); Assignments (30%); Tests (50%)

Prescribed Text:

Recommended Reading: To be advised.

1122 Microbiology for Health Care 2

Unit Adviser: Mr C. Panter

First Semester: 1.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: 1121

Aims: On completion of this unit the student should be able to: explain the characteristics of the immune response; discuss the principles of disease transmission and apply this knowledge to the performance of basic techniques to maintain sterility and to prevent or reduce the incidence of infection; use the knowledge and understanding gained in solving problems that arise during the nurse caring process.

Unit Outline: Immunology: basic concepts, the immune system; antigen–antibody reactions; immunisation procedures; hypersensitivity, auto-immune disease; serology in microbiological diagnosis. Epidemiology: determinants of disease; spread and transfer, prevention and control; sterilization and disinfection procedures for nursing practice; application of epidemiological principles to community health problems. Metazoan parasites: platyhelminths, Nematoda and arthropoda – as parasites of man, their characteristics and significance.

Teaching Methods: Lectures, laboratory demonstrations and practical applications.

Assessment: Assignments and Laboratory Work (50%); Tests (50%)
Prescribed Text:

Recommended Reading: To be advised.

1130 Science and Society

Unit Adviser: Dr A.R. Carr

Full Year: 2 hours in class per week for internal students, regular discussion sessions for external students – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Aims: To examine some of the history of the development of scientific knowledge and its technological applications.
To examine factors influencing contemporary technological and scientific research, and to develop sound critical thought on such research.

Unit Outline: An introduction to the sociology, history and philosophy of science. Assignment work on the biography of a prominent scientist, then on some small area of scientific research. An introduction to ethical, political, economic, environmental, military, educational and other issues concerning present-day research and technological changes. Assignment work on particular case studies of current topics, with emphasis on the scientific aspects of controversial questions, and the broad social influences on scientists and their employers. Internal students work on a major case study in small groups. External students may choose group work if practicable.

Teaching Methods: Lectures and discussions, supplemented by films and videotapes. Study guides provided include reading lists and discussion of topics in the history and sociology of science. These guides are supplemented by extracts reprinted from journals and books.

Prescribed Text: Nil

Recommended Reading:

1162 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

Full Year: 2 hours of lectures per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Aims: The three units – 1162, 1262, 1362 form a sequence which aims to develop: the ability to think logically; the ability to use the literature and information of science in an intelligent and aggressive manner; some understanding of the process of thinking and thought communication; an understanding of the inter-relations present in the scientific community; and the ability to define and carry out scientific tasks in accordance with good scientific method.

Unit Outline: The main themes of 1162 are: Information – libraries, personal indexing systems, structure and components of the scientific literature, computerised information retrieval services, literature searching, technical reports and preparation
and presentation of oral reports. Problem Definition and Solution – definition of scientific method, application to "real-world" problems.

Teaching Methods: Comprehensive study guides are provided. Lecture/Tutorials are conducted by a team of two teachers working together. Assignment work is a key part of the learning process.

Assessment: Progressive Assessment (100%); Every key topic covered has an Assignment Guide to build skill and confidence.

Prescribed Text:
Campbell, M., Reference and Information Sources in Chemistry and Biochemistry. 2nd ed., Griffith University, 1983.

or

Campbell, M., Reference and Information Sources in Physics and Mathematics. 2nd ed., Griffith University, 1983.

or


Recommended Reading: Nil

1163 Human Communication

Unit Adviser: Mr L.K. Makin

First Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisite: Nil

Unit Outline: The unit is designed to develop the communication, information retrieval and analytical skills required in the business and technical environments.

Assessment: Assignments (40%); Oral Presentation (20%); Examination (40%)

Prescribed Text:

1180 Physical Science

Unit Adviser: Dr M.A. Hooper

Full Year: 25 hours of compulsory Laboratory attendance – unit value of 1.0 – external study.

Prerequisite: Nil

Enrolment in this unit will be accepted only after consultation with the Head of School or Unit Adviser.

Note: This unit cannot be credited towards a course leading to a Bachelor of Applied Science with an Applied Chemistry major, a Physical Science major, or an Applied Biology major.

Aims: To introduce the student with limited scientific background to the physical sciences.
To develop the student's scientific literacy and awareness.

Unit Outline: Areas of study are properties of matter, structure, energy, electricity, electronics and reactivity – which are related to natural phenomena in our everyday
Teaching Methods: Detailed study guides are provided. Tutorial and practical sessions are conducted at most weekend and vacation schools.

Assessment: 6 Assessment Assignments plus 1 unit test; Progressive Assessment (40%); Final Examination (45%); Laboratory Work (15%)

Relevance of laboratory work to theoretical study: Laboratory exercises are chosen to illustrate and reinforce basic concepts and to improve skills in manipulating basic laboratory apparatus.

Prescribed Text:

Recommended Purchase:
A scientific dictionary.

1181 Chemical Science

Unit Adviser: Dr A. Patti

First Semester: 42 hours of Lectures, 28 hours of Laboratory work - unit value of 1.0 - internal and external study.

Prerequisite: Normally, qualifications providing entry to course.

Aim: To provide (in conjunction with unit 1183 and 1185) a basis for further studies in the chemical, physical and biological sciences.

Unit Outline: This unit gives a general introduction to the following areas: chemical periodicity; molecular geometry and bonding; carbon chemistry and chemical equilibrium.

Teaching Methods: Lectures/tutorials, laboratory classes. Comprehensive study guides and assignment guides are provided.

Assessment: Unit tests and assignments; Satisfactory completion of laboratory work is required.

Relevance of laboratory work to theoretical study: Laboratory exercises are used to extend theoretical understanding as well as develop practical skills in the subject matter. Each exercise relates to a practical package within the unit.

Prescribed Texts:

Recommended Reading:
or
or
1182 Chemistry

Unit Adviser: Dr A. Patti

Second Semester: 3 hours of Lectures, 3 hours of Laboratory work per week - unit value of 1.0 - internal and external study.

Prerequisite: 1181

Aim: To further develop some of the concepts and principles introduced in unit 1181.

Unit Outline: Topics covered are pre-transition elements, gaseous and solution equilibria, the structure and properties of carbon compounds, and electrochemical concepts.

Teaching Methods: Lectures, tutorials, Laboratory classes.

Assessment: Progressive Assessment (60%); Final Examination (20%); Laboratory Work (20%)

Relevance of laboratory work to theoretical study: Laboratory exercises are used to extend theoretical understanding as well as develop practical skills in the subject matter. Each exercise relates to a practical package within the unit.

Prescribed Texts:

Either -
or

1183 Physical Science

Unit Adviser: Mr K.G. Hamilton

First Semester: 42 hours of Lectures, 28 hours of Laboratory work - unit value of 1.0 - internal study.

Prerequisite: Entry to the course.

Aim: To provide (in conjunction with units 1181 and 1185) a basis for further studies in the chemical, physical and biological sciences.

Unit Outline: This unit provides studies in principles of measurement, the fundamentals of atomic and molecular structure, kinetic molecular theory and thermodynamics, electromagnetic field theory, an introduction to quantum and nuclear physics and a study of the kinetics of chemical reactions.

Teaching Methods: Detailed study guides are provided with a number of assignments and practice problem sheets. Tutorial and practical classes take place for internal students on a regular time-tabled basis and at weekend schools for external students. Some additional programmed learning material is available for students with inappropriate background.

Assessment: Progressive Assessment (75%); Laboratory Work (25%)
Relevance of laboratory work to theoretical study: Laboratory exercises are designed to achieve two objectives:

(i) To demonstrate and reinforce theory material;
(ii) To develop an appreciation of measurement skills and techniques.

Prescribed Texts:

Recommended Reading:

1184 Physics

Unit Adviser: Mr B.T. McEniery

Second Semester: 3 hours of Lectures, 3 hours of Laboratory work per week - unit value of 1.0 - internal study.

Prerequisite: 1183

Aim: To further develop, and to introduce topics relevant in particular to physics and physical science.

Unit Outline: Topics covered will include an introduction to relativity, to wave theory and to physical optics; thermal and electrical properties of materials; x-rays and their applications; applied mechanics and hydrodynamics and a study of electrical conduction in the gaseous, liquid and solid states.

Teaching Methods: Detailed study guides are provided with a number of assignments and practice problem sheets. Tutorial and practical classes take place for internal students on a regular time-tabled basis and at weekend schools for external students. Some additional programmed learning material is available for students with inappropriate background.

Assessment: Units Tests (70%); Laboratory Work (30%)

Relevance of laboratory work to theoretical study: Laboratory exercises are designed to achieve two objectives:

(i) To demonstrate and reinforce theory material;
(ii) To develop an appreciation of measurement skills and techniques.

Prescribed Texts:

1185 Biological Science

Unit Adviser: To be advised.

First Semester: 42 hours of Lectures, 28 hours of Laboratory work – unit value of 1.0 – internal study.

Prerequisite: Normally, qualifications providing entry to the course.

Aim: To introduce students to biological principles and processes, as a basis for further studies in the biological sciences.
Unit Outline: Areas covered are cell structure and function; Mendelian and population genetics; reproduction and development; and evolutionary processes and mechanisms.

Teaching Methods: Lectures, tutorials and laboratory classes. Detailed study guides are provided.

Assessment: Unit Tests (40%); Assignments (10%); Laboratory (40%); Tutorials (10%)

Relevance of laboratory work to theoretical study: Laboratory work is an integral part of the learning process.

Prescribed Text:

Recommended Reading:
or

1186 Biology

Unit Adviser: To be advised.

Second Semester: 3 hours of Lectures/Tutorials, 3 hours of Laboratory Work/Field excursions per week – unit value of 1.0 – internal study.

Prerequisite: 1185

Note: Credit will not be given for more than one of the units 1186, 1187 nor for more than one of the units 1185, 1187.

Aim: To extend the study of biological principles commenced in unit 1185.

Unit Outline: Topics covered are: Animal and plant diversity, animal and plant physiology, genotype – environment interaction, ecological science.

Teaching Methods: Lectures, tutorials, laboratory classes and field trips. Detailed study guides and provided.

Assessment: Unit Tests (40%); Laboratory Work (40%); Field Trips/Assignments (10%); Tutorials (10%)

Relevance of laboratory work to theoretical study: The laboratory exercises and field excursions are an integral part of the learning process.

Prescribed Text:

1187 Life on Earth

Unit Adviser: To be advised.

Full Year: 3 hours per week of Lectures, seminars, Field Work and Laboratory experience – unit value of 1.0 – external study.

Prerequisite: Nil

Note: Credit for not be given for more than one of the units 1186, 1187, nor for more
than one of the units 1185, 1187.

Unit Outline: An introductory unit in biology for students who are not undertaking a physical or biological science major. Topics to be covered include the basic unity of life, life processes, animal and plant diversity, perpetuation of life and evolution. Considerable emphasis is placed on the exploration of habitats within the Gippsland region (internal students) or of localities with which the student wishes to become familiar (external students).

Assessment: Unit Tests (30%); Tutorial Papers (25%); Assignments (20%); Project (20%); Laboratory Manual (5%)

Recommended Reading:

1189 Physical Science for Engineers

Unit Adviser: Mr P.J. Higgins

Second Semester: 3 hours of Lectures and 3 hours of Laboratory or associated activity per fortnight – unit value of 0.5 – internal study.

Prerequisite: 1183

Aim: To extend the basic work in chemistry and physical sciences as applied to Engineering.

Unit Outline: This unit further develops fundamental science principles with particular emphasis on engineering situations. Topics covered include – Properties of real gases, generation and behaviour of waves, the properties and detection of radiation and an introduction to special relativity.

Teaching Methods: Lectures, Tutorials and Laboratory classes. Detailed study guides are provided.

Assessment: Unit Tests (30%); Assignments (40%); Laboratory Work (30%)

Prescribed Text:

1191 Physical Science for Health Care 1

Unit Adviser: Mr P.J. Higgins

First Semester: 3.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: Nil

Aim: To provide foundation studies in physical and chemical sciences as applicable to health care studies.

Unit Outline: Measurements and units; chemical formulae and equations; structure and stability of matter; states of matter; mechanics; chemical reactions of some common substances.

Teaching Methods: Lectures, tutorials and laboratory sessions. Some programmed
learning material is available for those whose background in some areas may be deficient.

Assessment: Assignments (30%); Laboratory Work (30%); Final Examination (40%)

Prescribed Texts:
or

1192 Physical Science for Health Care 2

Unit Adviser: Mr J.A. Harris

Second Semester: 3.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: 1191

Aim: To continue foundation studies in physical and chemical sciences as applicable to health care studies.

Unit Outline: Water; solutions and colloids; organic chemistry; carbohydrates; lipids, proteins; enzymes.

Teaching Methods: Lectures, tutorials and laboratory sessions.

Assessment: Assignments (30%); Laboratory Work (30%); Final Examination (40%)

Prescribed Text:
or

1193 Physical Science for Health Care 3

Unit Adviser: Mr P.J. Higgins

First Semester: 3.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: 1192

Aim: This unit completes the foundation studies in physical and chemical science for health care.

Unit Outline: Acids and bases, light and vision, sound and hearing, radiation and matter, dynamism in science, nucleic acids, metabolism.

Teaching Methods: Lectures, tutorials and laboratory sessions. Some programmed learning material is available for those whose background in some areas may be deficient.

Assessment: Assignments (30%); Laboratory Work (30%); Final Examination (40%)

Prescribed Texts:
or
1214 Bioscience 3: Homeostasis

Unit Adviser: Dr P. Mosse

First Semester: 5 hours per week - unit value of 0.5 - internal study.

Prerequisite: 1115

Aim: To study the structure and function of living things, with particular reference to the human being.

Unit Outline: This unit is the third in a sequence of four units. Topics covered include the cardiovascular system and urinary system. Some consideration will also be given to homeostatic mechanisms affecting the systems covered to date.

Teaching Methods: Lectures, tutorials and laboratory sessions.

Assessment: Exam (60%); Assignments (10%); Laboratory (30%)

Prescribed Text:

1215 Bioscience 4: Function and Dysfunction

Unit Adviser: Dr P. Mosse

Second Semester: 4 hours per week - unit value of 0.5 - internal study.

Prerequisite: 1214

Aim: To study the structure and function of living things, with particular reference to the human being.

Unit Outline: This unit is the final in a sequence of four units. Topics covered include the nervous and hormonal systems, and the integration of the two. Some consideration will also be given to homeostatic mechanisms involving these systems.

Teaching Methods: Lectures, tutorials and laboratory sessions.

Assessment: Exam (60%); Assignments (10%); Laboratory (30%)

Prescribed Text:

1221 Microbiology

Unit Adviser: Mr C. Panter

First Semester: 3 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal study.
Prerequisite: 1186

Aim: To introduce students to the basics of microbiology.

Unit Outline: Introduction to the structure and function of bacteria, protozoa, fungi, yeasts, algae and viruses; cell structure, staining, motility, growth and reproduction, spores, basic nutritional and environmental requirements. Sampling and enumeration of bacteria. Sterilization and disinfection, antimicrobial agents.

Teaching Methods: Lectures, tutorials, laboratory classes.

Assessment: Progressive Assessment (35%); Final Examination (30%); Laboratory Work and Assignments (35%)

Relevance of laboratory work to theoretical study: Laboratory work follows the theoretical study as closely as possible. It is weighted heavily in the assessment because practical competence in the laboratory is considered vital to training in microbiology.

Prescribed Text:

1222 Microbiology

Unit Adviser: Mr C. Panter

Second Semester: 3 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal study.

Prerequisite: 1221

Aim: To extend the studies commenced in unit 1221.

Unit Outline: The genera of bacteria and an introduction to systematic identification. Numbers and types of bacteria occurring in different environmental locations. Role of micro-organisms in environmental processes and cycles. Interaction of man-made products and processes with natural microbial activity; waste problems and eutrophication.

Teaching Methods: Lectures, tutorials and laboratory classes.

Assessment: Progressive Assessment (25%); Final Examination (30%); Laboratory Work and Projects (45%)

Relevance of laboratory work to theoretical study: Laboratory work follows theoretical study as closely as possible. It is heavily weighted because practical competence in the laboratory is considered vital to training in microbiology.

Prescribed Text:

1241 Biochemistry

Unit Adviser: Mr R.D. Teasdale

First Semester: 4 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal study.
Prerequisites: 1181, 1186

Aim: To examine the fundamentals of life processes at the molecular level.

Unit Outline: Basic relationships between protein conformation and biological function are discussed, attention being directed primarily at transport, structural and enzymic proteins, and illustrated by examples of clinical relevance. The fundamental pathways of carbohydrate, lipid and amino acid metabolism, common to all living cells are also examined. Considerable importance is attached to practical work where modern techniques of protein isolation and study are used to complement the lecture program.

Teaching Methods: Lecture/tutorials with close staff–student interaction. Considerable student use and preparation of audio–visual material aids learning process.

Assessment: Progressive Assessment (80%); Laboratory Work (20%)

Relevance of laboratory work to theoretical study: Laboratory work serves to illustrate and extend theoretical concepts, while developing skills in modern biochemical techniques.

Prescribed Text:

1242 Biochemistry

Unit Adviser: Mr R.D. Teasdale

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal study.

Prerequisite: 1241

Aim: To extend the metabolic studies commenced in unit 1241.

Unit Outline: Following an outline of the reactions of photosynthesis, the biosynthetic routes of lipids, amino acids and nucleotide formation will be traced, prior to consideration of the roles of nucleic acids in the storage, transmission and expression of genetic information in both procaryotic and eucaryotic cells, and also viruses. The unit will finalise with control and integration of metabolism at enzymic, cellular and whole organism levels.

Teaching Methods: Lecture/tutorials with close staff–student interaction. Considerable student use and preparation of audio–visual material aids learning process.

Assessment: Progressive (80%); Laboratory (20%)

Relevance of laboratory work to theoretical study: Laboratory work serves to illustrate and extend theoretical concepts, while developing skills in modern biochemical techniques.

Prescribed Text:
1251 Chemistry

Unit Adviser: Dr A. Patti

First Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal study.

Prerequisite: 1182

Aims: To continue the study of the principles of chemistry begun in units 1181 and 1182. To present some key principles of organic, inorganic and physical chemistry.

Unit Outline: The unit is presented by a principles approach in the following areas: atomic and molecular structure; reaction mechanisms and kinetics; structure and chemical bonding; phase equilibria; reactive intermediates and carbon chemistry; aromatic compound chemistry; comparative chemistry.

Teaching Methods: Lectures/tutorials and laboratory classes. Detailed study guides are provided.

Assessment: Progressive Assessment (80%); Laboratory (20%)

Prescribed Texts:

1252 Chemistry

Unit Adviser: Dr A. Patti

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal study.

Prerequisite: 1251

Aim: To extend the study of principles of chemistry undertaken in unit 1251.

Unit Outline: The areas of study in this unit are electro-chemistry, co-ordination chemistry, organic nitrogen compounds, reactive intermediates, natural products, dilute and electrolytic solutions, states of matter, transition metals, carbonyl and heterocyclic compounds.

Teaching Methods: Lectures/tutorials and laboratory classes. Detailed study guides and assignment guides are provided.

Assessment: Progressive Assessment (80%); Laboratory (20%)

Relevance of laboratory work to theoretical study: Laboratory exercises are integrated with the lecture topic.

Prescribed Texts:
1262 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

Full Year: 2 hours of lectures per week – unit value of 1.0 – internal and external study.

Prerequisite: 1162

Aim: This unit is part of a sequence of units, one at each level of the course. Aims of the sequence are given in the unit outline for unit 1162.

Unit Outline: The main themes of 1262 are: Information – construction of personal indexing system for retrieval references, conduct of a literature search, writing a critical review, writing job applications, oral presentations, job interviews, meetings, conferences and group interaction. Problem Definition and Solution – definition and application of scientific method, experiment design, problem definition and statement, development and examination of alternative solutions. Thinking and Thought Processes – learning theory, thinking and reasoning processes.

Teaching Methods: Comprehensive study guides are provided. Lecture/tutorials conducted by a team of two teachers working together. Case studies on scientific problem solving are incorporated.

Assessment: Progressive Assessment (100%)

Prescribed Text: Nil

Recommended Reading:

1264 Scientific Thought and Methods

Unit Adviser: Mr J.A. Harris

Full Year: 2 hours of lectures per week – unit value of 1.0 – external study.

Prerequisite: Appropriate tertiary level studies. This unit is intended only for students entering the Bachelor of Applied Science course with advanced standing which includes relevant studies in scientific method and communication.

Aim: This unit forms part of a sequence of units. Aims of this sequence are given in the unit outline for unit 1162.

Unit Outline: The unit outlines for 1162 and 1262 should be read. The unit incorporates material on information retrieval from unit 1162 in place of some material on information presentation from unit 1262.

Teaching Methods: Comprehensive study guides are provided. Lecture/tutorials conducted by a team of two teachers working together.

Assessment: Progressive Assessment (100%)

Prescribed Text:
or

**Recommended Reading:**

### 1271 Applied Chemistry

**Unit Adviser:** Dr R.J. Hodges

**Second Semester:** 7 hours per week of integrated lectures and practical work – unit value of 1.0 – internal study.

**Prerequisite:** 1182

**Aims:** To teach the important classical wet way methods of chemical analysis which are not readily achieved in modern instrumental methods. To provide a thorough treatment of equilibrium and complex pH systems which affect aqueous solution chemistry and the theory of separation.

**Unit Outline:** Topics covered are gravimetric, volumetric, aqueous and non-aqueous acid–base, complexometric, oxidation–reduction, solvent extraction techniques and an introduction to the local industry and water management.

**Teaching Methods:** Lectures and practical work and exercises. Supplemented by films, slides and overhead transparencies.

**Assessment:** Progressive Assessment (30%); Final Examination (45%); Laboratory Work (20%); Fieldwork (5%)

**Prescribed Text:**
or

### 1272 Applied Chemistry

**Unit Adviser:** Dr R.J. Hodges

**First Semester:** 7 hours per week of integrated lectures and practical work – unit value of 1.0 – internal and external study.

**Prerequisite:** 1182

**Aims:** To give the student a thorough grounding in the techniques and theory applicable to basic instrumental analysis. To illustrate the way in which certain combinations of components are chosen to make up each instrument. To emphasise accuracy and correct technique in practical work.

**Unit Outline:** Topics covered are UV–Vis methods of analysis, atomic absorption, liquid and gas chromatography. An introduction to the petroleum industry and the basic chemicals industry is given.
Teaching Methods: Lectures and practical work. Supplemented by films, slides, overhead transparencies, etc.

Assessment: Progressive Assessment (30%); Final Examination (50%); Laboratory Work (20%)

Prescribed Text:

or


or


1273 Applied Chemistry (Biological)

Unit Adviser: Dr R.J. Hodges

Second Semester: 7 hours per week of integrated lectures and practical work – unit value of 1.0 – internal study.

Prerequisite: 1182

Aims: To teach the important classical wet way methods of chemical analysis which are not readily achieved by modern instrumental methods.

To provide a thorough treatment of the equilibrium and complex pH systems which affect aqueous solution chemistry and the theory of separation.

Unit Outline: Theory and practice of analytical chemistry with a clinical and biological flavour. Topics covered include gravimetric, complex acid–base buffer, complexometric and redox systems. Appropriate titration methods are included, together with the use of computers and methods of end point detection. At the appropriate places, electro-chemical methods and the Nernst equation are introduced. Many of the principles are extended to solvent extraction.

Teaching Methods: Lectures and practical work and exercises. Supplemented by films, slides and overhead transparencies.

Assessment: Progressive Assessment (30%); Final Examination (45%); Laboratory Work (20%); Fieldwork (5%)

Prescribed Text:

or


1274 Applied Chemistry (Biological)

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated lectures and practical work – unit value of 1.0 – internal and external study.

Prerequisite: 1182

Aim: To teach the theory and practice of analytical chemistry with a clinical and biological emphasis.

Assessment: Field Experience (5%); Laboratory Work (20%); Assignments (30%); Unit Tests and/or Examination (45%)

Prescribed Text:

or

or

1281 Physical Science

Unit Adviser: Mr K. Hamilton

First Semester: 6 hours per week of integrated lectures and laboratory work – unit value of 1.0 – internal and external study.

Prerequisites: 1183, 1181 or 1182 or 1184

Aim: To present, in a unified manner, principles which are basic to studies in both chemistry and physical science.

Unit Outline: This unit is designed around the themes of spectroscopy and thermodynamics. Initially the science of spectroscopy is introduced and the basic theories and procedures of electronic, rotational and vibrational spectroscopy are discussed. Molecular and crystal symmetry are studied and related to spectroscopy. Secondly the fundamental studies of thermodynamics are extended to cover the second law and its consequences. The study program will provide a thorough grounding for final year studies in the chemical and physical sciences.

Teaching Methods: Detailed study guides are provided for each topic-based package. Four teaching team members are involved in the unit.

Assessment: Progressive Assessment (80%); Laboratory Work (20%)

Relevance of laboratory work to theoretical study: The laboratory program combines reinforcement of basic theory with practice in relevant skills, particularly in the spectroscopy area.

Prescribed Texts:

1282 Physical Science

Unit Adviser: Mr B.T. McEniery

Second Semester: 6 hours per week of integrated lectures and laboratory work – unit value of 1.0 – internal and external study.

Prerequisite: 1281
Aim: To extend the theme of spectroscopy, with emphasis on the principles and application of spectroscopic instrumentation.

Unit Outline: Resonance spectra theory is discussed in relation to instrumentation and chemical analysis. The basic principles of sources, detectors and their combination into spectroscopic instruments are studied. The study program will provide a thorough grounding for final year studies in the chemical and physical sciences.

Teaching Methods: Detailed study guides are provided with a lecture/laboratory program forming the basis of learning for internal students. External students are required to attend tutorial and laboratory sessions at weekend schools. Lectures, practical work, and excursions. Supplemented by films, slides, overhead transparencies, etc.

Assessment: Progressive Assessment (70%); Laboratory Work (30%)

Relevance of laboratory work to theoretical study: Generally to reinforce and illustrate the principles discussed in the theory section. However, because of the nature of the course, a degree of skill in use of instruments is necessary.

Prescribed Texts:

Recommended Reading:

1291 Physics (not offered in 1987) It will be offered in 1988.

Unit Adviser: Mr P.J. Higgins

First Semester: 8 hours per week of integrated lectures and laboratory work – unit value of 1.0 – internal and external study.

Prerequisites: 1183, 1181 or 1182 or 1184

Aims: To lead students to an understanding of fundamental physics. To prepare students for third level studies in physical science.

Unit Outline: The unit briefly revises the fundamental laws of physics. Aspects of quantum mechanics are introduced and the scope of this topic in extending physics investigation is discussed. The remainder of the unit is directed to an extensive study of electro-magnetism and electronics.

Teaching Methods: Study guides are provided which aim to integrate the topic into theoretical background, practice problems and laboratory/discovery sessions. The tutorial approach is emphasised rather than the lecture approach.

Assessment: Unit Tests and Assignments (70%); Laboratory Work (30%)

Relevance of laboratory work to theoretical study: As described above, laboratory work is considered an integral part of the learning experience.
Prescribed Texts:

1292 Physics

Unit Adviser: Mr K. Hamilton

First Semester: 8 hours per week of integrated lectures and laboratory work – unit value of 1.0 – internal and external study.

Prerequisites: 1183, 1181 or 1182 or 1184

Aims: To lead students to an understanding of fundamental physics.
To prepare students for third level studies in physical science.

Unit Outline: This unit is on aspects of applied physics. The scope of statistical mechanics as a tool for investigating physical laws is explored. The applied nature of acoustics, fluids and radiation physics forms the remainder of the course with the inclusion of a practical project involving the construction of electronic devices related to one of the above topics. Topics have been chosen especially for students who wish to achieve an understanding of fundamental physics whilst at the same time preparing for a final year of physical science studies.

Teaching Methods: Study guides are provided which aim to integrate the topic into theoretical background, practice problems and laboratory/discovery sessions. The tutorial approach is emphasised rather than the lecture approach.

Assessment: Unit Tests and Assignments (70%); Laboratory Work (30%)

Relevance of laboratory work to theoretical study: Laboratory work is an integral part of the learning experience.

Prescribed Texts:

Recommended Reading:

1321 Applied Microbiology

Unit Adviser: Mr C. Panter

First Semester: 4 hours of lectures, 4 hours of laboratory per week – unit value of 1.0 – internal study.

Prerequisites: 1221, 1222

Aim: To undertake applied studies relating microbiology to disease in man.

Unit Outline: Micro-organisms involved in pathological processes. Some common pathogens of man and animals. Routes of infection; host defence against infection. Brief introduction to immunology and immunological techniques. Microbiological laboratory safety.
Teaching Methods: Lecture/tutorial sessions supplemented by excursions. Staff–student interaction and student development and use of audio–visual materials is encouraged.

Assessment: Progressive Assessment (25%); Final Examination (25%); Laboratory Work and Projects (50%)

Relevance of laboratory work to theoretical study: Because this is an applied unit, development of laboratory skills to a high level of competence is emphasised. Project work is used as a means of integrating the theoretical topics.

Prescribed Text: To be advised.

Recommended Text: To be advised.

1322 Applied Microbiology

Unit Adviser: Mr C. Panter

Second Semester: 4 hours of lectures, 4 hours of laboratory per week – unit value of 1.0 – internal study.

Prerequisites: 1221, 1222

Aim: To study industrial applications of microbiology.


Teaching Methods: Lecture/tutorial sessions supplemented by excursions. Staff–student interaction and student development and use of audio–visual materials is encouraged.

Assessment: Progressive Assessment (25%); Final Examination (25%); Laboratory Work and Projects (50%)

Relevance of laboratory work to theoretical study: Because this is an applied unit, development of laboratory skills to a high level of competence is emphasised. Project work in the laboratory is seen as a means of integrating the theoretical study topics.

Prescribed Text: To be advised.

Recommended Reading: To be advised.

1341 Applied Biochemistry

Unit Adviser: Mr R.D. Teasdale

First Semester: 3 hours per week of lectures, 5 hours per week of laboratory work – unit value of 1.0 – internal study.

Prerequisite: 1242

Aim: To study the theory and application of modern biochemical processes.

Unit Outline: Study of microbiological, animal and plant systems. Involves use of radioisotopes, binding studies, electrophoresis, and chromatography for study and
understanding of these phenomena.

Teaching Methods: Lecture/tutorial sessions with the development of student participation an important consideration. Laboratory work is considered an integral part of the learning experience.

Assessment: Progressive Assessment (70%); Laboratory Work (30%)

Prescribed Texts:

Recommended Reading:

1342 Applied Biochemistry

Unit Adviser: Mr R.D. Teasdale

Second Semester: 3 hours of lectures, 5 hours of laboratory work per week – unit value of 1.0 – internal study.

Prerequisite: 1341

Aim: To extend the studies commenced in unit 1341.

Unit Outline: Application of relevant analytical and preparative biochemical methods. Includes enzymology, and studies at cell, tissue and organ level. Case studies will illustrate applications to clinical and other vocationally important areas.

Teaching Methods: Lecture/tutorial sessions with the development of student participation an important consideration. Laboratory work is considered an integral part of the learning experience.

Assessment: Progressive assessment (70%); Laboratory Work (30%)

Prescribed Texts:

Recommended Reading:

1351 Chemistry

Unit Adviser: Mr J.A. Harris

First Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal study.

Prerequisites: 1251, 1252
Aim: To extend the studies of units 1251 and 1252 in inorganic, organic and physical chemistry.

Unit Outline: The unit includes topics from heterocyclic chemistry, thermodynamics, absolute rate theory, surface and colloid chemistry, electrochemistry, photochemistry, natural products, organometallic chemistry.

Teaching Methods: Lecture/tutorials conducted by a team of three lecturers.

Assessment: Progressive Assessment (60%); Final Examination (20%); Laboratory Work (20%)

Relevance of laboratory work to theoretical study: The main emphasis of the laboratory course at this level is on development of a high level of competence in skills and techniques relevant to the professional industrial chemist.

Prescribed Texts:

1352 Chemistry

Unit Adviser: Mr J.A. Harris

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal study.

Prerequisite: 1351

Aim: To extend the studies of units 1251 and 1252 in inorganic, organic and physical chemistry.

Unit Outline: This unit continues studies commenced in 1351. Topics included are modern synthetic methods, absolute rate theory, surface and colloid chemistry, electrochemistry, bioinorganic chemistry.

Teaching Methods: Lectures/tutorials by a team of four lecturers.

Assessment: Progressive Assessment (60%); Final Examination (20%); Laboratory Work (20%)

Relevance of laboratory work to theoretical study: The main emphasis of the laboratory course at this level is on development of a high level of competence in skills and techniques relevant to the professional industrial chemist.

Prescribed Texts:

1362 Applied Research Project

Unit Adviser: Dr M.A. Hooper (Individual student projects shall be supervised by appropriate members of the Physical and Biological Sciences Group)

Full Year: 4–6 hours per week including one hour class contact and 3–5 hours individual work per week – unit value of 1.0 – internal and external study.
Prerequisite: 1262 or 1264 (Students will be required to have completed the first and second levels of their course before enrolling in this unit.)

Note: This unit is to be taken by all Bachelor of Applied Science students majoring in Applied Biology, Applied Chemistry, or Physical Science. Students undertaking other areas of major study in the Bachelor of Applied Science degree shall undertake unit 7368 Mathematics Project or unit 7389 Operations Research Project, as appropriate.

Aim: This is the last unit of a sequence, the aims of which are given in the unit outline for unit 1162.

Unit Outline: The three themes of 1162 and 1262, together with previous studies in the major area are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required. Students are required to maintain regular contact with their project supervisors.

Teaching Methods: Seminars, tutorials and supervised individual project work.

Assessment: Seminar Presentation (10%); Interim Project Reports (20%); Final Project Reports (70%)

Prescribed Text: Nil

1371 Applied Chemistry

Unit Adviser: Dr R.J. Hodges

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal and external study.

Prerequisite: 1272

Aim: To relate analytical methods to the area of raw materials and resource recovery.

Unit Outline: Renewable and non-renewable resources are discussed from both an industry viewpoint and an analytical viewpoint. Topics covered include economic geology, mineral processing, Victorian fuel resources, catalytic hydro-processing and water resources. The relevant instrumental techniques, such as AA, UV, XRF and OES, together with sample preparation are discussed in detail in relationship to industrial requirements.

Teaching Methods: Lectures, practical work, and excursions. Supplemented by films, slides and overhead transparencies, etc.

Assessment: Progressive Assessment (30%); Final Examination (45%); Laboratory Work (20%); Field Experience (5%)

Relevance of laboratory work to theoretical study: One to one correspondence, where equipment resources permit.

Prescribed Text:
Recommended Reading:

1372 Applied Chemistry (not offered in 1987) It will be offered in 1988.

Unit Adviser: Dr R.J. Hodges

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal and external study.

Prerequisite: 1271

Aim: To relate analytical methods to production requirements for finished materials.

Unit Outline: This unit involves case studies relating to products and their refining, including polymers. Industrial safety, chromatography, quality control, process control, combustion chemistry, pollution monitoring and their analytical requirements, will be extensively discussed.

Teaching Methods: Lectures, practical work, and excursions. Supplemented by films, slides and overhead transparencies, etc.

Assessment: Progressive Assessment (30%); Final Examination (45%); Laboratory Work (20%); Field Experience (5%)

Relevance of laboratory work to theoretical study: One to one correspondence where equipment resources permit.

Prescribed Texts:

1381 Physical Science

Unit Adviser: Mr P.J. Higgins

First Semester: 6 hours per week of integrated lectures and laboratory work – unit value of 1.0 – internal study.

Prerequisite: 1282

Aim: To extend the range of spectroscopic studies begun in units 1281 and 1282.

Unit Outline: This unit continues the spectroscopic theme of second level using nuclear magnetic resonance, infra red and mass spectrometry to elucidate molecular structure. The basics of vibrational spectra, mass spectrometry and quantitative XRF analyses are also studied.

Teaching Methods: A series of formal lecture/tutorial sessions is supported by individual laboratory "discovery/application" requirements. Detailed study guides are used to direct the students learning.

Assessment: Unit Tests and Assignments (70%); Laboratory Work (30%)
Prescribed Texts:

Recommended Reading: To be advised.

1382 Physical Science

Unit Adviser: Mr K.G. Hamilton

Second Semester: 6 hours per week of integrated lectures and laboratory work – unit value of 1.0 – internal study.

Prerequisite: 1381

Aims: To extend the range of spectroscopic and thermodynamic studies begun in units 1281 and 1282.
To show the importance of microprocessors in modern spectroscopic instrumentation.

Unit Outline: X-ray studies are continued from 1381. Energy-dispersion XRF analyses and the principles of XRD are included. The unit is completed with an introduction to statistical thermodynamics and a thorough grounding in microprocessor applications to spectroscopic instruments.

Teaching Methods: A series of formal lecture/tutorial sessions is supported by individual laboratory "discovery/application" requirements. Detailed study guides are used to direct the student's learning.

Assessment: Unit Tests and Assignments (70%); Laboratory Work (30%)

Prescribed Text: Nil

Recommended Reading:

1391 Applied Physical Science (not offered in 1987) It will be offered in 1988.

Unit Adviser: Mr B.T. McEniery

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal and external study.

Prerequisite: 1291

Aim: To extend the studies of units 1291/1292 and 1281/1282 by examining some important applications of physical science.

Unit Outline: Topics include: electronics and instrumentation; non-fossil energy sources; physical science education; and applications of lasers and holography.

Teaching Methods: Depends greatly on the topic of study, e.g., for electronics much of the material is developed through the lecture/tutorial approach whilst for non-fossil
energy sources, an investigatory approach is used by assignment, presented paper and summary collation.

Assessment: Progressive Assessment (70%); Laboratory Work (30%)

Relevance of laboratory work to theoretical study: Again depends on the nature of the topic, but includes formal requirements which reinforce principle and investigative exercises to develop theory.

Prescribed Text:

Recommended Reading:

1392 Applied Physical Science

Unit Adviser: Mr K.G. Hamilton

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week – unit value of 1.0 – internal and external study.

Prerequisite: 1292

Aim: To extend the studies of units 1291/1292 and 1281/1282 by examining some important applications of physical science.

Unit Outline: This unit examines the techniques of measuring pollution parameters together with wider applications of radioisotopes and environmental acoustics.

Teaching Methods: Very much an investigative approach using assignment, field work and mini-projects supported by tutorial sessions for relevant emphasis.

Assessment: Unit Tests and Assignments (70%); Laboratory Work (30%)

Relevance of laboratory work to theoretical study: The emphasis is on encouraging individual problem solving by background investigation, relevant data collection and analysis. This includes a thorough understanding of instrumental techniques.

Prescribed Text:

Recommended Reading:

1481 Introduction to Master of Applied Science

Available for students with approved prerequisites including professional experience, and in areas in which the School of Applied Science is conducting ongoing research.

Prescribed Text: Nil

1482 Master of Applied Science

As for 1481.
7111 Computer Programming 1D

Unit Adviser: Mr L.K. Makin

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Aims: On completion of this unit, students should – know the organisation of the basic components of computer systems; and be able to – specify simple problem solutions in algorithmic terms using structured program design techniques; translate problem specifications into correctly functioning and well documented programs using the PASCAL language – use simple data structures and file handling techniques; use a text editor and compiler to prepare programs.

Unit Outline: Organisation of computers. Using terminals. Text editing. Introduction to structured design. The PASCAL language: variables, constants, type declarations; block structure, compound statements; assignment, expressions; input, output; control structures; arrays, sets; character and string handling. Debugging techniques and compiler usage.

Teaching Methods: Lectures, laboratory/tutorial.

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:
or

7112 Mathematics for Computing

Unit Adviser: Dr J.R. Arkinstall

First and Second Semester: 4 hours per week – unit value of 1.0 – internal study first semester, external study second semester.

Prerequisite: Nil

Aims: This unit will give students the mathematical skills required for – expressing quantitative and logical relationships between variables in the form of statements in programming languages; understanding how data are stored and manipulated in computers; performing simple business calculations; understanding how rounding errors may be propagated in calculations.

Unit Outline: Basic concepts of sets – operations, Venn diagrams, Boolean properties; logical operations, simple and compound statements, truth tables; Boolean algebra and switching circuits. Number systems – integers and real numbers; binary, octal and hexadecimal numbers, conversion between bases; binary arithmetic; representation of numbers in computers. Basic algebra – algebraic expressions, arithmetic operations, exponents, hierarchy of operations, relational operators; simple equations; simultaneous linear equations and matrix notation. Functions and graphs – linear, quadratic, exponential and logarithmic functions. Numerical approximation – rounding error, error propagation in calculations; simple iterative methods for solving equations.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (50%); Examination (50%)
Computer Programming 2D

Unit Advisers: Dr P.E. Nash, Mr J. Ang

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7111

Corequisite: 7112

Aims: To develop further the principles of good programming style as applied to the design, debugging and testing of larger programs.
To study more complex data structures.
To continue the study of algorithm development introducing ideas of algorithmic analysis.
To familiarise students with the usage of some of the available system utilities.

Unit Outline: Data structures – stacks, queues, linked lists, binary trees. Algorithm design – modular design, recursion, computability, measures of algorithm complexity, comparison of algorithms. Introduction to operating system facilities. Advanced PASCAL and extensions – procedures, parameter passing, scope of identifiers, external; file handling – record types, fields, pointers, dynamic storage allocation, sequential and random access methods, variant records.

Teaching Methods: Lectures, laboratory/tutorials.

Assessment: Assignments (60%); Examination (40%)

7115 Introduction to Computer Architecture

Unit Adviser: Mr L.K. Makin

First and Second Semester: 4 hours per week – unit value of 1.0 – external study first semester, internal study second semester.

Prerequisite: 7111

Corequisite: 7112

Aims: To introduce students to: concepts of computer hardware operation; organisation and control of computer components; programming using a low level language.

Unit Outline: Components of a computer system – memory; arithmetic-logic and control units; magnetic disc, tape storage; input and output devices. Internal Structure – the processor; registers and stacks; memory addressing; instruction sets: arithmetic, logic, data move, control flow; micro-programming; data transfers: cache, bus, DMA, Channels. System Structure – Device communication: interrupts and programmed I/O; Intersystem Communication: multiplexing, synchronous/asynchronous transmission; Networks: topology; LAN; Telecom and international services. Programming – using C; types and operators; functions; arrays, input, output.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (40%); Examination (60%)
Prescribed Texts:

7116 Information Systems 1

Unit Adviser: Dr P.E. Nash

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 1163, 3144

Corequisites: 3168, 7114

Aim: To introduce students to the tasks and techniques involved in the development of computer based information systems.

Unit Outline: The systems development lifecycle illustrated with case studies – problem definition; feasibility study; current system analysis; new system design, logical design, physical design; programming, debugging, testing; implementation and evaluation; maintenance. Analysis and Design tools – interviews and questionnaires; organisation charts; systems flowcharts; data flow diagrams; documentation standards; forms design and screen formatting; file design; data dictionary; system design methodologies, check list methods, structured methods.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:

7121 Introduction to Computing (not offered in 1987)

Unit Adviser: Mr L.K. Makin

Second Semester: 3 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: Nil

Note: This unit does not lead to second level computing units. Credit will not be given for more than one of the units 7121, 7122.

Aims: Students will be able to: specify simple problem solutions in algorithmic terms using structured design techniques; translate their designs into correctly functioning and well documented programs using the BASIC language.

Unit Outline: Nature and organisation of computers; using terminals; the BASIC programming language; variables; constants, statements vs commands, control statements, simple data structures, functions and subroutines, documentation; logical structure of programs; sequential files.

Assessment: Assignments (60%); Examinations (40%)

Prescribed Text:
Recommended Reading:

7122 Computer Programming 1A

Unit Adviser: Mr J.G.K. Harris

First and Second Semester: 3 hours per week – unit value of 0.5 – internal and external study first semester, internal study second semester.

Prerequisite: Nil

Note: Credit will not be given for more than one of the units 7121, 7122.

Aims: To outline the components of computer systems.
To introduce students to structured programming terminology and program design techniques for problem solving.
To enable students to translate designs correctly into the Pascal programming language.
To use a Pascal language processing system to execute and debug programs.

Unit Outline: Nature and organisation of computers; using terminals; text editing; introduction to structured program design; the Pascal programming language; syntax charts, program structure, data types and declaration statements, expressions, input and output, control structures, procedures and functions; running programs using the compiler and segmenter; debugging.

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:

Recommended Reading:

7123 Computer Organisation

Unit Adviser: Mr L.K. Makin

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7122

Aims: To introduce the basic concepts of computer hardware, and its organisation into computer systems and networks.
To program in a low level language allowing access to base-level machine instruction.

Unit Outline: Components of a computer system; internal machine organisation; system architecture; data representation and manipulation; study of a low level language.

Assessment: Assignments (60%); Examination (40%)
Prescribed Texts:

7152 Computers in Business

Unit Adviser: Dr R. Bignall

Full Year: 3 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Aims: On completion of this course, students will – know the basic concepts and terminology associated with data processing and data communication; know the concepts and terminology of business information systems analysis and design; and will be familiar with – spreadsheet programs; simple database management package capabilities.

Unit Outline: General – Computers' place in society; application areas and problems; business information systems; nature of computers; internal organisation and functions; micros, minis and mainframes; associated hardware concepts: Input/Output and storage devices; data representation; elements of data communication; Data processing: data capture, data entry, data editing, verification, sorting, retrieval; Overview of computer system software functions; operating systems, teleprocessing monitors, language translators; utility programs; Data items, records, files, data-bases; file organisation; sequential, direct access, indexed sequential; Information systems design overview: feasibility study, costs and benefits of computer systems, current system study, system design: logical, physical, implementation, programming, testing, debugging, training, documentation, maintenance and evaluation. Business Software – Using a microcomputer; using a timesharing system; spreadsheet fundamentals; databases and fourth generation language packages; setting up a small system using available packages.

Teaching Methods: Lectures, tutorials and practical workshops with microcomputers.

Assessment: Assignments and Testing (80%); Examination (20%)

Prescribed Texts:

7159 Computer Applications in Business

Unit Adviser: Mr L.K. Makin

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Aims: On completion of this course, students will: know the basic concepts and terminology associated with business data processing and data communication; know the concepts and terminology of business information systems analysis and design; and will be familiar with: spreadsheet programs, simple database management package capabilities.
Unit Outline: General: Computers' place in society; application areas and problems; Business Information Systems; Nature of computers; Internal organization and functions; micros, minis and mainframes; Associated hardware concepts: Input/Output and storage devices; data representation; Elements of data communications; Data processing; data capture, data entry, data editing, verification, sorting, retrieval; Overview of computer system software functions; operating systems, teleprocessing monitors, language translators; utility programs; Data items, records, files, data-bases; file organization; sequential, direct access, indexed sequential; Information systems design overview: Feasibility study, costs and benefits of computer systems, current system study, system design: logical, physical, implementation, programming, testing, debugging, training, documentation, maintenance and evaluation. Business Software: Using a microcomputer; using a timesharing system; spreadsheet fundamentals; databases and fourth generation language packages; setting up a small system using available packages.

Teaching Methods: Lectures and workshops.

Assessment: Assignments and Testing (80%); Examination (20%)

Prescribed Texts: To be advised.

7160 Basic Mathematics

Unit Adviser: Mrs H.B. Nath

Full Year: 2 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: The unit assumes a mathematical background at about Year 11 (Fifth Form). Students lacking this background should seek advice concerning preparatory courses offered by other institutions.

Note: Enrolment in this unit will only be accepted after consultation with the unit adviser or Head of School.

Aim: To prepare students lacking a recent Year 12 level Mathematics background to enter first-level mathematics units, normally as part of a course in Applied Science, Engineering or Education.

Unit Outline: The topics covered include number systems, basic algebra, sets, functions, analytic geometry, trigonometric functions, exponential and logarithmic functions, sequences and series, elements of differential and integral calculus, simple differential equations, vectors, matrices and complex numbers.

Assessment: Internal course – six one-hour module tests and one grading assignment. External course – six assignments and two three-hour examinations.

Prescribed Text:

Recommended Reading:

**7161 Calculus**

Unit Adviser: Dr J.R. Arkinstall

Full Year: 3 hours per week in first semester and 2 hours per week in second semester - unit value of 1.0 - internal and external study.

Prerequisite: One Year 12 Mathematics or 7160.

Note: Credit will be given for only one of the units 7161, 7169.

Aim: To revise and enhance the student's prior knowledge of calculus by extending Year 12 calculus in the context of a more thorough treatment, and introduce a diversity of applications.

Unit Outline: This unit aims to prepare students for the application of calculus methods in science and mathematics. Topics include: functions, 1-1 functions, inverse functions; sketching of rational functions; convergence of infinite sequences and series; review of differentiation with applications to approximations, the finding of local extreme points, rate problems and curve sketching; definite integration with application to areas, volume and centres of mass; hyperbolic functions and their inverses; systematic indefinite integration; first-order separable, homogeneous and linear ordinary differential equations; second-order ordinary differential equations or various simple types including second order linear equations with constant coefficients; Taylor's theorem with applications to the approximation of functions and integrals; partial differentiation and local extremes of functions of two variables.

Teaching Methods: Lectures and tutorials.

Assessment: Assignment (40%); Examination (60%)

Prescribed Text:

Recommended Reading:

**7162 Mathematical Structures**

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week - unit value of 0.5 - internal and external study.

Prerequisite: One Year 12 Mathematics or 7160.

Aims: This unit is a first course in abstract algebra, which seeks to unify students' prior mathematical experience.
It aims to demonstrate the roles of conceptual precision, deductive reasoning and creative thinking in mathematics.
It provides background knowledge needed for unit 7363 Applied Modern Algebra, and unit 7366 Combinatorics.
Unit Outline: Fundamental material on sets, proof and logic. Relations, including equivalence relations, mappings and order relations. Binary operations and Semigroups. Groups, including subgroups, cyclic groups, cosets and Lagrange’s theorem. Rings and Fields, including finite fields and field extensions (quadratic).

Teaching Methods:
Internal Class – A single 2 hour class, a hybrid of lecture/tutorial, each week for 14 weeks.
External Class – To supplement a full set of notes, with tutorial activities and exercises, 5 two hour problem solving and expository classes are held over the semester.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:

Recommended Reading:

7163 Vectors and Matrices

Unit Advisers: Dr P.R. Rayment, Mr R.R. Egudo

First Semester: 3 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: An appropriate Year 12 Mathematics or 7160.

Aim: To introduce students to the basic concepts of linear algebra, viz, matrices, determinants, vectors and simultaneous linear systems, emphasising their inter-relationships and applications to engineering and the sciences.

Unit Outline: Fundamental matrix operations; homogeneous linear transformations; determinants; inverse of a matrix; vectors in three dimensions – scalar and vector products and simple applications; linear dependence of vectors and rank of a matrix; linear systems of equations; eigenvalues and eigenvectors; diagonalisation of matrices; simple applications to population growth models and electrical and mechanical systems.

Assessment: Assignment (40%); Examination (60%)

Prescribed Text: Nil

Recommended Reading:

7164 Mathematics of Physical Systems

Unit Adviser: Dr A.R. Carr

Second Semester: 3 hours per week – unit value of 0.5 – internal and external study.

Corequisite: 7161 or 7169
Aim: To develop some skill in the craft of mathematical modelling, and to introduce several continuous mathematical models from the physical sciences.

Unit Outline: This unit is an introduction to the craft of selecting, constructing, analysing and criticising mathematical models. Selected case studies drawn from areas such as population dynamics, fluid flow, animal and plant growth and planetary motion are discussed. The main emphasis, however, is on students' attempts at formulating their own models in assignment work. Therefore, general procedures and advice on model formulation are provided, and the case studies are intended to illustrate principles which students may apply in their own work. Some general concepts used in analysing physical systems, such as those of conservation laws, interactions, rate equations and stability are discussed. Simple methods from unit 7161 are used to solve and analyse many of the models introduced.

Assessment: Modelling Assignments (60%); Examination (40%)

Recommended Text: Nil

Recommended Reading:

7169 Engineering Calculus

Unit Adviser: Dr A.R. Carr

Full Year: 3 hours per week in first semester and 2 hours per week in second semester – unit value of 1.0 – internal study.

Prerequisite: One Year 12 Mathematics or unit 7160.

Note: Credit will be given for only one of the units 7169, 7161.

Aim: To develop the theorems and techniques of the differential and integral calculus of functions of a single real variable, and to introduce a variety of problems amenable to such analytic methods.

Unit Outline: The unit prepares students for applications of calculus in the physical sciences and mathematics. Topics include: functions, inverse functions; sketching graphs of rational functions; boundedness and convergence or divergence of infinite sequences and series; differentiation and its applications to: approximation of functions, the finding of local extreme points, rate problems and graph sketching;
definite integration with applications to: calculation of areas, volumes and the positions of centres of mass; hyperbolic functions; systematic indefinite integration; solution of first-order differential equations: separable, homogeneous or linear; solution of second-order differential equations: simple types, including linear equations with constant coefficients; Taylor and Maclaurin series with applications to the approximation of functions and definite integrals; partial differentiation and the finding of local extremes of functions of two real variables.

Teaching Methods: Lectures, with occasional tutorial or practise sessions as needed.

Assessment: Class Tests (40%); Examination (60%)

Prescribed Text:

Recommended Reading:

**7171 Probability and Statistics**

Unit Advisers: Mr R.R. Egudo, Dr P.R. Rayment

First and Second Semester: 3 hours per week – unit value of 0.5 – internal and external study first semester, internal study only second semester.

