The main CIT campus is located at 900 Dandenong Road and is adjacent to the Caulfield railway station which is on the Dandenong and Frankston lines. It is also on the No. 3 tram line from Swanston Street in the city (alight at the Caulfield East shopping centre). Private bus lines also serve the Institute (consult transport map).
The Caulfield Institute of Technology has three publications for the guidance of its 8,000+ full-time and part-time students. Of these, the Student Manual is required reading by all who enrol at the Institute, part-time or full-time, in any of the Advanced Education Schools or in any of the Schools of the Technical and Further Education (TAFE) Division.

It contains all the information pertinent and essential to a student's academic activities and progress at the Institute. Students are required to be familiar with its contents, particularly the Regulations under which student conduct is governed. The Student Manual is distributed free of charge through Student Administration.

Course information is found in two companion volumes:

- the CIT Advanced Education Handbook 1982 (priced at $5); and

These handbooks provide details of all courses offered by each of the divisions of CIT, together with synopses of subjects taught, including bibliographies on each. These handbooks must be consulted when planning courses. They also serve as useful guides during the progress of studies.
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<td>100</td>
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<tr>
<td>Graduate Diploma in Applied Numerical Analysis</td>
<td>101</td>
</tr>
<tr>
<td>Graduate Diploma in Applied Polymer Science</td>
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</tr>
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</tr>
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</tr>
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<td>110</td>
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INTRODUCTION

The Caulfield Institute of Technology (CIT) celebrates 60 years in 1982 — a period which has seen its development from a technical school of some 250 students and 14 instructors in 1922, to an institution with an enrolment of more than 8000 students and a proportionately large staff in its ten divisions, Advanced Education and Technical and Further Education (TAFE).

CIT’s story began in January of 1922 when the hopes and endeavours of the founder, Cr Frank Groves MLA, were realised by the opening of the Caulfield Technical School.

It began in a drill hall-on Dandenong Road, with a curriculum designed to train wheelwrights, blacksmiths, carpenters, and to help repatriate soldiers returned from World War I. The first principal, Mr R.J. Dorey, was a qualified blacksmith.

The history of CIT began in January of 1922 when the hopes and endeavours of the founder, Cr Frank Groves MLA, were realised by the opening of the Caulfield Technical School. It began in a drill hall on Dandenong Road, with a curriculum designed to train wheelwrights, blacksmiths, carpenters, and to help repatriate soldiers returned from World War I. The first principal, Mr R.J. Dorey, was a qualified blacksmith.

The school continued in a role orientated toward trade and apprenticeship through the Second World War, and became the Caulfield Technical College in 1958. In 1965 it was affiliated as a college of advanced education with the Victoria Institute of Colleges (VIC). The present name was adopted three years later when it became an autonomous educational institute.

CIT now awards its own degrees and diplomas under the terms of the Post-Secondary Education (Amendment) Act, 1980, administered by the Victorian Post-Secondary Education Commission (VPSEC).

CIT has an advanced education division and a technical and further education (TAFE) division. The Advanced Education division has six schools:

School of Applied Science
School of Art and Design
David Syme Business School
School of Computing and Information Systems
School of Engineering
School of Social and Behavioural Studies.

CIT offers five levels of advanced education courses leading to recognised qualifications. These are bachelor degrees (four and three years full-time), diplomas (three years full-time), associate diplomas (two years full-time), graduate diplomas (one year full-time, but usually part-time over two or three years), and master degrees (two years full-time). Studies at all levels may be taken on a part-time basis.

The TAFE division consists of the following:

School of Apprentice and Skill Training
School of Industrial and Commercial Studies
School of Foundation and Preparatory Studies
School of Community and Access Education

The main campus of CIT, which includes the Advanced Education division and part of the TAFE division, is at 900 Dandenong Road, Caulfield East. This is the triangle bounded by Dandenong Road, Railway Parade and Queens Avenue. Administrative offices of the TAFE division schools are located as follows:

School of Apprentice and Skill Training — 1056 Dandenong Road, Carnegie;
School of Community and Access Education — Flat 4, 6 Princes Avenue;
School of Foundation and Preparatory Studies — Room E103A, main campus;
School of Industrial and Commercial Studies — 1068-1070 Dandenong Road, Carnegie.

The railway station nearest to the main campus is Caulfield and a tram service is provided by Route 3, East Malvern/Darling Road line. The railway station nearest to the TAFE schools located at Carnegie is Carnegie.

The postal address and telephone number for both the main campus and other locations are:
PO Box 197
Caulfield East 3145
Telephone: (03) 573 2222

The plan facing the title page of this handbook shows the locations of the various buildings, schools, services and administrative units on the main campus.
HOW TO USE THE HANDBOOK

The information contained in this handbook is accurate as at April, 1981. Inevitably, changes will occur after publication so you should confirm details, such as references to required textbooks. You should also note that the Council reserves the right to amend, postpone, or withdraw any course or subject being conducted or offered by CIT.

This handbook contains course details and subject synopses of courses offered by the Advanced Education Division of CIT. The user is referred to the CIT Student Manual 1982 for information about enrolment, financial assistance available to students, scholarships and the regulations governing the relationship between CIT and its students. You should read the regulations carefully because they contain much information that can be to your benefit. The Manual is issued free through the Student Administration office.

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

Subject Synopses — this section lists all subjects available for study, in alphabetic order. Each entry includes a synopsis of the subject, whether it has any prerequisites and, where the information is available, the textbooks required. Each subject is distinguished by a unique code. You should become accustomed to using these codes, particularly because a number of subjects may have a common, generic name, eg, Accounting ACC217, Accounting ACC218...etc. When deciding on your course, you would be wise to refer to the synopses of the subjects you intend to study to ensure their contents are what you expect.

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

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

Students seeking administrative assistance should inquire at the Student Administration office on Level 1 of the K. H. Boykett building.
BACHELOR DEGREES

Bachelor of Applied Science (EDP)

Course Code: BP
Course Leader: J. Greig

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

Admission Requirements
(a) Successful completion of Year 12 course of study composed of Group 1 subjects, accumulated over one or more attempts and accredited by VISE. Students who successfully complete a Year 12 course of study which includes one or more Group 2 subjects, accumulated over one or more attempts and accredited by VISE, may be considered for admission on an individual basis.

(b) Successful completion of an appropriate Tertiary Orientation Program or other Year 12 course of study accredited by CIT, or

(c) Successful completion of the Certificate of EDP (Operating and Coding), or

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

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

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

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

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

**Course Structure**

To qualify for the degree a student must pass a total of 14 subjects — five from the first year and nine from the remaining two years.

**Course Code: BP**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Systems EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP100</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>*Mathematics and Statistics MAT121</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT122</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Systems EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and any two of the following elective units:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applied Psychology PSY191</td>
<td>3 (one semester)</td>
</tr>
<tr>