Prerequisite: An appropriate Year 12 Mathematics or 7160.

Aims: The unit is designed to help form the basis for further study in the area of statistics at second and third levels. It develops an understanding of the notions of "chance" and "uncertainty" of random processes (phenomena). To students in Engineering and Applied Science, the unit introduces some useful techniques of probabilistic modelling and statistical analysis.

Unit Outline: Probability models; discrete distributions: including the hypergeometric, binomial and Poisson distributions and applications; continuous distributions: including the Poison process, exponential and normal distributions and applications; estimation from random samples, discussing point and interval estimation of means, differences between means and proportions; simple linear regression model; Markov chains and applications.

Teaching Methods: 2 hours of lectures/tutorials per week and one hour computer workshop per week.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:
7182 Introduction to Operations Research

Unit Adviser: Mrs H.B. Nath

Second Semester: 3 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: One Year 12 Mathematics or 7160.

Note: Credit will be given for only one of the units 7182 or 7189.

Aim: The unit exposes students to a variety of problems amenable to quantitative analysis and provides an overview of various techniques to assist in solving them.

Unit Outline: Operations research and areas of its potential applications. Relationship with computers and management science. Human decision versus mathematical model – a case study. Simple linear programs: solutions through graphical procedure and the use of computer packages. Introduction to decision-making: economic break-even analysis; decisions under assumed certainty, uncertainty and risk – including value of information. Programming of resources – including networks, assignment and transportation models; Introduction to queueing models and simulation techniques. Deterministic inventory models. Practical applications.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:

7189 Operations Research for Engineering

Unit Adviser: Dr P.R. Rayment

Second Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisites: 7163, 7171 (familiarity with unit 7121 or unit 7122 would be useful).

Note: Credit will be given for only one of the units 7189 or 7182.

Aim: The unit introduces students to a variety of decision problems, provides a spectrum of solution procedures for quantitative analysis including current LP computer packages.

Unit Outline: Operations research and areas of its potential applications. Relationship with computers and management science. Linear programming problems – solutions through graphical procedure, simplex algorithm and use of computer packages. Decision analysis – under certainty, uncertainty and risk – including value of information. Programming of resources – including networks, assignment, and
transportation problems. Introduction to inventory models. Simple simulation problems and introduction to Monte Carlo sampling technique.

Assessment: Class Test (20%); Assignment (20%); Examination (60%)

Prescribed Text:

Recommended Reading:

7191 Quantitative Methods I

Unit Advisers: Dr G.B. Nath, Mrs H.B. Nath

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: The unit assumes a mathematical background at about Year 11 (Fifth Form) level. Students lacking this background should consult with the unit advisers.

Aims: To introduce the student to the basic mathematical concepts and solution procedures for business decision problems. Discuss the process of collecting, analysing and interpreting statistical data.

Unit Outline: Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions; A brief introduction to matrices, solutions of systems of linear equations and inequations; The graphical solution method to linear programming problems. Arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; Simple calculations of Index numbers. Statistics – nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; The sampling distribution of the sampling mean; Rules for calculation of probabilities; Decision making; Introduction to simple linear regression.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:
7211 Introduction to Systems Programming

Unit Adviser: Mr L.K. Makin

First Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisites: 7114, 7115

Aims: Students will learn some principles of the design of common system software; understand the relation between machine architecture and the associated system software.

Unit Outline: Types of system software; assemblers – one pass, two pass; study of an example assembly language; loaders and linkers; overlays; macro processors; compilers; programming environments.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text:

7212 File Operations

Unit Adviser: Mr J.G.K. Harris

First Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisite: 7114

Aims: To introduce students to: the main file organisation and access methods; file handling algorithms; file control and security.

Unit Outline: Terminology – records, file, field, key, blocking; File organisation – physical storage (tape and disc), sequential, random, hashing algorithms, indexed sequential, B-trees, introductory data base concepts; File algorithms – updates, deletion, insertion, searching, file compaction; file encryption; File control – operating system file control, space allocation, security, buffering.

Teaching Methods: Lectures, tutorials.

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:

7213 Commercial Programming

Unit Adviser: Mr J. Ang

First Semester: 5 hours per week – unit value of 1.0 – internal study.

Prerequisite: 7114
Corequisites: 7116, 7212

Aims: To introduce students to a business oriented programming language. To familiarise students with typical data processing algorithms.

Unit Outline: The COBOL programming language - identification and environment divisions; data division, file description, records, data items and the picture clause, data representation and organisation, constants, working storage, table handling; procedure division, transfer of data items, editing, arithmetic, conditions, control structures, input-output; other topics, modular techniques, COBOL libraries, sorting, report writing, inter-program communication; Applications to business systems, e.g., - general ledger, accounts receivable/payable, payroll, inventory.

Teaching Methods: Lectures, laboratory.

Assessment: Assignments (70%); Examination (30%)

Prescribed Text:

7214 Information Systems 2

Unit Adviser: Mr J. Ang

Second Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: 7116

Corequisite: 7212

Aims: To continue the study of systems analysis and design techniques. To introduce students to more advanced topics related to information systems design.

Unit Outline: On-line and distributed systems; Data Communications - modems and protocols, networking via common carrier, local area networks; System security aspects - physical security, back up, documentation, input/output data validation, audit, encryption and password access; Project selection and management - cost control methods, gantt charts, PERT and CPM, estimating time, equipment and human resource needs, evaluation of hardware and software proposals; System testing; User training and implementation; System evaluation;

Teaching Methods: Lectures, workshop

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:

7215 Computer Applications

Unit Adviser: Mr L.K. Makin

Full Year: 2 hours per week - unit value of 1.0 - internal study.

Prerequisite: Completion of all first level units of the course.
Aims: To develop students' awareness of current trends in computer applications, software and equipment; social implications of the introduction of computers; and advantages and disadvantages of programming languages.

Unit Outline: A series of "current awareness" seminars continued throughout the year. Two types are envisaged - presentations by staff and invited speakers, reviewed by students; presentations by students on topics prepared from individual reading programs or visits to computer installations.

Teaching Methods: Lectures, field visits.

Assessment: Seminar Review (40%); Topic Presentation (60%)

Prescribed Text: Nil

7216 Computing Project

Unit Adviser: Dr R. Bignall

Full Year: At least 150 hours over the year, weekly meeting with supervisor and other group members - unit value of 1.0 - internal study.

Prerequisite: Satisfactory completion to all first level units of the course.

Aim: Students will apply a variety of skills and techniques to develop a computer solution to a substantial problem.

Unit Outline: Each student will select a realistic project involving - systems analysis and design; programming and implementation and work independently or in groups under a supervising staff member. Such projects will continue through the full academic year, and periodic reporting and evaluation will take place.

Assessment: Project (100%)

Prescribed Text: Nil

7217 Operating Systems

Unit Adviser: Dr R. Bignall

Second Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: 7211

Corequisite: 7212

Aims: On completion of this unit, students should know the most common functions of computer operating systems; understand the programming and hardware mechanisms used to provide such functions.

Unit Outline: Types of operating systems - single user, real-time, batch, multiple access; Processes and programs - communication between concurrent processes, semaphores, interrupts; Memory management - memory allocation, virtual memory; Input/output - device handling, buffering, spooling; File storage management - directories, security, file organisation, opening and closing files; Resource allocation and scheduling - allocation mechanisms, deadlock, scheduler algorithms, control and accounting; Other topics - job control languages and utilities, protection, reliability and error detection, performance monitoring.
Assessment: Assignments (30%); Examination (70%)

Teaching Methods: Lectures, tutorials.

Prescribed Text:

7218 Data Base Management Systems

Unit Adviser: Mr J. Ang

Second Semester: 4 hours per week – unit value of 1.0 – internal study.

Corequisite: 7217

Aims: Students will become familiar with the principles and terminology of data base management systems; able to use at least one commercial DBMS and associated Query language to design and implement a small data base; able to develop standard reports and answers to ad hoc queries using this system.

Unit Outline: Data base models – relational, hierarchical, networks, data organisation; Data base creation – data analysis, normalisation, data definition languages, schemas, sets; example of data base creation using HPSQL/V report writing, ad hoc queries; Programming language links; Data base management – transaction frequencies, data volumes, access type, paths, security, recovery procedures, reorganisation; Other topics – data base evaluation, information retrieval systems.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:

7221 Computer Programming 2A

Unit Adviser: Mr J.G.K. Harris

First Semester: 3 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: 7122

Aim: To introduce the FORTRAN language as one of the most widely used programming languages in scientific and technical applications.

Unit Outline: Structured flowcharting using design structure diagrams; algorithm design using simple examples (e.g. searching simples sorting); text editing and program compilation linking and loading procedures; representation of data; data types; arithmetic and logical expressions; arrays; strings; selection and loops; subprograms parameter passing; I/O, sequential and random access files.

Teaching Methods: One two-hour lecture per week and one–one hour tutorial per week.

Assessment: Assignments (100%)
Prescribed Text:

Recommended Reading:
*Fortran 77*. ANSI Standard.

**7222 Computer Programming 3A**

Unit Adviser: Mr J.G.K. Harris

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7221

Aims: To introduce commonly used data structures and concepts of algorithmic analysis, and to continue with advanced topics in FORTRAN and cover commonly used file management techniques.

Unit Outline: Introduction to algorithm design and data structures; stacks, queues, deques, lists, directed graphs, binary trees, algorithms; general design considerations; applications to searching, sorting; recursion; ideas of computability and complexity. Advanced FORTRAN using the structured FORTRAN preprocessor: IF .. THEN .. ELSE, DOWHILE .. ENDDO; subprograms; parameter passing; call by reference, value; COMMON; DATA statements; EQUIVALENCE statement; in-core READ and WRITE; FUNCTION intrinsics; system intrinsics; EXTERNAL; dynamic FORMAT. File handling hashing; collision handling; indexed sequential files (KSAM3000); using SORT–MERGE3000.

Teaching Methods: One 2 hour lecture per week and one 2 hour tutorial per week.

Assessment: Assignments (100%)

Prescribed Text:

Recommended Reading:
*FORTRAN 77*, ANSI Standard.

**7223 Operating Systems** (not offered in 1987)

Unit Adviser: Mr L.K. Makin.

Unit value of 1.0 – internal and external study.

Prerequisite: 7123

Aims: To introduce students to the terminology, algorithms and functions associated with computer operating systems.

To study the features of at least two currently available operating systems.
Unit Outline: Types of operating systems; processes and programs; memory management; file storage management; I/O device handling; scheduling and resource allocation; security; job control language.

Teaching Methods: Lectures and tutorials. Detailed study guides are provided.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text: To be advised.

7252 Business Systems 1

Unit Adviser: Mr L.K. Makin

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7151 or 7152

Aims: Students will learn and practise the basic techniques of systems analysis and design.

Unit Outline: Systems analysis – The Systems Lifecycle; systems methodologies. The Tools – information gathering techniques; systems design flowcharts; decision tables; forms design; report writing; file design. The Process – defining the problem; current system study; new system design; new system proposal; programming; debugging; testing; implementation; maintenance and evaluation. Case studies of systems in use.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (100%); Examination (nil)

Prescribed Text:

Recommended Reading:

7261 Real Analysis (not offered in 1987)

Unit Adviser: Dr J.R. Arkinstall

2 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: 7161, preferably with a grade C or better (and 7162 is desirable).

Aim: To introduce Mathematical rigor, through a development of analysis up to uniform continuity, uniform convergence and the Riemann integral. There is strong emphasis upon rigor in proof and its application in critical cases.

Unit Outline: Introduction to axiomatic systems; an axiom system for the real numbers; convergence of sequences and series, decimal representation, power series; limits of functions, continuity, differentiability, the mean value theorem and its consequences; uniform convergence, continuity of the limit function, differentiation and integration of infinite series term by term, application to power series; The Reinmann integral; improper and infinite integrals, Cauchy principal value.
Teaching Methods: Internal – 1 two hour class each week for 14 weeks. External – To supplement the textbook, skeletal class notes and exercises, 5 two hour expository and discussion classes are held over the semester.

Assessment: Assignments (40%); Examination (60%)


Recommended Reading:

7262 Functions of More Than One Variable

Unit Adviser: Dr J.R. Arkinstall

First Semester: 2 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: 7161 (and unit 7163 is desirable)

Aim: To provide students with the techniques of multivariable calculus, in differentiation, optimisation and integration. Its emphasis is upon manipulative skills, with an awareness of technical difficulties.

Unit Outline: Continuity and differentiability of functions of more than one variable; Taylor’s theorem for several variables and its consequences; extreme values; the method of Lagrange multipliers; multiple integrals; change of variable techniques; introduction to partial differential equations.

Teaching Methods: Internal – 1 two hour lecture/tutorial class each week for 14 weeks. External – To supplement self-contained notes, tutorial exercises and assignments; 5 two hour problem solving and expository classes are held over the semester.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text: Nil

Recommended Reading
Buck, R.C. & Willcox, A.B., *Calculus of Several Variables*.

7263 Complex Analysis 1

Unit Adviser: Dr J.R. Arkinstall

First Semester: 2 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: 7161

Aim: To present fundamental material in the calculus of functions of a single complex variable, and investigate some applications of complex variable theory. The emphasis is not on the proofs of theorems in complex variable theory but on applying these results in computations.

Teaching Methods: Internal – 1 two hour lecture/tutorial class each week for 14 weeks. External – To supplement skeletal notes and textbook, together with assignments, 5 two hour problem solving and expository classes are held over the semester.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:

Recommended Reading:

7264 Linear Algebra (not offered in 1987)

Unit Adviser: Dr P.R. Rayment

2 hours per week – unit value of 0.5 – internal and external study.

Prerequisites: 7163 (and unit 7162 is desirable)

Aim: To continue the study of linear algebra beyond unit 7163, emphasizing the general concepts of a vector space and the particular case of an inner product space as unifying threads in mathematics.

Unit Outline: Linear spaces – general concepts, basis and dimension, linear transformations, inner product spaces; orthogonalisation and projection; matrix algebra–diagonalisation theorems for real symmetric matrices, quadratic forms, applications to analytical geometry, numerical methods of eigenvalue analysis for real symmetric matrices.

Teaching Methods: Lectures and tutorials. Detailed study guides are provided.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:
7265 Numerical Methods

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week – unit value of 0.5 – internal and external study.

Prerequisites: 7121 or 7122, 7161 or 7169

Aims: Students will – know some of the algorithms associated with numerical computation; understand the theoretical background of the algorithms; appreciate some of the practical problems of implementing algorithms on a calculator or computer.

Unit Outline: Numerical methods for solving the following types of problems – systems of linear, algebraic equations, non-linear equations, quadrature, ordinary differential equations with initial or boundary conditions; description of various methods and study of their relative merits using computer; comparison of methods by operations count, order of convergence, Taylor series error term.

Teaching Methods: Lectures and tutorials. Detailed study guides are provided.

Assessment: Assignment (60%); Examination (40%)

Prescribed Text:

or

7266 Vector Field Theory (not offered in 1987)

Unit Adviser: Dr A.R. Carr

2 hours per week – unit value of 0.5

Prerequisite: 7262

Aim: To develop the basic results and methods in the differential and integral calculus of vector functions through physical applications, and to introduce Cartesian tensors.

Unit Outline: Vector functions of a single variable and their derivatives; integrals of vector functions along curves and over surfaces; vectors in three dimensions; gradient of a scalar field and divergence and curl of a vector field; orthogonal curvilinear co-ordinates; Stokes’, Gauss’, and Green’s theorems; applications to electromagnetism; tensor algebra, four-vectors in special relativity.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:
Recommended Reading:

7268 *Integral Transforms*

Unit Adviser: Dr A.R. Carr

First Semester: 2 hours per week – unit value of 0.5 – internal and external study.

Prerequisite: 7161 (and unit 7262 is desirable)

Aim: To introduce techniques and applications of several integral transforms, Fourier series, and the Z-transform.

Unit Outline: Variation of parameters, and solution by power series, for ordinary differential equations; separation of variables for partial differential equations; Laplace transforms: properties, and applications to ordinary and partial differential equations and to certain integral equations; the Dirac and Heaviside functions; Fourier series, including half-range expansions and convergence properties; Fourier transforms: properties, and applications to ordinary and partial differential equations; Fourier cosine and sine transforms; Mellin and other integral transforms; the Z-transform and its use for solving linear difference equations and for summing infinite series.

Teaching Methods: Lectures and tutorials.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:

Recommended Reading:

7271 *Distributions and Inferential Techniques*

Unit Adviser: Mrs H.B. Nath

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 7161, 7171

Aims: To develop the basic framework of inferential statistics, emphasising point and interval estimation and hypothesis tests for the parameters of a probability model. Performance criteria and general methodology are both considered in detail. The necessary distribution theory is developed early in the unit.

Unit Outline: Univariate distributions - review of basic concepts, moments, use of moment generating functions, truncated distributions, standard distributions - including negative binomial, log-normal, exponential, gamma, Weibull, beta, chi-squared, t and F distributions; multivariate joint and conditional distributions; multinominal and
multivariate normal distributions; distributions of sample statistics including sample moments and order statistics; point and interval estimation; parametric hypothesis testing — basic concepts, likelihood ratio tests, simple applications; chi-squared goodness-of-fit test; brief introduction to non-parametric methods.

Teaching Methods: Lectures and tutorials.

Assessment: Assignment (50%) Examination (50%)

Prescribed Text:

Recommended Reading:

7282 Linear Programming

Unit Adviser: Dr G.B. Nath

First Semester: 5 hours per week — unit value of 1.0 — internal and external study.

Prerequisites: 7182, 7121 or 7122 (and unit 7163 is desirable)

Aims: To develop the ability to formulate problems as linear programming models. To introduce mathematical solution procedures that seek the determination of the best course of action in a LP model under the restriction of limited resources. To study the effect of changes to certain LP parameters on the optimal solution.

Unit Outline: Characteristics and formulation of linear programming problems; Review of the graphic solution method; The simplex method — including negative variables and artificial variables, the two-phase method, the dual simplex method; Duality and the primal-dual relationship; Post-optimality analysis — including change in objective function coefficients or constraint resources, addition of a new constraint or a new decision variable; Parametric linear programming; LP formulation of transportation and transshipment models; Multi-objective linear programming; Applications and use of available computer packages to solve LP problems.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:

Recommended Reading:
Unit Adviser: Mr R.R. Egudo

Second Semester: 5 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 7221, 7282

Aims: To develop the ability to formulate problems as discrete mathematical programming models and non-linear programming models.
To develop a basis for interpreting mathematical programming models in terms of original problems.
To introduce a spectrum of solution procedures for mathematical programming models including current commercial mathematical programming computer packages.

Unit Outline: All integer and mixed integer programming models, graphical method, cutting plane techniques, branch and bound solution; zero-one programming; Applications – capital budgeting problem, location and allocation problems; Introduction to dynamic programming – solution methods, conversion of linear programming into dynamic programming, dynamic programming as a case of transportation problem, longest and shortest path problems, applications; Non-linear programming – direct search and gradient methods; A brief introduction to separable programming; quadratic programming, and geometric programming; Production planning and replacement problems; The Knapsack problem, applications and uses.

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:

Recommended Reading:

7291 Quantitative Methods 2 (not offered in 1987)

Unit Adviser: Mrs H.B. Nath

4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 7191, and one computing unit is desirable.

Aims: To develop the ability to formulate and solve business problems as linear programming models.
To discuss and construct inventory models for establishing optimal economic policy.
Introduce widely used methods of statistical analysis, an overview of time-series analysis and forecasting techniques.

Unit Outline: Point and interval estimation; Hypothesis testing involving two independant and matched samples; non-parametric tests based on ranks; Chi-squared test for independence, Simple treatment of analysis of variance; Review of simple linear regression, correlation analysis, multiple linear regression, curvilinear regression,
and exponential regression, using available computer packages; Linear programming – review of graphical procedure, the simplex method, dual simplex method, applications and use of computer packages; Deterministic inventory models, problems and applications; Time series – components, trend analysis, smoothing by moving average, exponential smoothing; Introduction to forecasting.

Assessment: Assignments (50%); Examination (50%)

Prescribed Texts:

Recommended Reading:

7321 Computer Applications (not offered in 1987)

Unit Adviser: Mr L.K. Makin

2 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7123

Corequisite: 7351

Aims: To develop the student’s awareness of current trends in computer applications, software and equipment; the social impact of computers and programming language developments.

Unit Outline: Current trends in computer hardware, software and applications; hardware and software evaluation; evolution of programming languages; social implications of computer systems.

Teaching Methods: Lectures, tutorials, seminars, and field visits.

Assessment: Seminar participation and review (40%); Topic presentation (60%)

Prescribed Text: Nil

7351 Database Management Systems

Unit Adviser: Mr J. Ang

First Semester: 5 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7222 or 7251
Aim: To introduce data structures used in database design; the design process and implementation using database software from both a microcomputer and a timesharing system.

Unit Outline: Data organisation; database models – relational, hierarchical, networks; data analysis, normalisation; data definition language, schemas, sets; data manipulation; query languages; programming language links; report writing; mini and micro-computer databases; distributed databases; recovery procedures – transaction frequency, data volumes, access type and paths; evaluation; reorganisation; information retrieval systems.

Teaching Methods: 2 hour lecture/tutorials per week.

Assessment: Assignments (80%); Examination (20%)

Prescribed Text: To be advised.

Recommended Reading:

7361 Philosophy of Mathematics (not offered in 1987)

Unit Adviser: Dr J.R. Arkinstall

2 hours per week – unit value of 0.5.

Prerequisites: At least four units of Mathematics (unit 7162 and/or unit 7261 are useful).

Aims: To introduce students of mathematics to some of the philosophic movements which have shaped, directed, divided and threatened mathematics. The course aims to place these influences in a modern setting, and so achieve a broad view of mathematics.

Unit Outline: A mainly informal consideration of philosophical problems centered on mathematics, with emphasis on the opinions of influential philosophers (e.g. Plato, Kant, Aristotle, Russell) on the nature of mathematics; Main topics are: ancient Greek philosophy and mathematics, the history of infinitesimal concepts, the influence of the axiomatic method, formalism, some history of logic, logicism, intuitionsim from Aristotle to Brouwer, Lakatos’s fallibilist approach.

Teaching Methods: Internal – 1 two hour class each week for 14 weeks. The unit is assessed solely by written work. External – To supplement class notes, textbook and readings, 5 two hour expository and discussion classes are held over the semester.

Assessment: Assignments (60%); Long Essay (40%)

Prescribed Text:

Recommended Reading:
Baum, R.J., Philosophy of Mathematics. Freeman, Cooper, 1973.
Variational Techniques

Unit Adviser: Dr A.R. Carr

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7262

Aim: To develop several topics from classical variational theory, including analytical and approximate methods, and applications in classical mechanics and optimal control theory.

Unit Outline: Philosophy and introduction to variational principles and their applications; Euler–Lagrange equations; broken extremals, Weierstrass–Erdmann conditions; transversality conditions; canonical variables; Hamilton–Jacobi equation; fields of extremals and the Weierstrass excess function; weak and strong extremals; introduction to control and optimal control theory; application to Lagrangian and Hamiltonian formulations of mechanics; introduction to direct methods; including the Rayleigh–Ritz method.

Teaching Methods: Lectures and tutorials. Detailed study guides are provided.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:

Recommended Reading:

Applied Modern Algebra (not offered in 1987)

Unit Adviser: Dr J.R. Arkinstall

2 hours per week – unit value of 0.5.

Prerequisite: 7162

Aims: To continue the development of Group theory from unit 7162.
To introduce students to a variety of applications of modern algebra, particularly in switching circuits, chemical symmetry groups, combinatorics, statistics and data transmission/retrieval.

Unit Outline: Boolean algebra and the design and analysis of switching circuits; Groups, quotient groups, morphism theorems, three-dimensional symmetry groups, crystallographic groups, permutation groups, Polya–Burnside enumeration; Rings, polynomial rings, introduction to algebraic coding theory.

Teaching Methods: Internal – 1 two hour class, which may be lecture, tutorial or workshop each week for 14 weeks. External – To supplement the textbook, and class notes which vary from skeletal to full notes, 5 two hour expository and discussion classes are held over the semester.

Assessment: Assignments (40%); Examination (60%)
7364 Differential Equations

Unit Adviser: Dr A.R. Carr

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 7163, 7262, 7265, 7268 (and unit 7266 is desirable)

Aims: To treat several advanced methods for solving ordinary and partial differential equations, with physical applications, and the use of numerical approximations where appropriate.

Unit Outline: Review of techniques for solving ordinary differential equations; power series method and Frobenius solutions; Bessel functions and Legendre polynomials; separation of variables and use of integral transforms for linear partial differential equations in two or more independent variables; Green’s functions for ordinary differential equations; phase plane and analysis of critical points for linear and non-linear systems; introduction to numerical methods for partial differential equations.

Teaching Methods: Lectures and tutorials. Study guides are also provided.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:

Recommended Reading:

7366 Combinatorics

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: One of 7162, 7163, 7171

Aims: To introduce combinatorics, beginning with the simplest counting arguments, and ending with the student’s choice of topics from graph theory, theory of designs and codes, and combinatorial optimisation. The unit aims to demonstrate the diversity of applications of combinatorial argument, and its relationship with other areas of mathematics.

Unit Outline: Principles of enumeration – elementary counting principles, permutations and combinations, generating functions, recurrence relations, the principle of inclusion-exclusion. Combinatorial structures – block designs, latin squares, difference sets, directed and undirected graphs, combinatorial matrices, systems of distinct representatives. Applications – design of experiments, error-correcting codes,
assignment problems, network flows, applications of graph theory. Emphasis on algorithms.

Teaching Methods: Internal Class - 2 two-hour classes per week for 14 weeks. Classes vary through the semester, with tutorial and workshop sessions later in the course. External Class - to supplement an almost complete set of notes for the unit, with extensive problem sets for which full solutions are provided, 5 two hour expository and discussion classes are held over the semester.

Assessment: Assignments (40%); Examination (60%)

Prescribed Text:

or

7368 Mathematics Project

Unit Adviser: Dr P.R. Rayment (Individual student projects shall be supervised by appropriate members of the Mathematical Sciences Group.)

Full Year: 4–6 hours per week including one hour class contact and 3–5 hours individual work per week – unit value of 1.0 – internal and external study.

Prerequisites: 1262 or 1264, and students will be required to have completed the first and second levels of their course before enrolling in this unit.

Note: This unit is to be taken by all Bachelor of Applied Science students majoring in Mathematics. Students undertaking other areas of major study in the Bachelor of Applied Science degree shall undertake unit 1362 Applied Research Project or unit 7389 Operations Research Project, as appropriate.

Aim: To develop skills in research work, and experience in applying mathematics to a practical problem and pursuing theoretical studies directed towards that problem.

Unit Outline: This is the final unit of a sequence, the aims of which are given in the unit outline for unit 1162. The three themes of 1162 and 1262, together with previous studies in the major area, are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required. Students are required to maintain regular contact with their project supervisor(s).

Teaching Methods: Seminars, tutorials and supervised individual project work.

Assessment: Seminar Presentation (10%); Interim Project Reports (20%); Final Project Report (70%)

Prescribed Text: Nil

Recommended Reading:
Individual literature search and reading program related to the project topic.
7371 Statistical Inference (not offered in 1987)

Unit Adviser: Dr P.R. Rayment

4 hours per week – unit value of 1.0

Prerequisites: 7264, 7271, 7373

Aims: To continue the study of statistical inference beyond unit 7271. In particular, the unit develops inferential techniques for the general linear model, and introduces the decision theory and Bayesian approaches to inference. Non-parametric inference and inference for finite population models and are also covered.

Unit Outline:
(i) The general linear model: the method of least squares, estimability, the Gauss-Markov Theorem; hypothesis-testing – the likelihood ratio test for the case of normal disturbances. Analysis of Variance for experimental design models – including the balanced incomplete block design. The analysis of covariance. Introduction to components of variance models.
(ii) Non-parametric methods: theory and application of simple tests based on racks and runs; the goodness-of-life problem – Kolmagorov-Smirnov statistics.
(iii) Sample Survey Theory: theory of simple and stratified random sampling; brief consideration of other sampling methods.
(iv) The Decision Theory Viewpoint: basis framework, the Bayesian approach to estimation and tests.

Teaching Methods: Lectures, tutorials and provision of study guides and assignments.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text: Nil

Recommended Reading:

7373 Applied Statistics

Unit Adviser: Dr P.R. Rayment

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 7121 or 7122, and 7171

Aim: To develop an understanding of some of the most widely used methods of statistical data analysis, from the viewpoint of the user, with an emphasis on planned experiments. Students will become familiar with some of the standard statistical packages.

Unit Outline: Parametric and non-parametric procedures to compare two independent and matched samples; review of simple linear regression; multiple linear regression – analysis of residuals, choice of explanatory variables; non-linear relationships; basic principles of experimental design; one-way and two-way analysis of variance models; multiple comparison techniques; Kruskal-Wallis test; basic sampling techniques including simple random sampling, stratified random sampling and systematic sampling;
Teaching Methods: Lectures, tutorials and provision of study guides and assignments.

Assessment: Assignments (50%); Examination (50%)

Prescribed Texts:

Recommended Reading:

7381 Queueing and Inventory Models

Unit Adviser: Mr R.R. Egudo

First Semester: 4 hours per week – unit value 1.0 – internal and external study.

Prerequisites: 7182, 7221, 7271

Aims: To describe and discuss the nature and structure of queueing and inventory problems.
To construct an economic model as part of establishing an optimal policy.

Unit Outline: Queueing Processes – finite and infinite, single-server and multi-server models; Pollaczek-Khintchine formula; Applications of queueing models in communication, manufacturing, transportation and service industries. Structure of Inventory Models – deterministic single item and multiple items models; Probabilistic models with random demand and random lead time, both in discrete and continuous space; Application studies.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:


**7382 Simulation**

Unit Adviser: Mr R.R. Egudo

Second Semester: 5 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 7221, 7381

Aim: To discuss the nature and basic features of simple systems and compare observations with simulated models.

Unit Outline: Introduction to simulation; Generation of random numbers and their role in simulation; Role of the computer in simulation; Model development; Applications to queuing models, inventory models, etc.; Development of financial and corporate modelling programs; Practical business and industrial applications.

Assessment: Assignments (60%); Examination (40%)

Prescribed Text:

Recommended Reading:

**7383 Network Analysis**

Unit Adviser: Mr R.R. Egudo

Second Semester: 5 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 7171, 7221, 7284

Aims: To study the nature and characteristics of a project and project management. To analyse and apply proper algorithms to various network models.

Unit Outline: Decision networks, Minimal spanning trees, shortest route problems, Sequencing problems, Introduction and history of PERT-CPM networks, Areas of application: Activity times, crashing activity times, cost analysis; Planning, scheduling and controlling project costs; Alternative forms of networks; Practical applications.

Assessment: Assignments (50%); Examination (50%)

Prescribed Texts: To be advised.
Recommended Reading:

7384 Reliability and Life-Testing (not offered in 1987)

Unit Adviser: Dr G.B. Nath

3 hours per week in first semester and 2 hours per week in second semester – unit value of 1.0 – internal study.

Prerequisites: 7271, 7282

Aims: To introduce and discuss the basic concepts of reliability theory. Develop quantitative techniques necessary for reliability analysis, including applications in maintenance and replacement models.

Unit Outline: Failure distributions and estimation of parameters; life distributions based on ageing; maintenance and replacement models; systems reliability; accelerated life-test experiments and analysis; reliability study of complex structures using birth and death processes; practical industrial applications.

Assessment: Assignments (50%), Examination (50%)

Prescribed Text: To be advised.

Recommended Reading:

7389 Operations Research Project

Unit Co-ordinator: Dr G.B. Nath (Individual student projects shall be supervised by appropriate members of the Mathematical Sciences Group.)

Full Year: 4 hours per week – unit value of 1.0 – internal and external study.
Prerequisites: 1262 or 1264, and students will be required to have completed the first and second levels of their course.

Note: This is to be taken by all B.App.Sc. students majoring in Operations Research and Computing Methods. Students undertaking other areas of major study in the B.App.Sc. degree shall undertake unit 1362 Applied Research Project or 7368 Mathematics Project, as appropriate.

Aims: This is the final unit of the course sequence. It aims to develop the necessary expertise to perform applied research and consultancy, to provide foundations to apply developed skills to practical problems.

Unit Outline: This is the final unit of scientific thought and methods sequence, the aims of which are given in unit outline for the unit 1162. The three themes of units 1162 and 1262, together with previous studies in the major area are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required.

Assessment: Seminar presentation (20%); Interim project reports (10%); Final project report (70%)

Prescribed Text: Nil

Recommended Reading:
Individual literature search and reading program related to the project topic.

7391 Forecasting

Unit Adviser: Mrs H.B. Nath

First Semester: 5 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 7271 or 7291; (unit 7121 or 7122 is useful)

Aims: The unit is designed to introduce a range of quantitative and qualitative forecasting techniques. The main emphasis is on the application and evaluation of forecasting methodologies rather than their theoretical formulation and verification.

Unit Outline: Characteristics and essentials of forecasting. Introduction to time-series analysis; forecasting techniques – choice and applicability; forecasting based on – regression analysis, moving averages and exponential smoothing, Delphi method, subjective probability; technological forecasting techniques and applications; an overview of advanced forecasting techniques – adaptive filtering, Box-Jenkins method, econometric models. Use of computer packages to compare forecasting techniques and to prepare forecasts.

Assessment: Assignments (50%); Examination (50%)

Prescribed Text:

Recommended Reading:

**7392 Marketing Research Methods** (not offered in 1987)

Unit Adviser: Dr G.B. Nath

Unit value of 1.0 - internal study.

Prerequisites: 7271, 7282; unit 7391 is desirable.

Aims: Introduce concepts and tools for effectiveness of marketing planning. Formulate marketing problems in mathematical terms. Construct quantitative techniques for marketing analysis and decision making.

Unit Outline: Marketing research role, definition and organisation. Problem formulation; Bayesian, prior and preposterior analysis. Marketing systems - predictive and normative theory; fundamental role of economics and operations research in marketing programming. Macromarketing and micromarketing decision making - including distribution, price, sales and advertising models. Brand share models and sales models for established and new products. Marketing information systems - including major approaches to gathering information, processing information and utilizing information. Statistical tools for analysing data.

Assessment: Assignments (40%); Small Project (20%); Examination (40%)

Prescribed Text: To be advised.

Recommended Reading:

**8141 Human Care Nursing Science 1: Promoting Health**

Unit Adviser: Miss J. Webb

First Semester: 13 hours per week - unit value of 1.5 - internal study.

Prerequisite: Nil

Corequisites: 1114, 1191, 6190

Aim: To introduce the student to the belief that nursing is a caring science; to the concept of health and its subjective nature; to the concept of a needs hierarchy to maintain health; to ethical values systems and the roles of health professionals and community groups in the provision of health directed care.

Unit Outline: This unit provides an introduction to concepts related to the health of individuals throughout the lifespan. Nursing assessment skills necessary to understand
the healthy individual are introduced within the context of nursing process. Emphasis is placed on the nursing process as an approach to disciplined enquiry, particularly within the context of Watson's Conceptual Framework of Nursing. Clinical experience allows students to observe and assess individual developmental stages including use of beginning nursing interventions related to caring (i.e. therapeutic communication).

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment: Assignments (25%); Examination (25%); Clinical Practice (50%)

Prescribed Text:

8142 Human Care Nursing Science 2: Promoting Health

Unit Adviser: Miss J. Webb

Second Semester: 20 hours per week – unit value of 1.5 – internal study.

Prerequisites: 8141, 1141

Corequisite: 1115

Aim: To expand the concept of health to include the effect of minimal health impairment; to introduce the student to the practicalities of assessment, planning and implementation of care; to examine nurse education in Australia in an historical context.

Unit Outline: This unit expands on the theme of health of individuals throughout the lifespan, particularly examining individuals with problems related to minimal health impairments and the resultant impact on their families. Nursing assessment skills within the context of the nursing process are further developed in the laboratory and in the clinical setting. Emphasis is placed upon disciplined enquiry in the process of care delivery. The concept of the nurse as a teacher is highlighted as well as ethical and legal considerations of nursing practice. Statistics is introduced in order to assist students to begin to read nursing research papers critically.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment: Assignments (25%); Examination (25%); Clinical Practice (50%)

Prescribed Text:

8241 Human Care Nursing Science 3: Caring for the Sick and Restoring Health

Unit Adviser: Mrs F. Abramowich

First Semester: 18 hours per week – unit value of 1.5 – internal study.

Prerequisites: 8142, 6190, 6191, 1115, 1121, 1192

Corequisites: 1214, 1101

Aim: To provide the student with an introduction to the formal study of nursing as the art and science of human care for acute illness.
Unit Outline: This unit introduces students to concepts related to the illness experience in a hospital environment. Appropriate nursing interventions will be explored and practiced to assist patients and their families to cope with illness at various stages of the life cycle. Nursing interventions will be based upon assessment skills developed from an understanding of interruptions to health and a knowledge of measures utilised to restore wellness. Nursing knowledge gained from research will be utilised in theoretical and clinical teaching and students will be encouraged to utilise disciplined enquiry in care delivery as well as teaching/learning strategies.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment: Assignments (30%); Examination (20%); Clinical Practice (50%)

Prescribed Text: To be advised.

8242 Human Care Nursing Science 4: Caring for the Sick and Restoring Health

Unit Adviser: Mrs F. Abramowich

Second Semester: 23 hours per week – unit value of 2.0 – internal study.

Prerequisites: 8241, 1214

Corequisite: 1215

Aim: To provide the student with an expanded knowledge and understanding of acute illness with particular reference to critical, long-term and terminal illness.

Unit Outline: This unit further develops concepts and skills related to the care of ill patients. Emphasis is placed on increasingly complex nursing interventions in varied acute care settings. Nursing knowledge gained from research will be utilised in theoretical and clinical teaching and students will be encouraged to utilise disciplined enquiry in care delivery as well as teaching/learning strategies.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment: Assignments (30%); Examination (20%); Clinical Practice (50%)

Prescribed Text: To be advised.
INTRODUCTION

The School of Business offers the following awards:

Associate Diploma in General Administration – By external study only
Bachelor of Business – Three year full-time course, or equivalent part-time external study
Graduate Diploma in Accounting – By external study only
Graduate Diploma in Labour/Management Relations – By external study only

ASSOCIATE DIPLOMA IN GENERAL ADMINISTRATION

This course is primarily for persons occupying supervisory positions in industry and government e.g., office manager, credit manager, factory manager or section head. The aim of the course is to enable such persons to be better equipped to perform the functions required of them in their chosen employment.

The course consists of eight units of study over two years by external study only. It is expected that those wishing to undertake such a course will probably be in employment already and will undertake the course outside normal working hours. The external study mode is particularly appropriate for such people. Persons completing the course will be eligible for associate membership of the Institute of Business Administration to whom application must be made.

Entry Level

Admission to the course will be open to applicants who possess an appropriate post-secondary qualification. A limited number of applicants who lack the formal qualification but who have extensive and relevant work experience may also be admitted.

Course Outline

To qualify for the award students must successfully complete a minimum of eight one-semester units of study, which include six compulsory units and a minimum of two elective units.

A student will be exempted from any unit where an equivalent unit has already been completed at post-secondary level. In such cases a student must select an additional elective unit(s) in substitution for the unit(s) so exempted.

Level One
Semester One
3168 Principles of Administration
7159 Computer Applications in Business

Semester Two
3149 Financial Management
3171 Economic Analysis
Level Two
Semester One
Two of the following electives (not all electives are offered each year):
3164 Office Administration
3165 Public Administration
3167 Farm Administration
3172 Health Administration
3180 Marketing
5690 Factory Administration

Semester Two
3169 Personnel Management
3181 Business Applications

Students are expected to complete the level one units before proceeding to level two. Students who have not completed the four level one units may only proceed to second level units with the express permission of the Head of School.

For further information on the course please contact the Head of School, Mr Eric Thorne.

BACHELOR OF BUSINESS

The course was introduced in 1978 and re-accredited in 1983. It provides an opportunity for both school leavers and those already in employment to undertake a Business course that is flexible and adaptable, not only to the specific needs of each individual but also to a constantly changing economic and industrial environment.

To qualify for the Degree:

(a) A candidate must complete at least twenty-four semester units from units approved for the degree including a compulsory "core" comprising:--

3140 Introductory Accounting A
3141 Introductory Accounting B
3150 Introduction to Law
3151 Contracts
3161 Introduction to Administrative Studies
3162 Administrative Theory and Functions
6100 Introduction to Economics
6201 Macroeconomics
7152 Computers in Business
7191 Quantitative Methods 1

(b) A candidate must complete:--

(i) A major study of at least six semester units in at least one business teaching area, and two sub-majors of at least four semester units in two other business teaching areas, or

(ii) Two major studies of at least six semester units in two business teaching areas.

The business teaching areas are:

Accounting
Administrative Studies
Economics
Law

At the present time, Accounting, Economics and Administrative Studies are available as majors and/or sub-majors whilst Law is available as a sub-major only;
A candidate may include up to six semester units, offered at degree level by other schools at the Gippsland Institute.

**External Studies**

Most of the units in the Bachelor of Business course will be offered externally. Details can be found in the Unit Outlines section.

**Prerequisites**

A student may normally not enrol in any unit for which prerequisites have not been successfully completed.

**Academic Progress**

Students should select their program of studies with guidance from academic staff and subject to the approval of the Head of School of Business. This guidance will extend to counselling concerned with meeting the requirements for membership of professional bodies.

**Business Teaching Areas**

**Accounting (Major)**

As from 1984 the course includes an Accounting Major with a minimum of six units. Additional accounting units are also provided for students who wish to make a career in Accounting.

The following Accounting units are available to students undertaking the Bachelor of Business degree.

- 3140 Introductory Accounting A
- 3141 Introductory Accounting B
- 3242 Cost Accounting
- 3244 Management Accounting
- 3245 Corporate Accounting
- 3341 Accounting Theory and Current Issues
- 3342 Auditing
- 3343 Accounting Research Project
- 3344 Project Planning and Control
- 3345 Business Finance I
- 3348 Advanced Financial Accounting
- 3349 Business Finance II

To major in Accounting the first five units are compulsory. Students seeking membership of the professional accounting bodies in Australia must complete the Bachelor of Business degree including not less than nine accounting units and four specified law units. The units are:

- Accounting
  - 3140 Introductory Accounting A
  - 3141 Introductory Accounting B
  - 3242 Cost Accounting
  - 3244 Management Accounting
  - 3245 Corporate Accounting
  - 3341 Accounting Theory and Current Issues
  - 3342 Auditing
  - 3345 Business Finance I
  - 3348 Advanced Financial Accounting Law
Introduction to Law
3150 Contracts
3250 Business Organisation
3251 Taxation Law and Practice

Students who have successfully completed a significant part of the accounting major of eight units in existence prior to 1984 may if they wish complete that major. To complete that major of eight units it will be necessary to take equivalent units from the restructured accounting program set out above. Graduates after 1985 will find it necessary to take unit 3348 Advanced Financial Accounting to ensure that all professional accounting bodies requirements have been met.

Major Prior to 1984

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>3140</td>
<td>Introductory Accounting A</td>
</tr>
<tr>
<td>3141</td>
<td>Introductory Accounting B</td>
</tr>
<tr>
<td>3240</td>
<td>Decision Making and Business Finance</td>
</tr>
<tr>
<td>3241</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>3340</td>
<td>Corporate Accounting</td>
</tr>
<tr>
<td>3341</td>
<td>Accounting Theory and Current Issues</td>
</tr>
<tr>
<td>3342</td>
<td>Auditing</td>
</tr>
<tr>
<td></td>
<td>Accounting Elective</td>
</tr>
</tbody>
</table>

Equivalents

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3140</td>
<td>Introductory Accounting A</td>
</tr>
<tr>
<td>3141</td>
<td>Introductory Accounting B</td>
</tr>
<tr>
<td>3244</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>3242</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>3245</td>
<td>Corporate Accounting</td>
</tr>
<tr>
<td>3341</td>
<td>Accounting Theory and Current Issues</td>
</tr>
<tr>
<td>3342</td>
<td>Auditing</td>
</tr>
<tr>
<td>3345</td>
<td>Business Finance I</td>
</tr>
</tbody>
</table>

Internal Students

A suggested study program which would meet the requirements of the professional accounting bodies is as follows:

Level One

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>3140</td>
<td>Introductory Accounting A*</td>
</tr>
<tr>
<td>3150</td>
<td>Introduction to Law*</td>
</tr>
<tr>
<td>3161</td>
<td>Introduction to Administrative Studies*</td>
</tr>
<tr>
<td>6100</td>
<td>Introduction to Economics*</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3141</td>
<td>Introductory Accounting B*</td>
</tr>
<tr>
<td>3151</td>
<td>Contracts*</td>
</tr>
<tr>
<td>3162</td>
<td>Administrative Theory and Functions*</td>
</tr>
<tr>
<td>6201</td>
<td>Macroeconomics*</td>
</tr>
</tbody>
</table>

Level Two

Semester One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3242</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>3250</td>
<td>Business Organisation</td>
</tr>
<tr>
<td>6101</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>7191</td>
<td>Quantitative Methods 1*</td>
</tr>
</tbody>
</table>

Semester Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>3244</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>3245</td>
<td>Corporate Accounting</td>
</tr>
<tr>
<td>3251</td>
<td>Taxation Law and Practice</td>
</tr>
</tbody>
</table>

Plus one optional unit
Level Three
Semester One
3345 Business Finance I
3348 Advanced Financial Accounting
Plus two optional units

Semester Two
3341 Accounting Theory and Current Issues
3342 Auditing
Plus one optional unit
* Compulsory units for the Bachelor of Business.

Optional units should be selected after consultation with members of the academic staff. In selecting these units due regard must be had for the major, and sub-major requirements of the degree. Units offered by the School of Applied Science include 7252 Business Systems and 7291 Quantitative Methods 2 to allow further studies in those areas.

Administrative Studies (Major)

Rationale and Objectives

The aim of the course is to develop conceptual understanding and basic skills in a vocationally oriented academic discipline relevant to the full spectrum of professional, business and governmental occupations. Wherever possible, the course will build upon the previous experience of students, many of whom will be part-time and external students with a background of administrative work and responsibility. The course is designed, first, to equip students with the basic knowledge, concepts, tools and techniques necessary to appraise problems and make decisions within complex organisational contexts and to take account of a wide variety of social, economic, and political factors; second, to provide a rigorous academic framework for the development of leadership skills based upon human relations training; third, to establish a sound basis for the subsequent assimilation of administrative study and experience.

The major is designed as a broad-based course to meet the changing needs of practising professionals as well as providing an academic framework for personnel involved in more general fields of people-management and business decision-making. As such, it recognises that increasingly the professions are practised by salaried employees working within the context of small, medium or large organisations. In acknowledging the shift of most professional settings away from the single-practitioner model towards corporate employment, the course attempts to come to terms with the way in which professionals today are acquiring increasing managerial responsibility as well as widening obligations not just to individual clients but to society at large.

Structure of the Administrative Studies Major

To complete the major a student would be required to satisfy the examiners in six of the following units. Those units which are marked with an asterisk are compulsory.

Level One
3161 Introduction to Administrative Studies*
3162 Administrative Theory and Functions*
**Level Two**

3265 Organisational Behaviour*

Optional Units available in Levels Two and Three:
3266 Management Methods and Decision Making
3360 Organisational Change and Development
3362 Industrial Relations
3363 Public Enterprise
3364 Research Project in Administrative Studies
3365 Personnel
3366 Introduction to Marketing
3367 Business Planning and Policy

Students completing a sub-major in Administrative Studies would be required to complete the units:

3161 Introduction to Administrative Studies
3162 Administrative Theory and Functions
Plus two of the other units listed above.

Students who plan an Administrative Studies Major will find it useful to undertake studies in Law, Economics and Accounting, whilst other units such as Organisational Psychology and Politics may well be complementary. On completion of the major in Administrative Studies, students are eligible to gain membership of the Institute of Business Administration. In addition, depending on course structure design, it is anticipated that students will gain eligibility for membership of the Institute of Personnel Management of Australia to whom application should be made.

**Economics (Major)**

Students enrolling in the Bachelor of Business degree may elect to complete a major of at least six units of Economics, or may select fewer Economics units as electives to support their chosen majors. Units available to Bachelor of Business students are:

6100 Introduction to Economics
6201 Macroeconomics
6101 Microeconomics
6202 Advanced Macroeconomics
6300 Economic Development
6301 Economics of the Environment
6303 Labour Economics
6304 Money and Banking
6305 International Trade and Finance

Students enrolling in Economics at the Institute for the first time will normally take 6100 Introduction to Economics in first semester and 6201 Macroeconomics in second semester of their first year, and 6101 Microeconomics in first semester of second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at secondary school are not prerequisites for the study of Economics at the Institute – the only prerequisite is the desire to understand how economic systems operate.

**Law (Sub-Major)**

Law is offered as a sub-major in the Bachelor of Business degree. Students who major in Accounting will need to complete four units: 3150 Introduction to Law, 3151 Contracts, 3250 Business Organisation, 3251 Taxation Law and Practice, if they wish
to gain admission to the professional accounting bodies. Students majoring in other areas may wish to take a law sub-major or a number of law units which will support their area of major study. In addition to the four units mentioned above, a number of optional units will be available from time to time both to internal and external students. Availability will depend on the other commitments of the members of staff and the number of students opting for a unit. Subject to that, the following units will be available as options:

3350 Administrative Law
3351 Industrial and Labour Law
3352 Advanced Taxation
3353 Consumer Law
3354 Creditor's Rights

In addition to supporting areas of major studies, the law component in the Business degree is designed to acquaint students with the legal problems they might encounter in their careers, and to equip accountancy students for professional practice.

The law units are also available for study by students undertaking the Institute's multidisciplinary degree.

GRADUATE DIPLOMA IN ACCOUNTING

This course has been designed to provide an entry to professional accounting bodies for graduates of non-business courses. Successful completion of the course will satisfy the educational requirements for admission to the qualifying studies of either the Chartered Accountants of Australia or the Australian Society of Accountants.

Entry Requirements

To be eligible for admission to the course, the following requirements must be met:

(a) A degree from a recognised University or College of Advanced Education, or

(b) A three year (post Year 12) Diploma from a College of Advanced Education, or

(c) Tertiary qualifications deemed equivalent to the above.

In all cases, the first qualification must be in a non-accounting area.

All applicants for the course are encouraged to attend a personal interview to discuss the course together with their qualifications and experience.

The key selection criteria will be an assessment of whether the applicant possesses the experience and ability likely to lead to successful completion of the course as indicated by previous academic achievement and work experience.

Duration of the Course

The course will only be offered on an external basis. The course consists of fourteen one-semester units normally expected to be taken over a period of five or more semesters.

Credits and Exemptions

Credits up to a maximum of five units may be granted for equivalent units completed in previous study within the last five years before admittance to this course.
Course Outline

Stage One
Semester One
3810 Introductory Accounting
3812 Quantitative Methods
3814 Business Law

Semester Two
3811 Economic Policy
3815 Commercial Data Processing
3830 Accounting Theory

Stage Two
Semester One
3813 Cost Accounting
3822 The Law of Companies, Partnerships and Trusts
3824 Business Finance

Semester Two
3820 Management Accounting
3821 Corporate Accounting
3825 Taxation

Stage Three
Semester One
3823 Advanced Financial Accounting
3831 Auditing

For further information on the course contact the course co-ordinator, Mr John Rayment.

GRADUATE DIPLOMA IN LABOUR/MANAGEMENT RELATIONS

The Graduate Diploma is designed primarily for graduates employed or seeking to be employed in labour/management relations and those with substantial personnel and/or industrial relations experience. Labour/management relations may be one of the responsibilities of applicants.

The course is available on an external studies basis only. It consists of eight one-semester units and two one-week compulsory residential schools per year. Students study seven compulsory units and one elective unit which is taught in second semester in the second year. In addition first year students are encouraged to attend the weekend schools for the similar units in the Associate Diploma in General Administration or Bachelor of Business. In second year, students specialise in either personnel or industrial relations.

The residential schools in 1987 will be held from Tuesday 27 January 1987 to Friday 30 January 1987 inclusive and Monday 6 July 1987 to Friday 10 July 1987 inclusive, and during the schools students are strongly encouraged to live on campus. Students may arrive on campus the evening prior to the first day of the residential school. A charge will be made for accommodation, evening meals and light refreshments.
Entry Level

The admission requirements for the Graduate Diploma are:

(a) An acceptable degree or diploma coupled with at least two years work experience, or
   An acceptable degree or diploma coupled with work experience in personnel or industrial relations, or
   Significant work experience in a personnel or industrial relations role, for example: Trade Union Organiser/Researcher, Personnel Officer.

(b) A letter from the applicant’s employer confirming the employer is aware of the course requirements and, specifically, that the intending student will be required to attend residential schools. (This requirement will be waived if the applicant is self-employed or unemployed).

Application for admission into the course will not be considered unless it is accompanied by the letter from the employer. In addition, graduates or students who have partially completed other tertiary courses should forward certified copies of their previous studies.

Course Outline

Students will be required to complete eight one-semester units. Where a student has completed an equivalent subject elsewhere, the student may be awarded a credit on the basis that another unit is studied in lieu, towards the Graduate Diploma. A maximum of two units may be granted.

Level One
Semester One
3901 Management Theory and Practice
3902 Industrial Relations

Semester Two
3903 Personnel Management
3905 Industrial Law

Level Two
Semester One
3265 Organisational Behaviour
3906 Industrial Relations Policy and Practice
OR
3908 Personnel Policy and Practice

Semester Two
3909 Research Project in Labour/Management Relations
PLUS One elective
Those students electing to study the industrial relations stream study 3906 Industrial Relations Policy and Practice and those opting for the personnel stream study 3908 Personnel Policy and Practice.

The electives offered to students are:
3904 Issues in Labour Economics
3910 Contemporary Issues in Labour/Management Relations
or in some instances, a complementary subject from the Bachelor of Business.

For further information on the course please contact Mr Eric Thorne, Head, School of Business, phone (051) 220 380.
UNIT OUTLINES

3140 Introductory Accounting A

Unit Advisers: Mr J. Cooney, Ms W. Cook, Ms S. Harrold

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: Introductory Accounting A is aimed at developing a broad perspective of the concepts of business and accounting. Students will be introduced to a wide range of issues including: the concept of business and business objectives; the concept of accounting; basic business systems; the theoretical bases of accounting; accounting procedures; design and operation of records and systems, classification and control of data; report formats.

Prescribed Text: To be advised.

3141 Introductory Accounting B

Unit Advisers: Mr J. Cooney, Ms W. Cook, Ms S. Harrold

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3140

Unit Outline: This unit examines a number of specialist areas in accounting whilst further developing the concepts studied in 3140. Major topics are: the development of accounting standards, advanced accounting classification, partnerships, not-for-profit organisations, pastoral accounts, basic statements of source and application of funds, basic analysis and interpretation of financial statements.

Prescribed Text: To be advised.

3144 Accounting

Unit Adviser: Mr J. Rayment

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

This unit is provided for the Associate Diploma in Computing Course only.


Prescribed Text: To be advised.

3149 Financial Management

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – external study.

This unit is provided for the Associate Diploma in General Administration only.
Unit Outline: The course will cover the following topics:
(a) Overview of business environment and financial management.
(b) Capital Investment Analysis – time value of money; techniques for capital investment analysis and introduction to risk concepts.
(c) Financing Decisions – sources of finance, leverage and capital structure.
(d) Management of Working Capital.
(e) Tools of Financial Analysis and Control – financial statement analysis; funds analysis and financial forecasting and budgeting and performance measurement.

Prescribed Text: To be advised.

3150 Introduction to Law

Unit Adviser: Mr I. Henry

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: This unit aims to provide the student with an insight into the operation of our legal system. It is designed both to provide a basis for the study of future law subjects or for the student with a general interest in law only who will not be doing further law units. The unit is a prerequisite for most other law units. Specific topics include the nature of law, the function of law, understanding the operation of our legal process, the Commonwealth Constitution, Statutory interpretation and the precedent system.

Prescribed Texts:
Maher, Waller & Durham, An Introduction to Law. Law Book Co.

3151 Contracts

Unit Adviser: Dr V.G. Venturini

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3150

Unit Outline: This unit, as the name suggests, involves a study of contractual law. The subject commences by examining what a contract is and the general principles of contractual law. We then move on to examine specific types of contracts such as agency, sale of goods, insurance, negotiable instruments.

Prescribed Texts:

3161 Introduction to Administrative Studies

Unit Adviser: Mr D.G. Evans

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil
Unit Outline: This unit has two parts. The first part covers a basic introduction to individual differences in the context of perception, ability, personality, motivation and behaviour. Interpersonal communication processes and group dynamics are examined at a basic level. The second part provides a broad overview of organisation theory from its foundations in classical sociological theories to contemporary concepts.

Prescribed Texts:

3162 Administrative Theory and Functions

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3161

Unit Outline: Students will examine the development of management thought and the contribution of major theorists. Through an examination of the functions of management students will be introduced to the characteristics of formal organisations, management of organisational change and the management of the human resources. An opportunity will be taken to examine contemporary issues in management development.

Prescribed Texts:

3164 Office Administration

Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3168

This unit is provided for the Associate Diploma in General Administration only.

Objectives:
1. To concentrate on the processing of information and the inter-relationships among employees, equipment and work processes.
2. To consider selected aspects of the process of office management.

Content: Function and location of the office; Information and office management; Systems analysis and design; Records management; Report writing; Equipment (including computers); Quality and quantity control; Budgetary and cost control.

Prescribed Text:
3167 Farm Administration

Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3168

This unit is provided for the Associate Diploma in General Administration only.

Objectives:
1. To introduce the student to farm recording systems, both physical and financial.
2. To provide an understanding of the uses of records to aid farm management decision making.
3. To provide an appreciation of the applications of financial analysis, budgeting and control to administration of the farm business.

Content:
1. The role and function of the farm office;
2. Records for management and tax;
3. Physical records – types and uses;
4. Financial records – types and uses;
5. Using records as management aids;
6. Farm business planning and financial control, Physical farm planning, Financial analysis, Farm budget; partial, whole farm, cash flow, financial control.

Prescribed Texts:

3168 Principles of Administration

Unit Adviser: To be advised.

First and Second Semester: 4 hours per week – unit value of 1.0 – external study in first semester and internal and external study in second semester.

Prerequisite: Nil

This unit is provided for the Associate Diploma in General Administration and the Associate Diploma in Computing.

Objectives:
1. The unit is designed to introduce the student to management theory and to relate the theory to public and private organizations.
2. To provide a framework in which management functions and issues can be examined.

Content:
Students will be introduced to the development of management thought, the functions of management and specific issues in management practice. Case studies will be examined to resolve administrative problems.

Prescribed Texts:

126
Personnel Management

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3168

This unit is provided for the Associate Diploma in General Administration.

Objectives:
1. To outline the role of the personnel function.
2. To consider the functions of the personnel function.

Content:
1. Functions of the Personnel Department, Organisation of Personnel, Staff v. Line activities; respective responsibilities.
3. Contemporary issues in Australian personnel practice. e.g. Occupational health and safety, industrial relations and equal employment opportunity.

Prescribed Text:

Economic Analysis

Unit Adviser: Mrs S. Richardson

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

This unit is provided for the Associate Diploma in General Administration.

Objectives:
The objective of the unit is to specifically meet the needs of course participants, which were seen to be as follows:
To provide a broad and general introduction to Economics, which concentrates on pragmatic issues rather than conceptual rigour.
To be as well-rounded as a single semester unit permits;
To concentrate on the application of simple economic tools towards an understanding of current economic issues.

Content:
1. A brief introduction to the existing business structure, tracing the history of industrial concentration and the advent of the multinationals.
2. An introduction to the basic micro-economic concepts of supply and demand, elasticity, costs of production and marginality, monopolistic and oligopolistic behaviour.
3. An introduction to the Australian economic system and its increasing interdependence with the international economy. An examination of the use of wages, monetary, fiscal, protection and exchange rate policies as economic tools for the achievement of the economic objectives of growth/development and stability, "full" employment, income distribution and balance of payments equilibrium.
3172 Health Administration

Unit Adviser: Mr R. Wellard

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3168

This unit is provided for the Associate Diploma in General Administration.

Objectives: This unit is designed to:
1. Provide students with an overview of the social and economic environment of health care in Australia and the structures, functions and processes which occur in the health care delivery system.
2. Examine major themes and issues in health administration and develop appropriate and relevant management knowledge and skills.

Content: The content of the unit will use a simple organizational systems model as the framework for the themes and topics introduced to students. The model is derived from the work of Leavitt (1964) and uses the following categories for organizing the content of the course:
1. The Environment of Health and Health Care Provision;
2. The Institutional and Organizational Structures in Health Care Provision;
3. Task Systems and Processes in Health Care;

In addition to the above categories there will be a segment designed to provide an introduction and overview and a final segment designed to provide students with a review of their learning and suggestions about ways in which they might further develop and apply their ideas.

Prescribed Text: To be advised.

3180 Marketing

Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3168

This unit is provided for the Associate Diploma in General Administration.

Objectives:
1. This unit services to identify marketing as a function of management and to differentiate this from sales, advertising, etc.
2. The unit will identify particular aspects of the marketing function and integrate these aspects to give a full picture.
3. The unit will encompass restrictions on 'open' marketing by reference to certain legislation including the Trade Practices Act.
Content: Marketing and its place in the firm; Distribution channels; Identifying the market; Market research; Packaging; Pricing; Sales promotion and advertising; Legislative and other restrictions on free marketing;

Prescribed Text: To be advised.

3181 Business Applications

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3168

This unit is provided for the Associate Diploma in General Administration.

Objectives: To integrate the academic and practical work of students in the Associate Diploma in General Administration.

Content: The unit is broken into four sections:
1. Management Theories;
2. Employment Problems: Grievances and Discipline;
3. Organisational Change;
4. Business Planning;

Prescribed Text: Detailed reading lists will be provided for each section of the course.

3242 Cost Accounting

Unit Advisers: Mr M. Vertigan, Mr J. Rayment

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3141

Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting or for materials, labour and overheads, job costing, process costing, standard costing, joint and by-product costs, absorption and direct costing, relevant costs and evaluating alternatives, gross profit analysis, relevant costs for for decision making.

Prescribed Text: To be advised.

3243 Engineering Finance

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

This unit is provided for the Associate Diploma in Engineering Supervision only.


Prescribed Text: To be advised.
3244 Management Accounting

Unit Advisers: Mr M. Vertigan, Mr J. Rayment

Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisite: 3242

Unit Outline: Decision theory, decision tree analyses, linear programming, network analyses, management information systems, management by objectives, setting corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, long range planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.

Prescribed Text: To be advised.

Recommended Reading:
Readings will be prescribed from time to time during the course. Use will be made of current articles where appropriate.

3245 Corporate Accounting

Unit Advisers: Mr J. Rayment, Mr R. Hartshorn

Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: 3141, 3250

Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity. Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, consolidation of group accounts and accounting for combinations.

Prescribed Text: To be advised.

3250 Business Organisation

Unit Adviser: Dr V.G. Venturini

First Semester: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisite: 3151

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).

Prescribed Texts:
The partnership legislation in force in your jurisdiction.
State or Territory Companies Code or Act.

Notes containing text, extracts from cases and materials on trusts, partnerships and companies will be distributed during the semester.
3251 Taxation Law and Practice

Unit Adviser: Mr I. Henry

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 3141, 3151

Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students who wish to go into Advanced Taxation. Specific topics include The Scheme of the Act; Assessable Income; Derivation of Income; exempt income; deductions; Taxation of Partnerships, Companies Trusts and Superannuation Funds, Objections and Appeals.

Prescribed Text: To be advised.

3265 Organisational Behaviour

Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3162

Unit Outline: This unit examines the behaviour and social groupings, including classes, in organizational contexts. This involves the study of such topics as motivation, worker satisfaction and alienation, informal organization, the implications of technology, post-industrialism, instrumentalism, de-skilling and white collar work, managerialism, women and work. Throughout the course, the theoretical contributions of Weber, Durkheim and Marx (three of the founding fathers of modern social theory) to the analysis of modern organizations, will be examined and connections drawn between these analyses and more recent studies.

Prescribed Texts:

3266 Management Methods and Decision Making

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3162

Unit Outline: This unit is designed to provide the student with the necessary skills to make decisions and solve problems with complex business organisations. The unit is structured around three areas of study:

1. Quantitative Methods: Basic Statistics – a review; Mathematical Programming – introduction to linear programming, network analysis; decision analysis – quantifying uncertainties, decision trees.
2. Problem Solving and Decision Making: General Approaches, the Keprel-Thegoe approach.
3. Management by Objectives.

Prescribed Text: To be advised.

3341 Accounting Theory and Current Issues

Unit Advisers: Mr J. Cooney, Dr T.W. Sweatman

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3141

Unit Outline: This unit examines accounting theory and some current issues confronting the profession. Topics include the development of accounting thought and literature, the social context of accounting, the objectives of financial statements, an examination and assessment of four accounting models namely historical cost, index accounting, current cost accounting and continuously contemporary accounting. In the final part of the unit an examination is made of some current issues in accounting.

Prescribed Text: To be advised.

Recommended Reading:
The Prescribed reading will be supplemented by other relevant reading during the course of the unit.

3342 Auditing

Unit Advisers: Mr R. Hartshorn, Mr M. Vertigan

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3245

Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

Prescribed Text: To be advised.

3343 Accounting Research Project

Unit Adviser: An appropriate supervisor will be appointed for each project.

First and Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3245

External students will be required to consult regularly with the supervisor of the project.

Enrolment in the Unit: Students should note that, before enrolment in the unit, a submission must be made to the Accounting teaching team describing the proposed
study and the problem to be examined. The submission should specify the source of data, the the methodology to be used, and the supervisor of the project. The required submission should reach the Accounting teaching team not later than two weeks before the enrolment date each semester.

Unit Outline: The unit involves the application of skills gained on the course to the researching and reporting on specific problems in accounting and business. Although a literature-based project is possible, it is expected that most projects will be industry-based. Industry-based projects may involve the identification of a specific problem and the development of suggestions or systems to meet the problem. The completed project will be of an appropriate level of presentation and expression, technically sound and relevant to the problem defined in the submission.

Assessment: Completed projects will be assessed by the supervisory staff member, and a second staff member appointed by the Accounting teaching team.

3344 Project Planning and Control

Unit Adviser: Mr M. Vertigan

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3244

Unit Outline: The aim is to further develop this topic as introduced in 3244 Management Accounting. Teaching will be based on techniques currently used by industry to ensure the successful implementation of projects. The attributes of the approach in each industry will be closely examined. Particular attention will be paid to the function of the accountant in the planning and control of projects. Each example will be considered with a corresponding appreciation of the physical work involved. Specific attributes to be investigated include; the use of estimates, methods of estimate preparation, authorisations to proceed, variations from estimates, revision of estimates, escalations, calculation of work completed and the extent of the use of critical path methods.

Instruction will be through normal course work but some investigations will be carried out by students. All students will be required to present their findings in class.

Prescribed Text: To be advised.

3345 Business Finance I

Unit Adviser: Dr T.W. Sweatman

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3245

Unit Outline: Major sources of corporate and non-corporate finance, Capital market in Australia, the short term money market, debt and equity issues, short term debt and bills financing, securities, securities legislation and the Campbell Report, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.

Prescribed Text: To be advised.
Recommended Reading:
Students will be referred to relevant journal articles, government statistical reports and supporting text material where applicable.

3348 Advanced Financial Accounting

Unit Advisers: Mr R. Hartshorn, Mr J. Cooney

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3245

Unit Outline: This unit is an extension of 3245 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital, Current Cost Accounting, and Advanced Consolidations.

Prescribed Text: To be advised.

3349 Business Finance II

Unit Adviser: Dr T.W. Sweatman

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3345


Prescribed Text: To be advised.

3350 Administrative Law

Unit Adviser: Mr A.L. Moore

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3150

Unit Outline: A study of that body of rules which relates to the exercise of power by governmental and semi-governmental authorities, including delegation of the law making authority and the legal constraints on this process, the remedies available to the citizen when adversely affected by an administrative decision, ultra vires, the place of natural justice, the role of the Ombudsman and the operations of administrative tribunals.

3351 Industrial and Labour Law

Unit Adviser: Mr A.L. Moore

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3151
Unit Outline: This unit is a study of basic industrial law within the common law and statutory framework. It examines the constitutional basis and sources of the labour powers of the Commonwealth and the States; the Conciliation and Arbitration Act; the history and legal status of Australian trade unions; the relationship between State and Federal industrial law systems and resultant problems; industrial torts and workers health, safety and welfare.

Other texts to be advised.

3352 Advanced Taxation

Unit Adviser: Mr I. Henry

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3251

Unit Outline: The aim of this unit is the better to equip students for taxation practice and to provide an opportunity for students majoring in other areas within the Bachelor of Business degree to study taxation in greater depth. Specific topics covered include: objections and appeals, detailed examination of specific types of taxpayers such as companies, trusts, primary producers and superannuation funds. A brief study of international agreements and other forms of taxation is included. Legislation will also be considered.

Prescribed Text: To be advised.

3353 Consumer Law

Unit Adviser: Dr V.G. Venturini

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3250

Unit Outline: This unit deals with commercial transactions and the purchasing of goods; fraud, misrepresentation in, and illegality of, commercial contracts, the study of consumer protection, federal and state laws and the identification of developing trends in other jurisdictions and their possible application to Australian consumer protection legislation.

Prescribed Text: To be advised.

3354 Creditor's Rights

Unit Adviser: Mr I. Henry

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3151

Unit Outline: This unit deals with the illness and death of the enterprise, whether individual or juridical. In particular it considers how the Bankruptcy Act provides an equitable distribution of the debtor's assets among creditors, how an unfortunate
trader may be discharged so as to be permitted to resume trading afresh. The unit also considers other methods of satisfying creditors through composition and assignment, and completes the study of the Companies legislation by treating in depth liquidation and winding up.

Prescribed Text: To be advised.

3360 Organisational Change and Development
Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3162

Unit Outline: This unit will examine organisational problems engendered by rapid social, economic, political and technological change. The range of topics considered includes intervention strategies; change agency; data collection and diagnosis; individual, group and organisational approaches to change; ethical problems.

Prescribed Texts:

3362 Industrial Relations

Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3162

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, trade union and employer associations, industrial law, methods of resolving industrial conflict, establishing and administering the rules of the work place, with special reference to compulsory arbitration, collective bargaining and worker participation.

Prescribed Texts:
* Only one of these

3363 Public Enterprise

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6180, 6181, 6182

Unit Outline: This unit seeks to introduce students to a range of literature, and to
engender attitudes of enquiry, about the conduct of public enterprise organisations in contemporary society. The content of the course covers such topics as the origins and types of public enterprise; an introduction to Australian public administration and finance; an examination of public enterprise in Western Europe, Japan, Canada and the United States; issues relating to the role of the state; and non-state public organisations.

Prescribed Texts:

3364 Research Project in Administrative Studies

Unit Adviser: To be advised.

First and Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3265

Note: Students may not enrol in this unit without prior consultation with unit adviser.

Unit Outline: Students are required to undertake a research project which is designed in consultation with Administrative Studies staff.

3365 Personnel

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3162

Unit Outline: The aim of this unit is to give students an understanding of problems and practice in the administration of employment relationships. Topics examined include manpower planning; recruitment and selection; job design; training and development; occupational health and safety; wage and salary administration; and performance appraisal. In addition, contemporary issues in labour-management relations such as the impact of technological change and equal employment opportunity will be discussed.

Prescribed Texts:

3366 Introduction to Marketing

Unit Adviser: Mr G. Ogunmokun

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 3162

Unit Outline: The course is aimed at providing an understanding of the marketing concept, what it involves and its relationships to society as a whole. Most of the texts in the subject tend to take a 'micro' approach (from the organisation's viewpoint) and whilst this will be followed to some extent, overlaying the unit will be a consideration of the impact of marketing strategies, policies, distribution, pricing, etc., to the
community as a whole. Put simply, the unit will cover the marketing function but will be re-appraised from a more extensive and broader aspect than is it right for the firm.

Prescribed Text: To be advised.

3367 Business Planning and Policy

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3162

Unit Outline: This unit first examines business planning in relation to management control systems, information systems and the implementation of these, before concentrating on corporate strategy determination and implementation. A case study approach is predominantly used.


3810 Introductory Accounting

Unit Adviser: Mr J. Rayment

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit assumes no prior knowledge of accounting. It aims to establish basic bookkeeping skills and introduce functional accounting systems with an emphasis on computerised accounting systems. Topics covered include necessary assumptions, basic accounting procedures, design and operation of records and systems, treatment of cash, debtors, creditors, wages, inventory and fixed assets, end of period procedures, reporting format, internal control and the audit function, the computerised accounting system, partnership and company accounts, fund statements, analysis and interpretation of financial statements. In the course of studying this unit students will become familiar with the use of computers.

Prescribed Text: To be advised.

3811 Economic Policy

Unit Adviser: Mrs S. Richardson

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit assumes no prior knowledge of economics. The unit represents a broad introduction to economics and the Australian economy. It is divided into three sections. The first section is a brief introduction to the economy and the study of economics and an overview of the Australian economy. The second section is concerned with how a society makes decisions about the use of productive
resources. The final part looks at the role of governments in the economy.

Prescribed Text:

3812 Quantitative Methods

Unit Advisers: Mrs H.B. Nath, Dr G.B. Nath

First Semester: 4 hours per week - unit value of 1.0 - external study only.

Prerequisite: The unit assumes a mathematical background at about year 11 (Fifth Form) level. Students lacking this background should consult with the unit advisers.

This unit is provided for the Graduate Diploma in Accounting.

Aim: To introduce students to the basic mathematical concepts and solution procedures for business decision problems, including commercial LP computer packages. Discuss the process of collecting, analysing and interpreting statistical data.

Unit Outline: Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions; A brief introduction to matrices, solutions of systems of linear equations and inequations; The graphical solution method to linear programming problems, formulation of LP models and use of computer packages; Arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; Simple calculations of Index numbers.

Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; The sampling distribution of the sampling mean; rules for calculation of probabilities; Decision making; Introduction to simple linear regression.

Assessment: Assignments (50%), Examination (50%)

Prescribed Text:

Recommended Reading:

3813 Cost Accounting

Unit Advisers: Mr M. Vertigan, Mr J. Rayment

First Semester: 4 hours per week - unit value of 1.0 - external study.

Prerequisite: 3810
This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting for materials, labour and overheads, job costing, process costing, standard costing, absorption and direct costing, relevant costs and evaluation of alternatives, gross profit analysis, relevant costs for decision making.

Prescribed Text: To be advised.

3814 Business Law

Unit Adviser: Mr I. Henry

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit involves an introduction to legal systems and a study of the general theory of contract embodying necessary elements of specific contracts such as agency, bailment, negotiable instruments, consumer credit, insurance and suretyship and guarantee.

Prescribed Text: To be advised.

3815 Commercial Data Processing

Unit Adviser: Dr P. Nash

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: Computer data processing equipment – historical development of data processing techniques and equipment, the components of installation; computer programming – flow charts, nature of programming language, programming concepts, use of packages, business systems – elements of systems analysis and design, commercial applications, e.g. payroll, inventory control, accounts receivable. While undertaking this unit, students will gain hands on experience with the computer equipment at the college.

Prescribed Text: To be advised.

3820 Management Accounting

Unit Advisers: Mr M. Vertigan, Mr J. Rayment

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3813

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: Decision theory, decision tree analyses, linear programming, network analyses, management information systems, management by objectives, setting
corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, long range planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.

Prescribed Text: To be advised.

3821 Corporate Accounting

Unit Advisers: Mr J. Rayment, Mr R. Hartshorn

Second Semester: 4 hours per week - unit value of 1.0 - external study.

Prerequisites: 3810, 3822

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity. Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, consolidation of group accounts and accounting for combinations.

Prescribed Text: To be advised.

3822 Law of Companies, Partnerships and Trusts

Unit Adviser: Dr V.G. Venturini

First Semester: 4 hours per week - unit value of 1.0 - external study.

Prerequisite: 3814

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).

Prescribed Text: To be advised.

3823 Advanced Financial Accounting

Unit Advisers: Mr R. Hartshorn, Mr J. Rayment

First Semester: 4 hours per week - unit value of 1.0 - external study.

Prerequisite: 3821

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit is an extension of 3821 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital and Current Cost Accounting.

Prescribed Text: To be advised.
3824 Business Finance

Unit Adviser: Dr T.W. Sweatman

First Semester: 4 hours per week - unit value of 1.0 - external study.

Prerequisites: 3810, 3814

Corequisites: Students are recommended to take this unit concurrently with 3822 Law of Companies, Partnerships and Trusts.

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: Major sources of corporate and non-corporate finance, Capital market in Australia, the short term money market, debt and equity issues, short term debt and bills financing, securities, legislation and the Campbell Report, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.

Prescribed Text: To be advised.

3825 Taxation

Unit Adviser: Mr I. Henry

Second Semester: 4 hours per week - unit value of 1.0 - external study.

Prerequisites: 3810, 3814

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students to go into Advanced Taxation. Specific topics include the Scheme of the Act; Assessable Income; Derivation of Income; exempt income; deductions; Taxation of Partnerships, Companies Trusts and Superannuation Funds, Objections and Appeals.

Prescribed Text: To be advised.

3830 Accounting Theory

Unit Advisers: Mr J. Cooney, Dr T.W. Sweatman

Second Semester: 4 hours per week - unit value of 1.0 - external study.

Prerequisite: 3810

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit examines the history and development of accounting theory and re-examines basic concepts. It then looks at the problems associated with accounting for inflation and discusses four alternative accounting methods. The unit then looks at some current problems facing the profession such as accounting for goodwill, cash flow forecasts and government accounting.

Prescribed Text: To be advised (Other selected readings chosen by lecturer of unit)
3831 Auditing

Unit Advisers: Mr R. Hartshorn, Dr T.W. Sweatman

First Semester: 4 hours per week – unit value 1.0 – external study.

Prerequisites: 3821, 3822

This unit is provided for the Graduate Diploma in Accounting.

Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

Prescribed Text: To be advised.

3901 Management Theory and Practice

Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – external study.

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: This unit provides an introduction to management theory and contemporary issues. It examines the development of management thought and the contributions of the major theorists. The characteristics of formal organisations, organisational change and organisational behaviour are studied.

Prescribed Texts:

3902 Industrial Relations

Unit Adviser: Mr D.G. Evans

First Semester: 4 hours per week – unit value of 1.0 – external study.

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, an historical perspective of Australian industrial relations, trade union and employer associations, Australian Industrial Relations Tribunals (including the Victorian Industrial Commission), methods of resolving industrial conflict, establishing and administering the rules of the work place, and discussion of compulsory arbitration, collective negotiation and worker participation.
3903 Personnel Management

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – external study.

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: The aim of this unit is to give students an understanding of problems and practice in the administration of employment relationships. Topics examined include manpower planning; recruitment and selection; job design; training and development; occupational health and safety; wage and salary administration; and performance appraisal. In addition, contemporary issues in labour–management relations such as the impact of technological change and equal employment opportunity will be discussed.

Prescribed Texts:

3904 Issues in Labour Economics

Unit Adviser: Mr W.F. Battersby

Second Semester: 4 hours per week – unit value of 1.0 – external study.

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: This unit gives an introduction to Labour Economics and its significance for industrial relations in the economy and the organisation. A descriptive rather than an analytical and theoretical approach will be used. The following areas will be considered: The economy, trade unions and organisations. Inflation, wages policies and their effects. Labour market policy. – the effect of government action. Employment levels and the effect on trade unions – supply and demand for labour. Wage determination – market forces, trade unions and relativities. Wage structure and payment systems – their effect on industrial relations within the organisation.

Prescribed Text:

3905 Industrial Law

Unit Adviser: Mr A.L. Moore

Second Semester: 4 hours per week – unit value of 1.0 – external study.

This unit is provided for the Graduate Diploma in Labour/Management Relations.
Unit Outline: This unit is designed to examine in more depth some of the legal issues which were raised in Industrial Relations A. The principal topics to be covered will be:

- the individual employment relationship (including the implied duties of employer and employee, discipline and termination, common law and statutory remedies for arbitrary dismissal).
- the law relating to occupational health and safety, with special emphasis upon the prevention of work-related death and injury.
- the law and industrial conflict, including the 'industrial' torts, and statutory provision such as s.45D of the Trade Practices Act.
- the Commonwealth conciliation and arbitration system (this would include an examination of the industrial power in the Commonwealth Constitution; dispute resolution under the Conciliation and Arbitration Act; registered organisations, and the relationship between State and Federal systems).
- the law relating to equal opportunities in the employment situation.

Prescribed Texts:
Conciliation and Arbitration Act. C.C.H.
Other texts to be advised.

3906 Industrial Relations Policy and Practice

Unit Adviser: Mr E.L. Thorne

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3902

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: The emphasis in this course will be on the operational aspects of industrial relations. Teaching will be by the case study approach and will include: Development of industrial relations policies; Formulating, submitting and negotiating a log of claims; Arbitration procedures; Dispute resolution via collective bargaining; Grievance procedures; Bargaining and advocacy techniques; Dispute resolution – current issues.

Recommended Reading: Detailed reading lists will be issued throughout the course.

3908 Personnel Policy and Practice

Unit Adviser: To be advised.

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 3903

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: This unit will place special emphasis on the development of understanding and skills in the administration of employment relationships. By means of case work, exercises and experiential learning activities a range of personnel management functions and topics will be examined in detail. These will include manpower planning and forecasting; job analysis procedures, performance appraisal techniques, selection and staffing methods, training and development programmes, wage and salary administration; motivation theories.
Prescribed Texts:

3909 Research Project in Labour/Management Relations

Unit Adviser: Mr D.G. Evans

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisites: 3902, 3903

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: Students are required to undertake a research project in Labour/Management Relations. The project must be designed in consultation with the appropriate staff member and will involve the presentation of a final report of about 10,000 words.

Prescribed Text:
No prescribed text. Reading lists will be issued at the commencement of the course.

3910 Contemporary Issues in Labour/Management Relations

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisites: 3902, 3903

This unit is provided for the Graduate Diploma in Labour/Management Relations.

Unit Outline: The aim of this course will be to introduce students to contemporary issues in labour/management relations. The course will be taught via visiting lecturers, case studies, excursions, as well as via the normal external mode. Seminars will include: Approaches to Industrial Relations; Union and Management Ideology; Industrial Conflict: Its Relevance and Meaning; Industrial Relations: Contemporary Issues – occupational health & safety, – the law, – redundancy; Case Studies: e.g. 35 hour week, Live Sheep Export Issue, Tax Free Housing, Loy Yang Strike, Occupational Health and Safety.

Prescribed Text: Reading lists will be issued throughout the course.

6100 Introduction to Economics

Unit Advisers: Mr M.J. Crowley, Mr W.F. Battersby, Mrs S. Richardson, Mrs B. Mumford

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil
Unit Outline: This unit introduces a range of approaches to economic theory. The basic principles of orthodox microeconomics and macroeconomics are covered, together with a number of alternative approaches to economic analysis.

Prescribed Text: To be advised.

6101 Microeconomics

Unit Adviser: Mr W.F. Battersby

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6100

Unit Outline: This unit is an intermediate course in microeconomics, which develops the microeconomic theory introduced in 6100 Introduction to Economics. The aim of the unit is to provide training in the use of economic theory and tools of analysis in helping to elucidate and solve the problems involved in the allocation of resources to meet society’s material wants.

Prescribed Text: To be advised.

6201 Macroeconomics

Unit Adviser: Mr M.J. Crowley

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6100

Unit Outline: An introductory course in macroeconomics which considers the determinants of the level of production, employment and income in the economy. The theory developed provides a basis for consideration of the effectiveness of policy aimed at achieving economic stability. Consideration will be given to the performance of the Australian economy.

Prescribed Text: To be advised.

6202 Advanced Macroeconomics

Unit Adviser: Mr W.F. Battersby

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6101, 6201

Unit Outline: This unit builds on the material introduced in 6201 Macroeconomics. An emphasis is given to more recent developments in economic theory. Current macroeconomic problems of the Australian economy and a consideration of policy options form a major segment of the unit.

Prescribed Text: To be advised.
6300 Economic Development
Unit Adviser: Mrs S. Richardson

First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6101, 6201

Unit Outline: This unit involves the study of a number of aspects of development economics, including the causes of under-development, trade and aid, development strategies and population problems.
Prescribed Text: To be advised.

6301 Economics of the Environment
Unit Adviser: Mrs B. Mumford

First Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6101, 6201

Unit Outline: This unit involves the study of economic aspects of environmental issues, such as the causes of environmental deterioration, the economics of pollution and conservation and the economics of environmental protection policies.
Prescribed Text: To be advised.

6303 Labour Economics
Unit Adviser: Mr W.F. Battersby

Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6101, 6201

Unit Outline: Topics to be considered include the supply of and demand for labour as a factor of production; the wage structure; income distribution; manpower planning. The unit looks not only at the economic theory of labour markets but at the role of institutions, e.g. trade unions in the wage determination process. Close consideration is given to the operation of the Australian labour market.
Prescribed Text: To be advised.

6304 Money and Banking
Unit Adviser: Mr M.J. Crowley

Second Semester: 4 hours per week - unit value of 1.0 - internal and external study.
Prerequisites: 6101, 6201

Unit Outline: The unit involves a study of the financial markets and institutions of the Australian Economy. Major emphasis is given to the nature and role of monetary variables and the way in which they influence the level of economic activity.
Prescribed Text: To be advised.
6305 International Trade and Finance

Unit Adviser: Mr M.J. Crowley

First Semester: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: 6101, 6201

Unit Outline: This unit involves a study of the theory and practice of international trade and finance in an environment of floating exchange rates. Major emphasis will be given to managing currency exposures, hedging strategies such as currency baskets, finance and natural hedges.

Prescribed Text: To be advised.
INTRODUCTION

The School of Education offers the following awards:

Associate Diploma in School Librarianship - no new enrolments.
Diploma of Teaching (Primary) – A three year full-time diploma for initial professional education of primary teachers.
Bachelor of Education (Primary) – A four year degree for primary teachers which involves external study beyond completion of the three year Diploma of Teaching and professional experience.
Bachelor of Education (Secondary) – A four year full-time degree for the initial professional education of post-primary teachers; or equivalent part-time/external course for teachers wishing to upgrade qualifications.
Bachelor of Education (School Librarianship) – A four year degree for teachers which involves external study beyond initial professional qualification and experience.
Graduate Diploma in Computers in Education – A diploma equivalent to one year full-time offered by external study only for qualified teachers practising at the primary or junior post-primary level.
Graduate Diploma in Education – A one year full-time or equivalent external diploma for prospective secondary/post primary teachers.
Graduate Diploma in School Librarianship – A diploma equivalent to one year full-time offered by external study only for qualified teachers. (Subject to accreditation).

GENERAL INFORMATION

The School of Education

The School of Education provides courses leading to professional qualifications for primary and post-primary teachers and school librarians. All courses meet the requirements of registration and employing authorities.

Staff of the School of Education provide professional studies units and staff of other schools usually provide general studies units for teacher education courses.

Rationale: Context, Aims and Objectives

In a rapidly changing society with the emphasis on greater community participation in education, educators must display flexibility of mind and an understanding of the framework of principles in which they can make effective educational judgements. The "professional educator" assumes the responsibility of educating others, initiating them into worthwhile forms of knowledge, understanding and awareness.

The achievement of the above aim, within the given context described, involves at least four objectives which combine intimately to prepare the professional educator. Teachers in preparation will:

receive a general education, thereby acquiring a breadth of cognitive perspective and achieving competence in various forms of knowledge and enquiry;
receive a professional education, comprising those additional and specialised aspects of the liberal disciplines distinctly appropriate to the education profession;
receive vocational training in practical teaching, communication skills, general and specific teaching methods, and use of technological aids;
acquire certain norms and standards of conduct commensurate with worthwhile community values inextricably bound up with the notion of effective and morally justifiable teaching.

Course Approval, Enrolment and Re-enrolment

Guidance and information will be provided in the selection of units for an approved course. All students wishing to enrol or change enrolments in courses or units in the School of Education should consult with the relevant course adviser. This procedure applies to students who are full-time, part-time or external.

Teachers who are employed as teachers should arrange a counselling interview with the course adviser to assess the feasibility of their study plans.

Course Advisers

Diploma of Teaching (Primary) - Dr D. Harvey
Bachelor of Education
  - primary program - Mr L. Regan
  - secondary program - Mr P. Edwards
  - school librarianship - Mr L. Yee
Graduate Diploma in Computers in Education - Dr K. Stead
Graduate Diploma in Education - Dr T. Taylor
Graduate Diploma in School Librarianship - Mr J. Hallein

Credits and Exemptions Policy

(a) In order to satisfy the requirements of a course at the Institute, candidates must complete at least the equivalent of one year of full-time study in new studies approved by the Board of Studies.

(b) Candidates are required to make formal application for credits and/or exemptions, supported by certified and detailed documentation relating to previous academic studies and teaching experience.

(c) Credits and exemptions are not given automatically. Each application is assessed on its merits according to the relevance and recency of previous study and practical experience.

(d) Credits and exemptions may be granted in respect of successfully completed tertiary level studies which are adjudged to be the equivalent to, or a satisfactory alternative to studies in the relevant Institute course, with particular reference to the ratio of professional education studies to other studies.

(e) Credits and exemptions are recommended for ratification by the Board of Studies in Education.
Credits and/or Exemptions Guidelines

Diploma of Teaching (Primary): 3 years: up to 16 units.

Bachelor of Education (Primary) – upgrading from Diploma of Teaching: 1 year: no credits or exemptions.

Bachelor of Education (Primary or Secondary): 4 years: up to 16 units.

Bachelor of Education (Secondary) – upgrading from a Degree plus a Diploma of Education: 1 year: no credits or exemptions. Otherwise credits/exemptions based on content of previous qualifications.

Credits and exemptions for Bachelor of Education (School Librarianship) and Graduate Diploma in School Librarianship+.

<table>
<thead>
<tr>
<th>Entry Qualifications</th>
<th>Course Enrolled</th>
<th>Units To Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Teaching/Degree plus a recognised Teaching Qualification.</td>
<td>Bachelor of Education (School Librarianship)</td>
<td>9 units (including 2 Education units at 4th year degree level)*</td>
</tr>
<tr>
<td>Diploma of Teaching/Degree plus a recognised Teaching Qualifications</td>
<td>Graduate Diploma in School Librarianship</td>
<td>9 units</td>
</tr>
</tbody>
</table>

*Students whose qualifications are below a Diploma of Teaching or a Degree plus a Teaching qualification will not normally be allowed to enrol in the School Librarianship courses.

*Excluding 4427, 4428, 4429, 4455 and 4458

Graduate Diploma in Education: 1 year: no credits or exemptions.

Graduate Diploma in Computers in Education: 1 year: no credits or exemptions.

Study Modes

On-campus: Attendance and other requirements are specified for individual units.

Off-campus: The School of Education specialises in the use of the external and interactive study mode of teaching for its upgrading programs in teacher education and for initial teacher preparation of graduates through the Graduate Diploma in Education. Attendance and other requirements are specified for individual units.

Presentation of Work for Assessment

All work presented for assessment must be of good academic quality, including sound English expression. Written work must be clearly legible and all references used must be acknowledged in the list of references and bibliography. Late work, without prior permission, may not be assessed towards the result in the particular unit. Details of workload and assessment will be given in the first Study Guide.

Students in the School of Education are required to observe School of Education Assessment regulations which complement Institute regulations. A copy of the regulations is available in the library.

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Supervised School Experience

The calendar of school placement times for supervised school experience is indicated on the Calendar for 1987 printed in this Handbook.

During these periods of time, it is possible that some students will be absent from formally scheduled general studies units. Academic Staff have been requested by the Academic Board, to indicate in their study materials the specific way in which the problem of absence from classes will be dealt with.

Students are requested to consult with academic staff regarding their study in a particular unit of work, to inform the academic staff member(s) about their practice-teaching sessions and ensure that satisfactory study arrangements are made in relation to their periods of absence from classes.

Graduating Students

The School of Education is interested in your career following graduation from the Institute. Sometimes employers will contact the Institute looking for teaching appointments. Also the School can benefit from information you are able to provide about course relevance and your continuing needs.

Structure of Courses

Diploma of Teaching (Primary) and Bachelor of Education courses contain three inter-related components:

Professional Studies provide the basis of students' understanding of children, learning, teaching, the nature of education and its relationship to society. Emphasis is placed on skills in curriculum design, implementation and evaluation.

School Experience provides the student with carefully guided contact with children in schools and increasing responsibility in the classroom. Students are encouraged to involve themselves in the wider contexts of educational situations. For pre-service students completing the Diploma of Teaching (Primary) and Bachelor of Education (Secondary) a minimum of 100 days of supervised school experience is required. School experience is related to the Professional units, and students must elect to complete school experience in the same study period as that in which they complete the relevant professional units.

General Studies are intended to extend the education of students and to give them deeper understanding of the subjects which they are studying with a view to becoming teachers of these subjects in schools, e.g. Mathematics, Science, English, Creative Arts. Diploma of Teaching (Primary) students also complete Foundation Studies units directly related to the subjects presently taught in Primary schools.

The Graduate Diploma in Education contains only Professional Studies and a minimum of 45 days of supervised school experience.

The two courses in School Librarianship (the Graduate Diploma in School Librarianship and the Bachelor of Education (School Librarianship) contain Professional Studies and/or General Studies units, School Librarianship units and a minimum of 20 days of school experience and field work.

The Graduate Diploma in Computers in Education contains eight specific units.
### Professional Education Studies Units

Unless otherwise specified, units are of one unit value.

#### Introduction to Teaching and School Experience

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4003</td>
<td>School Experience</td>
<td>0.0</td>
</tr>
<tr>
<td>4006</td>
<td>Introduction to Teaching</td>
<td>0.0</td>
</tr>
<tr>
<td>4011</td>
<td>Introduction to Teaching</td>
<td>0.5</td>
</tr>
<tr>
<td>4012</td>
<td>Introduction to Teaching</td>
<td>0.5</td>
</tr>
<tr>
<td>4015</td>
<td>Introduction to Teaching</td>
<td></td>
</tr>
<tr>
<td>4016</td>
<td>Introduction to Teaching</td>
<td></td>
</tr>
</tbody>
</table>

#### Foundation Studies Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4131</td>
<td>Foundation Studies: Mathematics</td>
<td>0.5</td>
</tr>
<tr>
<td>4132</td>
<td>Foundation Studies: Language and Communication</td>
<td></td>
</tr>
<tr>
<td>4133</td>
<td>Foundation Studies: Creative Arts A (Art, Music &amp; P.E.)</td>
<td></td>
</tr>
<tr>
<td>4231</td>
<td>Foundation Studies: Mathematics</td>
<td>0.5</td>
</tr>
<tr>
<td>4233</td>
<td>Foundation Studies: Creative Arts B (Art, Music &amp; P.E.)</td>
<td></td>
</tr>
</tbody>
</table>

#### Other Professional Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4113</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>4205</td>
<td>Drama in Performance*</td>
</tr>
<tr>
<td>4215</td>
<td>Learning and Individual Differences</td>
</tr>
<tr>
<td>4235</td>
<td>Introduction to Science</td>
</tr>
<tr>
<td>4301</td>
<td>Curriculum Development</td>
</tr>
<tr>
<td>4303</td>
<td>Philosophical Foundations of Education</td>
</tr>
<tr>
<td>4311</td>
<td>Basic Issues</td>
</tr>
</tbody>
</table>

#### Curriculum Studies - Primary

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4220</td>
<td>Curriculum Studies: Social Studies Primary</td>
</tr>
<tr>
<td>4260</td>
<td>Curriculum Studies: Science Primary</td>
</tr>
<tr>
<td>4270</td>
<td>Curriculum Studies: Language Arts Primary A</td>
</tr>
<tr>
<td>4340</td>
<td>Curriculum Studies: Creative Arts Primary (Art, Music &amp; P.E.)</td>
</tr>
<tr>
<td>4341</td>
<td>Curriculum Studies: Mathematics Primary</td>
</tr>
<tr>
<td>4370</td>
<td>Curriculum Studies: Language Arts Primary B</td>
</tr>
</tbody>
</table>

#### Curriculum Studies - Secondary

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4321</td>
<td>Curriculum Studies: Social Science Secondary</td>
</tr>
<tr>
<td>4323</td>
<td>Curriculum Studies: History Secondary</td>
</tr>
<tr>
<td>4331</td>
<td>Curriculum Studies: Business Studies Secondary</td>
</tr>
<tr>
<td>4341</td>
<td>Curriculum Studies: Creative Arts Secondary</td>
</tr>
<tr>
<td>4342</td>
<td>Curriculum Studies: Creative Arts Secondary (double method)</td>
</tr>
<tr>
<td>4351</td>
<td>Curriculum Studies: Mathematics Secondary</td>
</tr>
<tr>
<td>4352</td>
<td>Curriculum Studies: Mathematics Secondary (double method)</td>
</tr>
<tr>
<td>4361</td>
<td>Curriculum Studies: Science Secondary</td>
</tr>
<tr>
<td>4363</td>
<td>Curriculum Studies: Secondary (Biology)</td>
</tr>
<tr>
<td>4364</td>
<td>Curriculum Studies: Secondary (Chemistry)</td>
</tr>
<tr>
<td>4365</td>
<td>Curriculum Studies: Secondary (Physics)</td>
</tr>
<tr>
<td>4371</td>
<td>Curriculum Studies: Language Arts Secondary</td>
</tr>
<tr>
<td>4372</td>
<td>Curriculum Studies: Language Arts Secondary (double method)*</td>
</tr>
</tbody>
</table>
Fourth Year Professional Studies

4421 Literature and Education
4422 Educational Psychology
4423 Sociological Foundations of Education
4424 Philosophy of Education*
4426 Curriculum Theory and Evaluation
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties
4429 Curriculum Studies: Children's Literature in the Primary and Secondary School
4436 History of Education
4437 Measurement and Evaluation
4438 Language and Learning*
4455 The School Administrator*
4456 Psychology and Education of the Atypical
4457 Alternatives in Education
4458 Computers in Education
4465 Curriculum Studies: Advanced Teaching Studies Music (Primary)*
4466 Curriculum Studies: Advanced Teaching Studies Music (Secondary)
4467 Curriculum Studies: Advanced Teaching Studies Drama P-12
4468 Clinical Supervision
4469 Curriculum Studies: Advanced Teaching Studies: Physical Education (P-12)

School Librarianship

4721 Language, Literacy and Literature in Education
4722 Foundations of School Librarianship
4723 Organisation of Information
4724 Curriculum Resources
4725 Information Needs and Users
4726 Administration and Organisation of the Resource Centre
4727 Computer Supported Information Services
4728 Professional Development
4729 School Librarianship Practicum
4770 Special Topic in School Librarianship

Graduate Diploma in Computers in Education

4611 Computers in the Classroom
4612 Computer Facilities for Use in the Classroom
4613 Computer Languages
4614 Computers and Learning Theories
4615 Computers and Learning Practice
4616 Computers and School Resource Management
4617 Project
4618 Facilitating Computers in Education

*Not offered in 1987

ASSOCIATE DIPLOMA IN SCHOOL LIBRARIANSHIP

No new enrolments. This course is being phased out. Students currently enrolled will be able to complete their course and should consult Mr J. Hallein regarding their study program for 1987.
The Diploma of Teaching (Primary) is a three year course providing initial preparation for primary teaching. In addition, certificated teachers up-grading qualifications may be admitted to the course to study on-campus or in the external mode. Eight General units will be chosen from: English, Mathematics, Politics, History, Psychology, Science, Sociology, Visual Arts or other subjects approved for degree purposes. Unit 4205 Drama in Performance should be taken as a general studies unit at second or third level, and be credited towards studies in the English subject area. Studies in Education (8 units), Curriculum and Introduction to Teaching (8 units) and 100 days of supervised school experience must also be completed.

Curriculum and Foundation Studies – Primary

Units are offered on-campus. Off-campus studies are normally offered in alternate years. The following units will be offered in the off-campus mode in 1987 and 1988:

1987
4220 Curriculum Studies: Social Studies Primary
4233 Foundation Studies: Creative Arts B (Art, Music and P.E.)
4260 Curriculum Studies: Science Primary
4270 Curriculum Studies: Language Arts Primary A
4370 Curriculum Studies: Language Arts Primary B

1988
4012 Introduction to Teaching
4270 Curriculum Studies: Language Arts B
4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.E.)
4350 Curriculum Studies: Mathematics Primary

The following units were discontinued in the external mode from the end of 1986:

4011 Introduction to Teaching
4131 Foundation Studies: Mathematics
4132 Foundation Studies: Language & Communication
4133 Foundation Studies: Creative Arts A (Art, Music & P.E.)

Sequence for Full-Time Internal Students

A full time student is required to complete:

Level One
4011 Introduction to Teaching (unit value of 0.5) including 20 days of School Experience (Full Year)
4113 Human Growth and Development (Full Year)
4131 Foundation Studies: Mathematics (unit value of 0.5) (Semester One)
4132 Foundation Studies: Language and Communication (Full Year)
4133 Foundation Studies: Creative Arts A (Art, Music, & P.E.) (Full Year)
Four General Studies Units (Semester One, Semester Two or Full Year)

Level Two
4012 Introduction to Teaching (unit value of 0.5) including 40 days of School Experience (Full Year)
4215 Learning and Individual Differences (Full Year)
4220 Curriculum Studies: Social Studies Primary (Full Year)
4231 Foundation Studies: Mathematics (unit value of 0.5) (Semester One)
4233 Foundation Studies: Creative Arts B (Art, Music & P.E.) (Full Year)
4260 Curriculum Studies: Science Primary (Full Year)
4270 Curriculum Studies: Language Arts Primary A (Semester One)
Two General Studies Units (Semester One and Two)

**Level Three**

4016 Introduction to Teaching, including 40 days of School Experience (Full Year)
4301 Curriculum Development (Full Year)
4311 Basic Issues (Full Year)
4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.E.) (Full Year)
4350 Curriculum Studies: Mathematics Primary (Full Year)
4370 Curriculum Studies: Language Arts Primary B (Semester Two)
Two General Studies Units (Semester One and Two)

The eight General Studies units must involve at least two and not more than four separate subject areas. These units must include four units from one of these subject areas such as English, Mathematics, History, Politics, Psychology, Science, Sociology or Visual Arts.

First year students should enrol in two subject areas, that is, first and second semester units in each subject area. The following list indicates the units first year students should choose from:

**English** – 6113 (Semester One), 6114 (Semester Two)
**Mathematics** – refer to the Applied Science section
**Psychology** – 6190 (Semester One), 6191 (Semester Two)
**Science** – refer to Applied Science section
**Sociology** – 6125 (Semester One), 6126 (Semester Two)
**Visual Arts** – 2007 or 2193 (Semester One), 2171 or 2194 (Semester Two)
**History/Politics** – 6185 (Semester One), 6186 (Semester Two)

**Sequence for External Students**

No new enrolments are accepted in the external mode for initial teacher education.

Students enrolled externally will normally be required to take units in the following manner:

**Level One**

Year One
Four General Studies units

Year Two
4011 Introduction to Teaching (unit value of 0.5) including 20 days School Experience
4113 Human Growth and Development
4131 Foundation Studies: Mathematics (unit value of 0.5)
4132 Foundation Studies: Language and Communication
4133 Foundation Studies: Creative Arts A (Art, Music & P.E.)

**Level Two**

Year Three
Two General Studies units
4215 Learning and Individual Differences
4270 Curriculum Studies: Language Arts Primary A
Year Four
4012 Introduction to Teaching (unit value of 0.5) including 40 days School Experience
4231 Foundation Studies: Mathematics (unit value of 0.5)
4233 Foundation Studies: Creative Arts B (Art, Music & P.E.)*
4311 Basic Issues
4370 Curriculum Studies: Language Arts Primary B

Level Three
Year Five
Two General Studies units
4220 Curriculum Studies: Social Studies Primary*
4260 Curriculum Studies: Science Primary*
OR
4350 Curriculum Studies: Mathematics Primary*
4340 Curriculum Studies: Creative Arts Primary (Art, Music, & P.E.)*

Year Six
4016 Introduction to Teaching including 40 days School Experience
4301 Curriculum Development
4350 Curriculum Studies: Mathematics Primary*
4340 Curriculum Studies: Creative Arts Primary (Art, Music, & P.E.)*
OR
4220 Curriculum Studies: Social Studies Primary*
4260 Curriculum Studies: Science Primary*

This sequence enables Curriculum Studies and School Experience to be taken closer to the completion of the course.
*The above units are offered in alternate years.

BACHELOR OF EDUCATION (Primary)

On completion of the Diploma of Teaching (Primary), and normally after some teaching experience, students may take fourth year studies leading to the Bachelor of Education (Primary) by studying 2 General Studies units which will build previous studies into a major or sub-major, and 6 Professional units selected from the following units.

Semester One
4421 Literature and Education
4429 Curriculum Studies: Children's Literature in the Primary and Secondary School
4437 Measurement and Evaluation
4438 Language and Learning*
4456 Psychology and Education of the Atypical
4467 Curriculum Studies: Advanced Teaching Studies Drama P-12
4468 Clinical Supervision
4469 Curriculum Studies: Advanced Teaching Studies: Physical Education P-12

Semester Two
4422 Educational Psychology
4426 Curriculum Theory and Evaluation
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties
4436 History of Education
BACHELOR OF EDUCATION (Secondary) — Upgrading

Upon completion of the Graduate Diploma in Education or its equivalent, and normally after some teaching experience, students may undertake additional studies leading to the Bachelor of Education, by completing eight of the units listed below. External students would complete the eight units over two years, i.e. four units each year.

Not offered in 1987*

Please note:
1. Units are offered subject to staff availability and student demand.
2. An external student would normally take the eight units over two years, i.e. four units each year.

Semester One

4421 Literature and Education
4423 Sociological Foundations of Education
4429 Curriculum Studies: Children's Literature in the Primary and Secondary School
4437 Measurement and Evaluation
4438 Language and Learning*
4467 Curriculum Studies: Advanced Teaching Studies Drama P-12
4468 Clinical Supervision
4469 Curriculum Studies: Advanced Teaching Studies: Physical Education P-12

Semester Two

4422 Educational Psychology
4426 Curriculum Theory and Evaluation
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties
4436 History of Education
4455 The School Administrator*
4457 Alternatives in Education
4458 Computers in Education
4466 Curriculum Studies: Advanced Teaching Studies: Music (Secondary)

Full Year

4424 Philosophy of Education*

*Not offered in 1987

BACHELOR OF EDUCATION (Secondary)

The pre-service Bachelor of Education (Secondary) is a four year on-campus concurrent course for the preparation of secondary teachers in Mathematics, Physical Sciences, Business Studies and Humanities. The Bachelor of Education (Secondary) consists of 30 units: 8 are Professional units and 22 are General Studies units.
approved for degree purposes. A minimum of 100 days of supervised school experience is required.

Sequence for Full-Time Internal Students

A full time student is required to complete:

Level One
4006 Introduction to Teaching (10 days) (Full Year)
4113 Human Growth and Development (Full Year)
Seven General Studies Units (Semester One and Two)

Level Two
4011 Introduction to Teaching (unit value of 0.5) including 20 days School Experience (Full Year)
4215 Learning and Individual Differences (Full Year)
Six General Studies Units (Semester One and Two)
(by the end of second year, students must have completed at least four units in each of two approved teaching areas)

Level Three
4012 Introduction to Teaching (unit value of 0.5) including 35 days School Experience (Full Year)
Curriculum Studies: Method 1 (Full Year)
Six General Studies Units (Semester One and Two)

Level Four
4003 School Experience (45 days) (unit value of 0.0) (Full Year)
4301 Curriculum Development (Full Year)
4303 Philosophical Foundations of Education (Semester Two)
4311 Basic Issues (Full Year)
Curriculum Studies: Method 2 (Full Year)
Three General Studies Units (Semester One and Two)

The selection of 22 General Studies units must include at least two and not more than five separate subject areas. Students must complete two majors of 8 units each or one major of 8 units and two sub-majors of 6 units each. (Unit 4205 Drama in Performance should be taken as a general studies unit at second or third level, and be credited towards studies in the English subject area.) Students who are studying general studies degree units as a background to curriculum studies teaching methods are normally required to enrol in the following sequence for majors and sub-majors:

Level One: 2 unit value
Level Two: 2 unit value (sub-major); 3 unit value (major)
Level Three: 2 unit value (sub-major); 3 unit value (major)

Students enrolling in major studies are requested to seek guidance from the relevant curriculum studies lecturer before finalising course enrolment. Teachers who wish to upgrade their qualifications to a Bachelor of Education may be given some credits and exemptions for study completed successfully at a recognised tertiary institution. Upgrading can be undertaken in either the on-campus or off-campus study mode.

BACHELOR OF EDUCATION (School Librarianship)

The Bachelor of Education (School Librarianship) caters for two major categories of students: qualified and experienced teachers wishing to become teacher librarians, and classroom teachers wishing to upgrade or to obtain a further qualification. A minimum of three years full-time or equivalent classroom teaching experience is required.
The course consists of units selected from Professional Studies units, together with General Studies degree units in the Social Sciences, Humanities or Applied Science and Business approved by the Board of Studies, School of Education.

There is also a requirement to successfully complete the following seven School Librarianship units:
4722 Foundations of School Librarianship
4723 Organisation of Information
4724 Curriculum Resources
4725 Information Needs and Users
4726 Administration and Organisation of the Resource Centre
4727 Computer Supported Information Services
4728 Professional Development (0.5)
4729 School Librarianship Practicum (0.5)

Plus two Education units:
4421 Literature and Education
4438 Language and Learning

Students will be required to undertake 10 different professional activities (4728) and 20 days of supervised practical experience (unit 4729) in a school library staffed by a trained, experienced teacher librarian approved by the Gippsland Institute's Librarianship staff. Units 4728 and 4729 are compulsory for all students and no student will be able to complete the qualification without having met the requirements.

Students must negotiate to do their Practicum (4729) in an approved school library during one of the School of Education Practice Teaching periods.

Those students requiring other Professional or General Studies units to complete their courses should take these units concurrently with School Librarianship units.

**GRADUATE DIPLOMA IN COMPUTERS IN EDUCATION**

The Graduate Diploma in Computers in Education is designed to develop knowledge, skills and uses of computers in education to establish a practising teacher as a proficient user of computers in education, and as leader, in the school community, for the uses of and the management of computers in education. The course is offered in the external mode and, initially over a minimum of two years.

The part-time course consists of the following 8 units:
4611 Computers in the Classroom
4612 Computer Facilities for Use in the Classroom
4613 Computer Languages
4614 Computers and Learning Theories
4615 Computers and Learning Practice
4616 Computers and School Resource Management
4617 Project
4618 Facilitating Computers in Education

**GRADUATE DIPLOMA IN EDUCATION**

The Graduate Diploma in Education is a one year pre-service course for intending secondary teachers offered to applicants with an approved degree or three year diploma from a recognised tertiary institution.
The Graduate Diploma in Education consists of eight Professional units and a minimum of 45 days of supervised school experience.

**Professional Education Units**

There are six non-elective units:

- 4015 Introduction to Teaching including 45 days School Experience (Full Year)
- 4113 Human Growth and Development (Full Year)
- 4215 Learning and Individual Differences (Full Year)
- 4301 Curriculum Development (Full Year)
- 4303 Philosophical Foundations of Education (Semester Two)
- 4311 Basic Issues (Full Year)

Plus two elective units from the secondary curriculum studies area as outlined previously.

**Sequence for External Students**

**Year One**

- 4113 Human Growth and Development
- 4215 Learning and Individual Differences
- 4303 Philosophical Foundations of Education
- 4311 Basic Issues

**Year Two**

- 4015 Introduction to Teaching including 45 days School Experience
- 4301 Curriculum Development
- Curriculum Studies – Method 1
- Curriculum Studies – Method 2

Graduate Diploma in Education students require a major of eight units of a sub-major of at least four units as a prerequisite to study in a method area. Bachelor of Education (Secondary) students normally will require at least one year of general studies in a given subject area prior to being accepted into a curriculum studies unit.

**GRADUATE DIPLOMA IN SCHOOL LIBRARIANSHIP** (Subject to Accreditation)

The Graduate Diploma in School Librarianship is designed for students with a three year diploma of teaching plus appropriate teaching experience; or with a degree and an approved teaching qualification together with appropriate teaching experience.

Students are required to study the following nine units:

- 4721 Language, Literacy and Literature in Education
- 4722 Foundations of School Librarianship
- 4723 Organisation of Information
- 4724 Curriculum Resources
- 4725 Information Needs and Users
- 4726 Administration and Organisation of the Resource Centre
- 4727 Computer Supported Information Services
- 4728 Professional Development (0.5)
- 4729 School Librarianship Practicum (0.5)
- 4770 Special Topic in School Librarianship

Students will be required to undertake 10 different professional activities (4728) and 20 days of supervised practical experience (unit 4729) in a school library staffed by a trained, experienced teacher librarian approved by the Gippsland Institute’s Librarianship staff. Units 4728 and 4729 are compulsory for all students and no
student will be able to complete the qualification without having met the requirements.

Students must negotiate to do their Practicum (4729) in an approved school library during one of the School of Education Practice Teaching periods.

PROFESSIONAL EDUCATION UNITS

Definitions

Contact Time: Timetabled lecture, tutorial and workshop time, seminars.

Course Adviser: Staff member in the School of Education who is adviser to students wishing to enrol or re-enrol in particular courses and units.

External: Interactive mode of study, largely off-campus. For all subjects offered externally, appropriate study guides and readings will be provided and weekend and vacation classes will be scheduled.

Semester: Academic unit of time — approximately fifteen weeks of teaching.

Unit Adviser: A staff member who is responsible for teaching a unit: its planning, implementation and evaluation.

Unit: A segment of the course involving both contact time and study time. It is equivalent to one semester, usually of 4 hours class contact time in the internal study mode, plus at least 4 hours of individual study time.

UNIT OUTLINES

4003 School Experience

Unit Adviser: Mr J. Cartledge

Full Year: 9 hours per week or equivalent block session — internal B.Ed. (Secondary) Year 4 students only — includes 45 days of supervised school experience in secondary schools — unit value 0.0

Prerequisite: 4012

Unit Outline: 45 days of supervised school experience in secondary schools undertaking teaching practice in two curriculum areas.

Teaching Methods: Conferences with lecturers before, during and after practice.

Assessment: Satisfactory completion of supervised school experience.

Prescribed Texts:
4006 Introduction to Teaching

Unit Adviser: Mr J. Cartledge

Full Year: 3 hours per week or equivalent block sessions - internal B.Ed. (Secondary) Year 1 students only - includes 10 days of supervised school experience in schools - unit value 0.0

Prerequisite: Nil

Unit Outline: Students will be placed in schools for 10 days to observe teachers and children at work. These observations will provide an orientation for future studies in Introduction to Teaching and Curriculum units.

Teaching Methods: Conferences with lecturers before, during and after school visits.

Assessment: Satisfactory participation in planned activities.

4011 Introduction to Teaching

Unit Adviser: Mr J. Cartledge

Full Year: 5 hours per week - includes 20 days of supervised teaching experience in schools - unit value of 0.5 - internal study.

Unit Outline: Students will study factors influencing teaching and practical skills required for effective classroom teaching. Study will include: planning implementing and evaluating; observations; classroom management; use of instructional media.

Teaching Methods: Lectures, films, workshops, micro-teaching, fieldwork.

Assessments: Class tests (20%); Micro lessons (20%); School experience tasks (60%); Satisfactory Supervised School Experience.

Prescribed Text:

4012 Introduction to Teaching

Unit Adviser: Mr J. Pearson

Full Year: Internal - 9 hours per week: lectures and workshops, External - 2 hours at weekend schools and 3 hours at vacation schools: lectures and workshops - includes 40 days of supervised teaching experience in schools - unit value of 0.5

Prerequisite: 4011

Unit Outline: Students will study and apply the teaching skills of reinforcement, basic questioning, variability, explaining, introductory procedures and closure, and advanced questioning. This unit will also include a study of the organisation and management of pupils' learning, and the use of resources, media and audio-visual equipment in teaching.

Teaching Methods: Lectures, workshops, micro-teaching, study guides; supervised teaching in schools; conferences with lecturers before, during and after the teaching rounds.

Assessment: Two school-based assignments (each worth 30%); two short tests (each worth 20%)
Prescribed Texts:

4015 Introduction to Teaching

Unit Adviser: Mr J. Cartledge

Full Year: Internal – 10 hours per week, External – 3 hours per weekend school and 4 hours per vacation school – includes 45 days of supervised teaching experience in schools – unit value of 1.0

Prerequisite: Degree or Diploma.

Unit Outline: Students will study factors influencing teaching and practical skills required for effective classroom teaching. Study will include: planning, implementing, evaluating; micro-skills including questioning and reinforcement; measurement; classroom management; use of instructional media.

Teaching Methods: Lectures, workshops, micro-lessons, fieldwork visits.

Assessment: Class tests (20%); micro-lessons (20%); school experience tasks (60%)

Prescribed Texts:

4016 Introduction to Teaching

Unit Adviser: Mr L. Regan

Full Year: Internal – 9 hours per week, External – 2 hours per weekend school and 4 hours per vacation school lectures and workshops – includes 40 days of supervised experience in Primary schools – unit value of 1.0

Prerequisite: 4012

Unit Outline: Students will study and apply various strategies of teaching based on a number of models of teaching (e.g. expository, behavioural and discovering models). Other topics to be studied include unit planning, measurement and evaluation in teaching, classroom management and classroom observation.

Teaching Methods: Workshops, seminars, tutorials, lectures, study guides; conferences with lecturers before, during and after the two teaching rounds.

Assessment: Two school based assignments (each worth 35%); one exam (30%); satisfactory school experience report.

Prescribed Texts:
4113 Human Growth and Development

Unit Adviser: Dr D. Harvey

Full Year: Internal – 2 hours per week, External – 3 hours at all weekend and vacation schools – unit value of 1.0

Unit Outline: This unit is about human development. Its major focus will be upon childhood and adolescence but will do this within the context of development across the life span. Consideration will be given to the development of the physique, of the intellect, and of language, together with the social and emotional aspects of the individual. Problems in development will also be considered.

Teaching Methods: Lectures, tutorials, discussions.

Assessment: Assignments (30%); Term Test (30%); Final Examination (40%)


4131 Foundation Studies: Mathematics

Unit Adviser: Mr A. Box

First Semester: 2 hours per week – unit value of 0.5 – internal study.

Prerequisite: Nil

Unit Outline: Foundation Studies Mathematics is concerned with the exploration of modern mathematical ideas and historical concepts of mathematics which underlie the mathematics content of the primary school syllabus. This necessitates a deeper and more detailed investigation of mathematical ideas which can be used in an elementary classroom. Attention will also be given to personal mathematical competence, particularly at the primary school level.

Teaching Methods: Workshops, Lectures.

Note: Students who require remedial assistance in basic primary mathematics will be required to undertake a self-instructional course of study in Semester II under supervision on an individual basis.

Assessment: Evaluated workshops (75%); teaching tasks (25%); basic computational skill test.

Prescribed Text: Victoria Education Department, Background in Mathematics. 2nd ed., ACER, 1972.

4132 Foundation Studies: Language and Communication

Unit Adviser: Ms E. Pascoe

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: Nil

Unit Outline: An introduction to the general issues of language in education, including
language acquisition and development, language and society, language in a multicultural society, language through drama, language in relation to the curriculum, language and computer literacy. Students will begin a major study of drama in education, through theoretical studies and practical sessions; Speech training for the classroom. Students will develop and extend their own language skills throughout this unit. Particular emphasis will be placed on developing essay writing skills.

Assessment: 3 essays (each worth 25%); a yearly Log Book (25%)

Prescribed Texts:

4133 Foundation Studies: Creative Arts A (Art, Music & P.E.)

Unit Adviser: Ms J. Southcott

Full Year: 6 hours per week – 80% attendance is compulsory – unit value of 1.0 – internal study.

Unit Outline: This unit is designed to introduce and develop basic skills in the areas of music, physical education/health and art, and to provide a basis for confident expression through a variety of experiences in all the areas There will be a $10.00 levy to cover the cost of art material used.

Teaching Methods: Lectures, practical sessions and excursions. Bike Education Instruction's Course to be undertaken during the course. Camps may be offered in a variety of areas.

Assessment: The assessment is evenly distributed to include practical tests, resource books, group exercises, teaching tasks.

Prescribed Texts:

4205 Drama in Performance (not offered in 1987)

Unit Adviser: Mr P. Richardson

Second Semester: Internal students only. Limit of 25 students from Dip.T., B.Ed.(Sec.) and B.A. (Social Science). This unit must be counted as a general studies unit.

Prerequisite: Nil (Cannot be taken in first year of study)

Unit Outline: This unit has been designed to foster a lively interest in the study of drama in performance. Students will examine issues related to drama in performance through the context of the development of Australian drama. The course consists of weekly practical workshop sessions in which students explore techniques for the performance of selected texts. Students will investigate through exercises, improvisation and performance how and why scripts might work in practice. Students will also be introduced to the performance history of important plays.
Teaching Methods: Workshops, seminars and lectures.

Assessment: Written – (a) students will be expected to keep a journal in which they will note details of workshop activities and their reflections upon them, (30%); (b) students will present a research project on a topic in Australian drama which will be approved by the unit adviser (30%). Practical – students will be expected to participate in workshops and workshop presentations (as an actor or a technician)(40%)

Prescribed Texts:

Recommended Readings:

4215 Learning and Individual Differences

Unit Adviser: Dr K. Stead

Full Year: Internal – 2 hours per week, External – 3 hours per weekend school and 6 hours per vacation school – unit value of 1.0

Unit Outline: This unit focuses on Learning Theory, Motivation, Memory, Intelligence and Cognitive Styles in relation to the school student and the education context.

Teaching Methods: Lecture, discussion, tutorials/workshops.

Assessment: 3 Assignments (50%); 2 Formal Examinations (50%)

Prescribed Text:

4220 Curriculum Studies: Social Studies Primary

Unit Adviser: Mr J. Pearson

Full Year: 2 hours per week – 80% attendance at scheduled classes – unit value of 1.0 – internal and external study.

Unit Outline: This unit familiarises students with current approaches to social studies teaching. Students will be introduced to social studies curricula to use in primary schools, and to the strategies and techniques appropriate for classroom use.

Teaching Methods: Lectures and workshops.
Assessment: Assignment 1 (10%); Assignment 2 (40%); Examination (50%)

Prescribed Texts:

Recommended Reading:

4231 Foundation Studies: Mathematics

Unit Adviser: Mr A. Box

First Semester: Internal – 2 hours contact, External – 2 hours each weekend school and 2 hours at vacation school – unit value of 0.5

Prerequisite: 4131

Unit Outline: Unit 4231 continues to lay the foundation for later work in curriculum studies by exploring further strategies, activities and the study of mathematical concepts essential to the beginning teacher of mathematics. It is structured in such a way as to present material in an on-going creative problem solving form. 4231 will raise broader issues about the nature of mathematics in today’s classrooms.

Teaching Methods: Workshops, Lectures.

Assessment: Internal: Evaluated workshops (25%); teaching tasks (75%). External: 5 assignments (75%); 1 teaching task (25%)

Prescribed Texts:
Guidelines in Number. Levels 1–5, Curriculum Branch, Education Department of Victoria, 1983.

4233 Foundation Studies: Creative Arts B (Art, Music & P.E.)

Unit Adviser: Ms J. Southcott

Full Year: Internal – 6 hours per week, External – 2 days compulsory at each vacation school. - 80% attendance is compulsory – unit value of 1.0

Prerequisite: 4133

Unit Outline: This unit is designed to extend the basic skills and confidence in music, physical education/health and explore curriculum issues in art education previously introduced in Unit 4133. There will be a $10.00 levy to cover the cost of art materials.
First Aid Certificate (St Johns) is a part of this unit and involves a levy. Camps may be offered in a variety of areas.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource collections, group exercises, teaching tasks.

Prescribed Texts:

4235 Introduction to Science

Unit Adviser: Dr G. Dettrick

Full Year: Internal – 3 hours per week, External – 4 hours at each weekend school and 6 hours at each vacation school – unit value of 1.0

Unit Outline: The program aims to meet the needs of non-science students for a science program in which the student structures his own knowledge and understanding of science through a sequence of inquiry based experiences designed to give personal involvement in scientific activities.

Teaching Methods: Laboratory, seminar, and tutorial sessions.

Assessment: Laboratory work (50%); History and Philosophy of science modules (25%); directed investigations, reports and demonstrations (15%); aspects of attitude stated in the aims of the unit (10%)

4260 Curriculum Studies: Science Primary

Unit Adviser: Dr G. Dettrick

Full Year: Internal – 2 hours per week, External – 80% attendance is compulsory – unit value of 1.0

Prerequisite: 4011

Corequisites: 4113, 4215, 4235 or equivalent.

Unit Outline: The unit considers the rationale, methodology, materials and techniques for the teaching of science in primary schools. Research, curriculum developments, resources, evaluation and inquiries suitable for pupils are treated in detail.

Teaching Methods: Lectures, workshops and tutorials.

Assessment: Activities (30%); Essay (15%); Materials File (5%); Simulation (30%); Tests (20%)

Prescribed Text:
Curriculum Studies: Language Arts Primary A

Unit Adviser: Ms E. Pascoe

First Semester: Internal — 4 hours per week, External — 2 hours per weekend school and 3 hours at vacation school — unit value of 1.0

Prerequisite: 4132

Unit Outline: A continuation and extension of the Language Arts program started in first year. In second year there will be an emphasis on developing programs for teaching Language Arts in years Prep-6, and a detailed study of language development processes in all major curriculum areas, with close attention given to child drama, children's literature, reading/writing processes, developing suitable programs and evaluation measures for reading and writing. Language across the curriculum will be studied, with close attention to the particular requirements of the multicultural classroom, English as a second language, language and computers.

Assessment: 2 essays (each worth 30%); a school-based curriculum project (40%)

Prescribed Texts:
*Drama is Primary*. Publications and Information Branch, Education Department of Victoria, 1982.

4301 Curriculum Development

Unit Adviser: Dr J. Gough

Full Year: Internal — 2 hours per week, External — 2 hours per weekend school and 4 hours per vacation school — unit value of 1.0

Prerequisite: 4012

Corequisite: 4015

Unit Outline: The course will focus on the theory and practice of school based curriculum development, including an introduction to curriculum evaluation. Current issues such as core curriculum and technology changes and the curriculum will be examined.

Teaching Methods: Lectures and seminars, study guides.

Assessment: Two assignments equally weighted and a major project.

Prescribed Texts:
Unit Adviser: Mr P. Edwards

Second Semester: Internal — 2 hours per week, External — 2 hours per weekend school and 6 hours per vacation school — unit value of 1.0

Prerequisite: 3rd year B.Ed., Degree or Diploma.

Unit Outline: In the unit students are asked to question, examine and analyse some of the key, underlying assumptions in education. In this manner students will come to see that, if education is to be a rational activity, then the concepts involved, the arguments for and the justifications of it need to be made explicit and coherent. Among the topics to be studied are: Introduction to philosophical analysis; the concept of man; aims of education; the nature of knowledge; relation of knowledge to schooling and the curriculum; creativity; freedom and authority; teaching and indoctrination.

Teaching Methods: Study guide material, selected readings, self-evaluation exercises, lectures and seminar/tutorial sessions designed to give students practice in thinking philosophically about educational issues.

Assessment: Exercise on philosophical analysis (10%); Seminar presentation notes (15%); Essay 1 (1000 words) (25%); Essay 2 (1000 words) (25%); Unseen essay (25%) Students not wishing to do Essay 2 and the Unseen Essay may request to sit for a 3 hour examination in November.

Prescribed Text:

4311 Basic Issues

Unit Adviser: Mr L. Regan

Full Year: Internal — 2 hours per week, External — 3 hours per weekend school and 4 hours at vacation school — unit value of 1.0

Prerequisite: 3rd year B.Ed., 2nd year Dip.T., Degree or Diploma.

Unit Outline: This unit aims to involve students in critically analysing formal education in Australia from a number of sociological perspectives. Topics covered will include education and social stratification in Australia; the hidden curriculum; ideologies of education; sociological perspectives and the study of education; educational life chances; alternatives or contrasts in educational institutions.

Teaching Methods: Readings, lectures, discussions and study guides.

Assessment: Two assignments (each worth 30%); Examination (40%)

Prescribed Texts:
Curriculum Studies: Social Science Secondary

Unit Adviser: Dr T. Taylor

Full Year: Internal – 3 hours per week, External – 3 hour workshop session per weekend school and 4 hours at vacation schools – unit value of 1.0

Prerequisite: 2nd year B.Ed., Degree or Diploma.

Unit Outline: Social Science Secondary will introduce students to the origins of social studies teaching in Australia and the method and scope of such teaching as well as the range of curriculum materials available to teachers in this area.

Teaching Methods: Teaching will be mainly through workshop presentations and discussion groups.

Assessment: Assessment will be based on minor written assignments and major assignments based on school experience.

Prescribed Texts:

Recommended Reading:

Curriculum Studies: History Secondary

Unit Adviser: Dr T. Taylor

Full Year: Internal – 3 hours per week, External – 3 hours per weekend school and 4 hours at vacation schools – unit value of 1.0

Prerequisite: 2nd year B.Ed., Degree or Diploma.

Unit Outline: This course will introduce students to the background to history teaching, recent developments in the teaching of the subject and some current practical issues and developments in "new history". The second half of the course will concentrate on practical issues such as syllabus preparation, teaching styles in history, resourcing a history unit and using primary and secondary sources in the classroom. At the same time, emphasis will be laid on the relationship between history teaching and psychology, sociology and philosophy.

Teaching Methods: By workshop presentation and discussion group.

Assessment: Assessment will be based on minor written assignments and major assignments based on school experience.

Prescribed Texts:
4331 Curriculum Studies: Business Studies Secondary

Unit Adviser: To be advised.

Full Year: 3 hours per weekend school, and 4 hours per vacation school – unit value of 1.0 – external study.

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Unit Outline: The unit provides a practical approach to the development of secondary Business Studies curriculum. Students are required to study: teaching techniques, audio-visual aids, measurement and evaluation. The unit will include: consumer education, economics, accounting, legal studies, job experience. Current trends and research findings are examined.

Teaching Methods: Lectures, workshop and seminars.

Assessment: 2 Essays (each 15%); a curriculum project relevant to secondary school students (40%); Class test (30%)

4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.H.)

Unit Adviser: Ms J. Southcott

Full Year: Internal – 6 hours per week – 80% attendance is compulsory; External 2 day camps each vacation school – unit value of 1.0

Prerequisites: 4133, 4233

Unit Outline: This course is designed to introduce students to curriculum structure and teaching techniques in the areas of music, physical education/health and art. There will be a $10.00 levy to cover the cost of art materials used. The Australian Teacher of Swimming Certificate will be a part of this unit and a levy will apply. Camps may be offered in a variety of areas.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource book, group exercises, teaching tasks.

Prescribed Texts:

4341 Curriculum Studies: Creative Arts Secondary

Unit Adviser: Ms J. Rosewarne

Full Year: Internal – 3 hours per week, External – 3 hours per weekend school and 6 hours per vacation school – unit value of 1.0

Prerequisite: Degree or Diploma

Unit Outline: This unit is designed to equip you with skills needed to cope successfully with challenges and problems you can expect to meet in the classroom, to build your
confidence, and develop your teaching strategies. The unit will encourage you in the formulation of your own teaching philosophy, with particular reference to art education.

Assessments: There are four assignments for this unit, designed to assess your knowledge of Curriculum Issues in Art Education. It is hoped that this course may allow you as artists, interested in arts education, to become informed and critical teachers with an interested concern for your special role in developing the intelligence of feeling.

Prescribed Text:
Vol.1 The Arts & Personal Growth
Vol.2 The Aesthetic Imperative
Vol.3 The Development of Aesthetic Experience
Vol.4 The Arts: A Way of Knowing

4342 Curriculum Studies: Creative Arts Secondary (double method)

Unit Adviser: Ms J. Rosewarne

Full Year: Internal – 3 hours per week, External – 3 hours per weekend school and 6 hours per vacation school – unit value of 1.0

Corequisite: 4341

Unit Outline: Teaching practical art in secondary school. This unit is designed to prepare teachers in planning syllabus organisation and preparation, and prescription interpretation of the forthcoming "Curriculum Frameworks". Lesson planning, the selection of subject matter and themes, the choice of activities, processes and techniques and course evaluation, will be its focus. The unit is not concerned with the study or practice of art/craft activities as such. It is assumed that you will have expertise in art practice, and are engaged concurrently in that study. Some practice and facility in drawing techniques, painting and printmaking, construction and ceramics and graphics is desirable. You should understand the characteristics of the materials used, and the equipment, processes and techniques employed. This course will provide guidance in these matters, but it may be helpful to trial a media or technique to test its practicability. The assignments require you to do this.

Teaching Methods: Lectures and workshops.

Assessment: 3 research studies each of equal value and participation in workshops to develop teaching techniques – 80% attendance required.

Prescribed Text:

4350 Curriculum Studies: Mathematics Primary

Unit Adviser: Mr A. Box

Full Year: 2 hours per weekend school and 4 hours per vacation school – unit value of 1.0 – external study.

Prerequisite: 4231
Unit Outline: The general aim of this unit is to provide a vocationally and professionally relevant course which produces confident and competent teachers. It is expected that the students will:
- understand the basic ideas underlying the learning of elementary mathematics;
- become familiar with the content of the suggested Victorian course of study;
- demonstrate an understanding of the use of the instructional materials and concrete aids of elementary mathematics;
- plan, implement and evaluate an instructional sequence.

Teaching Methods: Workshops, mini lectures.

Assessment: Internal – evaluated workshops and 3 teaching tasks.

Prescribed Text:

Recommended Readings:
*Mathematics Curriculum Guide: Measurement; Teaching the Measurement Course; Time; Money; Spatial Relations; Area; Volume; Length; Visual Representation; Perimeter; Mass*. Education Department, Victoria, 1981.

**4351 Curriculum Studies: Mathematics Secondary**

Unit Adviser: To be advised.

Full Year: Internal – 3 hours per week, External – 2 hours per weekend school and 4 hours per vacation school – unit value 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Unit Outline: The unit provides adequate preparation for teaching mathematics in the post-primary school. This unit covers the content of post-primary school mathematics, the organisation of post-primary mathematics curricula (years 7–10). The psychological, social and historical foundations and perspectives are studied as influences on the curriculum. A body of pedagogical skills for post-primary mathematics will be developed. The unit covers problem solving, estimation skills and computers in post-secondary/post-primary mathematics instruction and learning. Resources and assessment techniques for mathematics will be studied. There will be an examination of several issues including testing, transition, exceptional children, homework, streaming and professional responsibilities.

Teaching Methods: Internal – Lectures, workshops, seminars. External – Study Guides, workshops at weekend school.

Assessment: 4 assignments each with equal weighting.

Prescribed Text:
4352 Curriculum Studies: Mathematics Secondary (double method)

Unit Adviser: To be advised.

Full Year: Internal – 3 hours per week, External – 3 hours per weekend school and 4 hours per vacation school – unit value of 1.0

Corequisite: 4351

Unit Outline: The work in this unit provides adequate preparation for teaching Year 11 and 12 mathematics. This unit covers V.I.S.E. control of H.S.C. Mathematics courses in terms of content, regulations and assessment. T.O.P. Mathematics courses will be studied. Year 12's work will be established with H.S.C. Group 1 and Group 2 and T.O.P. Mathematics courses. The unit covers problem solving, estimation skills and computers in post-primary mathematics instruction and learning. Resources and assessment techniques for mathematics will be studied. There will be an examination of several issues including testing, transition, exceptional children, homework, streaming and professional responsibilities.

Teaching Methods: Internal – workshops, lectures and discussions; External – Study guides, workshops at weekend school.

Assessment: 4 assignments all of equal weighting.

Prescribed Text: Nil

4361 Curriculum Studies: Science Secondary

Unit Adviser: Dr G. Dettrick

Full Year: Internal – 3 hours per week, External – 3 hours per weekend school and 6 hours per vacation school – unit value of 1.0

Prerequisite: Year 2 B.Ed., or Degree or Diploma.

Unit Outline: The course is intended to prepare students for teaching science in post-primary schools with an emphasis on science as taught in years 7 through 10. Topics covered include the nature of science, teaching strategies, science curricula, laboratory management, and safety.

Teaching Methods: Workshops, tutorials, independent study.

Assessment: Attendance at 80% of workshops is required. Assessment is based on workshop participation, assignments and tests.


4363 Curriculum Studies: Secondary (Biology)

Unit Adviser: To be advised.

Full Year: Internal – 3 hours per week, External – 2 hours per weekend school and 4–6 hours per vacation school – unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Corequisite: 4361
Unit Outline: This unit is intended to prepare students for teaching senior biology in secondary schools and technical colleges of years 11 and 12. It includes a survey of the content at senior biology curricula, a consideration of a variety of resources, the development of specific teaching strategies and allows for the development of biological knowledge in areas of student weaknesses.

Teaching Methods: Lectures, workshops, and seminars.

Assessment: Will be wholly on workshop and seminar presentations and specific assignments. These assignments will involve the development of teacher resource materials of immediate application to the classroom/laboratory/field situation.

Prescribed Text:
*Biological Science: The Web of Life* (Latest Ed.) Australian Academy of Science
Teacher's Guide (Parts I and II) to the above text.
Student's Manual (Parts I and II) to the above text.

4364 Curriculum Studies: Secondary (Chemistry)

Unit Adviser: Dr J. Gough

Full Year: Internal – 3 hours per week, External – 3 hours per weekend school and 4 hours at vacation school – unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Corequisite: 4361

Unit Outline: Students will become familiar with the requirements for teaching chemistry to Years 11 and 12 pupils and will study topics such as the development of curriculum materials and units of work, evaluation of pupils, of chemistry courses, of texts and of curriculum materials; effective use of demonstrations, laboratory work and educational technology in chemistry teaching.

Teaching Methods: Study guides, lectures, seminars, workshops.

Assessment: Four essays equally weighted, including unit writing (two), the use of educational technology and curriculum material evaluation.

Prescribed Texts:

4365 Curriculum Studies: Secondary (Physics)

Unit Adviser: Dr J. Gough

Full Year: Internal – 3 hours per week, External – 3 hours per weekend school and 4 hours at vacation school – unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Corequisite: 4361
Unit Outline: Students will examine the physics curricula for Years 11 and 12 in Victorian schools and will be concerned with the development of units of work as well as the evaluation of texts, teaching aids and laboratory work for the teaching and learning of physics.

Teaching Methods: Study guides, lectures, seminars, workshops.

Assessment: Students will be assessed through assignments.

Prescribed Text: To be advised.

4370 Curriculum Studies: Language Arts Primary B

Unit Adviser: Ms E. Pascoe

Second Semester: Internal – 4 hours per week, External – 3 hours per weekend school and 4 hours at vacation school – unit value of 1.0

Prerequisite: 4270

Unit Outline: A continuation and extension of the second year programme, with a major focus on language curriculum theory and development with particular attention given to practical experience through drama in movement and improvisation, drama curriculum; poetry curriculum; reading and writing curriculum; literacy and computers; general curriculum development taking account of ethnic and linguistic diversity, individual differences, children with special needs. Students will be expected to develop and teach a programme of language, and to implement a drama programme in a school setting.

Assessment: An essay (30%); a major curriculum project (40%); a drama project (30%)

Prescribed Texts:

Recommended Reading:

4371 Curriculum Studies: Language Arts Secondary

Unit Adviser: Mr P. Richardson

Full Year: Internal – 3 hours per week, External – 4 hours per weekend school and 6 hours at vacation school – unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Unit Outline: The unit is designed to assist students to develop skills in curriculum development in English education. Attention is given to the place and history of English education in the secondary curriculum; current developments and trends in English education; teaching strategies and procedures; understandings, values and skills in English education (reading, writing, speaking and listening); the development,
location and evaluation of curriculum resources; and evaluation and assessment in English education. Special emphasis is given to the Australian and Victorian contexts.

Teaching Methods: Internal – Lectures, seminars, tutorials and written course material. External – Study Guides, weekend and vacation school workshops and lectures, tutorials and written course materials.

Assessment: Written assignments, curriculum materials and preparation of resources for teaching. Attendance at weekend schools is recommended.

Prescribed Texts:
Protherough, R., Encouraging Writing. Methuen, 1983.
Smedley, D., Teaching the Basic Skills. Methuen, 1983.

4372 Curriculum Studies: Language Arts Secondary (double method) (not offered in 1987)

Unit Adviser: Mr P. Edwards

Full Year: Internal – 3 hours per week, External – 4 hours per weekend school and 6 hours at vacation school – unit value of 1.0

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Corequisite: 4371

Unit Outline: This unit provides students with specialised insights to and resources for the teaching of language and literature in the senior school and techniques for helping second language learners. Initiative and imagination are encouraged in students who will be expected to prepare curriculum materials.

Teaching Methods: Study guides, selected readings, workshops and tutorials.

Assessment: The preparation of two curriculum packages is required of each student – these are major research undertakings of equal value.

Prescribed Texts:
Victorian Institute of Secondary Education Higher School Certificate Course Description: English Group I, and Literature V.I.S.E.

4421 Literature and Education

Unit Adviser: Ms J.L. Phillips

First Semester: 2 hours per weekend school and 4 hours per vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Objectives:
To introduce students to a wide range of literature for children.
To introduce students to the body of specialist and critical writing on children's books.
To emphasise the importance of literature in the educative process.
To underline the relationship between the reader and the book and stress the need to interpret reader response.

Content:
From a base of wide reading of children's literature combined with the reading of critical and specialist writing on children's books, students will develop an understanding and knowledge of children's literature with particular reference to children's responses. Emphasis will be placed on the importance of children's literature within the school language program and the role of the school librarian as a co-operating team member in implementing a literature program throughout the school. The sharing of story through storytelling, poetry and serial reading will be featured in the course. Students will undertake practical work with children in this area, as well as developing a unit of work, encouraging children's active participation in the experience of literature.

Teaching Methods: Individual reading and critical evaluation of children's books for discussion in the seminar and tutorials; lectures, audio visual presentations and group discussion; study guides.

Assessment: Storytelling assignment (20%); Seminar Paper (30%); Reading Record which includes a unit of work (50%)

Key Texts or References:
A bibliography of selected children's books, including Classics, teenage fiction, poetry, myths and legends is supplied to all students.

4422 Educational Psychology

Unit Adviser: Dr D. Harvey

Second Semester: 4 hours at all weekend schools and at vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The unit considers the place of particular psychological theories and research in education and their applications in classrooms. Topics covered will include applications of learning theory, the development of self-concept, and creativity.

Teaching Methods: Readings, lectures and discussions.

Assessment: Assignments and practical exercises (60%); Examination (40%)

Prescribed Texts:
4423 Sociological Foundations of Education

Unit Adviser: Mr L. Regan

First Semester: 2 hours at each weekend school and 4 hours at the vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit aims to involve students in a critical analysis of formal education in Australia from a number of sociological perspectives. Students will become acquainted with a variety of interpretive frameworks and research methodologies which have been used to explore the nature of Australian society and of education and the relationships between the two. Topics covered include: education and social stratification in Australia; education and the family in Australia; school-community interrelationships; the social organisation of teaching and student cultures; change in Australian society and the educational consequences thereof; the hidden curriculum; educational life chances; alternatives or contrasts in educational institutions.

Teaching Methods: Readings, lectures, discussions, study guides.

Assessment: Assignments and practical exercises (60%); Examination (40%)

Prescribed Texts:

4424 Philosophy of Education (not offered in 1987)

Unit Adviser: Mr P. Edwards

Full Year: 3 hours per weekend school and 6 hours per vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit introduces students to the practice of thinking philosophically in so far as this sheds light on current problems in education and the importance of philosophical analysis to rational decision making in schools. Among topics covered: the idea of the child, ethics of discipline, knowledge and the curriculum.

Teaching Methods: Study guide material, selected readings, self evaluation exercises, lectures and tutorial/seminar sessions designed to give students practice in philosophical thinking about educational issues.

Assessment: 3 essays of equal weighting.

Prescribed Texts:
Either:
or:
And:
4426 Curriculum Theory and Evaluation

Unit Adviser: Dr G. Dettrick

Second Semester: 2 hours per weekend school and 4 hours per vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: Students will study curriculum theory, design and development, particularly as they relate to the school. An examination of curriculum evaluation will form an important part of this course.

Teaching Methods: Study guides, lectures, tutorials.

Assessment: Two assignments equally weighted and a major project involving some evaluation.

Prescribed Texts:

4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)

Unit Adviser: Mr A. Box

Second Semester: 2 hours at weekend schools and 4 hours at vacation schools – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit centres around a contract task to suit the particular classroom mathematical interest of the students undertaking this unit of study. The task will be the completion of a project on a mathematics teaching area of the student’s choice:
- based on day to day teaching;
- showing evidence of depth of reading and research;
- allowing children to pursue an active learning approach, based on the use of concrete materials.

Teaching Methods: Workshops, tutorials.

Assessment: 5 assignments (75%); major teaching task (25%)

Prescribed Text:

Recommended Reading:
4428 Curriculum Studies: Diagnosis and Evaluation of Reading Difficulties

Unit Adviser: Ms E. Pascoe

Second Semester: 3 hours per weekend school and 4 hours at vacation schools - unit value of 1.0 - external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: A study of the processes involved in the language development of children with a particular emphasis on developing measures and approaches to diagnose and evaluate reading behaviours.

Teaching Methods: 2 hour lecture/seminar, 1 hour workshop.

Assessment: 2 essays (each worth 20%); one major project (60%)

Prescribed Texts:

Recommended Reading:

4429 Curriculum Studies: Children’s Literature in the Primary and Secondary School

Unit Adviser: Ms E. Pascoe

First Semester: 2 hours per weekend school and 3 hours at vacation schools - unit value of 1.0 - external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: A study of children’s literature in the Primary and Secondary School curriculum with a particular emphasis on using books with children in the home and classroom situations.

Teaching Methods: Lectures, workshops, seminars.

Assessment: 2 essays (each worth 20%); one major curriculum project (60%)

Prescribed Text:
See also Course Reference Booklet.

4436 History of Education

Unit Adviser: Dr T. Taylor

Second Semester: 3 hours per weekend school and 4 hours at vacation school - unit value of 1.0 - external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.
Unit Outline: This unit will deal with the politics of educational change in late Victorian and Early Edwardian England.

Teaching Methods: Lectures and discussion groups.

Assessment: Three written assignments, one of which will be presented as a seminar paper. The written assignments will be worth 30% each and the seminar paper 40%.

Prescribed Text:

Recommended Reading:

**4437 Measurement and Evaluation**

Unit Adviser: Dr K. Stead

First Semester: 3 hours per weekend school and 4 hours vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The course looks at the functions of classroom measurement, objectives and measurements, forms of assessment, test and examination contribution, reliability and validity, standardised tests.

Teaching Methods: Lectures, tutorials and exercises.

Assessment: 2 Practical assignments (80%); 1 Objective test (20%)

Prescribed Text:

**4438 Language and Learning** (not offered in 1987)

Unit Advisers: Mr P. Richardson, Mr L. Cairns

First Semester: 2 hours per weekend school and 4 hours at the vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Objectives:
To encourage experienced teachers to reflect upon their practice and to examine it in the light of sociolinguistic research.
To examine the role of spoken and written language in the learning process in primary and secondary schools.
To introduce students to descriptive methods for collecting and analysing classroom language.
To conduct research studies in primary and secondary schools.

Content: Language in Education; Basic sociolinguistic concepts; Attitudes to usage; A descriptive framework for grammatical analysis; The acquisition of grammar; Some differences between speech and writing; Spoken language in classroom interaction; Children's writing; Understanding written language.

Teaching Methods: Study guides, lectures and assigned tasks.
Assessment: Students will submit three written assignments (2 x 30% and 1 x 40%). All assignments will involve students in action research projects in classrooms.

Prescribed Texts:

4455 The School Administrator (not offered in 1987)
Unit Adviser: Mr J. Hallein
Second Semester: 2 hours at each of 4 weekend schools and 4 hours at 1 vacation school - unit value of 1.0 - external study.
Prerequisite: Dip.T. or Grad.Dip.Ed.
Unit Outline: The unit will emphasise a selection of issues of contemporary interest to Victorian school administrators, using, where available, current policy and administrative documents as source material. School governance, school and system policy-making and decision-making and political influence upon schools and systems will be emphasised.
Assessment: 3 x 1500 word exercise at 3 x 20%, 1 x 2000 word essay at 40%
Prescribed Text: Nil

4456 Psychology and Education of the Atypical
Unit Adviser: Dr D. Harvey
First Semester: 4 hours at all weekend schools and at vacation school - unit value of 1.0 - external study.
Prerequisite: Dip.T. or Grad.Dip.Ed.
Unit Outline: This unit will consider characteristics of children who in past years have tended to be segregated into special schools. Attention will be paid to educational needs and how these can be met in regular schools.
Teaching Methods: Readings, lectures and discussion.
Assessment: Assignments (60%); Examination (40%)
Prescribed Text: To be advised.

4457 Alternatives in Education
Unit Adviser: Mr P. Edwards
Second Semester: 2 hours per weekend school and 5 hours per vacation school - unit value of 1.0 - external study.
Prerequisite: Dip.T. or Grad.Dip.Ed.
Unit Outline: This unit explores the alternatives in education as accounted for in free schooling, open schooling and deschooling. The main issues are the extent to which the
alternatives are rationalized, justifiable and practised. Past students have found the unit useful for mapping alternatives and modifications to existing educational practices, particularly in respect of curriculum design.

Teaching Methods: Study guide materials, films, selected readings, self-evaluation exercises, tutorial/seminar sessions designed to stimulate critical inquiry into educational options.

Assessment: One major essay (60%); One seminar paper (40%)

Prescribed Texts:

4458 Computers in Education

Unit Adviser: To be advised.

Second Semester: 4 hours per weekend school and 8 hours per vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.


Teaching Methods: Study guides, workshops and practical work at weekend schools.

Assessment: 4 assignments (2 x 30% and 2 x 20%)

Prescribed Text:

Recommended Reading:
State Computer Education Centre, *Software Catalogue*.

4465 Curriculum Studies: Advanced Teaching Studies Music (Primary) (not offered in 1987)

Unit Adviser: Ms J. Southcott

Second Semester: 3 hours at weekend school and 4 hours at vacation schools – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This course centres upon a contract task to suit the particular classroom music situation of the students undertaking this unit. The contract task will be the design, implementation and evaluation of a program of classroom music. The program
design will be supported by workshops, consultation, reading and research, and visits to the classroom by the unit adviser.

Teaching Methods: Workshops, consultation with unit adviser and classroom visits by the unit adviser.

Assessment: Two assignments (20% each); classroom project report (60%)

Prescribed Texts:

4466 Curriculum Studies: Advanced Teaching Studies Music (Secondary)

Unit Adviser: Ms J. Southcott

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: permission (some music background, preferably performance skills).

Objectives: This unit has been designed to prepare teachers in the development and teaching of post primary music. Current Education Department curriculum planning directives will be considered. Lectures will be supplemented with practical sessions involving ensemble direction, arranging and basic music form and syntax.

Content: Popular music in the classroom. Modern idioms and their application to the classroom ensemble; Contemporary Methodologies. Improvisatory sound explanation exercise, based on methodologies and approaches developed by Paynter, Self, Wishart, et al.; Music Methodologies: Consideration of the music education heritage of Orff, Kodaly and Dalcroze and the current eclectic music curriculum; Initial teaching of music syntax and form; Music theory in a music environment.

All these areas will be workshopped in a practical performance situation.

Teaching Methods: Lectures, workshops and seminars.

Assessment: Two classroom music arrangements (50%); Methodology research paper (25%); Lesson plan sequence (25%)

Prescribed Texts:

4467 Curriculum Studies: Advanced Teaching Studies Drama P–12

Unit Advisers: Mr P. Richardson, Ms G. Mayes

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

The unit has a quota of 30 students and can only be undertaken by students enrolled in
the Bachelor of Education (Primary), Bachelor of Education (Secondary) and Bachelor of Education (School Librarianship) Upgrading courses. Students must be currently teaching or have access to a class.

Unit Outline: This unit will provide teachers with an opportunity to examine the role of drama in the P–12 curriculum. Students will explore: the theoretical foundations of drama in education; stages of child and adolescent development in drama education; drama as a learning medium within the school curriculum; subject drama in the Post–Primary school curriculum; drama as an art form, as well as curriculum design in drama education (content, implementation and evaluation).

Teaching Methods: Weekend and vacation school workshops, lectures and written study guides.

Assessment:
(a) students will keep a journal in which they will record details of workshop activities, reading, classroom experimentation and experiences (40%);
(b) an essay in which students will critically discuss their approach to drama in education (20%);
(c) development of a curriculum program in drama outlining aims, content, rationale and evaluation (40%).

Prescribed Texts:
Drama is Primary. Education Department of Victoria, 1982.

4468 Clinical Supervision

Unit Adviser: Mr L. Cairns

First Semester: 3 hours at each weekend school and 4 hours at the vacation school – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Attendance at a minimum of two weekend schools is essential due to the clinical skill development workshops undertaken.

Objectives:
To familiarise students with the Clinical Supervision Model.
To develop students’ skills in the various roles of Clinical Supervision.
To assist students to apply the Clinical Supervision Model in practice.

Content: The Clinical Supervision Model – theoretical basis, cyclical model, aims and purposes of supervision. Clinical Supervision in pre-service Teacher Education. Specific needs and approaches in supervising student teachers. Clinical Supervision in in-service Teacher Education. Peer supervision, development. Clinical Supervision and the Administrator. Using the process in guidance, management and curriculum development. Supervisor Roles: Incorporating practical workshops. Exposition and analysis of the following roles, including activities to develop role skills: Manager, Counsellor, Instructor, Observer, Provider of Feedback, Evaluator. Practical application of the Clinical process in school settings

Teaching Methods: Readings, video tape and activity based skill workshops, lectures and discussions.

Assessment: Role Workshop Assignments 3 x 20% (60%); Essay (20%); Application Exercise (20%)
Prescribed Text:

4469 **Curriculum Studies: Advanced Teaching Studies Physical Education P–12**

Unit Adviser: Mr P. Nicholson

First Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: As it would be expected that students undertaking this unit would have an interest in physical activity, it would be natural for them to expand their skills in some specific areas. The unit will involve the design, implementation and evaluation of a teaching unit in Physical Education, from one of the areas listed below. The development of the unit will be introduced and supported by lectures, covering areas to include Safety and Legal Liability, Project Design, Curriculum Design and Evaluation. Workshops, readings and research, and field visits will enrich this approach. Areas such as fitness, outdoor education, games, gymnastics, dance, swimming, health and athletics will be covered. Students will be expected to choose one area in which to research and develop a detailed program suitable for use in schools. The program will take the form of a project and report, as most students will already be in schools where they can trial their ideas.

This program will be the main form of assessment, along with readings from study guides and an essay. Outdoor education would be a key area in this approach, as it is envisaged that attendance at a vacation school camp will be offered as an alternative to some weekend schools. Field visits would allow the use of such nearby venues as Hazelwood Pondage, Mt. St. Gwinear Snowfields, Woorabinda School Camp, National Parks and schools such as Churchill Post Primary and Primary.

Teaching Methods: Lectures, workshops, consultation with adviser and field visits.

Assessment:
(a) Assignment: 1500 words. To outline the area in which the student intends to pursue this project. To include current trends, considerations and implications for teaching in this area, e.g. gymnastics, (20%).

(b) Study Guide and Course Reader material will be set. Specific 500 word reports will be required on four topics, (20%).

(c) Project Report: This will record in Journal form the development and implementation of a program in the chosen area. In gymnastics it may follow the sequential development of a 10 week teaching unit leading up to a competition. 2000 words plus data, (60%).

Prescribed Text:

4611 **Computers in the Classroom**

Unit Adviser: To be advised.

First Semester: 2 hours at each weekend school and 4 hours at vacation school – unit value of 1.0 – external study.

Prerequisite: Degree or Diploma.
Unit Outline: The students will become aware of the broad spectrum of uses of computers in education. They will gain competence with a number of software packages and they will gain the skills to use and select further packages.

Teaching Methods: Study guides, lectures and workshops.

Assessment: Action research project involving an aspect of computers in the classroom.

Prescribed Texts:

4612 Computer Facilities for Use in the Classroom

Unit Adviser: Mr H. Singh

First Semester: 2 hours at each weekend school and 4 hours at vacation school - unit value of 1.0 - external study.

Prerequisite: Degree or Diploma.

Unit Outline: The students will understand hardware specifications and system evaluation, they will evaluate software, they will know the uses for various hardware configurations and will learn various models for management of learning involved in computers in the classroom.

Teaching Methods: Study guides, lectures and workshops.

Assessment: 3 assignments, computer hardware (15%), comparison of school systems (70%); education of software (15%)

Recommended Reading:
Education Department of Victoria, Memoranda to Principals of Schools. References T:82/148 (3 Nov.'82); CE/2/83 (8 Aug.'83); CE/5/83 (3 Oct.'83); T84/65 (14 Mch.'84); CE/1/85.
The Australian Personal Computer. (A monthly magazine available through newsagents).
Computer Education Group of Victoria, Annual Conference Proceedings.

4613 Computer Languages

Unit Adviser: Mr L. Makin

Second Semester: 2 hours at each weekend school and 4 hours at vacation school - unit value of 1.0 - external study.

Prerequisite: Degree or Diploma.

Unit Outline: The students will understand the use and relevance of common computer languages. They will write programs in a selected language, being aware of programming skills. They will study a range of programming languages appropriate to the school setting.

Teaching Methods: Lectures and workshops.
Assessment: Examination (20%); Evaluation of the features of a programming language (40%); Two programming assignments (40%)

Prescribed Text:

Recommended Reading:

**4614 Computers and Learning Theories**

Unit Adviser: To be advised.

Second Semester: 2 hours at each weekend school and at vacation school – unit value of 1.0 – external study.

Prerequisite: Degree or Diploma.

Unit Outline: The unit considers psychological factors associated with the the use of computers in education.

Teaching Methods: Lectures, workshops and fieldwork.

Assessment: Assignments (100%)

Recommended Reading:

**4615 Computers and Learning Practice**

Unit Adviser: To be advised.

First Semester: 2 hours at each weekend school and 4 hours at vacation school – unit value of 1.0 – external study.

Unit Outline: Classification of software in terms of content, process and grade level. In-depth study programs in terms of evaluation, uses, appropriate mode of use (demonstration, 1-to-1, 1-to-many, 1-to-class), integration into syllabus, courseware. Emphasis will be placed on integrating computers across the curriculum. Future study of computers in education.

Teaching Methods: Study guides, project work, lectures and workshops.

Assessment: Essay (30%); Report on the use of two learning packages (50%); Courseware writing for a given data base (20%)

Recommended Reading:
Lathrop, A. & Goodson, B., *Courseware in the Classroom*. Addison-Wesley, 1983.

**4616 Computers and School Resource Management**

Unit Adviser: Mr J. Ang

**First Semester:** 2 hours per weekend school and 4 hours vacation school – unit value of 1.0 – external study.

**Unit Outline:** This unit introduces data bases and spreadsheet packages so that they can be applied to a school system. Students will become familiar with a range of school administrative software. The use of telecommunications will be examined for administrative purposes. Management of school resources, including library circulation packages.

**Assessment:** System study of a school (50%); Evaluation of a school management application (50%)

**Recommended Reading:** To be advised.

**4617 Project**

Unit Adviser: Dr K. Stead

**Second Semester:** contact with advisers as required – unit value 1.0 – external study.

**Unit Outline:** The project is an independent and specialized study in the area of computers relevant to Education.

**4618 Facilitating Computers in Education**

Unit Adviser: To be advised.

**Second Semester:** 2 hours per weekend school and 4 hours vacation school – unit value of 1.0 – external study.

**Unit Outline:** Students learn the processes of school computer policy formulation, implementation and evaluation. A list of management tasks for school computer resources will be developed. The role of the school computer resource person will be developed.

**Assessment:** Essay (20%); Assignments (2 x 30%, 1 x 20%)

**Recommended Reading:**
Unit Value: 1.0

Unit Advisers: Ms J.L. Phillips, Mr P. Richardson

First Semester: 2 hours per weekend school, 4 hours at the vacation school – external study.

Prerequisite: Nil

Objectives:
To introduce students to the wide range of literature available to young people and to facilitate their exploration of this literature.
To examine and critically evaluate young people's literature in order to formulate selection criteria.
To assess reader response by sharing literature with young people.
To examine the reading needs and interests of young people, in order to encourage and promote wider reading.
To introduce students to some basic sociolinguistic concepts.
To examine the question of literacy from a sociolinguistic viewpoint.
To introduce students to strategies for developing literacy in the school.

Content: Some Basic Sociolinguist Concepts: language and attitudes to language, the primitive language myth, standard and nonstandard English, language structure and language use; Sociolinguistics of Literacy: functional literacy, influences on children's language - family, school and peer group, communication and content area reading - subject registers, reading for meaning and decoding to sound, libraries and the growth of literacy; Literature for Young People: introduction to the range of literature available to young people, approaches to literacy criticism, examination of the child a reader, the reading needs and interests of young people, issues of content and formulation of selection criteria, historical antecedents of modern literature for young people, introduction to particular themes and genres, a study of selected authors, promotion of reading by evaluating a range of teaching strategies and encouraging reader response, catering for special groups, e.g. those with learning disabilities; ethnic minorities, the role of the librarian as a co-operating team member in promoting literature across the curriculum.

Teaching Methods: Readings, lectures, tutorials and study guides.

Assessment: Critical evaluation of a novel written for young people (15%); An annotated bibliography of 20 books written for young people (40%); Design promotional strategies for encouraging reading by young people, using a selected theme (20%); Essay on literacy topic (25%)

Key Texts or References:
Lenz, Millicent & Mahood, Ramona M., Young Adult Literature: Background and Criticism. American Library Association, Chicago, 1980.

Other Key Texts or References:
Foundations of School Librarianship

Unit Value: 1.0

Unit Adviser: Mr H.M. Yee

First Semester: 2 hours per weekend school, 4 hours at the vacation school – external study.

Prerequisite: Nil

Objectives:
To develop an awareness of the historical development of various types of libraries, especially school libraries.
To analyse the roles and functions of school libraries and other information agencies.
To assess the relationships between the school libraries and other information agencies.
To identify types of services offered by library and information agencies with emphasis on services to be offered by school libraries.
To assess the factors, especially social and educational trends, in relationship to the development of school libraries and the roles of the teacher-librarians.
To assess the roles of library associations.

Content: Development of libraries in Europe, U.K., U.S.A., and Australia: factors contributing to the development of the monastery library, subscription library, Mechanics Institute Library, public library, academic library, and national library. Development of school libraries in the U.K., U.S.A., and Australia: factors contributing to their development. Other libraries and information agencies outside the school: their relationship to the school library in the provision of services and information. School libraries and teacher librarians: their changing roles and functions in the school. Teaching methods: changes in the teaching methods, the use of modern technology in teaching and their effects on the services and resources of the school library. School curriculum: the role of the teacher librarian in the design and implementation of the school curriculum; Means of access to library resources and services, e.g., mobile library, networks, data-banks. Effects of technological development on school libraries: computers and copyright law as they affect access to information and services to be provided by the teacher librarian. Effects of social and educational trends on the provision of services by the teacher librarian and resources in the school library, and on the training of teacher librarians. The roles of library associations, such as the American Library Association, the Library Association of Australia and organisations for teacher librarians.

Teaching Methods: Study guides, readings, lectures and discussions at weekend and vacation schools.

Assessment: Essay on the development of librarianship (30%); An annotated list 10 recent titles on school librarianship, and developments in education or Review of a book on school librarianship. (Maximum length 1,500 words) (30%)
Essay on the trends and issues on the provision of resources and services in school libraries.

Prescribed Texts:

Other Key Texts or References:
4723 Organisation of Information

Unit Value: 1.0

Unit Adviser: Mr H.M. Yee

Second Semester: 2 hour lecture and 2 hour tutorial per weekend school and vacation school - external study. Attendance at the vacation school is compulsory in order to complete the computer activities.

Prerequisite: Nil

Objectives:
To understand the nature of information and the principles underlying the various methods of organising and controlling information.
To apply these principles and techniques in the organisation and control of library materials.
To be aware of the importance of information materials in any format, print or non-print, in the library and proper organisation for their access.
To indentify problems related to the organisation and control of various information materials.
To assess the effects of technological development on the organisation and control of the information.

Content: Types and characteristics of information and the forms in which it can be found; Different ways of organising information material for access such as by subject, by class, by types of materials, etc; Development of indexing systems, cataloguing rules and classification schemes and subject headings lists with emphasis on AACR2, DDC, Sears Subject Headings List, and ASCIS Subject Headings List; Organisation and control of print and non-print materials and issues associated with the organisation and control of non-print material; Original versus shared cataloguing: advantages and disadvantages; Development of systems such as ASCIS & ABN, and the economics of using such a system as well as their effects on the services and resources provided; The use of various formats for information organisation and control, such as the card, the book, the microfiche, and the on-line catalogue: their advantages and disadvantages.

Teaching Methods: Study guides, readings, lectures, tutorials, hands-on experience using microfiche and computer, at weekend and vacation schools.

Assessment: Prepare main and added entries of 5 titles (20%); Allocate subject headings and classification numbers to 20 titles (20%); Prepare main entries of 3 journal titles (10%); Essay on the organisation and control of information (50%)

Key Texts or References:
4724 Curriculum Resources

Unit Value: 1.0

Unit Adviser: Ms J.L. Phillips

Second Semester: 2 hours per weekend school, 4 hours at the vacation school – external study.

Prerequisite: Nil

Objectives:
To assess current developments in curriculum areas in relation to the axis of curriculum theory.
To identify the role of educational research in curriculum development.
To assess the role of the teacher-librarian as a resource in the curriculum development process.
To analyse the role and implementation of print and non-print resources in developing, supporting, and extending the school curriculum.
To evaluate curriculum resources.

Content: Curriculum theory and development: core curriculum, school, based curriculum, articulated curriculum, the "hidden" curriculum. Curriculum models such as the objective model and the interactive model; The role of the teacher-librarian in co-operative curriculum planning and implementation; Curriculum resources: human resources, material resources, system based resources; Curriculum resources to support specific disciplines: humanities, social sciences and sciences; The selection and evaluation of curriculum resources; Numeracy, literacy, reading and writing: resources and the role of the teacher-librarian; Information and study skills: resources and the role of the teacher-librarian in the implementation of a study skills program; Computer literacy: resources and the role of the teacher librarian.

Teaching Methods: Lectures and tutorials, study guides and some readings are provided.

Assessment: Study skills unit (40%); Annotated list of curriculum resources to assist a teacher in presenting a specific unit of work (40%); Exercises (20%)

Key Texts or References:
Curriculum Development Centre, *Core Curriculum for Australian Schools. What it is and why it is needed*. The Centre, Canberra, 1980.
4725 Information Needs and Users

Unit Value: 1.0

Unit Adviser: Mr H. Singh

First Semester: 2 hours per weekend school, 4 hours at the vacation school - external study.

Prerequisites: 4722, 4723

Objectives:
To analyse the characteristics, behaviour and environment of users and design information and educational resource services based on these characteristics.
To allow discussion and clarification of basic concepts in information behaviour especially as these concepts apply to the education environment.
To develop awareness of at least two approaches to the assessing and individual's specific information needs.
To be aware of a range of sources of brief factual information.

Content: Part A: Information Seeking and information acquisitions behaviour; The library as an information resource with special reference to school libraries; Methods of determining individual information needs; To relate the information function of the school library to the school program as a whole. Part B: Students will examine the following sources of information as they relate to a variety of library and information services that are appropriate in supporting the role of the school library within the total educational program: Bibliographies - general and subject; Indexing/Abstracting Services; Encyclopaedias and dictionaries - general and subject; Geographical sources - maps, atlases, gazetteers and travel; Biographical - universal, national and subject; Yearbooks and almanacs - general, subject and statistical; Handbooks and manuals; Computer-based information systems, including on-line reference services as they pertain to school libraries.

Teaching Methods: Lectures, tutorials, seminar and workshop activities, audio-visual presentation, and study guides.

Assessment: Completion of two practical assignments on reference problems (20% each); A case study (20%); Completion of a literature guide (25%); Essay (15%)

Key Texts or References:


### 4726 Administration and Organisation of the Resource Centre

**Unit Value:** 1.0

**Unit Adviser:** Mr J. Hallein

**Second Semester:** 2 hours per weekend school, 4 hours at the vacation school – external study.

**Prerequisite:** 4722

**Objectives:**
- To examine the school library as a complex system and as an organisation.
- To describe, evaluate and apply methods of organising school libraries and information services in relation to other organisations.
- To allocate financial provision in relation to preparation of estimates and budget control.
- To describe and evaluate the utilisation of personnel within school libraries and to be aware of the principles of personnel management.
- To know the principles of developing architectural briefs for the designing of facilities for school library services.
- To describe, evaluate and apply methods of acquiring curriculum resources and of controlling and making available such materials for use.
- To consider methods of evaluating the educational effectiveness of the school library; to be able to compile and maintain statistics and prepare and submit reports relevant to the development of library service.
- To devise objectives for service and carry out plans for implementation, promotion and innovation.

**Content:** The school library as an organisation and its place in relation to other organisations: structure – centralised, decentralised, co-ordinated; effectiveness of organisational structure; research evidence. The library as a complex dynamic open system: inputs to the system – objectives, finance/budget, staff, physical facilities, social pressures (e.g. population growth), etc.; outputs from the system – reasonable levels of service, measurement, criteria of effectiveness, research evidence, surveys, reports; Finance and budgeting: method of financial provision, allocation, budgeting, estimates, accountability; Staffing and supervision: personnel management theory, in-service training, supervision, communication channels; Facilities, planning and utilisation: architect's brief; furniture, equipment, maintenance, alteration, adaptation; Processes: Acquisition, ordering and receipt, monographs and serials. Pricing and methods of purchase, approval; Circulation control and inter-library loan, loan period, renewal, reservation, fines. Inter-library loan; Conservation of materials, binding, preservation, weeding, discarding; Reproduction, photocopying and copyright. Evaluation of services: library standards, statistical techniques and measures, interpretation of research reports. Decision making processes in an organisational
framework: setting objectives, planning, implementation; promotion, innovation, political factors.

Teaching Methods: Lectures, workshops, case studies, study guides, teaching notes and individual research.

Assessment: Policy and Procedures Manual (50%); Case Studies Assignment (20%); Exercise (15%); Exercise (15%)

Key Texts or References:

4727 Computer Supported Information Services

Unit Value: 1.0

Unit Adviser: Mr H. Singh

First Semester: 2 hours per weekend school, 4 hours at the vacation school - external study. Attendance at the vacation school is compulsory in order to complete the computer activities.

Prerequisite: 4722

Objectives:
To develop a greater knowledge and understanding of the application of information technology.

To explore the use of computers in indexing, in centralised networks, and in schools for the co-operative dissemination and in storage of bibliographic information, in information retrieval systems and in routine library housekeeping operations.

To critically examine the uses being made of computers in information retrieval in schools.

Content: Description and discussion of the main components of computers and their operating characteristics; Bibliographic databases; Co-operative dissemination and storage of bibliographic information; Using computers for library housekeeping operations and word processing; Selective dissemination of information; retrospective search systems, online catalogue consultation; Computers for information retrieval in education; Telecommunications systems such as VIATEL.

Teaching Methods: Lectures, seminars and practical sessions.
Assessment: Students complete three reports (60%); 1 Semester paper (40%)

Key Texts or References:

4728 Professional Development

Unit Value: 0.5

Unit Advisers: Mr H. Singh, Mr H.M. Yee

Full Year: External – 2 hours at February weekend school.

Corequisite: 4722

Objectives:
To introduce students to the profession of librarianship.
To participate in a range of professional activities.
To examine the importance of professional networking for personal development.
To develop and understanding and awareness of inter-library co-operation.
To examine a wide range of information resources.

Content: Students will undertake ten different professional development activities which can be made up from a combination of the following: Attendance at and participation in library seminars and conferences; Visiting libraries other than school libraries; Approved in-service and curriculum courses; Visiting school libraries in other States or Countries; Attending lectures by children’s authors, library administrators, etc; Visiting booksellers and publishing firms; Organised excursions.

Assessment: Satisfactory/Unsatisfactory. Evaluative reports on all Professional Development activities undertaken will be submitted for assessment.

Key Texts or References: Nil

4729 School Librarianship Practicum

Unit Value: 0.5

Unit Advisers: Ms J.L. Phillips, Mr J. Hallein

Full Year: External – 2 hours at the first Weekend School; individual consultation throughout the year – includes 20 days practicum.

Corequisite: 4726

Objectives:
To enable students to become fully aware of the role of the school library/resource centre within the school’s educational program.
To enable students to become fully conversant with school library management and administration;
To enable students to work with children in the selection and use of suitable reading and curriculum materials;
To enable students to experience the contribution of the school librarian to the school’s educational objectives and policies.
Content: 20 days Practicum to be supervised in a school library staffed by a trained, experienced teacher librarian; Under the supervising teacher librarian, students are to participate in all facets of the administration and organisation of a School Library Resource Centre.

Teaching Methods:
2. Individual supervision in the training school by school librarianship staff.

Assessment: Satisfactory/Unsatisfactory.
1. Individual report on practicum by the training school.
2. Individual report by supervising school librarianship staff.

Key Texts or References: Nil

4770 Special Topic in School Librarianship

Unit Value: 1.0

Unit Adviser: Mr J. Hallein

Second Semester: 2 hour discussion meeting at the first weekend school and individual consultation in the vacation and other weekend schools – external study.

Prerequisites: 4722, 4727, 4728

Objectives:
To read critically a wide range of literature on current issue in school librarianship.
To present an evaluative synthesis of the viewpoints on a current issue in school librarianship.

Content: The actual content of the course will vary from semester to semester as students will choose the issues that are of interest to them. Some of the possible topics that might be chosen by students to investigate would be – What is the role of school libraries and teacher librarians in curriculum development?; Censorship and school libraries; "Freedom of Information" and its implications for school libraries; School and children's libraries – do we need both?; Should there be a general professional library association or specialist library professional association?; Teacher librarians and social issues – should they be involved?; Education for librarians and teacher librarians; Impact of school library programs on student achievement; Should school libraries emphasise reading or should they emphasise information in developing programs?; Is the first priority of the school library service to teacher or service to students?; Are "Library Lessons" an effective means of teaching students information skills?; Social issues on children's literature.

Teaching Methods:
Individual consultations, regular progress reports during semester, group discussions, study guides.

Assessment: Essay of at least 6000 words or an equivalent project submitted in an alternative format as approved by course adviser (80%); A 1000 word proposal (20%)

Key Texts or References:
Students will be expected to examine a wide range of current literature on the various topics investigated during the semester. Report and journal literature will be emphasised.
INTRODUCTION

The School of Engineering offers the following awards:

Associate Diploma in Engineering Supervision – Para Professional; By external study only (equivalent to a two year full-time course)
Bachelor of Engineering – Professional; Four year full-time courses
- Civil
- Electrical
- Electro-Mechanical
- Mechanical

Graduate Diploma in Engineering Maintenance Management (Terotechnology) – By external study only
Master of Engineering – Research Master Degree

Course Co-ordinators

<table>
<thead>
<tr>
<th>Degree</th>
<th>Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Diploma in Engineering Supervision</td>
<td>Mr K. Enders</td>
</tr>
<tr>
<td>Bachelor of Engineering</td>
<td>Mr P. Walker</td>
</tr>
<tr>
<td></td>
<td>Dr J. Ochsenbein</td>
</tr>
<tr>
<td></td>
<td>Dr J. Ochsenbein</td>
</tr>
<tr>
<td></td>
<td>Mr L. Bradshaw</td>
</tr>
<tr>
<td>Graduate Diploma in Engineering Maintenance Management (Terotechnology)</td>
<td>Mr L. Bradshaw</td>
</tr>
<tr>
<td>Master of Engineering</td>
<td>Dr I. Spark</td>
</tr>
</tbody>
</table>

ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION

The Associate Diploma in Engineering Supervision is a two year equivalent full-time course offered by external study providing a general para-professional engineering education combined with development of skills in labour supervision, and basic business and management procedures. The course provides good training for people wishing to work as engineering associates in such positions as technical officers, engineering assistants, and engineering supervisors. The engineering associate normally works in a supporting role to professional engineers, but can also work independently in smaller organisations which do not employ professional engineers. In other organisations employing professional engineers, they may also work independently on reaching senior positions.

The course emphasises the practice of engineering and requires less mathematical ability than a professional engineering course. The course also gives particular attention to the needs of small and medium sized industrial businesses. It is particularly designed for part-time study, causing minimum interference to employment by use of external study with concentrated vacation and/or weekend schools. Each level of the course has a total value of eight credit units corresponding to a one year full-time study load. Well-motivated part-time students can reasonably undertake four units each year, thus permitting completion of the course by four years external study. The course is, however, designed to allow maximum flexibility for each student to proceed through the course at a rate appropriate to his or her particular circumstances. The course offers the opportunity for specialisation in particular technical areas through electives in Mechanical, Maintenance, Civil, and Electronic subjects.
Entry Requirements

(a) Mature Age Entry: People with an appropriate employment background who are over 21 years of age may gain entry as mature age students.

(b) Year 12 Entry: The normal academic requirement for entry is successful completion of a Year 12 course of study, preferably including passes in English, one Mathematics, one Science, and an additional Maths or Science subject.

(c) COT Entry: Students who do not hold Year 12 entry requirements but who have completed a Certificate of Technology at a College of Technical and Further Education may be admitted (provided they have 2 levels of Mathematics).

Preparatory Units

Mature age students who do not meet the normal entry requirements may need to do one or both of these units – they are preliminary units and do not constitute part of the course. Students should have passed Year 11 Mathematics or equivalent before enrolling in unit 7160.

1180 Physical Science
7160 Basic Mathematics

Course Outline

To complete the course students must complete all of the level one and two units but do not have to complete all level one units before doing level two units. Not all units are offered each year.

Course Schedule

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Core Units</td>
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</tr>
<tr>
<td>5500</td>
<td>Engineering Supervision</td>
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<tr>
<td>5501</td>
<td>Human Communications</td>
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<tr>
<td>5502</td>
<td>Drawing and Design</td>
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<tr>
<td>5540</td>
<td>Electrical Systems</td>
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<tr>
<td>5541</td>
<td>Electronics and Instrumentation</td>
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<tr>
<td>5560</td>
<td>Statics</td>
<td>1.0</td>
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<tr>
<td>5561</td>
<td>Dynamics</td>
<td>1.0</td>
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<tr>
<td>5580</td>
<td>Engineering Materials</td>
<td>0.5</td>
</tr>
<tr>
<td>7121</td>
<td>Introduction to Computing</td>
<td>0.5</td>
</tr>
<tr>
<td>or 7122</td>
<td>Computer Programming 1A</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Elective Units (One unit of 1.0 value to be chosen from the units below)

5520 Engineering Surveying
5542 Digital Electronics
5562 Thermodynamic Principles
5563 Plant Engineering

204
**Unit No.** | **Unit Name** | **Unit Value**
---|---|---
| 3243 | Engineering Finance | 1.0 |
| 3256 | Industrial Law (Engineering) | 1.0 |
| 3362 | Industrial Relations | 1.0 |
| 5600 | Engineering Management Methods | 1.0 |
| 5601 | Safety and Environmental Management | 0.5 |
| 5602 | Engineering Project Supervision | 0.5 |
| 5603 | Industrial Control Systems | 1.0 |

**Elective Units** (Two units, each of 1.0 unit value to be chosen from the following or Level One Electives)

**Mechanical:**
- 5661 Mechanics and Design
- 5662 Thermodynamic Systems

**Maintenance:**
- 5663 Maintenance Supervision
- 5664 Fault Diagnosis and Condition Monitoring

**Civil:**
- 5621 Structural Design
- 5622 Road and Drainage Design

**Electronic:**
- 5641 Industrial Electronics
- 5642 Computer Engineering

**Notes:**
1. Most of Level One units should be passed before attempting Level Two units.
2. Other approved units may be substituted for the above electives.

Further information may be obtained from the Course Co-ordinator, Mr K. Enders.

**BACHELOR OF ENGINEERING**

The Bachelor of Engineering is a four-year fully professional course and offers specialisation in the following areas:
- Civil
- Electrical
- Electro-Mechanical
- Mechanical

The four Bachelor degrees have a common first year, thus students do not have to select their speciality until after some study experience. In each specialisation there are opportunities at final year level to take electives suited to student interests. All of the engineering degree courses may be studied either full-time or part-time, and certain units within the courses are offered by external study. It is planned to introduce an option of studying up to 50% of the course in the external study mode.

**Entry Requirements**

The normal entry requirement is four subjects at H.S.C. or equivalent level including one Mathematics and one Science subject; and preferably two additional subjects from English, Mathematics, or Science. In considering an applicant for admission the
Institute may take into account the applicant's motivation, extra-curricula interests, and recommendations from referees. The Institute seeks to encourage students of mature age whose academic qualifications may appear formally incomplete. Preparatory or bridging tuition in Physical Science and Mathematics is available to facilitate the entry of such students.

Course Recognition

All Bachelor of Engineering Degree courses are approved by the Victorian Post-Secondary Education Commission and accredited by the State Accreditation Board. They are also submitted to the professional recognition process required by the Institution of Engineers, Australia to entitle graduates to membership of that institution.

Course Outlines

Civil Engineering Degree

In the Civil Engineering degree course students are academically equipped to work as professional civil engineers. Particular areas of specialisation include structures, water engineering, traffic engineering, and environmental engineering.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Science - An Interactive Approach</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td>5100</td>
<td>Drawing and Design</td>
<td>0.75</td>
</tr>
<tr>
<td>5101</td>
<td>Engineering Practice</td>
<td>0.75</td>
</tr>
<tr>
<td>5120</td>
<td>Civil Engineering I</td>
<td>1.0</td>
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<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
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<tr>
<td>5160</td>
<td>Mechanical Engineering I</td>
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<tr>
<td>7122</td>
<td>Computer Programming 1A</td>
<td>0.5</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
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<tr>
<td>7169</td>
<td>Engineering Calculus</td>
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Level Two

<table>
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<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
<tr>
<td>5200</td>
<td>Industrial Experience I**</td>
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<tr>
<td>5201</td>
<td>Measurement and Instrumentation</td>
<td>0.5</td>
</tr>
<tr>
<td>5220</td>
<td>Structural Design I</td>
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<tr>
<td>5221</td>
<td>Geology</td>
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<tr>
<td>5222</td>
<td>Hydraulics</td>
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<tr>
<td>5223</td>
<td>Geomechanics</td>
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<tr>
<td>5224</td>
<td>Surveying</td>
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<tr>
<td>5261</td>
<td>Applied Mechanics</td>
<td>1.0</td>
</tr>
<tr>
<td>5280</td>
<td>Engineering Materials I</td>
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<tr>
<td>5282</td>
<td>Civil Engineering Materials</td>
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</tr>
<tr>
<td>7171</td>
<td>Probability and Statistics</td>
<td>0.5</td>
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<tr>
<td>7221</td>
<td>Computer Programming 2A</td>
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</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
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</table>

Level Three

<table>
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<th>Unit Name</th>
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</thead>
<tbody>
<tr>
<td>5300</td>
<td>Industrial Experience II**</td>
<td>0.0</td>
</tr>
<tr>
<td>5301</td>
<td>Control Theory and Systems</td>
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<tr>
<td>5320</td>
<td>Structural Design and Construction</td>
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</tr>
<tr>
<td>5321</td>
<td>Water Supply and Waste Water Systems</td>
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</tr>
<tr>
<td>5322</td>
<td>Hydraulic Design and Construction</td>
<td>0.5</td>
</tr>
<tr>
<td>5323</td>
<td>Soils and Foundations</td>
<td>1.0</td>
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</tbody>
</table>
Two Electives (+) to be chosen from:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5324</td>
<td>Theory of Structures I</td>
<td>1.0</td>
</tr>
<tr>
<td>5326</td>
<td>Road Design and Construction</td>
<td>1.0</td>
</tr>
<tr>
<td>5380</td>
<td>Engineering Materials II</td>
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</tr>
<tr>
<td>7189</td>
<td>Operations Research for Engineers</td>
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</table>

Elective***

**Level Four**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>5400</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>5401</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>5402</td>
<td>Engineering Project Management</td>
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</tbody>
</table>

Two Electives (+) to be chosen from:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>5403</td>
<td>Environmental Engineering</td>
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</tr>
<tr>
<td>5420</td>
<td>Structural Design II</td>
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</tr>
<tr>
<td>5422</td>
<td>Water Engineering</td>
<td>1.0</td>
</tr>
<tr>
<td>5423</td>
<td>Construction Practice</td>
<td>1.0</td>
</tr>
<tr>
<td>5424</td>
<td>Theory of Structures II</td>
<td>1.0</td>
</tr>
<tr>
<td>5426</td>
<td>Traffic Engineering</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Two Additional Electives to be chosen from:
- the above Units
- approved electives from other Engineering degrees e.g. 5404 Terotechnology
- other approved Electives

* Level One Common to all Engineering degrees

** Industrial Experience, to be completed after Level Two and Level Three studies and during the Institute Vacation period, to total a minimum of 12 weeks

*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).

+ The offering of the fourth year electives is dependent on student demand and staff availability.

**Electrical Engineering Degree**

In the Electrical Engineering Degree course students are academically equipped to work as professional electrical or electronic engineers. Particular areas of specialisation include electronics, computers, and power applications.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Science – An Interactive Approach</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td>5100</td>
<td>Drawing and Design</td>
<td>0.75</td>
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<tr>
<td>5101</td>
<td>Engineering Practice</td>
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<tr>
<td>5120</td>
<td>Civil Engineering I</td>
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<tr>
<td>5140</td>
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<td>5160</td>
<td>Mechanical Engineering I</td>
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<tr>
<td>7122</td>
<td>Computer Programming 1A</td>
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</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
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**Level Two**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>5200</td>
<td>Industrial Experience I**</td>
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<tr>
<td>5201</td>
<td>Measurement and Instrumentation</td>
<td>0.5</td>
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<tr>
<td>5240</td>
<td>Electrical Design II</td>
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<tr>
<td>5241</td>
<td>Electrical Machines I</td>
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</tr>
<tr>
<td>5242</td>
<td>Electronics</td>
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</tr>
<tr>
<td>5243</td>
<td>Digital Electronics and Computers I</td>
<td>0.5</td>
</tr>
<tr>
<td>5244</td>
<td>Circuits and Systems</td>
<td>0.75</td>
</tr>
</tbody>
</table>
### Mechanical Engineering Degree

In the Mechanical Engineering Degree course students are academically equipped to work as professional mechanical engineers. Particular areas of specialisation include thermodynamics, engineering design, and machinery applications.

#### Mechanical Engineering Degree

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Science – An Interactive Approach</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
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<tr>
<td>5100</td>
<td>Drawing and Design</td>
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**Unit No.**

<table>
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<tr>
<th>Unit No.</th>
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<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>5261</td>
<td>Applied Mechanics</td>
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<tr>
<td>5263</td>
<td>Thermodynamics I</td>
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<td>5264</td>
<td>Fluid Mechanics I</td>
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<td>Engineering Materials I</td>
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<tr>
<td>7221</td>
<td>Computer Programming 2A</td>
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<tr>
<td>7268</td>
<td>Integral Transforms</td>
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<td>5264</td>
<td>Fluid Mechanics I</td>
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<tr>
<td>5300</td>
<td>Industrial Experience II**</td>
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<tr>
<td>5301</td>
<td>Control Theory and Systems</td>
<td>1.0</td>
</tr>
<tr>
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<td>Electrical Design III</td>
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<td>5353</td>
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<tr>
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**Level Two**

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**Level Three**

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<th>Unit Name</th>
<th>Unit Value</th>
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<td>Control Theory and Systems</td>
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<td>Analog Electronics</td>
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<td>7171</td>
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<td>7189</td>
<td>Operations Research for Engineers</td>
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**Level Four**

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<tr>
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<th>Unit Name</th>
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<tbody>
<tr>
<td>5400</td>
<td>Engineering Project</td>
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</tr>
<tr>
<td>5401</td>
<td>Engineering Management and Industrial Relations</td>
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</tr>
<tr>
<td>5402</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
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<tr>
<td>5440</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>- the above Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- approved electives from other Engineering degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g. 5403 Environmental Engineering and 5404 Terotechnology.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- other approved Electives</td>
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</tr>
</tbody>
</table>

---

* Level One Common to all Engineering degrees

** Industrial Experience, to be completed after Level Two and Level Three studies and during the Institute Vacation period, to total a minimum of 12 weeks.

*** Elective to be chosen from Core Studies units or any approved non-Engineering unit(s).

+ The offering of any of the fourth year electives is dependent on student demand and staff availability.
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<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>5101</td>
<td>Engineering Practice</td>
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<tr>
<td>5120</td>
<td>Civil Engineering I</td>
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<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
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<tr>
<td>5160</td>
<td>Mechanical Engineering I</td>
<td>1.0</td>
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<tr>
<td>7122</td>
<td>Computer Programming 1A</td>
<td>0.5</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
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<tr>
<td>7169</td>
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**Level Two**

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<th>Unit Name</th>
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<tbody>
<tr>
<td>5200</td>
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<tr>
<td>5201</td>
<td>Measurement and Instrumentation</td>
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</tr>
<tr>
<td>5241</td>
<td>Electrical Machines I</td>
<td>0.75</td>
</tr>
<tr>
<td>5242</td>
<td>Electronics</td>
<td>0.75</td>
</tr>
<tr>
<td>5243</td>
<td>Digital Electronics &amp; Computers I</td>
<td>0.5</td>
</tr>
<tr>
<td>5260</td>
<td>Mechanical Design II</td>
<td>0.5</td>
</tr>
<tr>
<td>5262</td>
<td>Manufacturing Engineering</td>
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<tr>
<td>5263</td>
<td>Thermodynamics I</td>
<td>0.5</td>
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<tr>
<td>5264</td>
<td>Fluid Mechanics I</td>
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</tr>
<tr>
<td>5280</td>
<td>Engineering Materials I</td>
<td>0.5</td>
</tr>
<tr>
<td>7221</td>
<td>Computer Programming 2A</td>
<td>0.5</td>
</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
<td>0.5</td>
</tr>
<tr>
<td>7268</td>
<td>Integral Transforms</td>
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**Level Three**

<table>
<thead>
<tr>
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<th>Unit Name</th>
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<tr>
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<td>Industrial Experience II**</td>
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<td>Control Theory and Systems</td>
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<td>Mechanical Design III</td>
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</tr>
<tr>
<td>5361</td>
<td>Mechanics of Materials and Structures</td>
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</tr>
<tr>
<td>5363</td>
<td>Thermodynamics II</td>
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<tr>
<td>5364</td>
<td>Fluid Mechanics II</td>
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<td>Engineering Materials II</td>
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<tr>
<td>7171</td>
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<tr>
<td>7189</td>
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**Elective***

**Level Four**

<table>
<thead>
<tr>
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<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
<tr>
<td>5400</td>
<td>Engineering Project</td>
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</tr>
<tr>
<td>5401</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>5402</td>
<td>Engineering Project Management</td>
<td>1.0</td>
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Two Electives (+) to be chosen from:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>5404</td>
<td>Terotechnology</td>
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<tr>
<td>5425</td>
<td>Structural Design</td>
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<td>Mechanical Design IV</td>
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<td>5462</td>
<td>Rotodynamic Machines</td>
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<td>Thermodynamics III</td>
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<tr>
<td>5465</td>
<td>Fuel &amp; Combustion Technology</td>
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</tr>
<tr>
<td>5480</td>
<td>Engineering Materials III</td>
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</tbody>
</table>

Two Additional Electives to be chosen from:

- The above Units
- approved electives from other Engineering degrees
  - e.g. 5403 Environmental Engineering
- other approved Electives e.g. 5348 Electrical Machines
Level One Common to all Engineering degrees
Industrial Experience, to be completed after Level Two and Level Three studies and during the Institute Vacation period, to total a minimum of 12 weeks.

Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).

The offering of any of the fourth year electives is dependent on student demand and staff availability.

Electro-Mechanical Engineering Degree

In the Electro-Mechanical Degree Course students are academically equipped to work as professional engineers in either electrical or mechanical engineering plant. A wide variety of final year options allows the student to tailor the course to their interests.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>Level One*</td>
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<tr>
<td>1183</td>
<td>Science – An Interactive Approach</td>
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<td>1189</td>
<td>Physical Science for Engineers</td>
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<tr>
<td>5100</td>
<td>Drawing and Design</td>
<td>0.75</td>
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<tr>
<td>5101</td>
<td>Engineering Practice</td>
<td>0.75</td>
</tr>
<tr>
<td>5120</td>
<td>Civil Engineering I</td>
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<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
<td>1.0</td>
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<tr>
<td>5160</td>
<td>Mechanical Engineering I</td>
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<tr>
<td>7122</td>
<td>Computer Programming 1A</td>
<td>0.5</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
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<table>
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<tr>
<th>Unit No.</th>
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<td>Level Two</td>
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<tr>
<td>5260</td>
<td>Mechanical Design II</td>
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<td>5242</td>
<td>Electronics</td>
<td>0.75</td>
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<tr>
<td>5243</td>
<td>Digital Electronics &amp; Computers I</td>
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</tr>
<tr>
<td>5244</td>
<td>Circuits and Systems</td>
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<td>5263</td>
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<td>5264</td>
<td>Fluid Mechanics I</td>
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<td>5280</td>
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<td>7268</td>
<td>Integral Transforms</td>
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<tbody>
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<td>or</td>
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</tr>
<tr>
<td>5262</td>
<td>Manufacturing Engineering</td>
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</tr>
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<td>Control Theory and Systems</td>
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<tr>
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<td>5342</td>
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<td>5361</td>
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</tr>
<tr>
<td>5363</td>
<td>Thermodynamics II</td>
<td>0.75</td>
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</tbody>
</table>
Diploma to Degree Conversion

A Diploma Conversion Course consists of additional course work following the diploma course which a student has already completed. The total program exposes the student to the same course work and level of examination as that required in the degree course. A conversion course will therefore require at least one year of full-time or equivalent part-time study. Part-time external conversion course students can normally anticipate attending some sessions of the five day residential schools held in May and September of each year.

Formal applications should include a transcript of diploma studies if the student is not a Gippsland Institute graduate a certified copy of the diploma, a description of industrial experience since graduation and an outline of proposal for an engineering project. Applicants will be evaluated by the Board of Studies in Engineering, and a statement of the course to be completed to qualify for the degree will be given if the application is approved.

Graduate Diploma in Engineering Maintenance Management (Terotechnology)

Engineering maintenance management is one of the few areas of management or engineering activities in which there is still tremendous opportunities for improvements and scope for contributing significantly to an organisation's profitability. The past ten years has seen a revolution in the technical and management techniques available to
The Maintenance Engineer or Maintenance Manager. This Graduate Diploma is aimed at bringing together these techniques to enable the practising engineer to play a more effective role within his organisation.

This part-time course is to be offered only on an external studies basis. It consists of 8 one-semester units and normally takes two years of external study to complete.

Entry Requirements

To obtain admission to the course the following requirements need to be met:

(a) A recognised degree or diploma in an engineering or related area coupled with at least two years experience, or
A recognised degree or diploma in an engineering or related area coupled with work experience in the field of Maintenance Engineering or Maintenance Management, or
Extensive work experience in a specific and relevant area, for example: a Maintenance Manager or Senior Maintenance Engineer who must have an adequate background and the ability to cope with the course. There will be a restriction on non/graduate/diplomate entrants of a maximum of one-third of enrolments.

(b) Letter from employers/organisations confirming that the employer/organisation is aware of the course requirements and commitments (including residential school) expected of the students. This requirement may be waived on the recommendation of the course adviser where the applicant is self-employed, or in other exceptional circumstances, provided the applicant can provide assurances about ability to meet the time commitments of the program, and in respect to access to practical situations as required for the completion of field projects and research.

Progression Through Course

Students will progress through the course in the format given in the following table. This will normally take two years to complete on an external part-time basis. In all cases, advancement to higher units will depend on the successful completion of the necessary prerequisites.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Semester Offered</th>
<th>Prerequisites</th>
<th>Residential Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>5701</td>
<td>Terotechnology and Life Cycle Costs</td>
<td>1</td>
<td>Nil</td>
<td>1st Semester Vacation School – 5 days (2 May 1987 to 6 May 1987)</td>
</tr>
<tr>
<td>5702</td>
<td>Maintenance Management</td>
<td>1</td>
<td>Nil</td>
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</tr>
<tr>
<td>5703</td>
<td>Quantitative Techniques for Asset Management</td>
<td>2</td>
<td>5702</td>
<td>2nd Semester Vacation School – 5 days (19 September 1987 to 23 September 1987)</td>
</tr>
<tr>
<td>5704</td>
<td>Industrial Techniques for Maintenance Management</td>
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<td>5701,5702</td>
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</table>
### Unit Table

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Semester Offered</th>
<th>Prerequisites</th>
<th>Residential Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>5705</td>
<td>Fault Diagnosis and Condition Monitoring</td>
<td>Full Year</td>
<td>5702</td>
<td>Residential School - 7 days</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(19 September 1987 to 25 September 1987)</td>
</tr>
<tr>
<td>5706</td>
<td>Maintenance Engineering</td>
<td>Full Year</td>
<td>5702</td>
<td></td>
</tr>
<tr>
<td>5707</td>
<td>Computer Applications in Terotechnology</td>
<td>Full Year</td>
<td>5702, 5703</td>
<td></td>
</tr>
<tr>
<td>5709</td>
<td>Project</td>
<td>Full Year</td>
<td>Completion of at least 3 units</td>
<td></td>
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</tbody>
</table>

### Special Requirements for Unit 5707 Computer Applications in Terotechnology

Students may not proceed to unit 5707 until they have a familiarisation with computer systems and/or computer programming literacy of a level sufficient for them to be able to cope with the computer studies which form part of 5707. This requirement does not preclude students from commencing units offered in semesters one and two (as shown in the above table) provided that the normal entry requirements have been met. Students failing to meet this requirement may study any relevant course of study that is approved by the Head of School as preparatory studies for unit 5707.

### Credits and Exemptions Policy

All students will be required to complete 8 credit units to qualify for the Graduate Diploma. Up to 4 credits may be allowed for students who have partially completed a similar PG1 course.

### External Study

The Institute’s external studies program offers a range of degree and diploma courses for those adults whose work, family commitments, or whose geographical location precludes them from full-time courses of internal study. With this program the Institute accepts the obligation to provide as many of the necessary resources as practicable to enable the student to complete his course off-campus. In the case of the Graduate Diploma course in Engineering Maintenance Management, students will be sent study materials which enable them to do their work effectively at home and, they will be required to attend residential schools at Gippsland Institute. The objectives of these residential schools are to provide an intensive interactive learning experience and to provide the necessary access to laboratory, workshop and computer equipment. They are also to provide opportunities for presentation by outside experts. The dates for residential schools for 1987 are given in the above table.

Further information may be obtained from the Course Co-ordinator, Mr Len Bradshaw.

### MASTER DEGREES

Master degree programs are available by research and are individually tailored to suit the needs of applicants. Encouragement is given to programs which are industry based. Candidates must demonstrate that they have the necessary background to succeed: approval to undertake a program will only be given where appropriate supervisors and adequate resources are available. Anyone contemplating a Masters Degree program should contact the Head, School of Engineering to discuss its suitability.
5100 Drawing and Design

Unit Adviser: Dr H.A. Aziz

Full Year: 4 hours per week – unit value of 0.75 – internal study.

Prerequisite: Nil

Unit Outline:
1. Introduction to Engineering Design – The Design Engineer: his role in society. Investigation techniques. Use of manufacturers catalogues. Standards and Codes of Practice, use of library resources and specialised information services. Relationship between design and other engineering subjects. Communication in the design function. Computer graphics as a means of communication.


3. Engineering Design – Design exercises involving the preparation of design reports including sketches, design calculations and drawings.

Prescribed Texts:

5101 Engineering Practice

Unit Adviser: Dr D. Saini

Full Year: 3 hours per week – unit value of 0.75 – internal study.

Prerequisite: Nil

Unit Outline: The practice of engineering from the perspective of a professional engineer. The unit is designed to expose all students to the specific practices in Civil, Electrical, and Mechanical Engineering. Technical, social, management, and communications aspects of professional engineering.

Recommended Reading:
The journal of the Institution of Engineers Australia.

5120 Civil Engineering I

Unit Adviser: Dr M. Isreb, Mr D. Nag

Full Year: 3 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil
Unit Outline:
First Semester

Second Semester

Prescribed Text:

5140 Electrical Engineering I

Unit Adviser: Mr R. Jackson

Full Year: 3 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil


Prescribed Texts:

Recommended Reading:

5160 Mechanical Engineering I

Unit Adviser: Dr Y. Sidrak

Full Year: 3 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline:
First Semester
Thermodynamics: General terminology, definition and units, specific heat capacity, instrumentation, conservation of energy; general energy equation; steady flow energy equation; continuity equation; non flow energy equation; use of equations with various fluids and processes. First law of thermodynamics. Non steady flow equation. Gases; single phase systems, characteristic gas equation; Joules Law; relationship of Cp, Cv,

Second Semester:
Dynamics: Newton’s Laws, gravitation, units and dimensions Kinematics of particles, kinetics of particles, kinetics of systems and particles, plane kinematics of rigid bodies, plane kinetics of rigid bodies.

Prescribed Texts:

5190 Energy and Society

Unit Adviser: Dr I.J. Spark

Full Year: 2 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Unit Outline: This unit aims to promote sufficient understanding of the interrelationships between energy and society to enable students to make an intelligent critical assessment of contemporary "energy issues". Initial perspective is provided by examining the history of energy use in society. Aspects of energy engineering including surveys of world energy resources, conversion methods, and effects of energy use of the physical environment are considered before focusing on the key role of energy in the sustenance, development and structure of society. The economic and political consequences of energy use are examined in the context of society’s assessment and regulation of its energy use. Emphasis in the latter part of the unit is on the Australian energy scene.

Assessment: 4 written assignments.

Prescribed Text:

5200 Industrial Experience I

Unit Adviser: Appropriate Principal Lecturer

Full Year: 0.5 hours per week – internal study.

Unit Outline: As part of the requirement of the Institution of Engineers, Australia, for all engineering degree programs, it is necessary for students to complete a total of 12 weeks of industrial experience. This experience is normally to be gained during the Christmas vacation periods between second – third years, and third – fourth years. A formal report on the experience is required upon completion.

Recommended Reading: Nil
5201 Measurement and Instrumentation

Unit Adviser: Mr N. Samaan

First Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisite: 5140


Recommended Reading:

5220 Structural Design I

Unit Adviser: Mr P.J. Loftus

Second Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5120

Unit Outline: Elementary design in timber, steel and reinforced concrete of simple structural members and connections based on current Australian Standards and current accepted practice.

Prescribed Texts:
Standards Association of Australia – Latest Editions
Other texts to be advised.

5221 Geology

Unit Adviser: Mr D. Nag

Full Year: 1.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: Nil

Unit Outline: See Unit 5223 Geomechanics.

Prescribed Text:

5222 Hydraulics

Unit Adviser: Mr L. Soste

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 7169
Unit Outline:
1. Mechanical properties of fluids. Fluid Statics: Pressure and Force. Fluid Motion: Basic definitions, Continuity Equation, Momentum Equation, Bernoulli Equation and its application to single and interconnected pipe systems, pumps and fittings.
2. Open Channel Flow: Steady uniform flow, Momentum and energy considerations, Gradually varied flow and water surface profile computations, Weir flow formulae, Culvert flow.

Prescribed Text: To be advised.

5223 Geomechanics

Unit Adviser: Mr D. Nag

Full Year: 1.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: 5120

Unit Outline: Total and Effective Stress, shear strength of soils, slope stability of soils, flow of water in soils, introduction to rock mechanics, properties of rock materials and of jointed rock masses, stability of rock slopes, field investigations and laboratory testing, methods of improving soil strength.

Prescribed Text:

5224 Surveying

Unit Adviser: Dr H. Senturk

Full Year: 5 hours per week – unit value of 1.0 – internal study.

Prerequisite: Nil

Unit Outline: Introduction to Engineering Surveying. Distance measurement: Steel band or tape, booking, errors, production of feature surveys. Levelling: Use of level, booking, reductions, instrument checks, contour plans, long and cross sections, areas and earthwork volumes. Theodolite: measurement of angles, tacheometry, use of EDM. Definitions of ownership and responsibility: Title, lodged plans, easements, road reserve etc. Setting out of works: road construction, pipeline construction, building construction.

Prescribed Text:

5240 Electrical Engineering Design II

Unit Adviser: Mr N. Samaan

Second Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisites: 5100, 5140

Unit Outline: Selected topics from – Design of magnetic circuits and D.C. exciting coils. Applications of the computer to the design of chokes for heavy and light current...

Prescribed Text: To be advised.

5241 Electrical Machines I

Unit Adviser: Mr N. Samaan

Full Year: 3 hours per week – unit value of 0.75 – internal study.

Prerequisite: 5140

Unit Outline: Single phase transformers, D.C. machines, synchronous and asynchronous machines.

Prescribed Text:

Recommended Reading:

5242 Electronics

Unit Adviser: Mr R.I. MacLeod

Full Year: 3 hours per week – unit value of 0.75 – internal study.

Prerequisite: 5140

Unit Outline: Passive non-linear semiconductor devices, rectifiers and filters, active non-linear semiconductor devices, small signal amplifiers.

Prescribed Text:

Recommended Reading:

5243 Digital Electronics and Computers

Unit Adviser: Mr G. Harrison

Second Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisite: 5140
Unit Outline: Digital circuit - detailed study of TTL, arithmetic & logic functions, Boolean algebra, codes, combinational logic circuits and design using SSI and MSI integrated circuits.

Prescribed Texts:

Recommended Reading:

5244 Circuits and Systems

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisites: 5140, 7169

Corequisite: 7268


Prescribed Texts:

Recommended Reading:

5260 Mechanical Design II

Unit Adviser: Dr H.A. Aziz

Second Semester: 3 hours per week - unit value of 0.5 - internal study.

Prerequisites: 5100, 5120, 5160

Unit Outline: Design and selection of mechanical components used in mechanical systems. The application of engineering knowledge gained in engineering course units to practical design case studies. The use of the computer in the design of mechanical
components. The use in design of relevant codes and standards. Specific topics may include design of components for strength with emphasis on failure theories, stress concentrations and fatigue; design of shafts, springs, bolted and welded joints; design and selection of anti-friction bearings, belts and chain drives.

Prescribed Text:

5261 Applied Mechanics

Unit Advisers: Dr H.A. Aziz, Dr M. Isreb

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5120, 5160, 7169

Unit Outline:
First Semester

Second Semester

Prescribed Texts:

5262 Manufacturing Engineering

Unit Adviser: Dr D. Saini

Full Year: 2.5 hours per week – unit value 0.75 – internal study.

Prerequisite: 5101

Unit Outline:
1. Manufacturing properties and uses of materials.
2. Machine tools – types and uses including capstan and turret lathes, operation planning, transfer machines, N.C. machine tools, flexible manufacturing systems.
5. Quality control: Organisation, sampling inspection, control charts.
6. Work study: Productivity, method engineering, work measurement, job evaluation, value engineering, materials handling, inventory control, ergonomics of workplace. Laboratory experiments are used extensively to illustrate the above syllabus and form a significant part of the unit assessment.

Prescribed Text:

Recommended Reading:

5263 Thermodynamics I

Unit Adviser: Dr Y. Sidrak

First Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisite: 5160

Unit Outline: Review of energy equation, first and second law of thermodynamics, reversible and irreversible flow processes. Heat engine cycles; Carnot cycle, Constant pressure cycle, Otto cycle, Diesel cycle, Dual combustion cycle, mean effective pressure, indicator diagrams. Steam Plant; Ranking cycle, Ranking cycle with superheat, Reheat cycle, h-s charts, dryness fraction of wet steam, layout, construction and operation of modern thermal (steam) power plants. Internal Combustion Engines; types, criteria of performance, performance characteristics, fuels for I.C. engines, various fuel systems. Positive Displacement Compressors: single stage and multi-stage compression Air Motors.

Prescribed Texts:

5264 Fluid Mechanics I

Unit Adviser: Mr D. Walker

Full Year: 2.5 hours per week – unit value of 0.75 – internal study.

Prerequisites: 5120, 5160

Unit Outline: Fluid Properties. Fluid Statics, variation of pressure with depth, manometers, pressure forces on submerged plane and curved surfaces. Ideal fluids in motion, equation of continuity, Bernoulli's equation, momentum equation, simple applications, flow measuring devices. Viscous fluids in motion, laminar and turbulent flow, friction factor, pipe flow, hydraulic gradient. The boundary layer concept, separation, drag and lift. Dimensional analysis, similarity and the principles of model testing. Elements of compressible flow, shock waves.
Prescribed Text:

**5280 Engineering Materials I**
Unit Adviser: Dr I.J. Spark

Second Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisite: Nil

Unit Outline: Crystal structure and crystalline imperfections, phase equilibrium in one and two component systems, solid state diffusion and reaction kinetics, introduction to the heat treatment of steel, TTT curves, elastic and plastic deformation of metals, cold work and annealing, strengthening mechanisms for metals and polymers, modes of fracture, ceramics and glass, conducting materials, dielectric and magnetic materials.

Prescribed Texts:

**5282 Civil Engineering Materials**
Unit Adviser: Dr I.J. Spark

First Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisite: Nil


Recommended Reading:

**5300 Industrial Experience II**
See 5200 Industrial Experience I

**5301 Control Theory and Systems**
Unit Adviser: Mr G. Harrison

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5201, 7122, 7169

Dynamic response, stability and system compensation. Use of computer packages for design and analysis. Introduction to state variable techniques.

Control System Applications: Discussion and analyses of control system applications in each of the Civil, Electrical and Mechanical Engineering disciplines.

Prescribed Text:

Recommended Reading:

5320 Structural Design and Construction

Unit Adviser: Mr P.J. Loftus

First Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisites: 5220, 5261


Prescribed Texts:
Standards Association of Australia – Latest Editions.
Other texts to be advised.

5321 Water Supply and Wastewater Systems

Unit Adviser: Mr L. Soste

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5222

Unit Outline:
2. Wastewater Systems

Prescribed Text:

5322 Hydraulic Design and Construction

Unit Adviser: Mr L. Soste

Full Year: 1.5 hours per week – unit value of 0.5 – internal study.

Prerequisite: 5222
Corequisite: 5321


Prescribed Text: To be advised

5323 Soils and Foundations

Unit Adviser: Mr D. Nag

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5221, 5223


5324 Theory of Structures I

Unit Adviser: Dr M. Isreb

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5261


5326 Road Design and Construction

Unit Adviser: Mr P. Walker

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5221, 5223, 5224

Unit Outline: Road location and route surveying, use of aerial photography, design and setting out of vertical and horizontal curves. Calculation of earthwork quantities, quarrying and the use of explosives. The design of road pavements, design and placement of bituminous surface layers. Road drainage provisions, the calculations of rainfall runoff. Provisions in the Local Government Act for the design and construction of subdivisional roads. An introduction of types of earthmoving plant and their application.
5340 Electrical Design III

Unit Adviser: Mr G.J. Harrison

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5240, 5241, 5242

Unit Outline: Topics include: reliability engineering, economic comparisons (tender analysis and discounted cash flow techniques); programmable logic controllers and their applications; transformer design; linear and non-linear integrated circuit applications; system interfacing.

Prescribed Text: *Design Data for Electrical Engineers*, Swinburne Institute of Technology – Compiled by Staff Electrical & Electronic Engineering Department, Swinburne Institute of Technology.

Recommended Reading:
Texas Instruments PLC Manuals.

5341 Electrical Machines II

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week – unit value of 0.75 – internal study.

Prerequisite: 5241


Recommended Reading:

5342 Analog Electronics

Unit Adviser: Mr R.I. MacLeod

Full Year: 3 hours per week – unit value of 0.75 – internal study.

Prerequisite: 5242

Unit Outline: Large signal amplifiers, feedback amplifiers, operational amplifiers, D.C. regulators, applications of computer analysis packages.
5343 Digital Electronics and Computers II

Unit Adviser: Dr J-Ch. Ochsenbein

First Semester: 5 hours per week – unit value of 0.75 – internal study.

Prerequisite: 5243

Unit Outline:
Digital Circuits – Comparison of and interfacing between integrated circuit logic families (TTL, ECL, MOS, etc.). Sequential circuits including semiconductor memories, design of sequential circuits (shift register, synchronous and asynchronous counters, pulse and timing circuits). Microprocessors & Microcomputers – assemblers and cross assemblers, parallel and serial input/output, interrupt systems, vectored and polled interrupts, programmed I/O operation using handshake, direct memory access.

Prescribed Texts:

Recommended Reading:

5345 Power Electronics

Unit Adviser: Mr R. Jackson

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5241, 5242, 5244

Unit Outline: Characteristics, rating and protection of thyristor devices. Analysis of converter performance. Voltage control and variable frequency applications for motor drives. The causes and effects of harmonic distortion and methods of suppression.

Prescribed Text:

5346 Digital Systems

Unit Adviser: Dr J-Ch. Ochsenbein

Second Semester: 5 hours per week – unit value of 0.75 – internal study.

Prerequisites: 5242, 5343

Unit Outline:
Topics include: Computers, Minicomputers and Microcomputers (8080, 8085, Z80, 6809 and 68000); computer peripherals; memories; input/output structures and interfacing;
design and testing of interface circuits (hardware and software); standard serial and parallel buses (IEEE488, IEEE696, etc.).

Prescribed Texts:

Recommended Reading:

5348 Electrical Machines

Unit Adviser: Mr R. Jackson

Full Year: 3 hours per week – unit value of 1.0 – external study – conversion courses only.

Prerequisite: 5241 or equivalent

Unit Outline: Polyphase Transformers: phase changing connections, voltage regulation, parallel operation and load sharing, harmonics. Induction Machine: analysis of machine performance based on equivalent circuits and circle diagram, rotor voltage injection principles. Thyristor Converter: applications to motor operation using variable voltage/variable frequency control, rotor slip energy recovery systems. Synchronous Machine: two axis models, torque and power characteristics, performance diagrams, load sharing and reactive power control, stability under dynamic and steady state conditions.

Prescribed Text: To be advised.

5349 Digital Electronics (not offered in 1987)

Unit Adviser: Dr J–Ch. Ochsenbein

Full Year: 3 hours per week – unit value of 0.75 – external study – conversion course only.

Prerequisite: 5140 or equivalent.

Unit Outline: Digital circuits, TTL, arithmetic and logic functions, combinational logic circuits, design using SSI and MSI integrated circuits. Sequential functions including latches, flip–flops, shift registers and counters. Sequential design, state and timing diagrams, design of synchronous counters. Introduction to microprocessors and minicomputers, organisation, addressing structure, instruction set, parallel I/O.

Prescribed Texts:
5360 Mechanical Design III

Unit Adviser: Mr K.B. Enders

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5260

Unit Outline: Specific topics will be taken from the following: Fluid power system Design; Design of pressure vessels and pressure piping systems including the selection of components such as valves and supports; Design of materials handling equipment such as cranes, hoists and conveyors; Introduction to human engineering (Ergonomics); Design of bearings and lubrication systems including metallic and non-metallic bearings; The design and selection of mechanical power transmission systems and components such as gears, clutches, and couplings; Further study of the design aspects of fatigue. Where necessary the unit topics will be supplemented by case studies and design projects. Where applicable the appropriate standards, codes and statutory requirements will be referred to in the design process. The introduction of new topics and techniques will be regarded as essential to keep the unit up-to-date and wherever possible, computers will be used in the design and optimisation of systems and components.

Prescribed Text:

5361 Mechanics of Materials and Structures

Unit Adviser: Dr H.A. Aziz

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5261, 7122, 7163

Unit Outline: Specific topics will be taken from the following areas:

Prescribed Text:

Reference:

5363 Thermodynamics II

Unit Adviser: Dr Y. Sidrak

Full Year: 2.5 hours per week – unit value of 0.75 – internal study.

Prerequisite: 5263

Prescribed Texts:

5364 Fluid Mechanics II

Unit Adviser: Mr D. Walker

Full Year: 2.5 hours per week – unit value of 0.75 – internal study.

Prerequisite: 5264


Prescribed Text:

5367 Vibration and Noise Control

Unit Adviser: Mr G. Vains

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5261

Unit Outline: Sound waves, sound levels, decibels and directivity. Human response; the human ear, hearing loss, psychological effects. Noise sources. Noise control; criteria and regulations. Vibration control systems; mathematical model, structural supports, critical shaft speeds, vibration measurements, structural dynamics. Machine protection and malfunction diagnosis; causes of vibration, rotor dynamics, diagnostic analysis. Instrumentation and data analysis; microphones, sound level meters, magnetic tape recorders, accelerometers, spectrum analysers, signature analysis.

Prescribed Texts:

Recommended Reading:
Engineering Materials II

Unit Adviser: Dr I.J. Spark

First Semester: 3 hours per week – unit value of 0.5 – internal study.

Prerequisite: 5280

Unit Outline: The making and shaping of steel, heat treatment of steel and cast iron, metallurgy of welding, fracture mechanics, non-destructive testing, surface hardening, non ferrous alloys, thermodynamics and kinetics of corrosion, corrosion control.

Prescribed Texts:

5400 Engineering Project

Full Year: 6 hour contact, up to 6 hours private study – unit value of 2.0 – internal and external study.

Prerequisite: Completion of 3rd year studies

Unit Outline: An engineering project is required for each final level degree student. The primary function of the Engineering Project unit is to give the student personal responsibility for a realistic industrial problem under carefully controlled conditions; he will thus obtain valuable experience in applying his developing engineering skills and knowledge. It is expected that many of the project problems will derive directly from local industries, so that much of the project work should be of value to the Gippsland community. Assessment of the engineering project is based upon the supervisor’s report on attitude and achievement, evaluation of an initial and final project seminar, the evaluation of a full technical report on the project, and the technical quality of the final engineering project.

5401 Engineering Management and Industrial Relations

Unit Adviser: Mr K.B. Enders

Full Year: 3 hours per week – unit value of 1.0 – internal and external study. (not offered by external study in 1987)

Prerequisite: 5300

Unit Outline: This unit is designed to introduce engineering students to an understanding of the functions of the engineer in relation to management and industrial relations; in particular to matters relating to planning, organising, supervising, controlling, decision making, industrial safety, industrial conflicts, trade unions, employer organisations, conciliation and arbitration, and worker participation. Professionalism, ethics, communication and time management are also covered.

Prescribed Texts:
5402 Engineering Project Management

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week – unit value of 1.0 – internal and external study. (not offered by internal study in 1987)

Prerequisite: 5300

Unit Outline: Project planning, precedence diagrams, arrow diagrams, resource allocation, time–cost optimization, decision making, mathematics of interest, nominal and effective interest, engineering financial management. Cost control, cost variances, cash flow forecasting pert analysis of networks. The nature of engineering contracts.

Prescribed Text:

5403 Environmental Engineering

Unit Adviser: Dr H. Senturk

First Semester: 6 hours per week – unit value of 1.0 – internal and external study. (not offered internally in 1987)

Prerequisite: 5300


Prescribed Text: To be advised.

5404 Terotechnology

Unit Adviser: Mr M.Y. Ibrahim

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: Completion of 3rd year studies.

Unit Outline: Introduction to asset management and Terotechnology. The application of terotechnological techniques to increase profitability of an organisation. Life cycle costs and costs of ownership. Design/re-design of plant, machinery, equipment, buildings and structures to improve maintainability, reliability and reduce life cycle costs. Application of CAD/CAM to terotechnology. Introduction to the effect of installation and commissioning practice on the maintenance cost and life cycle of an asset; installation and commissioning standard procedures. Maintenance budgets and cost control. Terotechnology aspects of engineering economics and accountancy, including risk analysis. Cost of using and maintaining assets. Introduction to asset purchase/replacement policies and those techniques concerned with decisions to buy or replace major units of plant.

Prescribed Text:
Recommended Reading:

5420 Structural Design II

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week – unit value of 1.0 – internal and external study. (not offered by internal study in 1987)

Prerequisites: 5220, 5323

Unit Outline: Specialised design in structural steel, aluminium, plastics, timber and reinforced and prestressed concrete.

Prescribed Text: To be advised.

5422 Water Engineering

Unit Adviser: Mr L. Soste

Full Year: 3 hours per week – unit value of 1.0 – internal and external study. (not offered by external study in 1987)

Prerequisites: 5321, 5322


Prescribed Text:

5423 Construction Practices (not offered in 1987)

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5322, 5323, 5326


Prescribed Text: Nil
5424 Theory of Structures II

Unit Adviser: Dr M. Isreb

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5324

Unit Outline: Matrix methods of structural analysis, introduction to Finite Element methods. Plastic theory in application to frames. Yield line theory.

Prescribed Text:

5425 Structural Design (not offered in 1987)

Unit Adviser: Mr P.J. Loftus

First Semester: 6 hours per week – unit value of 1.0 – external study.

Prerequisite: 5261

Unit Outline: Design of Reinforced Concrete, Prestressed Concrete and Steel Structures in accordance with current Australian Standards.

Prescribed Texts:
AS1480 The Use of Reinforced Concrete in Structures
AS1511 The Use of High-Strength Bolts in Steel Structures
AS1554 Structural Steel Welding
AS1170 Minimum Design Loads on Structures
AS1250 The Use of Steel in Structures

5426 Traffic Engineering (not offered in 1987)

Unit Adviser: Mr P. Walker

Second Semester: 6 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 5326

Unit Outline: Land use planning and its influence on the demand for transport of goods and people. Common transport modes, their operational characteristics and operating costs, the public transport systems for transport of goods and people. The road transport system, traffic surveys, estimation of future growth, the theory of traffic flow, road safety and accident studies, the design of intersections, traffic signals and street lighting schemes. Current practices in urban traffic management.

Prescribed Text:
5440 Power Systems

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week – unit value of 1.0 – internal and external study. (not offered by internal study in 1987)

Prerequisites: 5341, 7265

Unit Outline: Transmission lines, fault analysis, basic system protection, computerised load flow analysis, transient stability studies and switchgear technology.

Prescribed Text:

Recommended Reading:

5441 Industrial Power Applications (not offered in 1987)

Unit Adviser: Mr R. Jackson

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5341, 5345

Unit Outline: Industrial power supply requirements, distribution engineering practice, plant co-ordination, switchboards and switchgear, protection equipment, ASA wiring regulations, tariff structures, energy management systems, harmonic interference and illumination engineering.

Recommended Reading:
Electrical Engineer, monthly magazine, Thomson Publications.
SECV Industrial Information Sheets.
AS 3000 Wiring Rules.

5443 Electronic Instrumentation Systems (not offered in 1987)

Unit Adviser: Dr J-Ch. Ochsenbein

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5342, 5343

Unit Outline: Electronic instruments, circuit design for electronic instrumentation, data acquisition systems and intelligent controllers, signal processing, instrumentation systems including biomedical and microcomputer applications, microprocessor based instrumentation.

Prescribed Texts:
5445 Communications Systems

Unit Adviser: Mr R.I. MacLeod

Full Year: 3 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: 5342, 5343

Unit Outline: Topics covered will include: Information theory, information transmission and acquisition systems, noise and error control, transceivers and receivers, propagation, telephone systems and switching techniques.

Prescribed Text: To be advised.

5446 Advanced Digital Systems

Unit Adviser: Dr J-Ch. Ochsenbein

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisite: 5346

Unit Outline: Review of hardware and software available for digital systems with particular emphasis on microprocessor based applications. Study of real time operating systems using a microprocessor development system: editor, assembler, compiler, linker, in-circuit emulation, prom programmer, state and timing analyzer. Microprogramming and fault tolerant design.

Prescribed Texts:

Recommended Reading:

5447 Advanced Control Systems

Unit Adviser: Mr G.J. Harrison

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisite: 5301

Recommended Reading:

5460 Mechanical Design IV

Unit Adviser: Mr. K.B. Enders

Full Year: 3 hours per week – unit value of 1.0 – internal and external study. (not offered by internal study in 1987)

Prerequisites: 5360, 7171

Unit Outline: In this unit the fundamental processes by which designers arrive at acceptable solutions are examined in more detail than previously. Further methods by which designers can be guided towards the best solution are studied along with creativity, optimisation, reliability, project design, design for manufacture, computer applications in mechanical engineering design, case studies, and other appropriate current topics. Possible solutions to particular mechanical design problems are examined throughout the course.

Prescribed Text:

5462 Rotodynamic Machines

Unit Adviser: Mr D. Walker

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 5264, 5367

Unit Outline: Basic fluid flow and thermodynamic relations for a rotodynamic machine; dimensional analysis aspects. Analysis and performance of pumps, fans compressors and turbines, including centrifugal and axial flow machines. Aspects of vibration and balancing, including monitoring techniques, allowable levels of vibrations, control and reduction of vibration. Noise generation in machines and associated pipework, noise reduction and control.

Prescribed Texts:

Recommended Reading:
5463 Thermodynamics III (not offered in 1987)

Unit Adviser: Mr G.G. Vains

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5363

Unit Outline:
1. Heat Transfer: Unsteady state conduction; Principles of convection; Empirical and practical relations for forced head transfer; Natural convection systems; Radiation heat transfer; Condensation and boiling heat transfer; Heat exchangers.
2. Thermodynamics: Availability concepts and applications; Thermodynamics of irreversible systems processes; Principles of statistical thermodynamics; Applications of statistical thermodynamics; Direct energy conversion.

Prescribed Texts:

5465 Fuel and Combustion Technology (not offered in 1987)

Unit Adviser: Mr G.G. Vains

Full Year: 3 hours per week – unit value of 1.0 – internal study.

Prerequisite: 5363

Unit Outline:
1. Fuels: Classification of coal; Liquid and gaseous fuels; Gasification and liquefaction of coal.
2. Combustion: Chemistry of combustion; Physics of combustion; Kinetically controlled combustion phenomena; Combustion of solids liquids and gases; Combustion models.
3. Practical Aspects of Combustion: Flame temperature calculations and specific energy; Flue gas analysis.
4. Heat Transfer: Radiative heat transfer; Heat transfer in flames; Boiling and condensing heat transfer; Modelling of heat exchangers.
5. Boiler Furnaces for Power Generation: Introduction to large boilers – types of boilers, past and present; Furnace types for large boilers.
6. Aspects of furnace design: Fuel preparation; Flame and burner design; Ash handling; Furnace dynamics.

Prescribed Text:
As no single reference book covers this syllabus, students are referred to journal articles and given printed study guides.

5480 Engineering Material III (not offered in 1987)

Unit Adviser: Dr I.J. Spark

Second Semester: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: 5280

Unit Outline: Practical aspects of the heat treatment of steel, quantitative methods of steel selection, strengthening mechanisms in ultra high strength steels, creep
resistance and oxidation resistance, total and die steels, nuclear materials, engineering polymers and ceramics, adhesives and composite materials, bearing material.

Recommended Reading:

5500 Engineering Supervision (not offered in 1987)

Unit Adviser: Mr K.B. Enders

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5501

Unit Outline: This unit is designed to give students an understanding of the theory of organisations and to develop supervisory skills. Topics include: management functions of planning and organising work, supervising, leadership, controlling, motivation, counselling skills, self-improvement, job satisfaction, training and development, group and organisational behaviour.

Prescribed Texts:

5501 Human Communications

Unit Adviser: Mr K.B. Enders

First Semester: 3 hours per week – unit value of 0.5 – external study.

Prerequisite: Nil

Unit Outline: Technical and non-technical report writing, memorandums, business letter writing, use of library resources and specialised information services, oral communication, public speaking and public meetings, conduct of meeting, audio-visual communication and engineering presentation, non-verbal communication, methods of instruction.

Prescribed Text:

5502 Drawing and Design

Unit Adviser: Dr H.A. Aziz

Full Year: 3 hours per week – unit value of 0.75 – external study.

Prerequisite: Nil

Unit Outline: This unit is divided into two sections and aims at providing a basic training in engineering drawing and to introduce the area of engineering design.  
1. Engineering Drawing – This section covers the fundamentals of engineering drawing and includes basic drawing skills, drawing media lines, lettering, numerals and symbols, sketching, projectioning, sectioning, scales, representation of common engineering features such as fasteners, springs, etc., dimensioning and basic tolerancing.
2. Engineering Design – Introduction to Engineering Design. Design exercises involving the preparation of design reports including sketches, design calculations and drawings.

Prescribed Texts:

**5520 Engineering Surveying**

Unit Adviser: Dr H. Senturk

Second Semester: 4 hours per week – unit value of 0.75 – external study.

Prerequisite: Nil

Unit Outline: The standard checks, field adjustments and the use of optical survey instruments. Electronic survey instrumentation. Setting out of siteworks including levelling and alignment of industrial plant. Survey computations including microcomputer software applications.

Prescribed Text: To be advised.

**5540 Electrical Systems**

Unit Adviser: Mr N. Samaan

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Unit Outline: An introduction to DC networks and magnetic circuits, circuit theorems, signal waveforms, differential equations, transient analysis, complex algebra, steady state sinusoidal response of single and three phase (balanced) networks, instrumentation and measurement, computerised solution of networks, and introduction to electrical machines (DC and AC motors, transformers).

Prescribed Text: To be advised.

**5541 Electronics and Instrumentation** (not offered in 1987)

Unit Adviser: Mr R.I. MacLeod

Full Year: 3 hours per week – unit value of 0.75 – external study.

Prerequisite: 5540

Unit Outline: Electronic circuit fundamentals, semiconductor processes, discrete devices and integrated circuits, transistor biasing, modelling and analysis, DC supplies, complex algebra and frequency response representation, time and frequency response analysis, Bode diagrams, AC and DC instrumentation (analog and digital), CRO, signal generators, spectrum analysers. Transducers for measuring mechanical, hydraulic and pneumatic variables (eg. position, velocity, flow, pressure, force, strain, depth).

Prescribed Text: To be advised.
5542 Digital Electronics (not offered in 1987)

Unit Adviser: Dr J-Ch. Ochsenbein

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5540

Unit Outline: Study of integrated circuit logic, families, interfacing between logic families, implementation of basic combinational functions. Combinational design using SSI and MSI integrated circuits, codes and error correcting codes. Sequential functions including latches, flip-flops, shift registers, counters. Digital design, state and timing diagrams, design of sequential circuits including synchronous counters, practical considerations (self clearing logic, glitch, noise, reflections). Introduction to microprocessors and minicomputers, organisation, addressing structure, instruction set, parallel I/O.

Prescribed Texts:

5560 Statics

Unit Adviser: Dr M. Isreb

First Semester: 6 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Unit Outline: Forces and equilibrium in two and three dimensions, free body diagrams. Concurrent forces – determinate structures. Forces in trusses – truss determinancy, graphical and analytical solutions. Non-current forces using beam as example. Normal and shear stress and strain. Compatibility and deformations: introduction and simple examples. Stresses from bending of rods and beams. Shear forces and bending moments in beams, shear force and bending moment diagrams. Shear stresses resulting from shear force at cross-section of a beam. Properties of areas – centroid, moment of inertia, inertia for rotated axes, radius of gyration. Combines bending and axial stress. Appropriate mathematics topics will be included where necessary to provide sufficient bases for the unit to be taught to the required level.

Prescribed Text: To be advised.

5561 Dynamics

Unit Adviser: Dr H.A. Aziz

Second Semester: 6 hours per week – unit value of 1.0 – external study.

Prerequisite: 5560


Prescribed Text:

5562 Thermodynamic Principles

Unit Adviser: Dr Y. Sidrak

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Unit Outline:
2. First Law of Thermodynamics.
4. Two Phase Processes.
   Phases; terminology, intensive, extensive, specific properties; T-h, p-V diagrams, critical point, dryness fraction, superheat, Triple Point; Throttling Calorimeters; Tables P, V, T, u & h; Calculations Application to N.F. Processes.
5. Gases.
   Single phase systems, Characteristic Gas Eqn. Joules Law; Table and comparison of Specific Heat Capacities; Relationship of Cp, Cv and R Application to N.F. Processes.
7. Plant Cycles.
   (a) I.C. Engines; Air Pumps and Air Motors.
   (b) Steam Plant and Layout; Rankine Cycle with performance characteristics; Rankine cycle with superheat.
   (c) Air Standard Cycle, Ottocycle, Diesel cycle; Mean effective pressure; Indicator diagrams.

Prescribed Texts:
5563 Plant Engineering

Unit Adviser: Mr G.G. Vains

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisite: Nil


Prescribed Texts:

5580 Engineering Materials (not offered in 1987)

Unit Adviser: Dr I.J. Spark

First Semester: 3 hours per week - unit value of 0.5 - external study.

Prerequisite: Nil

Unit Outline: Mechanical properties and the deformation and fracture of materials, phase equilibrium, alloys and their heat treatment, ferrous and non ferrous metals, plastics, ceramics and rubber, composite materials.

Prescribed Text:

5600 Engineering Management Methods

Unit Adviser: Dr D. Saini

Full Year: 3 hours per week - unit value of 1.0 - external study.

Prerequisite: Nil

Unit Outline:

Prescribed Text:

5601 Safety and Environmental Management (not offered in 1987)

Unit Adviser: Mr D. Walker

Second Semester: 3 hours per week – unit value of 0.5 – external study.

Prerequisite: Nil


Prescribed Text: To be advised.

5602 Engineering Project Supervision (not offered in 1987)

Unit Adviser: Mr P. Loftus

First Semester: 3 hours per week – unit value of 0.5 – external study.

Prerequisite: 3243


Prescribed Text: To be advised.

5603 Industrial Control System

Unit Adviser: Mr G. Harrison

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5541

Unit Outline: Elements of automatic feedback control systems; Control hardware including electrical, mechanical, hydraulic and pneumatic components, sensors and
actuators; Mathematical modelling; Block diagram representation; Behaviour of 2nd order systems; three term controllers; Frequency response analysis including stability and compensation, using Bode diagrams. Applications to control of systems from electrical, mechanical and civil engineering fields (eg. flow monitoring, boiler control, telemetering, traffic control). Programmable Logic Controller. Use of computers in control systems.

Prescribed Text: To be advised.

5621 Structural Design (not offered in 1987)

Unit Adviser: Mr P. Loftus

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5560

Unit Outline: Elementary design of structural members and connections. Current Australian Standards and accepted practice in the design of timber, steel and concrete structures.

Prescribed Text: Non Unit Study Guides.

5622 Road and Drainage Design (not offered in 1987)

Unit Adviser: Mr P. Walker

Second Semester: unit value of 1.0 – external study.

Prerequisites: 5520, 7122 or 7121

Unit Outline: Design of horizontal and vertical road curves, intersections and subdivisional layouts including the application of computer software. Calculation of pavement thickness. Design of urban and industrial storm water drainage systems. Provisions in the Local Government Act for road and drainage design.

Prescribed Text:
R.C.A. Road Design Manual.

5641 Industrial Electronics

Unit Adviser: Mr R. Jackson

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5541

Unit Outline: Semiconductor power switching devices; Triggering circuits; Commutation techniques; Control I.C.s; Converters and inverters; AC and DC machine characteristics; Motor drives; Harmonic Interference; Suppression and protection devices. Feedback and operational amplifiers. Large signal amplifiers. Linear IC applications.

Laboratory Time: 18 Hours

Prescribed Text: To be advised.
5642 Computer Engineering (not offered in 1987)

Unit Adviser: Dr J-Ch. Ochsenbein

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5542

Unit Outline: Computers, Minicomputers and microcomputers; computer peripherals; Memories; Input/Output structures and interfacing; design and testing of interface circuits (hardware and software); standard buses; IEEE-488 bus control; Software development for microcomputer systems; Microcomputer applications; Networking.

Prescribed Texts:

5661 Mechanics and Design (not offered in 1987)

Unit Adviser: Dr H.A. Aziz

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisites: 5502, 5560, 5561

Unit Outline: Topics will include: bending stresses, torsion of shafts, direct stress, stresses on oblique planes, bi-axial stress, material subjected to direct and shear stress, Mohr's stress circle, variation of strain with orientation, Mohr's strain circle, two-dimensional stress-strain relationships, elastic constants, slope and deflection of beams, combined action of bending, torsion and axial loading of beams, eccentric loading of short struts, long slender struts, Euler's equation. Experimental stress analysis techniques. Definition of design and the design process; Force analysis in mechanical equipment, strength of components including failure theories, stress concentration and fatigue; Design of shafts, welded and bolted joints, spur and bevel gears, chain drives; Selection of ball and roller bearings; Material specifications and standards.

Prescribed Text:

5662 Thermodynamic Systems (not offered in 1987)

Unit Adviser: Mr G.G. Vains

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5562

Unit Outline:
Combustion: Fuels commonly used in Victoria, combustion equations, stoichiometric air/fuel ratio, exhaust flue gas analysis, calorific value of fuels.
Heat Transfer: Conduction, convection radiation, overall heat transfer coefficient, Fourier's law of conduction, composite wall and electrical analogy, heat exchanges.
Power Cycles:
(a) Gas compressors and expanders, rotary and reciprocating; isothermal and volumetric efficiency, clearance volume, multi-staging, F.A.D.
(b) Refrigeration and heat pumping using vapour compression cycle, P-h diagram, C.O.P. Properties and comparisons of refrigerants.


Steam for Process: Combined power and vapour for industrial purposes.


Prescribed Texts:

5663 Maintenance Supervision (not offered in 1987)

Unit Adviser: Mr L. Bradshaw

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5500

Unit Outline: Maintenance planning and control; Planned preventive, corrective and condition based maintenance; Types of failure; Maintenance policies; Structure and communication within maintenance personnel; Documentation for control and planning; Computerised maintenance management systems; Responsibilities and duties of a maintenance supervisor; Shutdown planning using bar charts and introduction to network planning; Short term PM and CM planning; Use of historical maintenance data; Downtime and availability; Maintenance costs and budget control; Use and control of contractors for maintenance work.

Prescribed Text:

5664 Fault Diagnosis and Conditioning Monitoring (not offered in 1987)

Unit Adviser: Mr G.G. Vains

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisites: 5541, 5561

Unit Outline: Fault Diagnosis; Use and design of diagnostic documentation; Diagnostic aids. Condition monitoring and condition based maintenance; Cost of CM and application methods; Condition monitoring techniques including measurements of temperature; Pressure; Flow Rates; NDT methods; Vibration monitoring; Oil wear particle analysis and thermography.

Laboratory Time: 8 hours
Prescribed Text:

5690 Factory Administration

Unit Adviser: Mr Y. Ibrahim

First Semester: 6 hours per week – unit value of 1.0 – external study.

Objectives:
To familiarize students with factory administration.
To familiarize students with the major factory administration decisions of a business.
To outline and discuss the major techniques of factory administration.
To allow students to gain insight into factory administration through the use of case studies.

Content:
1. Introduction to the manufacturing function.
2. The Product: The design, choice control of variety and quality of the product.
3. The Factory: Location, design, layout, equipment, maintenance, budgets and budgetry control of the factory.
4. Manufacture: Types of production, workstudy, ergonomics of the workplace, materials handling, estimating and planning, control of quality, costing.
5. The Timetable: Production planning and control line of balance, material control, buying, storekeeping, inventory control.

Prescribed Text:

5701 Terotechnology and Life Cycle Costs

Unit Adviser: Mr Y. Ibrahim

First Semester: 6 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Unit Outline:
1. Introduction to asset management and Terotechnology. The application of terotechnological techniques to increase profitability of an organisation. Life cycle costs and the costs of ownership; assets as the profit generators; impact of maintenance on profitability and life cycle costs.
2. Introduction to asset management systems that can be used to insure that maintenance costs are considered throughout the life cycle of equipment. Maintenance budgets and cost control. Terotechnological aspects of engineering economics and accountancy, including risk analysis. Terotechnology and maintenance control ratios. Introduction to asset purchase/replacement policies and those techniques concerned with decisions to buy or replace major units of plant.
3. Design/re-design of plant to improve maintainability, reliability and reduce life cycle costs; Design maintenance techniques. Application of CAD/CAM to the maintenance department.
4. Introduction to the effect of installation and commissioning practice on the maintenance cost and life cycle of an asset; installation and commissioning standard procedures.

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This unit includes a considerable number of Terotechnology and life-cycle costing case studies.

Prescribed Text:

### 5702 Maintenance Management

Unit Adviser: Mr L. Bradshaw

First Semester: 6 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

**Unit Outline:**

1. Maintenance Planning and Control; Objectives of the Maintenance Department; Availability of Plant; Types of failures; Types of Maintenance; Maintenance Strategies.
2. Structures of Maintenance Departments; Job descriptions of Maintenance Personnel; Communication within the Maintenance Function; Use of Multi-Skilled maintenance personnel to reduce resourcing difficulties.
3. Documentation and Computer Control Systems; Selection of appropriate manual or computerised control systems for a maintenance department depending on size and type of organisation.
4. The implementation of Maintenance Planning systems, including Plant Inventories; Coding; Asset Registers; Scheduling; Resource Planning; Work Order Control; History and Feedback.

This unit includes a considerable number of case studies of Maintenance Management techniques applied to industry; government; fleet operators; and buildings.

Prescribed Texts:

### 5703 Quantitative Techniques for Asset Management

Unit Adviser: Dr Y. Sidrak

Second Semester: 6 hours per week – unit value of 1.0 – external study.

Prerequisite: 5702

**Unit Outline:**

1. Introduction to the techniques applicable to the analysis of feedback data obtained in the maintenance planning system; statistical techniques applied to maintenance activities; the need for data analysis; methods of presenting analysed data; Weibull Analysis.
2. Mathematical modelling of maintenance data; Monte Carlo simulation; Queueing theory; Determining optimum frequencies for fixed-time maintenance activities/shutdowns.

Prescribed Text:
5704 Industrial Techniques in Maintenance Management

Unit Adviser: Mr L. Bradshaw

Second Semester: 6 hours per week – unit value of 1.0 – external study.

Prerequisites: 5701, 5702

Unit Outline: Motivation and control of the maintenance workforce; industrial relations in a maintenance environment; problems associated with the production/maintenance interface; Leadership styles and Managerial assumptions about maintenance tradesmen. Work measurement, method study and activity sampling applied to maintenance activities; Time Management. Stock control of materials and parts within the maintenance function; design of stores layout; establishing stores coding, inventories, stock levels, re-order levels and purchasing procedures. Planning of shutdowns and major maintenance project activities using Gantt charts and critical path networks.

Prescribed Texts:

Recommended Reading:
Relevant Australian Standards.

5705 Fault Diagnosis and Condition Monitoring

Unit Adviser: Dr I.J. Spark

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: Nil

Unit Outline:
1. Types of failure; Fault diagnosis techniques applied to electrical and mechanical maintenance activities; diagnostic documentation and associated costs; fault and cause tables with probability rankings; design and use of algorithms; problems of fault diagnosing systems.
2. Condition Monitoring and Condition Based Maintenance. Introduction to vibration monitoring, corrosion monitoring, oil analysis, thermography and crack detection; condition monitoring and non-destructive testing equipment. Costs and problems associated with condition monitoring systems; computerised monitoring equipment; decisions on periodicity of monitoring.
3. Further study of vibration monitoring techniques. Selection of vibration measuring equipment; Measurement of vibration; Spectral analysis; Cepstra, Kurtosis, and shock-pulse methods; Trend analysis.
4. Further study of oil analysis. Wear Debris and Contaminant Monitoring. Oil analysis techniques; Ferrography; Spectrometric oil analysis.
5. Corrosion monitoring; Corrosion types and associated monitoring equipment.

Prescribed Text:

Recommended Reading:
Relevant Australian Standards.
5706 Maintenance Engineering

Unit Adviser: Dr D. Saini

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisite: 5702

Unit Outline:
2. Statutory requirements related to Mechanical, Electrical and Building Maintenance Activities; responsibilities and liabilities of the maintenance manager/supervisor. Safety; Emergency Procedures; manual and computerised permit to work systems; shutdown and isolation procedures.
3. Maintenance workshop layouts; materials handling within the maintenance function.
4. Environmental and waste management applied to maintenance activities; pollution control; Noise and vibration control in and around factories and building sites.

This unit will be supported by study notes and by extracts from recent engineering journals and magazines.

Prescribed Texts:
Students will be required to refer to relevant Australian Standards.

5707 Computer Applications in Terotechnology

Unit Adviser: Mr G.G Vains

Full Year: 3 hours per week – unit value of 1.0 – external study.

Prerequisites: 5702, 5703 and demonstrated computer literacy.

Unit Outline:
1. Introduction to computerised management control systems for a maintenance department; Impact of computers and technological development on maintenance activities and maintenance management; Standard computer software packages available for maintenance management; Software and hardware specifications; Costs of software; Costs and configurations of hardware; Writing a user specification.
2. Introduction to the in-house creation of computer applications software for maintenance management; Creation of software programs for specific maintenance management applications including the manipulation, graphical presentation, and distribution of maintenance data; Creation of software programs for the computerisation of quantitative techniques in asset management; Use of standard software (spreadsheets and data base) for the development of maintenance software; Introduction to relational data bases; Designing forms and reports; Future developments.
3. Programming; program design, structured techniques, modular programs, subprograms. File handling. Introduction to Systems Analysis.
5. Interfacing to condition monitoring equipment and incorporation of data into the maintenance data base.
Prescribed Texts:

5709 Research Project

Unit Adviser: Mr L. Bradshaw

Full Year: 4 hours per week – unit value of 1.0 – external study.

Prerequisite: Completion of at least 3 course units

Unit Outline: The essential feature of the research project is that it provides the student with an opportunity to assume personal responsibility for the solution of a technology problem. It therefore enables the student to gain confidence in his ability to apply the techniques, skills and knowledge acquired in the structured course work units, while still having academic staff available to provide guidance and constructive criticism. The research project can also provide an opportunity for the student to tackle problems which lie outside his range of expertise (acquired to date) and in this context it both increases the students area of expertise and gives him confidence that he can so broaden his expertise as the need arises. The research project should also enable the student to formulate and apply a disciplined plan which will guide his activity through to the completion of the project. To this end the student should prepare (and continually update) both a logic diagram (or flow chart) and Gantt diagram (or bar chart) in relation to his project.

Assessment: The student will be required to prepare a typed research report of around 10,000 words. He may also be required to present a seminar on his research project. In this context the project should allow the student to refine his powers of both oral and written communication.

Prescribed Text:
The student will be required to review the literature relevant to his project (with the aid of the Lockheed Dialogue data base available through the GIAE Library).

5920 Master of Engineering (Electrical)
5940 Master of Engineering (Civil)
5960 Master of Engineering (Mechanical)
5980 Master of Engineering (Electro-Mechanical)

Unit Adviser: Dr I. Spark

Full Year: 32 hours per week – unit value of 8.0 – internal and external study.

Unit Outline: Students undertaking research masters degrees are required to engage in a personal research project for a period equivalent to 1.5 to 2 years full-time duration. Industry based party-time research projects are particularly encouraged. Potential students should consult with the unit advisers to develop a prospectus for a possible project. Research supervision is available in a number of specialist areas within the Civil, Electrical, and Mechanical Engineering disciplines. Applicants must possess a good first degree preferably with significant industrial experience.
INTRODUCTION

The School of Social Sciences offers the following awards:

Associate Diploma in Welfare Studies - Two year full-time course; first year offered on a part-time or external basis
Bachelor of Arts (Social Science) - Three year full-time course, or equivalent part-time/external study
Graduate Diploma in Counselling Psychology - Two year part-time course. - It is proposed that the next intake will be in 1988
Master of Arts - Research Master Degree

ASSOCIATE DIPLOMA IN WELFARE STUDIES

General

This course is designed to provide academic and practical training for students wishing to become welfare officers. It will equip them for employment with statutory bodies, private welfare agencies and local councils, and for work in a wide variety of social settings. Accordingly, it will combine a sound intellectual and experiential grounding in welfare studies with a practical acquaintance of field situations. A minimum of two years full-time study or equivalent is required to complete the course. The first year is available on a part-time or external basis over two years, whilst the final year, largely devoted to welfare practice, is offered only on a full-time on-campus basis.

Entry Requirements

In addition to meeting standard entry requirements, ALL APPLICANTS ARE REQUIRED TO COMPLETE A WELFARE STUDIES COURSE ADMINISTRATION FORM. This form can be obtained from the Registrar, Gippsland Institute of Advanced Education, Switchback Road, Churchill, 3842, and must be returned by 17 October, 1986. All applicants short-listed on the basis of information contained in these forms will be interviewed at the Institute during October, November and December. Applicants are strongly advised that academic criteria are not the only ones for entry into the course. Other factors such as work and life experience, personal qualities and maturity, are taken into account.

Course Recognition

The course is recognised by the Victorian Public Service Board, Commonwealth Public Service Board, Australian Institute of Welfare Workers and the Education Department.

Course Regulations:

(a) To qualify for the Associate Diploma in Welfare Studies a candidate shall complete a total of 16 units of study.

(b) These units are to be as specified in the sequencing of units for full-time internal students or for part-time/external students respectively.
(c) All first level units must be completed before any second level "welfare" units can be attempted.

(d) The system of prerequisites and corequisites as set out in the handbook shall be followed.

**Course Structure**

**Sequence for Full-time Internal Students**

**Level One**

Semester One

- 6125 Introduction to Sociology A
- 6140 Welfare Methods A
- 6142 Welfare Issues
- 6190 Introduction to Psychology A

Semester Two

- 6126 Introduction to Sociology B
- 6141 Welfare Methods B
- 6143 Welfare Administration
- 6191 Introduction to Psychology B

**Level Two**

Semester One

- 6240 Welfare Studies IIA
- 6246 Fieldwork and Practice A
- 6326 Sociology of Health and Welfare
- 6353 Community Psychology

Semester Two

- 6241 Welfare Studies IIB
- 6247 Fieldwork and Practice B
- 6396 Clinical Psychology

Sociology elective may be undertaken in either Semester One or Semester Two

**Sequence for Part-time or External Students**

**Level One**

Year One

Semester One

- 6125 Introduction to Sociology A
- 6142 Welfare Issues

Semester Two

- 6126 Introduction to Sociology B
- 6143 Welfare Administration

Year Two

Semester One

- 6140 Welfare Methods A
- 6190 Introduction to Psychology A

Semester Two

- 6141 Welfare Methods B
- 6191 Introduction to Psychology B

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**Level Two (Internal Study Only)**

Year Three

Semester One
- 6240 Welfare Studies IIA
- 6246 Fieldwork and Practice A
- 6326 Sociology of Health and Welfare
- 6353 Community Psychology

Semester Two
- 6241 Welfare Studies IIB
- 6247 Fieldwork and Practice B
- 6396 Clinical Psychology

Sociology elective may be taken in either Semester One or Semester Two

Note: Full and regular attendance at all the specifically 'welfare' units in both first and second years is a necessary requirement for successful completion of these units.

**BACHELOR OF ARTS (SOCIAL SCIENCE)**

**General Outline**

The Bachelor of Arts (Social Science) requires a minimum of three years of full-time study or the equivalent in part-time study. The Bachelor of Arts (Social Science) commenced in 1984, replacing the B.A. (Multidisciplinary) which has been phased out. Students who have not completed the B.A. (Multidisciplinary) will be enrolled in the B.A. (Social Science) from 1987 onwards. This means that students will be entitled to full credits and exemptions from their previous B.A. (Multidisciplinary) degree towards the B.A. (Social Science) degree.

A major attraction in the B.A. (Social Science) is its orientation towards the learning and application of a wide range of professional skills to suit a diversity of occupational requirements. The degree is also generally recognised as a stepping stone for further specialist or post-graduate study in a wide range of community based activities. The course places strong emphasis on a basic core of units that will provide students with a sound foundation for working effectively in different social settings. This core of studies is designed to provide students with some basic social research skills that can be applied across a range of vocational fields. Graduates should find employment in such areas as government instrumentalities (local State and Commonwealth), community organisations, management and personnel, industry and educational institutions.

**Entry Requirements**

VISE Year 12 Certificate (HSC Group 1, Group 2 and STC, to include English) or TOP, to include English, or TAFE Middle-Level Certificate. Mature age and special entry provisions apply.

**Course Recognition**

The course is recognised by the Victorian Public Service Board, the Commonwealth Public Service Board and the Education Department.
Course Regulations

To qualify for the Bachelor of Arts (Social Science) a candidate shall:

(a) Complete a total of 24 units of study.

(b) Complete a minimum 9 of 10 common core units.

(c) Complete major studies in at least one major discipline approved for the degree. Approved major studies are available in English, Psychology and Sociology. Major in History–Politics is currently being considered for accreditation. For the purpose of the degree, major studies comprise a minimum of 8 units and a maximum of 10 units in one discipline. The first two units of a major are normally in the common core and the remaining 6 to 8 units are taken at the second and third levels.

(d) Complete a minimum of 6 units and a maximum of 10 units of supporting studies to complement the major.

Course Requirements

All upper level units will require pre-requisites. Permission must be sought from the Head of School to undertake more than 24 units.

Course Components

The relative weighting of each component of the total degree program, is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Social Science Core</td>
<td>9-10 credits</td>
</tr>
<tr>
<td>Substantive Major Study</td>
<td>6-8 upper level credits</td>
</tr>
<tr>
<td>Supporting Studies</td>
<td>6-10 credits</td>
</tr>
<tr>
<td>Total</td>
<td>24.0 credits</td>
</tr>
</tbody>
</table>

The specific purpose and content of each of the above three components of the degree can be outlined as follows:

(a) **Common Social Science Core (9-10 units)**

All students will be required to take at least 9 out of 10 units of the common core designed to equip them for further work in all of the major study areas. In order to achieve this aim, students will be required to complete the core component within the first 16 units taken. The ten common core units are:

- 6113 Introduction to English A
- 6114 Introduction to English B
- 6125 Introduction to Sociology A
- 6126 Introduction to Sociology B
- 6185 Modern European History
- 6186 Australian Politics
- 6190 Introduction to Psychology A
- 6191 Introduction to Psychology B
- 6270 Methods of Social Research A
- 6271 Methods of Social Research B

All students will be required to complete first level studies from the Common Core in English, History/Politics, Psychology and Sociology. All students will be required to complete unit 6270 Methods of Social Research A. Students majoring in Psychology and/or Sociology are required to complete unit 6271 Methods of Social Research B.
The Substantive Major Study (6–8 upper level units)
Major studies will be offered in the following substantive disciplines, namely: English; Psychology; Sociology; History/Politics (subject to accreditation). Since two introductory units of English, Psychology, Sociology, History/Politics are included in the common core, a minimum of six additional units must be taken to constitute a major in those areas. Two extra units may be chosen to augment the major if desired.

Supporting Studies (6–10 units)
Units of supporting studies may be selected to complement the major. They will come from outside the chosen major discipline, and they will be selected on the basis of their relevance to the major study and their perceived relationship to students' vocational goals. Students may include in their supporting studies units from any one or more of the following areas; providing pre-requisites are met:

(i) Upper level units outside the chosen major area(s) of study
(ii) Selected units from the Bachelor of Business, the Bachelor of Education, Bachelor of Arts (in Visual Arts) or the Bachelor of Applied Science programs, such as Economics, Administrative Studies, Accounting, Mathematics, Education or Computing.
(iii) Approved relevant units from a degree course at another tertiary institution.

Additional Major Study
At the discretion of the Board of Studies in Arts, students will be permitted to undertake a second major, selected from within the school or from another school at the Institute.

Course Plan
The course plan for a single major can be represented as follows.

Level One
Semester One
6113 Introduction to English A
6125 Introduction to Sociology A
6185 Modern European History
6190 Introduction to Psychology A

Semester Two
6114 Introduction to English B
6126 Introduction to Sociology B
6186 Australian Politics
6191 Introduction to Psychology B

Level Two
Semester One
6270 Methods of Social Research A
Major Study (credit value of 1.0)
Supporting Study (credit value of 2.0)

Semester Two
6271 Methods of Social Research B (not compulsory for English)
Major Study (credit value of 1.0)
Supporting Study (credit value of 2.0)
Level Three
Semester One
Major Study (credit value of 2.0)
Supporting Study (credit value of 1.0)
Supporting Study or Major Study (credit value of 1.0)

Semester Two
Major Study (credit value of 2.0)
Supporting Study (credit value of 1.0)
Supporting Study or Major Study (credit value of 1.0)

Credits and Exemption Policy
Students with previously completed or partially completed tertiary studies should apply to the Registrar for credits and exemptions.

Work Loads
(a) A normal work load is considered to be four units per semester for full-time students, two units per semester for part-time or external students.

(b) Full-time students shall not take more than four units in any one semester without the permission of the Chairperson of the Board of Studies in Arts.

(c) Part-time or external students shall not normally take more than two units in any one semester without the permission of the Chairperson of the Board of Studies in Arts.

Student Progress
The Board of Examiners and the Board of Studies in Arts will review the progress of Arts and Welfare students at least once during the course of each semester. Subsequently, students may be required to discuss their progress and/or continuation with teaching staff or to make appropriate submission in writing to the Chairperson of the Board of Studies in Arts.

General Regulations – to be read in association with Institute regulations
Because of demand for places students should note that continued enrolment is dependant upon satisfactory completion of a normal course work load. Applications for re-enrolment must be received by the due date each year. Any variations from the regulations should be discussed with the course Admissions Officer, or the Administrative Officer, School of Social Sciences.

Teaching Areas and Units
This section contains information about the following areas of study:
Major Subjects: English; Psychology; Sociology; History/Politics (subject to accreditation)
Common Core Subject: Social Research
Students wanting more detailed information or advice should contact the Registrar, or the individual course consultants in the following areas:

English Dr Bryan Coleborne
Psychology Dr Chris Fraser
Sociology Mr Ian Hamilton
History/Politics Mr Malcolm Kennedy
Social Research Ms Lenore Cox
English

The English teaching team offers units in literature and media studies. The units in literature cover the significant fields of English literary history and some important areas of writing in the language since the mid-nineteenth century. They aim at developing an understanding of the major literary genres and at teaching the skills of literary criticism. The study of media involves an introductory unit, which analyses the role played by the media in modern society, and a second-level unit on film. These units cater for the needs of students who are developing careers in the areas of the social sciences, administration and education. They are also available as supporting studies for students in Welfare, Business, Visual Arts and Applied Science. They are recognized and supported by the Victorian Department of Education for professional purposes. The units which will be offered in any one year will be dependent upon the availability of staff and resources.

Psychology

Psychology concerns itself with the description and explanation of human behaviour, and the application of such knowledge in clinical, industrial, organisational, educational and other settings. Students who intend to practise as professional psychologists should plan an appropriate program. The Gippsland Institute is one of the few Colleges of Advanced Education in Australia whose psychology major has been accredited by the Australian Psychological Society. This means that students who complete a major in psychology will have fulfilled the first three years of the four year academic requirement for Associate Membership of the Australian Psychological Society.

Compulsory Attendance Requirements in Psychology Units: Since the psychology major is recognized by the Australian Psychological Society as part of an approved professional training course, it is necessary to impose compulsory attendance requirements on all psychology units studied internally or externally. For external students this will amount to a requirement to attend all scheduled classes in at least two weekend schools. Attendance at all weekend schools is strongly recommended, especially for those who intend pursuing postgraduate studies in psychology.

Some Psychology units are offered every alternate year. The following schedule indicates the availability of units in 1987 and 1988.

<table>
<thead>
<tr>
<th>First Level</th>
<th>1987</th>
<th>1988</th>
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</thead>
<tbody>
<tr>
<td>6190 Introduction to Psychology A</td>
<td>Sem 1</td>
<td>+</td>
</tr>
<tr>
<td>6191 Introduction to Psychology B</td>
<td>+</td>
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<table>
<thead>
<tr>
<th>Second level</th>
<th>1987</th>
<th>1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>6290 Biological Psychology</td>
<td></td>
<td>+</td>
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<tr>
<td>6291 Social Psychology</td>
<td>+</td>
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<tr>
<th>Third level (2nd or 3rd year)</th>
<th>1987</th>
<th>1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>6350 Personality and Assessment</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>6390 Developmental Psychology</td>
<td></td>
<td>+</td>
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<tr>
<td>6393 Learning and Cognition</td>
<td>+</td>
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<table>
<thead>
<tr>
<th>Third level</th>
<th>1987</th>
<th>1988</th>
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<tbody>
<tr>
<td>6352 Research Methods in Psychology</td>
<td>+</td>
<td>+</td>
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<tr>
<td>6391 Organisational Psychology</td>
<td>+</td>
<td>+</td>
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<tr>
<td>6396 Clinical Psychology</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>6353 Community Psychology</td>
<td>+</td>
<td>+</td>
</tr>
</tbody>
</table>

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Students completing a major in psychology should in general aim to follow the sequence of two first level, two second level and at least four third level units. Some third level units, as listed above, may be completed in second or third year. Unit 6352 Research Methods in Psychology is a compulsory unit in a psychology major.

Sociology

Sociology is the study of people and the relationships they enter into in various social situations and as members of society. Sociologists study a wide range of social issues and the Sociology teaching team offers units which draw upon some of the major areas of sociological endeavour. These units are designed for students with differing interests and needs which range from obtaining a basic introduction to sociology through studying a number of substantive areas of sociology to obtaining a specialised qualification in sociology. Students enrolled in Arts, Welfare, Business, Education, Visual Arts and Applied Science are able to take units in sociology. In addition to standing as a major area of study in the Bachelor of Arts sociology is an important supporting discipline in the Welfare and Nursing course and is an appropriate part of the preparation of both primary and secondary teachers in the School of Education.

History/Politics

A proposal for a major in History/Politics is being considered for accreditation and students may be able to complete a full major in 1987. The major provides students with a range of academic skills and methods in History and Politics. In addition it will give students a broad historic and political knowledge of Australia and the modern world. The units offered are constructed to give a formal study of the historical and political development of Western Europe and its impact on the world. A special focus is then given to Australian regional and national history and politics. Upper level studies are offered to complete the study of the modern world in areas of Asian and International history and politics. The major is completed by work on a research project and a detailed study of the methodologies of History and Politics. The History/Politics major provides a stimulating course of study which will give students a high level of academic competence in the study of continuity and change in human society and a deeper understanding of the nature of the past and the modern world.

Upper level History and Politics units may be undertaken as supporting units to majors in English, Sociology and Psychology. Modern European History and Australian Politics are common core units.

History/Politics offered in 1987:–

3363 Public Enterprise
6185 Modern European History
6133 Gippsland History
6252 Australian History
6357 East Asian History
6186 Australian Politics
6280 United States Politics
6281 Soviet Politics
6284 Politics and Society

Upper level units to be offered in 1987, subject to accreditation:–
6358 Theories of History and Politics
6355 Research Project, History/Politics
6222 Social Change (History/Politics)
Units not offered in 1987:
6356 A History of Economic Development
6380 Politics of Transition
6381 Developing Countries

GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY – no intake in 1987

Introduction

The Graduate Diploma in Counselling Psychology is designed to provide an academic qualification for persons wishing to work in the field of counselling psychology and community health. It would be particularly relevant to people working in community health centres, educational establishments and community welfare agencies. The program is designed not only to produce competence in dealing with problems at the individual level, but also to develop intervention skills at the system and the community levels. The course has been accredited by the Australian Psychological Society as a fourth year in psychology and it meets the requirements of the Society for Associate Membership.

Entry Requirements

Admission to the course is open to applicants who possess a Bachelor degree with a major in psychology from Gippsland Institute or its equivalent. The following undergraduate units (or their equivalent) are prerequisites: Research Methods, Clinical Psychology and Organisational Psychology.

Apart from academic qualifications, attention will be given to such factors as emotional maturity, strong interest in counselling work, social sensitivity, and capacity to meet the academic and practical demands of the course. Applicants will be required to complete a satisfactory enrolment interview.

Course Requirements

This is a part-time course. It consists of nine units of study over two years by Internal Mode only.

Students are required to attend on-campus lectures, seminars, discussions and experiential sessions on Thursday each week. During the second semester of each year, students are required to undertake supervised field experience for 15 days. Attendance at a seven day residential Small Group Learning Workshop is mandatory (part of the cost is borne by students).

Course Structure

Year One
Semester One
6490 Counselling Theory and Practice A (credit value of 1.0)
6495 Psychological Assessment (credit value of 1.0)

Semester Two
6492 Community Psychology (credit value of 1.0)
6493 Advanced Research Methods (credit value of 1.0)
6499 Professional Practice A (credit value of 1.0)
Unit Outlines

6113 Introduction to English A (common core unit)

Unit Adviser: Mr N. Courtney

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: This unit aims at introducing students to the study of literature. The syllabus comprises a wide-ranging selection of texts, in poetry, drama and the novel, and includes several works of world literature in English translation.

Teaching Methods: Lectures and tutorials for internal students. Classes for external students at weekend and vacation schools, in addition to study guides.

Assessment Procedures: Progressive Assessment (100%) For internal students, participation will be taken into account in awarding the final grade.

Prescribed Texts:

Poetry

Novel
Drama

**6114 Introduction to English B** (common core unit)

Unit Adviser: Mr N. Hanely

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: This unit aims at introducing students to the study of literature. The syllabus comprises a wide-ranging selection of texts, in poetry, drama and the novel, and includes several works of world literature in English translation.

Teaching Methods: Lectures and tutorials for internal students. Classes for external students at weekend and vacation schools, in addition to study guides.

Assessment Procedures: Progressive Assessment (60%); Examination (40%); For internal students, participation will be taken into account in awarding the final grade.

Prescribed Texts:

**Poetry**

**Drama**

The course will also include the study of a film.

**6125 Introduction to Sociology A** (common core unit)

Unit Advisers: Mr I. Hamilton, Ms M. Robinson

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: This unit is designed to give students a broad introduction to sociology. The following topics will be covered:

(a) introducing sociology – the nature of social knowledge, the nature of teaching and learning, 'the sociological imagination'.
schools, families and social division – the relationship between families, schooling and work as presented in the research reported in 'Making the Difference'.

understanding sociological theory and method – an introduction to sociological concepts such as social structure, socialisation, class, culture, role, generation, gender and power.

generation, gender and social division – the concepts 'generation' and 'gender' will be used to construct a framework for the analysis of relationships within families, schools and work organisations with special attention being given to the 'aged' and the 'division of labour' in the health care system.

A variety of sociological perspectives are identified and discussed. Particular emphasis is placed on applying these sociological perspectives to the study of Australian society.

Teaching Methods: This unit will be taught to both external and on-campus students. Teaching will be based upon an integrated set of printed, audio and video teaching materials produced at the Gippsland Institute. On-campus students will attend two 1 hour lectures and one 2 hour tutorial per week. External students will be able to attend lectures and seminars at week-end and vacation schools.

Assessment Procedures: Assignments and Final Examination

Prescribed Texts:

6126 Introduction to Sociology B (common core unit)

Unit Adviser: Dr P.K. Roy

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6125

Unit Outline:
This unit will cover the following topics:

(a) introducing the sociological analysis of institutions – the nature of social institutions, the major sociological concepts related to institutions of social control, the scope of social analysis.

(b) class and social inequality – a review of differing sociological perspectives regarding work and industry and their relationship to the distribution of wealth and power.

(c) community and social networks – an introduction to the analysis of rural and urban communities, the importance of community and social networks in urban and industrial society, ethnicity, multiculturalism and the place of Aborigines in Australian society.
(d) social order and social control – an introduction to the study of social problems including an analysis of the major theories of deviance such as labelling, conflict, cultural and functional theories.

Teaching Methods: This unit will be taught to both external and on-campus students. Teaching will be based upon an integrated set of printed, audio and video teaching materials produced at the Gippsland Institute. On-campus students will attend two 1 hour lectures and one 2 hour tutorial per week. External students will be able to attend lectures and seminars at week-end and vacation schools.

Assessment Procedures: Assignments and Final Examination

Prescribed Texts:

6131 Media Studies

Unit Adviser: Mr N. Hanley

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Two first level English unit credits or permission.

This unit is also available to Education students as part of their general studies units.

Unit Outline: The unit considers four main areas of media in Australia – print, radio, television and film. It is selective in orientation, focussing on news, advertising and television comedy/drama. Topics covered include: issues central to the nature and functions of the media (economic basis, ownership, ideological control, bias, constructions of reality, processes of legitimisation, regulation and control); what is 'news'%; news presentation; TV news; sex roles in the media; for and against ads; advertising techniques; TV ads; introduction to television comedy and drama.

Teaching Methods: Lectures, tutorials/workshops, film and video screenings. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Text:

Recommended Reading:

6133 Gippsland History

Unit Adviser: Mr P. Morgan

Second Semester: 3 hours per week – unit value of 1.0 – internal and extended-campus study.
This course is available to external students, not at weekend and vacation schools, but as a weekly evening class from 6.00 - 9.00 p.m. at Churchill. It is also planned to offer the course at Leongatha on one evening each week.

Unit Outline:
Themes: Distinctive features of Gippsland, regional developments, the sense of place and identity, economic geography.
Topics: pre-1841, discovery, Aborigines, Scots, squatters, mining, transport, selectors and the Latrobe Valley.

Teaching Methods: Lectures, seminars, excursion.

Assessment Procedures: Participation, Project Examination; 80% attendance is required.

Recommended Reading:
Copeland, H., Path of Progress. Shire of Warragul, 1934.

6140 Welfare Methods A

Unit Adviser: Mr G. Dawber

First Semester: 6 hours per week – unit value of 1.0 – internal and external study.

Prerequisites (part-time/external students): 6120, 6142, 6143

Corequisite (all students): 6190

Corequisites (internal full-time students): 6125, 6142

Unit Outline: This unit gives a general introduction and overview of the practice of welfare work. It examines the principles and values of welfare, its knowledge base, interpersonal skills, and the basic methods of social casework.

Teaching Methods: The unit will be taught both internally and externally. For external students attendance at all 3 weekend schools and the one vacation school will be compulsory. Internal students will be required to attend two 2 hour lecture/workshops and one small group tutorial each week. A variety of teaching methods will be used involving lecture presentations films, groups discussions, and experiential activities. Because of the nature of the unit, full and regular class attendance is a necessary requirement for passing the unit.

Assessment Procedures: Progressive Assessment (30%); Practical Work (20%); Final Examination (50%)

Prescribed Texts:

Recommended Reading:
6141 Welfare Methods B

Unit Adviser: Mr D. Barlow

Second Semester: 6 hours per week – unit value of 1.0 – internal and external study.

Prerequisite (all students): 6140

Prerequisite (part-time/external students): 6120, 6142, 6143

Corequisite (all students): 6191

Corequisites (internal, full time students): 6126, 6143

Unit Outline: This unit gives an introduction to and understanding of group work and community work.

Teaching Methods: The unit will be taught both internally and externally. For external students attendance at all 3 weekend and the one vacation school will be compulsory. Internal students will be required to attend two 2 hour lecture/workshops and one 2 hour small tutorial group each week. A variety of teaching methods involving lecture presentations, films, group discussion, experiential activities, and use of outside resource people will be used. Because of the nature of the unit, full and regular class attendance is a necessary requirement for passing the unit.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:
or

6142 Welfare Issues

Unit Adviser: Mr D. Barlow

First Semester: 5 hours per week – unit value of 1.0 – internal and external study.

Corequisite (all students): 6125

Corequisites (full-time internal students): 6140, 6190

Unit Outline: This unit examines some contemporary Australian social issues of vocational concern to welfare workers. Outside resource persons, visits of observation and student research and presentation will be used when possible.

Teaching Methods:
(a) Internal. The class will meet twice weekly, for two hours on Thursday and three hours on Friday. Occasionally the second class may extend through the whole day, for example when a visit of observation or panel of visiting speakers is involved.
External. The class will meet for the full day each Sunday at the Weekend Schools and for two full days at the May Vacation School.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Texts:
*Australian Society* Journal.

Recommended Reading:

6143 Welfare Services and Administration

Unit Adviser: Mr G. Dawber

Second Semester: 5 hours per week – unit value of 1.0 – internal and external study.

Prerequisite (all students): 6142

Corequisite (all students): 6126

Corequisites (full-time internal students): 6191, 6141

Unit Outline: This unit gives an overview of the 'welfare network' in Australia and deals with the following areas: History and development of welfare; Introduction to social policy and Administration; The organisational context of Welfare; Instrumental skills; Functions and services of specific Welfare agencies.

Teaching Methods:
(a) Internal. The class will meet for two hours on Thursday and for three hours on Friday, up to mid semester break (i.e. for the first five weeks). After the mid semester break, Fridays will be largely devoted to field visits of observation in small groups, on which class assignments will be based.

(b) External. The class will meet each Sunday at Weekend Schools and for two full days at the August Vacation School.

Assessment Procedures: Progressive Assessment (100%)
Recommended Reading:

6185 Modern European History (common core unit)

Unit Adviser: Mr P.R. Bartrop

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: This unit deals with the main social, political and economic developments in the nineteenth and twentieth centuries. The major emphasis of the unit will be on the development of modern European economic society and political institutions and their impact on the world. The following topics are covered: – Europe before 1789; the French Revolution; the Industrial Revolution; Nationalism, Liberalism, Conservatism; 19th Century European Political Reform; Growth of Working Class Parties; the Causes of the First World War; the 1920s; the Depression; Revolution in Russia and its Consequences; Fascism in Spain, Italy and Germany; the Causes of World War Two.

Assessment Procedures: Essay Work (60%); Final Examination (40%)

Prescribed Texts:

Recommended Reading:

6186 Australian Politics (common core unit)

Unit Adviser: Mr M.J. Kennedy

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Unit Outline: The course offers a detailed study of the theoretical, historic institutional and dynamic forms of Australian Politics. Historic background and a case study of a crisis or issue are used to highlight the importance of each topic in the overall pattern of Australian politics. The party system is examined in three ways. First, it is treated in terms of the evolution of political parties and how new parties have broken away from the old or have been built up from sub-groups. Second, the parties are analysed in terms of their structures, leadership and followers. Finally, leadership and ideological crises are used to illustrate the dynamic nature of political parties.
The following topics are treated: The 1975 Crisis; Voting systems and Election outcomes; Political Parties; Leadership, Policies and Change; Unions, Pressure Groups and Government; Parliament, The Public Service and Government Promises; The form and location of power in Australian politics; Defence and Foreign Policy.

Teaching Methods: Lectures, tutorials, survey work, and video-films.

Assessment Procedures: Tutorial Paper (10%); Survey Exercise (25%); Essay (25%); Examination (40%)

Prescribed Texts:

Recommended Reading:

In addition to the references given above Gippsland Institute will provide a course handbook and a volume of selected readings.

**6190 Introduction to Psychology A (common core unit)**

Unit Adviser: Dr C. Fraser

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Compulsory attendance requirements apply to this unit (see previous note)

Unit Outline: This unit, together with Introduction to Psychology B, provides a general introduction to the discipline of psychology as a behavioural science, and as a basis for further detailed study of specific areas of Psychology. The major theme of this unit is a consideration of the factors that influence individual differences in human behaviour. The specific topics covered will include the processes of human learning (conditioning and cognitive processes), human development and personality, and social influences on human behaviour. The practical work is designed to introduce the methodology of research and statistical analysis in psychology, to provide practical experience in the problems of actually conducting psychological experiments, and to teach the skills involved in writing research papers in psychology.

Teaching Methods: Lectures, tutorials and practical classes are held for internal and external students. Study guide materials are also provided which include learning exercises, summaries of new concepts, study questions, and other features designed to assist students in understanding the material.

Assessment Procedures: Progressive Assessments (30%); Final Examination (30%); Practical Work (40%)

Prescribed Text:
Recommended Reading:

6191 Introduction to Psychology B (common core unit)

Unit Adviser: Dr C. Fraser

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: Nil

Compulsory attendance requirements apply to this unit (see previous note)

Unit Outline: Together with Introduction to Psychology A, this unit provides a general introduction to the science of psychology as a basis for future detailed study of specific areas of psychology. The major theme of this unit is a study of the basic principles of behaviour with an emphasis on experimental methods and laboratory techniques in psychology. The topics covered in the unit include: sensation and perception, biological bases of behaviour, motivation and emotion, abnormal and clinical psychology.

Teaching Methods: Lectures, tutorials and laboratory/practical work.

Assessment Procedures: Progressive Assessments (30%); Final Examination (40%); Practical Work (30%)

Prescribed Text:

Recommended Reading:

6212 Romantic Literature

Unit Adviser: Mr M. Griffiths

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: Two first level English unit credits.

Note: This unit is offered subject to the availability of staff.

Unit Outline: This unit includes the work of a number of writers – of both poetry and prose – of the Romantic period, which have been chosen so as to represent a range of achievement. These will be studied in the light of the major concerns of that period as seen in its literature. The unit will include a consideration of such issues as the importance of childhood experience and individual feeling, the awareness of the natural world, the experience of the city, the impact of the French and Industrial Revolutions and the concern with the irrational. One aim of the unit will be to examine critically the notion of 'the romantic' and to see how far it may be applied to the range of prescribed works.
Teaching Methods: Lectures, seminars for internal students. Tutorials for external students, in addition to material supplied in the form of study guides.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Texts:

Recommended Reading:

6213 Victorian Literature (not offered in 1987) It will be offered again in 1988

6214 Renaissance Literature

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: Two first level English unit credits.

Note: This unit is offered subject to the availability of staff.

Unit Outline: This unit will contain a selection of the poetry and drama from the period of the mid-sixteenth century to the mid-seventeenth century. Wyatt, Sidney, Spenser, Donne and Marvell will be studied alongside Marlowe, Shakespeare, Jonson, Webster and others. Students will be encouraged to relate the poetry and the drama to each other and to the society of the day.

Teaching Methods: Seminars. Study guides and classes are provided for external students.

Assessment Procedures: Progressive Assessment (50%); Final Examination (50%)

Prescribed Texts:
Poetry

Drama
Shakespeare, W., King Lear. Signet, 1966.
Recommended Reading:

6216 Film

Unit Adviser: Mr N. Courtney

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: Two first level English unit credits.

Unit Outline: This unit is concerned with major developments in film post-second world war. It will include an introduction to film as a narrative and dramatic medium, and an introduction to movements such as Neo-Italian Realism, French New Wave, European Art Cinema, Australian New Wave and Asian cinema. There will also be a more sustained treatment of one Director, Luis Bunuel.

Various critical approaches to film will be touched on during the course, but the general emphasis will be on an evaluation of film as a dramatic art.

Teaching Methods: Film screenings at the Institute, followed by discussions and tutorials.

Assessment: Progressive assessment (100%) in the form of two essays.

Syllabus (subject to availability of films):
Ingmar Bergman, *Persona*
Jutta Brueckner, *Do Right and Fear No-One*
Luis Bunuel, *Los Olvidados* (*Young and Damned*)
Luis Bunuel, *Land Without Bread*
Luis Bunuel, *Viridiana*
Luis Bunuel, *Un Chien Anadalou*
Sjuman Djaya, *Atheis*
Akiro Kurosawa, *Living*
Alan Pakula, *Klute*
Christina Perincioli, *The Power of Men is the Patience of Women*
Roberto Rossellini, *Rome, Open City*
Francois Truffaut, *Les Quatre Cents Coups* (*The Four Hundred Blows*)
M von Trotta, *Sisters*
Peter Weir, *The Last Wave*
The Booraloola People, *Two Laws*
Alain Resnais, *Hiroshima, Mon Amour*

Recommended Reading:
Bordwell D. & Thompson, K., *Film Art*. Addison–Wesley, 1979. (This will be available from the Institute Bookshop).
Other introductory texts that would serve are:
6222 Social Change

Unit Adviser: To be advised.

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6120 (Sociology); 6185, 6186 (History/Politics)

Unit Outline: This unit is designed to introduce students to the major theories of social change. Through a close examination of the long term trends in the functions of various institutions such as the family, education, economy, religion and politics, the sources, directions and consequences of social and cultural change will be pursued. Other topics covered will include social change in developing countries, the rapid growth of various technologies and modernisation, social movements, social events and organisational change. This unit contributes to the understanding of social policy issues and to their solution.

Teaching Methods: The unit will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at Weekend and Vacation Schools. A range of relevant teaching materials will also be provided for external students.

Assessment Procedures: Progressive Assessment (80%); Final Examination (20%)

Prescribed Texts:

Recommended Reading:

6224 Sociology of Ethnic Relations

Unit Advisers: Dr P.K. Roy, Mr I. Hamilton

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6120

Unit Outline: This unit is designed to introduce students to the study of the relationships between ethnic groups in various societies. The concepts ethnicity, stereotype, prejudice, discrimination, and cultural pluralism will be analysed and discussed in detail, with special reference to relations between ethnic groups. The unit will pay special attention to the place of ethnic groups in Australia, particularly migrant and Aboriginal groups. Contemporary theory and research in the field of ethnic relations will be examined.

Teaching Methods: The course will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at weekend and vacation schools. A range of relevant teaching materials will also be provided for external students.
Assessment Procedures: Progressive Assessment (80%); Final Examination (20%)

Prescribed Texts:
Callan, V.J., Australian Minority Groups. Harcourt Brace Jovanovich

Recommended Reading:

6227 Sociology of Gender

Unit Adviser: Ms A.M. Robinson

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6120

Unit Outline: This unit will develop an analysis of the influence of gender in the social structure of industrial society. Topics include sex role socialisation, gender and work, changes in gender role patterns and the influence of legislation.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:
Sex Discrimination Act (Vic) 1984.

Recommended Reading:

6240 Welfare Studies IIA

Unit Adviser: Mr G. Dawber

First Semester: 5 hours per week – unit value of 1.0 – full-time internal study only.

Prerequisites: Successful completion of the eight first level Diploma units.

Corequisite: 6246
Unit Outline:
This unit covers two areas:

(a) Social Welfare law, including lectures on family, criminal and civil law, working of the courts, and the relationship between social welfare and law.
(b) Welfare methods which consider social casework and working with families at a greater depth than in the first year.

Teaching Methods: Presentations will be predominantly to the full class and will involve lecture presentation, films, and visiting speakers. Students will be encouraged to integrate theoretical learning with practical experiences on fieldwork placements. Full and regular attendance will be required for successful completion of this unit.

Assessment Procedures: Progressive Assessment (100%);

Prescribed Texts:

Recommended Reading:

6241 Welfare Studies IIB

Unit Adviser: Ms M. Lynn

Second Semester: 4 hours per week – unit value of 1.0 – full-time internal study.

Prerequisites: 6240, 6246

Corequisite: 6247

Unit Outline: This unit will cover two main areas of study, Group Work and Community Development. Group Work will cover group processes and development and group leadership skills appropriate to a number of community welfare settings. Community Development will build on the perspectives studied in unit 6141 with special reference to rural welfare.

Teaching Methods: Experiential learning of groupwork, lecture discussions and some involvement in activities or meetings related to community based organisations. Full and regular attendance is a requirement for successful completion of this unit.

Prescribed Texts:

Recommended Reading:
6246 Fieldwork and Practice A

Unit Adviser: Ms M. Lynn

First Semester: 24 hours per week – unit value of 1.0 – internal study.

Prerequisites: Successful completion of the eight first level diploma units.

Corequisite: 6240

Further details, refer to unit 6247 (No. of weekly hours involves averaging out total placement commitment over the 14 weeks of the semester.)

6247 Fieldwork and Practice B

Unit Adviser: Ms M. Lynn

Second Semester: 24 hours per week – unit value of 1.0 – internal study.

Prerequisite: 6246

Corequisite: 6241

Unit Outline: The major component of these two units is a total of 90 days practical work experience in two different and (if possible) contrasting social welfare agencies. Each placement is of a minimum duration of 40 working days and a maximum duration of 50 days. However, if student progress is not satisfactory, an extension of placement days may be required.

Attendance at seminars during semester is also a requirement of this unit. During these sessions each student will be required to present a “case history” covering one aspect of their work while on placement. A major objective of the units is to provide students with the opportunity to integrate theoretical aspects of the welfare course to the practical welfare situation.

Teaching Methods: These units will be available to internal students only. Students will be placed in an agency setting under the supervision of a qualified social worker or welfare officer. Each student will be assigned a liaison visitor from the Welfare Teaching Team at the Institute who will visit the student at least twice during the course of the placement. Students will attend one 2 hour seminar each week during semester.

Assessment Procedures: Case history presentation prepared and delivered by the Student (30%); Supervisor’s Report (30%); Placement Report prepared by the student (40%)

Recommended Reading:

6252 Australian History (formerly 6152)

Unit Adviser: Mr M.J. Kennedy

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6185, 6186
Unit Outline: A thematic study of Australian history from the earliest times but with major studies in the period from 1860 to the 1960s. The emphasis of the course is upon economic and social history. The themes include, the nature of Australian society; the impact of Europeans on the environment; the environmental impact on the Australian economy and society; the hinterland and the urban enclaves; resource development and manufacturing; labour, living standards and leisure activity; men and women in two wars; the social and economic impact of depressions; post-war reconstruction – the managed society?

Teaching Methods: Lectures, seminars and tutorials.

Assessment Procedures: Tutorial Paper (15%); Essay (40%); Research Paper (45%)

Prescribed Texts:

Recommended Reading:
Gollan, R., Radical and Working Class Politics. MUP, 1967.

6270 Methods of Social Research A (common core unit)

Unit Adviser: Ms L. Cox

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: Seven common core units of the B.A. (Social Science) to include 6190, 6191, 6120; or permission.

Unit Outline: This unit together with Methods of Social Research B (Unit 6271), aims to provide a broad introduction to social research methods, and their specific applications across the major disciplines of the B.A. (Social Science). It is a practical course which aims to equip every student with the ability to plan and undertake research with some awareness of the reliability and validity of the results. Given the time constraints and the simultaneous learning of the methodology, each student will complete a pilot study on a research topic from a selected list. This research will preferably be conducted within a team. The course also ensures that those completing it will have the ability to read basic research reports with understanding of the reliability of the data and to comment critically on the results. The course covers social research ethics and protocols, research design and methods, management of research constraints, information retrieval, pilot studies, analysis of data, reporting, editing and marketing results. Verbal skills of interviewing and reporting are assessed as well as written skills.

Teaching Methods: As described above, students will learn the theory and immediately apply this. All assignments will be on the topic selected from given list. In unit 6270, there will be a brief introduction to computers as a means of information retrieval (either word processing or statistical analysis).

Assessment Procedures: Progressive Assessment (100%)
Prescribed Texts:

Recommended Reading:

*6271 Methods of Social Research B* (common core unit for those majoring in Psychology or Sociology)

Unit Adviser: Ms L. Cox

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6270

It will be essential that students have access either to Gippsland Institute and computing facilities for this unit or to computing facilities off-campus which allow word processing and statistical analysis (even if these differ from the software packages used in the unit).

Unit Outline: An introduction to basic statistical analysis (Chi-square, t-test and correlation and will include non-parametric as well as parametric statistics), sampling and issues involved in applying social research methods. In conjunction with this unit students will learn to use computers in social science (word processing and statistical analysis) using the Gippsland Institute computer and microcomputers.

Teaching Methods: Two or three of the pilot research projects undertaken in Unit 6270 (Methods of Social Research A) will progress beyond the pilot stage. Projects will be selected which lend themselves to statistical analysis. All students will be required to analyse part of the data generated from these studies though they may choose different aspects for analysis.

Students will learn statistical theory, computer analysis and apply the theory and computing to the data generated.

Assessment Procedures: Progressive Assessment (70%); Final Examination (30%)

Prescribed Texts:

Recommended Reading:
N.B. Classroom sets of manuals to use Gippsland Institute computers will be available for word processing and statistical analysis. Students will not be expected to purchase these but if unable to access the Gippsland Institute computer will require manuals for software packages on the accessible computing facilities.
Multi Mate is used to introduce word processing using a microcomputer and Minitab for statistical analysis on the Gippsland Institute computer.

6280 United States Politics

Unit Adviser: Mr M.J. Kennedy

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6186, 6185

Unit Outline: This course provides a comparative study of the United States' political system in its historical, social and constitutional setting compared with that of Australia and Britain. Emphasis is given to the way in which systems and institutions have been established and how they have been changed to meet new demands. Topics treated include: democratic theory and pluralism; the American form of democracy; the electoral and party system; the role and power of the presidency, the congress, the supreme court, the bureaucracy and the media; the adequacy of the system of checks and balances; the formation and conduct of domestic policy; the formation of U.S. foreign policy, the cold war and detente.

Teaching Methods: Lectures, tutorials and seminars.

Assessment Procedures: Review of a current issue (20%); Essay (40%); Examination or an additional essay (40%)

Prescribed Text:

or

Recommended Reading:
In addition to the references given above Gippsland Institute will provide a course handbook and a volume of readings drawn from recent articles, press reports and books.

6281 Soviet Politics

Unit Adviser: Mr P. Farago

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6185, 6186

Unit Outline: A study of 19th Century Russia, the impact of Marxism, the Bolshevik Revolution, consolidation of Bolshevism, social and economic forces of change, the thought and personalities of Lenin, Stalin, Stalin's critics, Trotsky, Bukharin and Djilas. The post-Stalin era and the structure and functioning of present day society, institutions, politics and dissent. The Soviet Union as a great power.

Teaching Methods: Lectures tutorials and seminars will be supplemented by audio visual materials. Any major written work will be discussed on request while it is in
progress, and in all cases after it has been corrected by the course team. External students will receive a complete set of teaching aids including study guides on each topic of the course. Weekend and vacation schools will be provided during the semester. Student excursions and lectures by visiting speakers will be arranged when appropriate.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:

6284 Politics and Society (formerly 6182)

Unit Adviser: Mr P. Farago

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6185, 6186

Unit Outline: A study of political socialisation; participation and non-participation in politics; formation of political beliefs and political groups; Australian political culture; political thought and ideology in Australia. Topics include: the "class" versus "culture" debate in Australia political culture; role of family, school, media in inculcation of political attitudes; how and why political groups are formed; roles and styles of politicians and political activists; ideologists, and political thinking in Australia. As part of this subject students will be required to study the formation of political groups, attitudes and activities in their local environment.

Teaching Methods: Lectures, tutorials, survey work and video films.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

6291 Social Psychology

Unit Adviser: Dr A. Veno

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit (see previous note).
Unit Outline: This unit studies the social influences on human behaviour and how they affect the behaviour of individuals, the interactions of pairs of individuals, and the behaviour of groups. Specific topics covered include Social Perception and Attribution, Social Interaction, Group Processes, Attitude Measurement and Attitude Change. The unit illustrates the role of social processes in applied settings such as education, counselling and industry, social influence on health behaviours such as alcoholism, smoking and overeating, and social problems such as racial and sexual prejudice, and non-intervention of bystanders in emergencies.

Teaching Methods: Lectures, tutorials and study guides cover the theoretical material in the unit, which is assessed by a series of unit tests. An emphasis is also placed on practical exercises and experimental work. The practical work is designed to both assist in the understanding of research methodology in social psychology, and to provide experimental learning of the social processes involved.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Text:

Recommended Reading:

6310 Australian Literature

Unit Adviser: Mr P. Morgan

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: Two first level English unit credits.

Unit Outline: A study of various works of Australian literature, selected so that some wider issues in Australian cultural history can also be discussed.

Teaching Methods: Seminars. Study guide and classes are provided for external students.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Texts:
Poetry

Prose
Lindsay, N., Redheap. Angus & Robertson, 1979.

Drama
Recommended Reading:

6311 **American Literature** (not offered in 1987)

6312 **Modern Drama** (not offered in 1987)

6315 **Legend and Folktale**

Unit Adviser: Mr N. Courtney

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: Two first level English unit credits.

Unit Outline: This unit will concentrate on four major traditions of legend and folklore – Greek, Norse, Arthurian and Aboriginal – and their influence particularly on children’s literature. In each area, a comparative study will be made of selected early material and a number of modern versions, including versions for children. The emphasis throughout will be on literary appreciation.

Teaching Methods: Lectures, seminars/tutorials and individual consultation. Study guides and classes are provided for external study.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Texts:
or
Robinson, R. (ed.), *Aboriginal Myths and Legends*. Sun Books. (Extracts to be supplied through the Institute).

Recommended Reading:

6316 **Satire** (not offered in 1987) It will be offered again in 1988

6317 **Political Literature** (not offered in 1987) It will be offered again in 1988

6318 **Contemporary Fiction**

Unit Adviser: Mr M. Griffiths

First Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisites: Two first level English unit credits.
Unit Outline: This unit will cover a selection of significant examples of recent fiction drawn from a range of traditions (e.g. West Indian, South African, British, American) and exemplifying different kinds of formal developments. Issues to be considered will include: the 'feminist' novel, experiments in the novel form, the historical novel, the novel of social comment and the 'autobiographical' novel.

Teaching Methods: Lectures and/or seminars.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:

6320 Sociology of Deviance

Unit Adviser: Mr T. Peterson

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6120

Unit Outline: The unit presents an opportunity for students to examine the impact of social control on different groups of individuals within western cultures. The idea of deviance is explored with reference to concepts like power and authority. Emphasis is given to issues that have emerged in the 1970's.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

6322 Sociology of the Family

Unit Adviser: Mr I. Hamilton, Dr P.K. Roy

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6120

Unit Outline: This unit is designed for students wishing to study the family as an important yet changing element in the social structure. The topics of study include: the family in history; family structure and industrialisation; kin relationships;
courtship and mate-selection; marital communication and adjustment; violence in the family; marital disruption; changing gender relations within the family. A range of sociological perspectives are used in studying these topics.

Teaching Methods: The unit will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at weekend and vacation schools. A range of relevant teaching materials will also be provided for external students.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:

6326 Sociology of Health and Welfare

Unit Adviser: Mr T. Peterson

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisite: 6120

Unit Outline: The course covers the following topics:
(1) The history and development of Medical Sociology
(2) The Sociology of illness including: the sick role; illness behaviour; the medical model of illness; social stress and labelling theory as applied to illness.
(3) The organisation and delivery of health care with emphasis on the identification of organisational factors that influence illness and patient care, the assessment of alternative organisational schemes and the evaluation of their impact on the delivery of health care.
(4) Research methodology in health and illness.

Teaching Methods: This unit will be taught to both external and on-campus students. On-campus students will be able to attend two 2 hour lectures/tutorials each week. External students will be able to attend lectures and tutorials at Weekend and Vacation schools. A range of relevant teaching materials will be provided for external students.

Assessment Procedures: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:
6329 Sociology Research Project

Unit Advisers: Mr I.V. Hamilton, Mr T. Peterson

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6120, 6270, 6271

Corequisite: 6332

Unit Outline: Individual or group research projects will be designed in consultation with sociology staff. This unit should be taken only by students who wish to do a research unit in first semester.

The final research report must include material covering the selection of the topic, the research design and the collection, analysis and interpretation of data.

Teaching Methods: Research seminars will be held for on-campus students. External students will participate in research seminars at weekend and vacation schools.

6330 Sociology Research Project

Unit Advisers: Mr I.V. Hamilton, Mr T. Peterson

Full Year: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6120, 6270, 6271

Corequisite: 6332

Unit Outline: This unit is taken only at third level and provides students with an opportunity to undertake a supervised research project into a topic of their choice. Individual or group research projects will be designed in consultation with sociology staff. The final research report must include material covering the selection of the topic, the research design and the collection, analysis and interpretation of data.

Teaching Methods: Research seminars will be held for on-campus students. External students will participate in research seminars at weekend and vacation schools.

6332 Sociological Theory and Method

Unit Advisers: Mr I. Hamilton, Ms M. Robinson

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6120, 6270, 6271

Note: This unit is a compulsory unit for a sociology major.

Unit Outline: This unit is offered at third level to students intending to major in sociology and covers three areas: an evaluation of the major sociological perspectives; techniques of gathering, analysing and interpreting data; a critique of sociological research. The section of the course on data analysis will involve the use of the SPSS computer programs.

Teaching Methods: The course will be taught to both internal and external students by means of lectures, tutorials, and computing workshops.

Assessment Procedures: Progressive Assessment (100%)
Prescribed Texts:

6350 Personality and Assessment

Unit Adviser: Dr A.K. Rahman

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit. (see previous note)

Unit Outline: This unit aims at providing an integrated perspective in the study of personality and its assessment. Students will be exposed to a conceptual framework to view the human personality as it manifests, organises and develops. Different theoretical orientations in viewing personality will be examined in the unit. The unit will be highlighted by a consideration of the techniques of personality assessment in theory and practice. The unit will also reflect upon the involvement of the personality concept in normal and abnormal human behaviour.

Teaching Methods: Lectures, tutorials, seminars and practical work.

Assessment Procedures: Progressive Assessment (30%); Final Examination (40%); Practical Work (30%)

Prescribed Text:

Recommended Reading:

6352 Research Methods in Psychology

Unit Adviser: Dr R. Hicks

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6190, 6191, 6270, 6271

Note: This unit is a compulsory unit in a psychology major. Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: This unit will deal with principles of research design and analysis in psychology. A major theme will be methods of assessing and reducing threats to valid inference in psychological research. Methods of analysis to be covered will include ANOVA (up to and including mixed models) and multiple regression.
Teaching Methods: Lectures, tutorials, computing workshops.

Assessment Procedures: Progressive Assessment (60%); Final Examination (40%)

Prescribed Text:

6353 Community Psychology

Unit Adviser: Dr A. Veno

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: To achieve the goal of providing an overview of the field of community psychology this unit examines a number of perspectives and their relative impact on the activities of the professional psychologist. This impact is considered both in terms of what are considered to be legitimate intervention strategies and the attitudes and values that are fostered by adopting each perspective. Students will have the opportunity to reconsider the basic psychological skills and knowledge they have developed in other units and examine the ways in which these skills can be used for the enhancement of individual and community well-being.

Assessment Procedures: Assignments (30%); Practical Work (30%); Field Experience Project (40%)

Prescribed Text:

Recommended Reading:

6355 Research Project, History/Politics

Unit Advisers: Mr P. Farago, Mr M.J. Kennedy, Mr P.R. Bartrop

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6185, 6186 and second year History/Politics sequence.

To be offered subject to Accreditation of History/Politics Major.

Unit Outline: This third level unit is taken in history and/or politics. It is a research project based on an original topic developed by the student. It will require the use of primary sources, the use of data bases and/or survey work. The findings will be presented as an essay of not more than 8,000 words. The student's research and writing will be supervised by a senior member of staff.
6357 East Asian History

Unit Adviser: Mr M.J. Kennedy

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6185, 6186, 6252 or permission

Unit Outline: The course provides a comparative study of the modernisation and development of China and Japan from the mid 1800’s to the present. Economic, social and political continuity and change in each country will be examined to find explanations for differing approaches and types of development. In addition the following sub-themes will be pursued: the role of leaders, the family, religion and ideology, education, the military, entrepreneurs and government in the patterns of change in Japan and China.

Teaching Methods: Lectures, tutorials, films and seminars.

Assessment Procedures: Tutorial Paper (10%); Essay (45%); Second Essay or an Examination (45%)

Prescribed Texts:

Recommended Reading:

6358 Theories of History and Politics

Unit Advisers: Mr M.J. Kennedy, Mr P. Farago, Mr P.R. Bartrop

Full Year: 4 hours per week – unit value of 2.0 – internal and external study.

Prerequisites: 6185, 6186 and second year History/Politics sequence

Unit Outline: The aim of the unit is to introduce students to the epistemology and philosophy of history and political science. The course will give emphasis to the development of a critical analysis of history and political science as social sciences. Questions of method, hidden assumptions, values and objectivity, causation, laws, theory, theories of behaviour, counterfactual hypotheses, statistical inference, quantification and the application of the findings of political and historical studies will be examined.

Teaching Methods: Lectures and seminars, etc.

Assessment Procedures: Three papers of 2,500 – 3,000 words.
Prescribed Texts:

Recommended Reading:

Reading lists will be issued for each seminar.

6390 Developmental Psychology

Unit Adviser: Dr R. Hicks

First Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6190, 6191

Compulsory Attendance requirements apply to this unit (see previous note).

Unit Outline: This unit aims to provide an introduction to the study of human behaviour from a developmental perspective. The course will critically examine various theoretical approaches to the study of human development and consider the methodological problems encountered in this area. The development of personality and social behaviour will be considered both from the point of view of the sequences involved and the significant interactions assumed to take place from conception through adulthood.

Teaching Methods: Lectures and seminars.

Assessment Procedures: Progressive Assessment (60%); Examination (40%)

Prescribed Text:

Recommended Reading:
6391 Organisational Psychology

Unit Adviser: Mr J. Alder

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: This unit is designed to introduce the student to all aspects of human behaviour in organisations – the way organisational members are affected by an organisation and its environment, and the way an organisation is affected by its members. Emphasis is placed on systems-oriented organisational psychology, and on viewing man as part of a work and social system. The individual will remain the focus of our study but the social psychological and sociological perspective will not be ignored.

Teaching Methods: There will be lectures, seminars, documentary films, educational visits and workshops.

Assessment Procedures: Progressive Assessment (50%); Final Examination (30%); Field Experience (20%)

Prescribed Texts:

6396 Clinical Psychology

Unit Adviser: Dr A. Pal

Second Semester: 4 hours per week – unit value of 1.0 – internal and external study.

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit (see previous note).

Unit Outline: The objective of the course is to provide an overview of the field of clinical psychology. It covers, theory, assessment, psychopathology, treatment strategies and legal issues. Both the scientific and professional aspects of clinical psychology are presented. Efforts will be made to give the student the broadest possible view of abnormal behaviour by studying the various behaviour deviations from different theoretical perspectives – psychodynamic, behavioural, humanistic, existential, and biological.

Teaching Methods: The course will consist of lectures, seminars and workshops.

Assessment Procedures: Progressive Assessment (60%); Examination (40%)

Prescribed Text:

Recommended Reading:
6398 Research Project in Psychology

Unit Adviser: Dr C. Fraser

Full Year: 4 hours per week - unit value of 1.0 - internal and external study.

Prerequisites: 5 units of Psychology. Permission of unit adviser is also required to enrol in this unit.

Corequisite: 6352

Unit Outline: This unit is designed as an individual research unit for students whose record in Psychology indicates ability to undertake independent study in the discipline. It provides an opportunity for the advanced psychology student to state a research question in a defined interest area, and to carry out research which deals appropriately with the question formulated. The research may be theoretical, empirical, or a blend of the two modes. The student is required to undertake independent work under staff supervision.

Teaching Methods: Students will work on an individual basis with a supervisor from the faculty. Periodic visits and consultations will permit a degree of formative evaluation to occur throughout the semester.

Assessment Procedures: Assessment will be based entirely on a research report.

Prescribed Texts:
Individually selected on the basis of the stated purpose and interest area of the research.

6490 Counselling Theory and Practice B

Unit Adviser: Dr A. Pal

First Semester: 3 hours per week - unit value of 1.5 - internal study.

Prerequisites: 6490A, 6492, 6493, 6495

Unit Outline: This course is designed to provide the student with an overview of two broad paradigms namely Cognitive and Behavioural. Students will have the opportunity to apply their theoretical knowledge to the development of counselling skills in workshop exercises and case work assignments. Specifically the following topics will be examined critically:
Methods of intervention derived from experiment learning theories.
Cognitive restructuring as a part of behaviour therapy utilising rational - emotive techniques.
Family, social and ecological perspectives.

Assessment Procedures: Seminar Assignment (20%); Applied Behavioural Analysis (20%); Counselling Skills (20%); Case Work (20%) and Written Examination (20%).

Teaching Methods: The course structure has two components. The first consists of theoretical sessions composed of lectures and seminars. The second consists of experimental workshops, role plays and micro-teaching.

Prescribed Texts:
6497 Organisation Development

Unit Adviser: Dr A. Pal

Second Semester: 3 hours per week – unit value of 1.0 – internal study.

Prerequisites: 6490A, 6492, 6493, 6495

Unit Outline: The course is designed to provide the student with an overview of the theoretical foundation of organisational change and system level intervention strategies.

The course is structured into two parts. The first deals with theories relating to change process, open system concepts, work redesign and organisation design. The second part covers the role of change agent, techniques and methods of implementation of organisation change.

Teaching Methods: The course structure has two components. The first consists of theoretical sessions composed of lectures, seminars and discussions. The second consists of stimulation exercises and project work.

Assessment Procedures: The student’s performance will be assessed as follows:
Essay and Oral Report (30%); Simulation exercises (30%); Project Report (40%) 

Prescribed Texts:

6498 Research Project

Unit Adviser: Dr C. Fraser

First Semester: 3 hours per week – unit value of 1.5 – internal study.

Prerequisites: 6490A, 6492, 6493, 6495

Unit Outline: This course is designed to serve as a discussion forum for students attempting to complete the research project component of their studies. The unit is offered in semester 1 and in year 2 and is intended as a follow-on course for 6493 Advanced Research Methods.

Topics which will be covered are expected to arise, largely, from the nature of the projects undertaken by students. The topics which will be covered include:
- The counsellor as consumer of research
- The counsellor as researcher
- Applications of research and evaluation in field settings
- Legal issues in field research and
- Ethical issues in field research.

Teaching Methods: Seminars and discussion.

Assessment Procedures: Seminar assignments (20%); Literature review assignment (10%); Project report (70%)
Unit Adviser: Mr J. Alder

Second Semester: Fifteen days supervised fieldwork plus two hours per week – unit value of 1.0 – internal study.

Unit Outline: This course is designed to provide an opportunity to develop skills in interviewing, counselling, assessment and report writing. The students will also examine their own inter-personal mode, professional conduct of counselling psychologists and role-relations with other professionals in applied settings. The course content includes: a minimum of fifteen days supervised fieldwork, weekly discussions on fieldwork and related issues and a formal series of seminars on important professional issues such as institutional controls on psychological practice in Victoria; the four C's – confidentiality, consulting, contracting and costing; ethics and politics of psychological assessment; legal obligations; rights of the insane; court appearances etc.

Assessment Procedures: Placement Evaluation Report (50%); Seminar Paper (30%); Report on placement centre (20%)

Prescribed Texts:
INTRODUCTION

The School of Visual Arts offers the following awards:

Diploma of Arts (in Visual Arts) – No new enrolments (See 1986 Handbook for Course Structure)
Bachelor of Arts (in Visual Arts) – Three year full-time course, or equivalent part-time on-campus study
Graduate Diploma in Visual Arts – One year full-time course, or equivalent part-time on-campus study
Master of Arts (in Visual Arts) – Research Masters Degree

BACHELOR OF ARTS (in Visual Arts)

Introduction

The degree course in Visual Arts, involving three years of full-time study or the equivalent in part-time study, offers a sequence of study areas relating to the general motivation and specific intentions of the student, within the limits of the facilities and expertise available.

The course presently offers study in the studio areas of Painting, Sculpture, Printmaking, Ceramics, Drawing, Photography, and Woodcraft with Theory and History of Art also offered. The course has been structured to allow for students to select and design an individual course from the range of major and minor studios and supporting disciplines. After a common first semester of introductory studies, the orientation of the student’s course is developed in consultation with the appropriate lecturers, selecting from or combining those areas listed above. Up to two approved units from other courses offered by the Institute may also be included in the course as non-art elective units.

Employment possibilities, after completion of the course, depend on the specialisation, inclination or versatility of each student. A student’s future might lead towards becoming an independent creative artist, an art and craft teacher, or employment in any one of the variety of occupations where visual intelligence and artistic or craft skills are relevant and important.

Selection of Students

Selection of students will take place on the basis of enrolment information and an interview. During interviews prospective students will be able to discuss their background, previous general education and art education to date. Specific interests in this type of course and other related questions can also be discussed. Candidates should bring a selection of recent work to the interview. It should be understood that, after acceptance, the first semester will be considered introductory, exploratory and provisional, to determine each student’s suitability and specific direction within the course.

Credits and Exemptions

Students who are transferring from another College, or have already gained some tertiary education may be granted credits and exemptions by the Board of Studies in Visual Arts in accordance with the Institute’s guidelines.
Cost of Materials

Although some materials are provided, students should expect some expenditure on art equipment, materials and supplies. Students should own, or have access to, a single lens reflex camera. Students should also be prepared to purchase any prescribed textbooks, and to contribute to their participation in optional excursions organised by the School to Galleries and Art Collections.

General Conditions

The Institute reserves the right to retain the work executed by students as part of their course studies. Work not required by the Institute may be claimed by the student only after it has been released following assessment.

Course Regulations

1. General Regulations
1.1 Each student's study program shall be approved by the Head of the School of Visual Arts or nominee.
1.2 Each student's study program shall consist of 24 points of credit value taken over at least three years of full-time study. Part-time students may be enrolled who will progress through the course over a more extended period.
2. First Year Studies: Eight Points Credit Value.
2.1 The first semester shall consist of: Foundation Studies 2D, Foundation Studies 3D, Foundation Drawing plus History and Theory of Modern Art.
2.2 The second semester shall consist of two different Developmental Studio units chosen from those offered each year, together with Developmental Drawing, together with History and Theory of Recent Art.
2.3 The prerequisites as indicated in the unit outlines section for each unit shall be observed. All first year studio units must be completed prior to commencing any second year studio units.
3. Second and Third Year Studies: Sixteen Points Credit Value.
3.1 Major Studio Sequence: Each student's study program shall include a Major Studio sequence which shall consist of eight or nine points credit value of second and third year units within one of the following Designated Studios: Painting, Printmaking, Ceramics, Sculpture.
3.2 Both full (2 credit) studio units (e.g. Painting I) and Minor (1 credit) studio units (e.g. Ceramics Minor Studio) may be included in the Major Studio sequence to make up the eight or nine credit points required.
3.3 At least three points credit value of the Major Studio sequence shall be taken in third year level studio units.
3.4 Elective Studio Units: Each student's study program may include elective units chosen from the studios of Painting, Printmaking, Ceramics, Sculpture, Photography, and Woodcraft, provided that both Major Studio units and Elective Studio units combined do not exceed 12 points credit value.
3.4.1 Elective units shall be chosen from studios different from the student's Designated Major Studio in each semester of the course except that a student may apply for approval to take an elective unit (e.g. a Minor Studio unit) in the same studio as the Major in the final semester of the course.
3.5 Art History and Art Theory: Each student's study program shall include at least one and not more than four units at second and third year levels chosen from Art History and Art Theory.
3.5.1 A second year level Art History or Art Theory unit may be taken in the second, or third or subsequent year of the course provided the unit has not previously been passed.
3.6 Professional Practice: A student who has achieved 20 points credit value in the course may be enrolled in the unit Professional Practice.

3.7 Non-Art Electives: A student's study program may include not more than two units chosen from those offered by other Schools of this Institute, and approved for inclusion in the Bachelor of Arts (in Visual Arts) course.

3.8 Units in the degree course shall normally be taken in the numerical order in which they are listed in each discipline, and prerequisites shall be observed.

4. Assessment: All units. Individual units within the degree course shall be assessed as described in the unit outlines section. The grades awarded by the examiners appointed by the Head of School shall be reported to the Institute’s Academic Board by the Board of Examiners in Visual Arts. Final assessment in any unit shall be recorded as a letter-grade in accordance with Institute policy.

Course Structure

Six semesters of full-time study. Twenty-four units credit value.

Level One
Semester One
2005 Foundation Studies 2D* (9 hrs/week)(unit value of 1.0)
2006 Foundation Studies 3D* (9 hrs/week)(unit value of 1.0)
2007 Foundation Drawing (6 hrs/week)(unit value of 1.0)
2193 History and Theory of Modern Art (4 hrs/week)(unit value of 1.0)

Semester Two
2171 Drawing Developmental Studio (6 hrs/week)(unit value of 1.0)
2194 History and Theory of Recent Art (4 hrs/week)(unit value of 1.0)
Developmental Studio A* (9 hrs/week)(unit value of 1.0) – 2111, 2121, 2131, 2141, 2151, 2161
Developmental Studio B* (9 hrs/week)(unit value of 1.0)

Level Two
Semester One
Major Studio* (15 hrs/week)(unit value of 2.0) – 2215, 2225, 2235, 2245
Two of the following:
Minor Studio* (6 hrs/week)(unit value of 1.0)
2293 Renaissance and Baroque Art (4 hrs/week)(unit value of 1.0)
Non-Art Elective* (4 hrs/week)(unit value of 1.0)

Semester Two
Major Studio* (15 hrs/week)(unit value of 2.0) – 2216, 2226, 2236, 2246
Two of the following:
Minor Studio* (6 hrs/week)(unit value of 1.0)
2284 Art and Psychology (4 hrs/week)(unit value of 1.0)
Non-Art Elective* (4 hrs/week)(unit value of 1.0)

Level Three
Semester One
Major Studio* (15 hrs/week)(unit value of 2.0) – 2315, 2325, 2335, 2345
Two of the following:
Minor Studio* (6 hrs/week)(unit value of 1.0)
2393 Readings in Art (4 hrs/week)(unit value of 1.0)
Non-Art Elective (4 hrs/week)(unit value of 1.0)

Semester Two
Major Studio* (15 hrs/week)(unit value of 2.0) – 2316, 2326, 2336, 2346
Two of the following:
Minor Studio* (6 hrs/week)(unit value of 1.0)
2301 Professional Practice* (unit value of 1.0)
2394 Research in Art (unit value of 1.0)
Non-Art Elective (4 hrs/week)(unit value of 1.0)

*Refer to the following explanatory notes:
(For further details see individual unit outlines.)

1. Foundation Studies 2D: A first semester introductory program including experiences in the Painting, Printmaking, and Photography studios.
2. Foundation Studios 3D: A first semester introductory program including experiences in the Ceramics, Sculpture and Woodcraft studios.
3. Developmental Studio A: A first year level course taken after successful completion of Foundation Studies, and chosen from one of the disciplines of Painting, Printmaking, Ceramics, Sculpture, Photography and Woodcraft.
4. Developmental Studio B: A course similar to Developmental Studio A but chosen from a different discipline.
5. Major Studio: A course of four advanced semesters in one of the disciplines of Painting, Printmaking, Ceramics, or Sculpture. The prerequisite for which is the prior completion of the corresponding Developmental Studio. (Photography and Woodcraft may be chosen as a Minor Studio).
6. Minor Studio: Single units of one semester's duration to be chosen from studio disciplines other than the Major. Minor studio may be chosen from Painting, Printmaking, Ceramics, Sculpture, Photography or Woodcraft, after completion of any two Developmental Studios plus Developmental Drawing.
7. Non-Art Elective: Approved units which may be chosen from other courses offered by the Institute.
8. Professional Practice: A single unit (2301) dealing with the preparation of the artist for professional exhibitions, art dealership practice and elementary business practice.
9. Art Theory Units:
2193 History and Theory of Modern Art. The study of modern art and the related history of ideas with an emphasis on late 19th and early 20th century art movements.
2194 History and Theory of Recent Art. The study of recent art giving consideration to both artistic achievements and ideas and issues.
2293 Renaissance and Baroque Art. Selected topics in the history of art and the history of ideas with an emphasis on the Renaissance and Baroque periods of European art.
2294 Art and Psychology. Topics include perception, aesthetic preferences, children's artistic growth, art and the insane, psychoanalysis and art, etc.
2393 Readings in Art. Advanced study of selected topics in Art Theory and Art History.
2394 Research in Art. A research project on an approved topic including an extended written assignment.

Painting Units are: 2111, 2215, 2216, 2217, 2218, 2315, 2316, 2317
Printmaking Units are: 2121, 2225, 2226, 2227, 2228, 2325, 2326, 2327
Ceramics Units are: 2131, 2235, 2236, 2237, 2238, 2335, 2336, 2337
Sculpture Units are: 2141, 2245, 2246, 2247, 2248, 2345, 2346, 2347
Photography Units are: 2151, 2257, 2258, 2357
Woodcraft Units are: 2161, 2267, 2268, 2367
Drawing Unit is: 2171 (Note: Drawing is a component of all Major Studio units.)
Negotiated Minor Units are: 2277, 2278, 2377
Details of the above units can be found in the unit outlines section.
The Graduate Diploma in Visual Arts course aims to provide an opportunity for the continuation and extension of studies in Visual Arts. To complete the requirements for the Graduate Diploma, students must achieve satisfactory accreditation in an eight-unit course of advanced work. Completion of a final show of work, and a written assignment or approved research projects, and supervised studies in the Visual Arts at advanced levels will be required.

The course may be completed in one year of full-time study or the equivalent in part-time study. Submissions from individual students will largely determine the content and character of their course. Acceptance of a student's study proposal will be determined by the availability of specialist staff to supervise the project and the availability of suitable space, facilities and equipment.

Students who have established their own studio or who have access to established studios may be admitted to the Graduate Diploma course provided they are prepared to attend at contracted weekend schools and vacation schools for workshops, seminars, and lectures.

The Graduate Diploma consists of an extensive course of professional training and, therefore, only a limited number of students will be admitted to the course at any time. Priority for admission depends on both the previous work history of the applicant and on the nature and quality of the applicant's proposals for advanced study projects. Applications will be carefully considered by the Board of Studies in Visual Arts and applicants will be expected to submit a written account of their previous training, work history and proposed advanced studies. Selected applicants are required to attend for a personal interview at which they are required to show evidence of their work to date and to elaborate on their proposed studies to members of the Board of Studies. Enquiries and submissions should be directed to the Head of School.

MASTER OF ARTS (in Visual Arts)

Research Masters degree. Applicants wishing to undertake Masters degree studies in Visual Arts should make direct enquiries to the Head, School of Visual Arts.

UNIT OUTLINES

2005 Foundation Studies 2D

Unit Adviser: Foundation Studies Co-ordinator – Ms K. Green

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: Nil

Unit Outline: An introductory program including experiences in the Printmaking, Painting, and Photography studios.

(a) This subject is designed to establish the foundation knowledge of image making by developing a strong visual awareness involving the ability to manipulate and relate to each other, the basic elements of line, tone, colour,
form and texture and to encourage an individual interpretation based on objective observation, personal experiment and free enquiry.

(b) To acquire practical studio/workshop skills and theoretical knowledge related to the range of materials, processes and media available to the artist.

(c) To encourage committed personal motivation.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in each studio area. The final assessment will be conducted by all staff involved in Foundation Studies as a group and will include an element related to the students' achievements in a general creative way and will not simply be a summation of their performance in individual studios.

Prescribed Text: Nil

Recommended Reading:
List of reading material will be provided in class.

2006 Foundation Studies 3D

Unit Adviser: Foundation Studies Co-ordinator – Ms K. Green

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: Nil

Unit Outline:

(a) An introductory program including experiences in the Ceramics, Sculpture and Woodcraft studios.

(b) This unit is concerned with building a foundation of art-work processes. It is concerned with the value of active participation in art making, encouraging the confrontation of problems as they arise during the work process. Students will be introduced to the work of professional artists whose work processes will be analysed. Projects will be set to enable students to experience similar work-processes, but with sufficient freedom for individual discovery of personal ways of doing, thinking, seeing and problem solving.

(c) A structured introduction to the safe use of the School's Wood and Metal machines and equipment.

(d) By the conclusion of the unit students will be familiar with the basic equipment, materials and safe procedures for operation in the Sculpture, Woodcraft and Ceramics studios, and have sufficient confidence to begin deeper studies in these areas.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in each studio area. The final assessment will be conducted by all staff involved in Foundation Studies as a group and will include an element related to the students' achievements in a general creative way and will not simply be a summation of their performance in individual studios.

Prescribed Text: Nil

Recommended Reading:
List of reading material will be provided in class.
2007 Foundation Drawing

Unit Adviser: Foundation Studies Co-ordinator - Ms K. Green

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: Nil

Unit Outline: This unit is concerned with the exploration of basic possibilities in drawing practice, its methods, and its materials. Through exercises and classes in direct observation of the subject, this unit is designed to develop perceptive and manipulative skills through the study of proportion, line, form, rhythm, shape and pattern.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Drawing.

Prescribed Text: Nil

Recommended Reading:
Reading references will be provided in class.

2111 Painting Developmental Studio

Unit Adviser: To be advised.

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2005

Unit Outline: Students are set a series of painting projects to allow them to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of painting. Students are expected to complete a painting with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Assessment will be progressive and will be the responsibility of the lecturers involved in the teaching of Painting. Assessment will be based on the evidence of development shown in completed set project work, as well as on participation in studio class sessions.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals.
Other references will be provided in class.

2121 Printmaking Developmental Studio

Unit Adviser: Mr E. Heng

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2005

Unit Outline: This unit aims to assist the student to develop conceptual and
manipulative skills related to the practice of Fine Art Printmaking and to become familiar with the methods, materials and workshop practice associated with the graphic processes. Although students will be encouraged to take a broad and experimental approach to this subject, formal sessions, lectures and demonstrations will be held as an introduction to the processes of monotype, relief, intaglio and planographic Printmaking.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:

2131 Ceramics Developmental Studio

Unit Adviser: Mr H. Potts

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2006

Unit Outline: Main topics include the following: Introductory clay preparation; introductory form development; Introductory bisque packing and firing; Introductory glaze preparation; Introductory glaze testing procedures; Introductory glaze packing and firing.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.

2141 Sculpture Developmental Studio

Unit Adviser: Mr C. Murray-White

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2006

Unit Outline: A broad, exploratory approach to sculptural media and processes, especially modelling, carving, moulding, fabrication in wood, metal, plastic, and casting techniques. The study of the work of selected professional sculptors. Students are encouraged to develop original projects in order to demonstrate their grasp of media and techniques.
Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture.

Prescribed Text: Nil

Recommended Reading: Particular references are chosen by the staff to suit the needs of each individual student as those needs become identified.

2151 Photography Developmental Studio

Unit Adviser: Mr C. Suggett

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2005

Unit Outline: Major topics include the following:
Cameras: introduction to specialist cameras, including 6 x 6cm square format; Lenses: including zoom, and for special effects; Exposure: special conditions, special effects, lighting for colour; Processing: development controls, printing controls, special effects; Presentation: options and techniques for presentation;

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of Photography.

Prescribed Text: Nil

Recommended Reading:
Other references will be advised in class.

2161 Woodcraft Developmental Studio

Unit Adviser: Mr D. Wollmering

First and Second Semester: 9 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2006

Unit Outline: An open approach examining the inherent properties of the medium of wood will link with various working areas of carving, construction, lamination and woodturning. Students will be encouraged to develop a personal approach with the medium.

Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the studio. Criteria for assessment will include participation, completion of various set exercises and projects, and personal development both conceptual and technical.

Students are expected to adhere to studio safety regulations and develop an awareness with precautions in the working environment. Proper footwear and clothing will be required at all times in the studio and machine room.

Prescribed Text: Nil

303
Recommended Reading:

2171 Drawing Developmental Studio

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2007

Unit Outline: Students will be expected to participate in a number of set projects which will be designed to give practice and develop skills in (a) seeing, observation, analysis, selection, interpretation, and expression; and (b) recording and communicating information, feelings and opinions. Students will also be expected to produce drawings involving subject matter and visual language that make use of a variety of materials and methods after consultation with the lecturer responsible for the unit.

Assessment: Assessment will be progressive and will be the responsibility of the lecturers involved in the teaching of Drawing. An end of semester review of work produced will be expected.

Prescribed Text:

Recommended Reading:
Selected Art journals. Reading references will be provided in class.

2193 History and Theory of Modern Art

Unit Adviser: Mr K.E. Bensley

First Semester: 4 hours per week – unit value of 1.0 – internal study. (Note: Unit 2193 is being developed for external mode as well. Interested students should consult the unit adviser.)

Prerequisite: Nil

Unit Outline: A survey of the important features of modern art and ideas including an introduction to nineteenth century European Art, and with an emphasis on the first half of the twentieth century. Included are sections on Post-Impressionism, Fauvism, Expressionism, Cubism, Constructivism, Abstract Art, Surrealism, and other important movements.

Assessment: Assessment is based on the submission of written assignments, and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:
Recommended Reading:
Additional references are provided in study guides.

2194 History and Theory of Recent Art

Unit Adviser: Mr K.E. Bensley

Second Semester: 4 hours per week – unit value of 1.0 – internal study. (Note: Unit 2194 is being developed for external mode as well. Interested students should consult the unit adviser.)

Prerequisite: Nil, but 2193 History and Theory of Modern Art is recommended.

Unit Outline: A survey of art and ideas relevant to art with an emphasis on developments in international art (American, European, Australian) since the middle of the twentieth century. Included are sections on Abstract art, Pop art, Minimal art, Artificial Realism, Assemblage, Kinetic art, Conceptual art, the Transavantgarde, and other recent and prevailing emergent art forms.

Assessment: Assessment is based on the submission of written assignments, and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:
Lucie-Smith, E., *Movements in Modern Art Since 1945*. Thames and Hudson,

Recommended Reading:
Additional references are provided in study guides.

2215 Painting I

Unit Adviser: To be advised.

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisites: Either three Developmental Studio units including 2111, or 2217.

Unit Outline: This unit continues the study of the discipline of painting by project work requiring the completion of a number of paintings with supporting studies and notes, and by a comparative study of contemporary painting by visiting galleries and by extensive reading in conjunction with the student’s own individual development. The painting project will continue to deal with specific themes or problems in painting.

Assessment: Assessment will be progressive, but the submission of all work at the end of semester is required. Assessment is the responsibility of the lecturers involved in the teaching of Painting.
Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

**2216 Painting II**

Unit Adviser: To be advised.

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2215

Unit Outline: Students will continue with project work in the manner prescribed for Painting I, but will be expected to develop a more critical attitude to techniques and concepts. Students are expected to express their ideas in talk and writing.

Assessment: Assessment will be progressive, but the submission of all work at the end of semester is required. Assessment is the responsibility of the lecturers involved in the teaching of Painting.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

**2217 Painting Minor Studio**

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisites: 3 Developmental Studio units.

Unit Outline: Up to three Minor Studio units may be taken in Painting. Students undertaking Painting as a Minor Studio will not be expected to attain the same depth of understanding as those majoring in the discipline. Students are set a series of painting projects to allow them to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a painting with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Assessment will be progressive, but the submission of all work at the end of semester is required. Assessment is the responsibility of the lecturers involved in the teaching of Painting.

Prescribed Texts:
Recommended Reading: Selected Art periodicals. Other references will be provided in class.

2218 Painting Minor Studio

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisite: 2217

Unit Outline: Up to three Minor Studio units may be taken in Painting. Students undertaking Painting as a Minor Studio will not be expected to attain the same depth of understanding as those majoring in the discipline. Students are set a series of painting projects to allow them to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a painting with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Assessment will be progressive, but the submission of all work at the end of semester is required. Assessment is the responsibility of the lecturers involved in the teaching of Painting.

Prescribed Texts:

Recommended Reading: Selected Art periodicals. Other references will be provided in class.

2225 Printmaking I

Unit Advisers: Mr E. Heng

First and Second Semester: 15 hours per week - unit value of 2.0 - internal study.

Prerequisites: Either three Developmental Studio units including 2121, or 2227.

Unit Outline: This unit will consolidate the basic processes of Printmaking studied at first year level (Developmental) with the introduction of other processes such as silkscreen and photographic transfer. Students will be encouraged to establish a knowledge and understanding of the Fine Art printmaking process and to develop a critical mode of enquiry through experimentation in a wide range of image making.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:

Additional references are provided in class.
2226 Printmaking II

Unit Adviser: Mr E. Heng

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2225

Unit Outline: Students will be encouraged to use their knowledge and experience to develop their image making and deal with the problems of form and content that will possibly be utilized in the development of a personal visual language. Formal lectures and demonstrations will be held to expand the student’s technical skills in colour printing, e.g. viscosity, multi-plate, etc.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:
References are provided in class.

2227 Printmaking Minor Studio

Unit Advisers: Mr E. Heng, Ms K. Green

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisites: 3 Developmental Studio units.

Unit Outline: Units up to a maximum of 3 minors are available in Printmaking. It is not envisaged that students enrolled in Printmaking units as a Minor Studio or elective will reach the same level of competence as a student who has majored in the area. Participation at this level would enable a student to gain a critical awareness and understanding of processes rather than a mastering and utilisation of skills and knowledge of Printmaking.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:
Additional references are provided in class.
2228 Printmaking Minor Studio

Unit Advisers: Mr E. Heng, Ms K. Green

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2227

Unit Outline: Units up to a maximum of 3 minors are available in Printmaking. It is not envisaged that students enrolled in Printmaking units as a Minor Studio or elective will reach the same level of competence as a student who has majored in the area. Participation at this level would enable a student to gain a critical awareness and understanding of processes rather than a mastering and utilisation of skills and knowledge of Printmaking.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:

Additional references are provided in class.

2235 Ceramics I

Unit Adviser: Mr H. Potts

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisites: Either three Developmental Studio units including 2131, or unit 2237.

Unit Outline: Further development in the whole rhythm of Ceramics, building on the major topics in 2131. Regular firing cycles in shared kilns are encouraged for the constant building of understanding of the whole process. Participation in the group projects organised by senior students and staff.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawings will be included in studio assessment.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and index to useful journal articles are available in the studio.
2236 Ceramics II

Unit Adviser: Mr H. Potts

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2235

Unit Outline: Further development towards the individual discipline of regular work cycles in the whole spectrum of Ceramics from clay to fire. Regular private firings in small kilns are encouraged throughout the semester.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawings will be included in studio assessment.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.

2237 Ceramics Minor Studio

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisites: 3 Developmental Studio units.

Unit Outline: Up to a maximum of three Minors are available in Ceramics. Ceramics Minor students will be encouraged to treat their work similarly to Major Studio students, except for the reduction in time which will necessarily limit their experience. Minor students will be encouraged to participate in the usual activities of the studio, such as excursions, rostered wood firings, salt firings, etc.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.
2238 Ceramics Minor Studio

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisite: 2237

Unit Outline: Up to a maximum of three Minors are available in Ceramics. Ceramics Minor students will be encouraged to treat their work similarly to Major Studio students, except for the reduction in time which will necessarily limit their experience. Minor students will be encouraged to participate in the usual activities of the studio, such as excursions, rostered wood firings, salt firings, etc.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.

2245 Sculpture I

Unit Adviser: Mr C. Murray-White

First and Second Semester: 15 hours per week - unit value of 2.0 - internal study.

Prerequisites: Either three Developmental Studio units including 2141, or unit 2247.

Unit Outline: Although attendance at regular lecture sessions and participation in projects is compulsory, special emphasis on development of each student's individual direction is seen as most important in this unit.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.
2246 Sculpture II

Unit Adviser: Mr C. Murray-White

First and Second Semester: 15 hours per week - unit value of 2.0 - internal study.

Prerequisite: 2245

Unit Outline: Continuation of programs introduced in previous semesters with greater emphasis placed on each student's individual direction.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.

2247 Sculpture Minor Studio

Unit Adviser: Mr C. Murray-White

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisites: 3 Developmental Studio units.

Unit Outline: Up to three Sculpture Minor Studio units may be taken. It is not expected that students undertaking a Minor will develop the same awareness and sculptural vocabulary as a student in the major course. Participation in a range of sculpture projects will be expected.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture.

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.

2248 Sculpture Minor Studio

Unit Adviser: Mr C. Murray-White

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisite: 2247
Unit Outline: Up to three Sculpture Minor Studio Units may be taken. It is not expected that students undertaking a Minor will develop the same awareness and sculptural vocabulary as a student in the major course. Participation in a range of sculpture projects will be expected.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture.

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.

### 2257 Photography Minor Studio

Unit Adviser: Mr C. Suggett

First and Second Semester: 6 hours per week — unit value of 1.0 — internal study.

Prerequisites: 3 Developmental Studio units.

Unit Outline: Up to three Minor Studio units are available in Photography. The Photography Studio offers three areas of study: Photography; Art Documentation; and Lighting and Studio Technique.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of Photography. Projects will be expected throughout the units.

Prescribed Text: To be advised.

### 2258 Photography Minor Studio

Unit Adviser: Mr C. Suggett

First and Second Semester: 6 hours per week — unit value of 1.0 — internal study.

Prerequisite: 2257

Unit Outline: Up to three Minor Studio units are available in Photography. The Photography Studio offers three areas of study: Photography; Art Documentation; and Lighting and Studio Technique.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of Photography. Projects will be expected throughout the units.

Prescribed Text: To be advised.
2267 Woodcraft Minor Studio

Unit Adviser: Mr D. Wollmering

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisites: 3 Developmental Studio units.

Unit Outline: Students will be encouraged to develop specialisation in one area of study chosen from carving, construction, lamination and wood turning. Individuals are encouraged to develop articulation in various aspects of design and the aesthetic qualities of their own work.

Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the Woodcraft and Sculpture studies.

Prescribed Text: To be advised.

Recommended Reading:

2268 Woodcraft Minor Studio

Unit Adviser: Mr D. Wollmering

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisite: 2267

Unit Outline: Students will be encouraged to develop specialisation in one area of study chosen from carving, construction, lamination and wood turning. Individuals are encouraged to develop articulation in various aspects of design and the aesthetic qualities of their own work.

Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the Woodcraft and Sculpture studies.

Prescribed Text: To be advised.

Recommended Reading:

2277 Negotiated Minor Studio

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisites: 3 Developmental Studio units.

Unit Outline: Up to three Negotiated Minor Studio units may be taken. Students will negotiate a contract project of one semester's duration for each such unit. Negotiated Minor Studio units may be used to undertake supervised studies in art which
incorporate two or more studio disciplines, or which involve an experimental approach to creative achievement which does not readily come under the usual activities of any single discipline.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of the contracted projects.

Prescribed Text: Nil

Recommended Reading: References will be advised to students according to their needs and the nature of the contracted projects.

2278 Negotiated Minor Studio

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2277

Unit Outline: Up to three Negotiated Minor Studio units may be taken. Students will negotiate a contract project of one semester's duration for each such unit. Negotiated Minor Studio units may be used to undertake supervised studies in art which incorporate two or more studio disciplines, or which involve an experimental approach to creative achievement which does not readily come under the usual activities of any single discipline.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of the contracted projects.

Prescribed Text: Nil

Recommended Reading: References will be advised to students according to their needs and the nature of the contracted projects.

2293 Renaissance and Baroque Art

Unit Adviser: Mr K.E. Bensley

First Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisites: 2193, 2194

Unit Outline: A selection of topics on European Art and aesthetic ideas from just before the 15th century to the late 17th century. Included are sections on the Proto-Renaissance; Iconography and Iconology; Perspective and Proportion; Humanism and Naturalism; Classical Renaissance Art and Ideas; Northern European Art and Ideas; Mannerism; Baroque Art and Aesthetics.

Assessment: Assessment is based on the submission of written assignments and an examination paper. All work required to be submitted will count towards the overall assessment.
Prescribed Texts:

Recommended Reading:

Additional references are provided in study guides.

**2294 Art and Psychology**

Unit Adviser: Mr K.E. Bensley

Second Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisites: 2193, 2194

Unit Outline: Background and history of the Psychology of Art. Problems of perception; experiments with artistic material; the empirical study of aesthetic judgements and preferences; psychoanalysis and art; the art of the insane; children's art; the analysis of composition in works of visual art; personality and preferences for art.

Assessment: Assessment is based on participation, the submission of written work, and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:

Additional references are provided in study guides.

**2301 Professional Practice**

Unit Adviser: Mr C. Murray-White

Second Semester: 60 hours for the semester – unit value of 1.0 – internal study.

Prerequisite: The accumulation of 20 points credit value in the Visual Arts degree course.

Unit Outline: This single unit subject deals with the preparation of the artist for professional practice. Elementary business practice, exhibition planning, art dealership, promotion and other aspects of professional artistic practice will be included. Subject matter will be related to the student's Major Studio work and relevant to aspects of their own particular art form. Aspects of health and safety will also be considered.

Teaching Method: The unit involves attendance, throughout the semester at lectures, workshops and tutorials. Some excursions may be undertaken.
Assessment: Assessment will be progressive and will be the responsibility of the staff teaching Professional Practice. Written and practical projects will be required for assessment.

Prescribed Text: Nil

Recommended Reading:

2315 Painting III

Unit Adviser: To be advised.

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2216

Unit Outline: Students will continue with set project work but are expected to respond in an increasingly personal way, and begin to show a continuity in their response to each project.

Assessment: Assessment will be progressive, but the submission of all work at end of the semester is required. Assessment is the responsibility of the lecturers involved in the teaching of Painting.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2316 Painting IV

Unit Adviser: To be advised.

First and Second Semester: 15 hours a week – unit value of 2.0 – internal study.

Prerequisite: 2315

Unit Outline: Students will be expected to have developed a personal technical and conceptual understanding, enabling them to produce work of a professional standard, and to set their own individual programs based on that knowledge.

Assessment: Assessment will be progressive, but the submission of all work at the end of the semester is required. Assessment is the responsibility of the lecturers involved in the teaching of Painting.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.
2317 Painting Minor Studio

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2218

Unit Outline: Up to three Minors may be taken in Painting. Students undertaking Painting as a Minor discipline will not be expected to attain the same depth of understanding as those majoring in the discipline. Students are set a series of painting projects to allow them to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a painting with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Assessment will be progressive, but the submission of all work at the end of semester is required. Assessment is the responsibility of the lecturers involved in the teaching of Painting.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2325 Printmaking III

Unit Adviser: Mr E. Heng

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2226

Unit Outline: Students should have technical competency to work in any printmaking medium of their choice and will be encouraged to proceed to an individually approved program of study from which a personal approach to Printmaking can be derived.

Assessment: Assessment will be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:
Additional references are provided in class.
2326 Printmaking IV

Unit Adviser: Mr E. Heng

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2325

Unit Outline: This unit complements Printmaking III, and students will continue to work within an individually approved program of study. As this is the final unit of Printmaking practice students should be able to demonstrate established Printmaking skills, a facility for investigation and problem solving, and the development of a personal visual language, in accordance with the anticipated level of professional achievement.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:
Additional references are provided in class.

2327 Printmaking Minor Studio

Unit Adviser: Mr E. Heng

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2228

Unit Outline: Units up to a maximum of 3 Minors are available in Printmaking. It is not envisaged that students enrolled in Printmaking units as a Minor Studio or elective will reach the same level of competence as a student who has majored in the area. Participation at this level would enable a student to gain a critical awareness and understanding of processes rather than a mastering and utilisation of skills and knowledge of Printmaking. Special workshops may be held to expand the students technical expertise in printmaking processes.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Printmaking.

Prescribed Text: Nil

Recommended Reading:
Additional references are provided in class.
2335 Ceramics III

Unit Adviser: Dr O. Rye

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2236

Unit Outline: Three and four week cycles of production are encouraged, but will vary with the creative intentions of the individual. Specializations should be emerging and may develop in areas of low fire, raku, stoneware, saltfire, woodfire or any area for which staff and facilities can be made available. Technical back-up continues as appropriate.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawings will be included in studio assessment.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.

2336 Ceramics IV

Unit Adviser: Dr O. Rye

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2335

Unit Outline: Individual work cycles are encouraged in order to follow personal directions towards developing objects of quality. In so doing the student should have developed a healthy understanding of the main areas of the process, with some areas of specialisation. It must be acknowledged in the final semester of a Ceramics course, that the student is now only at the threshold. The three year course is merely a "springboard" base for a possible lifetime of exploration and discovery in the medium of clay. Achievements should include the following: The ability to gain deep satisfaction and enjoyment from the Ceramics processes and products; Appropriate skill levels and confidence with Ceramics equipment and materials; Attitudes which make further discovery obligatory; Creativity limited only by goals and experimentation.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawings will be included in studio assessment.

Prescribed Text:
Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.

2337 Ceramics Minor Studio

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2238

Unit Outline: Up to a maximum of three Minors are available in Ceramics. Ceramics Minor students will be encouraged to treat their work similarly to Major Studio students, except for the reduction in time which will necessarily limit their experience. Minor students will be encouraged to participate in the usual activities of the studio, such as excursions, rostered one-week wood firings, salt firings, etc.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students. Technical information references and an index to useful journal articles are available in the studio.

2345 Sculpture III

Unit Adviser: Mr C. Murray–White

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2246

Unit Outline: In this unit students are expected to undertake major self–selected projects which must be worked through thoroughly. Special emphasis is placed on the working processes and the establishment of personal integrity.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.
2346 Sculpture IV

Unit Adviser: Mr C. Murray-White

First and Second Semester: 15 hours per week – unit value of 2.0 – internal study.

Prerequisite: 2345

Unit Outline: This unit complements Sculpture III. By this stage students are expected to have reached a high level of competence in both the production and theoretical aspects of Sculpture.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture. Drawings will be assessed with studio sculpture.

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.

2347 Sculpture Minor Studio

Unit Adviser: Mr C. Murray-White

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2248

Unit Outline: Up to three Sculpture Minor Studio units may be taken. It is not expected that students undertaking a Minor will develop the same awareness and sculptural vocabulary as a student in the major course. Participation in a range of sculpture projects will be expected.

Assessment: Progressive assessment based on studio participation and the submission of projects. Assessment will be the responsibility of staff involved in the teaching of Sculpture.

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student as the needs become identified.
2357 Photography Minor Studio

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2258

Unit Outline: Up to three Minor Studio units are available in Photography. The Photography Studio offers three areas of study; Photography; Art Documentation; and Lighting and Studio Technique.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of Photography. Projects will be expected from time to time throughout the units.

Prescribed Text: To be advised.

2367 Woodcraft Minor Studio

Unit Adviser: Mr D. Wollmering

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2268

Unit Outline: Students will be encouraged to develop specialisation in one area of study chosen from carving, construction, lamination and wood turning. Individuals are encouraged to develop articulation in various aspects of design and the aesthetic qualities of their own work.

Assessment: Assessment will normally be progressive/continuous and will be the responsibility of the lecturer(s) involved in the Woodcraft and Sculpture studios.

Prescribed Text: To be advised.

Recommended Reading:

2377 Negotiated Minor Studio

Unit Adviser: To be advised.

First and Second Semester: 6 hours per week – unit value of 1.0 – internal study.

Prerequisite: 2278

Unit Outline: Up to three Negotiated Minor Studio units may be taken. Students will negotiate a contract project of one semester’s duration for each such unit. Negotiated Minor Studio units may be used to undertake supervised studios in art which incorporate two or more studio disciplines, or which involve an experimental approach to creative achievement which does not readily come under the usual activities of any single discipline.

Assessment: Assessment will normally be progressive and will be the responsibility of the staff involved in the teaching of the contracted projects.
Prescribed Text: Nil

Recommended Reading:
References will be advised to students according to their needs and the nature of the contracted projects.

2393 Readings in Art

Unit Adviser: Mr K.E. Bensley

First Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisites: 2193, 2194 plus two points credit value in any combination of second year Art History/Art Theory or approved non-Visual Arts units.

Unit Outline: This unit consists predominantly of a guided reading program supported by lectures and seminars. Approved topic areas will be selected by students with the advice of the unit adviser, and these topic areas will normally be concerned with an aspect of Art Theory or Art History. Each student will construct a bibliography of relevant material for his/her chosen topic and proceed to develop a journal of summaries and reactions to the guided reading program.

Assessment: Assessment is based on participation in class sessions, the presentation of seminar papers, and the submission of journals within the context of the guided reading program.

Prescribed Text: Nil

Recommended Reading:

2394 Research in Art

Unit Adviser: Mr K.E. Bensley

Second Semester: 4 hours per week – unit value of 1.0 – internal study.

Prerequisites: As for 2393.

Unit Outline: The formulation of a research assignment topic; analysis and identification of resource needs. Advanced uses of Library resources and reference materials. The development of the research assignment; evidence; arguments; criticism. Presentation of the research assignment; improved written presentations; alternative methods of presentation; visual aids; audiotapes; videotapes.

Assessment: Assessment is based on participation at required tutorials, the presentation of a seminar paper on work-in-progress, and the submission of the research assignment in its final form.

Prescribed Text: Nil

Recommended Reading:
Additional references will be recommended to individual students according to their research topics.
2410 Graduate Diploma — Painting F/T
2411 Graduate Diploma — Painting P/T
2412 Graduate Diploma — Painting P/T
2420 Graduate Diploma — Printmaking F/T
2421 Graduate Diploma — Printmaking P/T
2422 Graduate Diploma — Printmaking P/T
2430 Graduate Diploma — Ceramics F/T
2431 Graduate Diploma — Ceramics P/T
2432 Graduate Diploma — Ceramics P/T
2440 Graduate Diploma — Sculpture F/T
2441 Graduate Diploma — Sculpture P/T
2442 Graduate Diploma — Sculpture P/T

Graduate Diploma Course Co-ordinator: Mr E. Heng

Full Year — full-time units have a unit value of 8.0 and part-time units have a unit value of 4.0 — internal study.

Unit Outline: See course entry.

Assessment: Assessment is based on participation and on submission of studio work and written work as appropriate to the investigations carried out. Before the completion of the course, a final submission of work in a form suitable for assessment is required.

2600 Master of Arts (in Visual Arts)

See course entry for further details.
1. **ACADEMIC BOARD REGULATIONS**

1.1 These regulations shall be cited as the 'Academic Board Regulations'.

1.2 The Academic Board shall advise the Council on the educational policy and programs of the Institute. In particular the Board shall report to the Council on:

(a) the development of sound and coherent academic planning and policy.

(b) the academic acceptability of proposed courses or units and changes to existing courses or units; academic regulations including admissions, examination and assessment procedures; academic standards and quality of teaching; the certification of student’s results and the certification of candidates who have completed requirements for awards.

(c) all matters submitted to it by Council.

1.3 The Board shall –

(a) in order to review and assess progress in the educational work of the Institute, be entitled to request through the Director reports from within the Institute and may refer any matter arising from such a review to the Director or an appropriate body;

(b) have such other powers and duties as may be determined by the Council from time to time.

1.4 The elected members of staff shall serve for a period of two years. Elected student members shall serve for a period of one year.

1.5 The Academic Board shall consist of:

**EX-OFFICIO MEMBERS**

President of Council
Director
Deputy Director
Assistant Director
Head, School of Applied Science
Head, School of Business
Head, School of Education
Head, School of Engineering
ELECTED MEMBERS

Student Representatives –

2 Internal Students (2)
2 External Students (2)

Academic Staff (Full-Time) – (6)
1 from each Board of Studies (6)
6 elected from Academic Staff (6)

General Staff –

Library Representative (1)
ESD Representative (1)
2 elected from General Staff (2)

1.6 Any casual vacancy in the office of an elected or appointed member of the Board shall be filled by the election or appointment of a person having the qualifications if any required for the filling of that vacancy the election or appointment being made by the person or body of persons by whom or which election or appointment to that office was or should have been made at the commencement of the full term of office provided that if any casual vacancy occurs within three months before the expiration of the term of office that had been or should have been filled the vacancy shall not be filled for the remainder of such term.

A member of the Board elected or appointed to fill a casual vacancy shall subject to this Order be entitled to hold office during the residue of the term of the member whose place he fills.

1.7 (a) The Chairperson and Deputy Chairperson of the Academic Board shall be elected annually from their number prior to the First Board meeting in any year. They shall hold office for one year.

(b) In the absence of both the Chairperson and the Deputy Chairperson the members present shall elect one of their number to preside at the meeting.

1.8 Elections for Board membership will be held during November, members elected to take office from the first meeting the following year.

1.9 The Academic Secretary or nominee shall be secretary to the Board. The secretary shall forward the minutes of any meeting of the Board to Council.

1.10 The Board may appoint such committees as it thinks fit and by resolution delegate any of its powers, authorities, duties, and functions other than the power of delegation, to any such committee or to any officer of the Institute under such conditions as may be determined by the Board. Every delegation so made shall be revocable by resolution of the Board and no such delegation shall prevent the exercise by the Board of any of its powers, authorities, duties and functions.
1.11 The standing committees of the Board appointed under the provisions of Clause 1.10 shall include the Boards of Studies, the Admissions and Qualifications Committee, the Academic Review Committee and the Teaching and Academic Support Committee.

1.12 The Board may, having regard to the expressed wishes of the founder or donor, recommend the conditions of competition for any scholarship, fellowship or prize and recommend the recipients of any such award.

1.13 (a) The Board shall meet:
   (i) on such occasions as may be necessary for the despatch of its business but no less frequently than six times in a calendar year;
   (ii) when convened at the discretion of the chairperson;
   (iii) when five members of the Board shall through the secretary request a meeting.

   (b) The quorum shall be half the number of members plus one.

2. ADMISSION (GENERAL)

2.1 To satisfy general entrance requirements to degree and diploma or associate diploma courses, students must meet the following entry requirements:

   (a) Have successfully completed a Year 12 course of study accredited by VISE or an equivalent approved by VISE.* Interstate and overseas applicants who have completed a Year 12 course of study should apply to VISE for recognition of the equivalence of their course of study; or

   (b) Have obtained grades of D or higher in at least four subjects at the Victorian Higher School Certificate examination or satisfied the requirements of the Victorian adult matriculation; or

   (c) Have satisfied the requirements of an approved Tertiary Orientation Program (TOP) at a Victorian technical school or college; or

   (d) Have satisfied the general entry requirements of a recognised Australian University or College of Advanced Education; or

   (e) Have successfully completed a two year full-time (or equivalent part-time) middle level certificate course at a Victorian TAFE college; or

   (f) Have attained the age of 21 years (Mature Age Entry) at the date of application and have an educational and/or employment background which is deemed by the Head of School to give an applicant reasonable prospects of completing the course to which they are seeking admission; or

   (g) Have reached a standard deemed, on the advice of the Head of School as being equivalent to one of the requirements outlined in the preceding sub-regulations.

   (h) Special Entry provisions also apply for prospective students who do not meet the above educational or mature age requirements. Please refer to section on Special Entry Scheme.
2.2 An applicant who gains full-time admission to a course of the Institute may apply by writing to the Registrar for permission to defer the initial enrolment to the subsequent year. Such permission may be granted, on the advice of the Head of School, for a period normally not exceeding two successive semesters.

2.3 By submitting an enrolment application, a student gives an undertaking to abide by the Regulations and Rules of the Institute.

2.4 Credits and exemptions may be granted on the basis of previous academic studies or experience. Final responsibility for credits and exemptions rests with the Head of the appropriate School.

3. ADMISSION (COURSE REQUIREMENTS)

3.1 Degree and Diploma Courses – In addition to meeting the requirements of Regulation 2.1, and unless specifically exempted by the Head of the appropriate School, applicants must comply with any other requirements prescribed by a particular unit and meet the following course entry requirements:

(a) Engineering – To be admitted to the course for a degree in Engineering, the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include English, one Mathematics and one Science, and preferably one further subject from that of Mathematics and Science.

(b) Applied Science – To be admitted to the course for a degree or diploma in Applied Science, the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include English and at least two of: Chemistry, Physics, Pure Mathematics, Applied Mathematics, General Mathematics, Biology or Physical Science.

(c) Visual Arts – To be admitted to the course for the Bachelor of Arts (in Visual Arts), the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include English. Applicants are normally required to present for an interview, with a folio of work to demonstrate their suitability for admission.

(d) Business – To be admitted to a degree course in Business, the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include English.

(e) Social Sciences – To be admitted to the course for the degree in Arts (Social Science), the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include English.

(f) Education –
   (i) To be admitted to degree or diploma courses in Education (initial preparation), the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include English.
   (ii) To be admitted to the degree courses for upgrading or converting existing qualifications, applicants should be qualified teachers.
3.2 Associate Diploma Courses –

(a) School Librarianship – To be admitted to the course for the Associate Diploma in School Librarianship, applicants should be trained teachers holding at least a two-year teacher training qualification, or equivalent qualifications or experience, who also meet the requirements of regulation 2.

(b) Welfare Studies – To be admitted to the course for the Associate Diploma in Welfare Studies, the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include English. Applicants are required to present for an interview, examination or test as is deemed necessary to demonstrate their suitability for admission.

(c) Administration – To be admitted to the course for the Associate Diploma in General Administration, an applicant should possess an appropriate post-secondary qualification, e.g. a TAFE Certificate.

(d) Engineering – To be admitted to the course for the Associate Diploma in Engineering Supervision, the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall preferably include English, one Mathematics and one Science.

(e) Computing – To be admitted to the course for the Associate Diploma in Computing, the subjects passed in accordance with sub-regulation 2.1 (a)–(e) shall normally include Year 12 English and a Year 11 level Mathematics subject. Applicants are requested to present for a program aptitude test.

3.3 Graduate Diplomas – Entry requirements for these courses vary according to the aims of each course. Candidates must satisfy the Head of the appropriate School of their capacity to undertake their proposed program of study.

3.4 Higher Degrees – Entry requirements for these courses vary according to the aims of each course. Candidates must satisfy the Head of the appropriate School of their capacity to undertake their proposed program of study.

3.5 General – Notwithstanding any of the preceding regulations, the Head of the appropriate School shall have the final discretion in the admission of any applicant to any course in the Institute.

4. CONTINUATION

4.1 Students who have been admitted to a course of the Institute shall be entitled to continue in that course provided that they:

(a) complete all requirements for re-enrolment as specified by the Institute;

(b) obtain approval for their continuing course of study from the Head of School through the Registrar;

(c) continue to prove their suitability for the course to the satisfaction of the appropriate Head of School by:
   (i) maintaining the standard of work required by completing such studies and passing such examinations or other work prescribed for assessment in lieu of examinations;
(ii) attending such lectures, tutorial classes and excursions, completing such practical work, fieldwork or other requirements as may be prescribed by the course;

(iii) maintaining a rate of academic progress appropriate to their mode of study.

(d) are good standing as students of the Institute by having met all financial obligations to the Institute or by having made satisfactory arrangements with the Institute for the payment of such obligations, and complying with all other regulations and rules of the Institute pertaining to students.

4.2 Students who have not completed the requirements for a degree or diploma and have an approved extension for work still outstanding beyond the date set for re-enrolment in the following semester shall be required to re-enrol for the next semester or year, or until requirements are completed.

4.3 Students may apply to defer their studies for a period not exceeding twelve months. Deferments may only be granted after application to the relevant Head of School via the Registrar.

5. UNSATISFACTORY ACADEMIC PERFORMANCE

5.1 Unsatisfactory academic performance occurs where a student:

(a) fails the same unit twice;
(b) fails more than half the units attempted in their last two years of study;
(c) fails all the units attempted in one semester of study.

5.2 In all cases of unsatisfactory performance the Head of School may:

(a) request the student to attend the Institute for counselling purposes;
(b) place the student on probation such that continuation would depend on satisfying certain conditions as to academic progress and study specified in writing by the Head of School.
(c) require the student to show cause in writing why they should not be excluded from a unit or course of study. Subsequently, students may be permitted to continue, or be excluded from further study.
(d) if a response to show cause is not received within fourteen days, or the Head of School considers the response inadequate, a notice of exclusion shall be sent.

5.3 (a) A student excluded from a unit or course of study under these regulations may apply for re-admission after the expiration of at least one academic year. If satisfied that the students' circumstances or prospects have changed sufficiently, the Head of School may authorise re-admission.

(b) In permitting a student to re-enrol, the Head of School may impose on the student such conditions as may benefit the student's academic progress.
A student excluded under these regulations shall have the right of appeal through the Registrar to the Admissions and Qualifications Committee. The appeal is to be made within twenty-eight days of the date of exclusion notification.

6. EXAMINATIONS AND ASSESSMENT

6. Final assessment matters should be dealt with by Boards of Examiners, and ratified by the Head of the appropriate School.

6.2 Students are expected to complete the unit or course requirements as specified by the unit adviser(s) in any semester by the examination period for that semester.

6.3 Final results awarded for each unit represent a total assessment of the student’s performance in such examinations, assignments, class work, practical or other requirements prescribed for that unit.

6.4 The examinations conducted by the Institute shall be held at such times and places as specified in the official examination time-tables each year.

6.5 The examinations shall be conducted in such a manner and according to such conditions as may be prescribed by the Registrar.

6.6 Official notification of the results of examinations and final assessments shall be made to students by the Registrar.

6.7 Students shall receive for each unit (or subject) one of the following grades or symbols:

A, B, C or D – where A shall indicate the highest and D the lowest pass grade, in order of merit. N – which indicates that the student has not passed the unit.

W – which indicates approved withdrawal from the unit.

6.8 The symbol 'I' shall be used to indicate that assessment has been deferred on medical, compassionate, or other approved grounds.

(a) All 'I' results will be awarded by the appropriate Board of Examiners.

(b) Where 'I' results are granted, specification of the revised completion date and other requirements should be made in writing, and copies kept by the student, the lecturer and the Registrar.

(c) Regardless of all time specifications made under section 6.8 (b), all 'I' assessments must be converted to final results by the meeting of the appropriate Board of Examiners in the following semester.

6.9 Students who have been prevented by illness or injury from presenting themselves at any examination, or who consider that their performance in any examination has been seriously impaired by illness or injury may apply for special consideration.

(a) Where, by reason of personal bereavement or other critical personal circumstances close to the date of examination, students fail to attend any examination, or consider that their performance has been seriously impaired by the circumstances, they may apply for special consideration.
(b) All applications for special consideration should be supported by a medical certificate or other appropriate evidence and should be lodged with the Registrar within seven days of the date of the examination.

6.10 Students wishing to appeal against final assessment in any unit should in the first instance consult the unit adviser, and then the Head of School responsible for the student's course. Should the matter still not be satisfactorily resolved, a formal appeal to the Admissions and Qualifications Committee, may be lodged through the Registrar. Such appeal should be made within twenty-eight days of the appeal to the Head of School, and in any event must be made within two months of the date of publication of results.

7. GRADUATION REGULATIONS

7.1 The Council of the Gippsland Institute of Advanced Education is the authority which confers annually degrees and diplomas on approved candidates.

(a) Candidates for all awards shall submit their applications on the prescribed forms, available from the Registrar's office, to the Registrar no later than 15 January of the relevant year.

(b) Late applications for awards shall be submitted for approval to the Institute Council, and will normally be conferred at the Graduation Ceremony in the following year.

(c) The Head of School to which a degree pertains shall advise the Registrar of those candidates who are to be recommended to the Institute Council for the award of degree with Distinction.

(d) The Registrar shall submit to the Institute Council names of candidates whose applications for all awards have been certified by the Head of School.

8. DISCIPLINARY REGULATIONS

8.1 By submitting an enrolment application, a student gives an undertaking to abide by the regulations and rules of the Institute.

8.2 All students will be expected to:

(a) comply with instructions given for the purpose of maintaining order by any of the academic or administrative staff of the Institute;

(b) comply with instructions of the Head of School or his deputy in relation to the safe use of machines and equipment and in particular relating to the wearing of protective clothing and glasses and the mode of dress;

(c) care appropriately for any property of the Institute;

(d) faithfully represent matters affecting them as students of the Institute;

(e) avoid negligent conduct which adversely affects the work of any other student or member of staff of the Institute as such or the due conduct of the business of the Institute;
(f) avoid entering any place in the Institute that students are not permitted to enter;

(g) avoid disgraceful or improper conduct, whether or not such conduct is related to a breach of discipline within the Institute. This includes disorderly, abusive, indecent or obscene conduct;

(h) comply with the provision of any regulation or of a rule or order or direction made in pursuance of a regulation or by an authority, association, board or other body established under a regulation relating to the conduct or discipline of persons or of a particular class of persons in any place in the Institute;

(i) refrain from publishing in any way whatsoever confidential information issued by the Institute and obtained by a student;

(j) refrain from cheating at examinations or tests, or any other forms of assessment;

(k) meet in full all financial obligations to the Institute.

8.3 In cases where the regulations and rules of the Institute are breached by a student, penalties may be imposed that may include fines, exclusion, expulsion, the depriving of a pass grade, or the withholding of results.

In these regulations, unless the context otherwise requires, the following expressions shall have the following meanings:

(a) 'Exclusion' shall mean that the student concerned shall be denied access to those areas, classes, examinations or other activities of the Institute stated in the exclusion order and for the period stated in the order;

(b) 'Expulsion' shall mean the permanent exclusion of the student from the Institute.

8.4 There shall be a Discipline Board consisting of the following Officers of the Institute: Three members of the Academic Board, nominated by the Board, one of whom shall be the Chairperson of the Discipline Board; two members of the GIAE Union Board, nominated by the Board.

The Registrar or his nominee shall be secretary to the Discipline Board.

(a) The Discipline Board shall determine any matter involving a breach of the regulations and rules of the Institute referred to it. The Board may:

(i) impose a fine not exceeding $100 plus amount equal to the cost of replacement or repair of the loss or damage caused to any property of the Institute by reason of the misconduct;

(ii) exclude a student from the Institute for a period not exceeding one semester;

(iii) expel a student from the Institute;

(iv) deprive a student of the benefit of a pass for an examination;

(v) withhold a student's results;

(vi) refer the matter to Council.

(b) The Discipline Board shall determine appeals by students against the decision of an Officer of the Institute as set out hereunder and upon such appeal may substitute its own penalty within the limits as set out above.
The powers and jurisdiction of the various officers of the Institute and the GIAE Union relating to breaches of the regulations and rules of the Institute by students shall be as follows:

(a) Director – If the Director is satisfied that a student has been guilty of a breach of the regulations and rules of the Institute he may:
   (i) impose a fine of up to $50 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the Institute by reason of misconduct;
   (ii) refer the matter to the Discipline Board;
   (iii) exclude any student from the Institute or any area or building thereof for such time as he sees fit but not exceeding one semester duration;
   (iv) deprive a student of the benefit of a pass for an examination;
   (v) withhold a student’s results.

(b) Deputy Director, Assistant Director, Heads of Schools – If one of the aforementioned staff members is satisfied that a student has been guilty of a breach of the regulations and rules of the Institute, that officer may:
   (i) impose a fine of up to $25 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the Institute by reason of misconduct;
   (ii) refer the matter to the Discipline Board or the Director.

(c) Principal Lecturer, Senior Lecturer, Lecturer, Tutor – A lecturer or any person taking a lecture, tutorial or other class may, if a student conducts himself in such a manner as to interfere with the proper conduct of such lectures or classes, exclude such student from classes which he conducts for a maximum of two clear working days and shall, as soon as practicable, report the matter to the appropriate Head of School.

(d) An Officer in Charge of Examinations – An officer in charge of examinations may, if satisfied that a student has been guilty of a breach of the regulations and rules of the Institute at an examination, endorse the examination paper of the student concerned accordingly, and report the offence to the Registrar for reference to the school involved.

(e) The GIAE Union – If the GIAE Union is satisfied that a student has been guilty of a breach of the regulations and rules of the Institute, it may:
   (i) impose a fine of up to $25 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the GIAE Union by reason of the breach of regulations and rules of the Institute;
   (ii) refer the matter to the appropriate officer as listed in paragraph 8.5 (b);
   (iii) deny the student the privileges of the Union or such part of those privileges as it may see fit.

A decision by an Officer of the Institute or by a member of the GIAE Union to refer a matter of a breach of the regulations and rules of the Institute to some other Officer shall not be deemed to be a determination by that Officer or by the GIAE Union on the matter. The Officer to whom such matter is referred shall, unless he also refers it in accordance with the above regulations, deal with the matter referred as if it came before him for the initial determination.
8.7 Before any matter of a breach of the regulations and rules of the Institute is determined under these regulations by any Officer of the Institute or by the GIAE Union, a student will be permitted to be heard by such Officer or by the GIAE Union.

8.8 A student shall have the right of appeal to the Discipline Board against a decision of the Director, Deputy Director, Assistant Director, Heads of School, or the GIAE Union Board.

8.9 The Discipline Board shall follow the following procedures:

(a) establish a quorum of four members;

(b) meetings of the Discipline Board may be convened by any member of the Board and shall be convened as and when required and as expeditiously as possible after a charge has been laid or an appeal lodged.

8.10 A student shall have the following rights before the Discipline Board:

(a) to be notified of details of the charge or reference at least seven days prior to the date of sitting;

(b) to appear and to make representations whether orally or in writing or both;

(c) be entitled to call evidence.

8.11 A student may appeal to Council against the decisions of a Discipline Board other than those decisions relating to appeals.

8.12 Meetings of Council for the purpose of these regulations shall be convened by the Director and shall be convened as soon as practicable after an appeal has been lodged by a student.

8.13 Council shall have the power to:

(a) dismiss or uphold the appeal;

(b) vary the penalty imposed by the Discipline Board but within limits set for such Board.

8.14 A student desiring to exercise his right of appeal under these regulations shall lodge notice of appeal at the office of the Registrar of the Institute during ordinary office hours within seven days of receiving notice of the determination against which it is desired to appeal. Such notice of appeal shall contain the following particulars:

(a) the name of the Officer who made the determination against which it is desired to appeal;

(b) the nature of the determination;

(c) the grounds upon which it is desired to appeal;
(d) whether or not the student desires to submit written or oral evidence on such appeal and the general nature of such evidence.

8.15 Substantial compliance with the requirements in section 8.14 set out above shall be deemed to be compliance with this regulation.

8.16 Pending the hearing of an appeal any penalty imposed shall be suspended.

8.17 Every punishment or penalty imposed by an Officer of the Institute, the GIAE Union, or the Discipline Board, for the Council shall be reported to the Registrar of the Institute who shall keep a record of all such decisions made. Where such penalty consists of a fine which has not been appealed against as above, the students shall not be allowed to enrol for subsequent studies until such fine has been paid, or until satisfactory arrangements have been made with the Business Manager for the payment of such fine.
The table which follows is produced as a guide to units currently offered in 1987. Detailed information of unit outlines, contact hrs/wk, credit value, prerequisite and corequisite units, teaching methods, assessment, and prescribed and recommended texts are to be found on the pages referred to in the table.

Note Carefully the Column Headings Used in this Table.

**Unit No:** The unit number assigned to the listed unit. Generally, the first digit indicates the school in which the unit is offered, the second relates to the level at which the unit is offered, and the final two digits are the individual units' specific number.

As a guide –
- 1000 Applied Science
- 2000 Visual Arts
- 3000 Business
- 4000 Education
- 5000 Engineering
- 6000 Social Sciences
- 7000 Mathematics/Computing
- 8000 Nursing Science

**Unit Name:** The specific title of the listed unit.

**Study Period:** Indicates when the listed unit is offered during the academic year.
- 1 = 1st semester
- 2 = 2nd semester
- 3 = over the whole academic year

**Study Mode:** Indicates how the listed unit is offered.
- I = Internal
- X = External
- D = Extended Campus

**Course Eligibility:** Indicates courses towards which the listed unit may be counted as credit. Units earn credit for certain courses only.

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DT Diploma of Teaching (Primary)  
DV Diploma of Arts (in Visual Arts)  
GC Graduate Diploma in Computers in Education  
GE Graduate Diploma in Education  
GL Graduate Diploma in Labour/Management  
GO Graduate Diploma in Accounting  
GP Graduate Diploma in Counselling Psychology  
GS Graduate Diploma in School Librarianship  
GT Graduate Diploma in Engineering  
GV Graduate Diploma in Visual Arts  
MA Master of Arts  
ME Master of Engineering  
MS Master of Applied Science  
MV Master of Arts (in Visual Arts)

* Subject to Accreditation.
** Denotes Units in Course Subject to Accreditation.
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**PUBLIC HOLIDAYS WITHIN SEMESTER**

- 6 April: Good Friday
- 25 April: Easter Monday
- 1 May: Labour Day
- 17 June: Queen's Birthday
- 25 December: Christmas Day

**BOARD OF EXAMINERS**

- Monday, 28 February: Spring Examination
- Monday, 27 June: Summer Examination
- Monday, 29 December: Winter Examination

**EYEWITNESS NOTES**

- Water Student's第一名 on 24 April: A photograph of the student's certificate.
- Water Student's second place on 25 April: A photograph of the student's certificate.
- Water Student's third place on 26 April: A photograph of the student's certificate.

**EXPERIMENTATION**

- Students with the opportunity to participate in exhibitions.
- Students with the opportunity to participate in competitions.
- Students with the opportunity to participate in workshops.
- Students with the opportunity to participate in research.

**TECHNOLOGY**

- Students with the opportunity to participate in workshops.
- Students with the opportunity to participate in competitions.
- Students with the opportunity to participate in research.

**MONDAY 25 FEB. 1985**

- Commencing of the academic year.

**MONDAY 6 JUN. 1985**

- Commencing of the academic year.

**Wednesday, 22 February**

- Board of Examiners meeting.

**Monday, 5 March**

- Board of Examiners meeting.

**Tuesday, 13 March**

- Board of Examiners meeting.

**Wednesday, 20 March**

- Board of Examiners meeting.

**Thursday, 28 March**

- Board of Examiners meeting.

**Friday, 5 April**

- Board of Examiners meeting.

**Monday, 22 April**

- Board of Examiners meeting.

**Tuesday, 28 April**

- Board of Examiners meeting.

**Wednesday, 5 May**

- Board of Examiners meeting.

**Thursday, 13 May**

- Board of Examiners meeting.

**Friday, 21 May**

- Board of Examiners meeting.

**Monday, 31 May**

- Board of Examiners meeting.

**Tuesday, 5 June**

- Board of Examiners meeting.

**Wednesday, 12 June**

- Board of Examiners meeting.

**Thursday, 20 June**

- Board of Examiners meeting.

**Friday, 28 June**

- Board of Examiners meeting.

**Monday, 5 July**

- Board of Examiners meeting.

**Tuesday, 13 July**

- Board of Examiners meeting.

**Wednesday, 21 July**

- Board of Examiners meeting.

**Thursday, 28 July**

- Board of Examiners meeting.

**Friday, 5 August**

- Board of Examiners meeting.

**Monday, 8 August**

- Board of Examiners meeting.

**Tuesday, 16 August**

- Board of Examiners meeting.

**Wednesday, 24 August**

- Board of Examiners meeting.

**Thursday, 29 August**

- Board of Examiners meeting.

**Friday, 30 August**

- Board of Examiners meeting.

**Monday, 2 September**

- Board of Examiners meeting.

**Tuesday, 10 September**

- Board of Examiners meeting.

**Wednesday, 18 September**

- Board of Examiners meeting.

**Thursday, 26 September**

- Board of Examiners meeting.

**Friday, 4 October**

- Board of Examiners meeting.

**Monday, 7 October**

- Board of Examiners meeting.

**Tuesday, 15 October**

- Board of Examiners meeting.

**Wednesday, 22 October**

- Board of Examiners meeting.

**Thursday, 28 October**

- Board of Examiners meeting.

**Friday, 5 November**

- Board of Examiners meeting.

**Monday, 8 November**

- Board of Examiners meeting.

**Tuesday, 16 November**

- Board of Examiners meeting.

**Wednesday, 24 November**

- Board of Examiners meeting.

**Thursday, 29 November**

- Board of Examiners meeting.

**Friday, 7 December**

- Board of Examiners meeting.

**Monday, 10 December**

- Board of Examiners meeting.

**Tuesday, 18 December**

- Board of Examiners meeting.

**Wednesday, 26 December**

- Board of Examiners meeting.
CALENDAR
EXPLANATORY NOTES

Semester 1 commences for all students on
Semester 2 commences for all students on

PUBLIC HOLIDAYS WITHIN SEMESTER

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<td>Easter Tuesday</td>
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<tr>
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BOARD OF EXAMINERS:

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<tr>
<td>Mon. &amp; Tues. 14 &amp; 15 December</td>
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FIELDWORK:

Welfare Studies students on 2 day placements from weeks 30-42 (Thursdays & Fridays) except for weeks 37, 38 & 39 which are full time placements.

Nursing students are advised that negotiations for clinical experience are currently underway. Clinical requirements for Year 1 nursing students consist of 46 days and for Year 2 students 55 days.

Academic Staff providing units which involve students with field experience will indicate in their study materials the specific way in which the problem of absence of students from classes will be dealt with.

TEROTECHNOLOGY:

Terotechnology students are advised that a residential school has also been scheduled for the May and September Weekend/Vacation Schools.
<table>
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<th>WEEK NO.</th>
<th>A/VCE COMMON WK</th>
<th>SCHOOL HOLIDAYS</th>
<th>COMMENCEMENT ALL COURSES</th>
<th>W/END/VAC &amp; RES. SCHOOLS</th>
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*NOTE: Additional events and dates may be present in the document.*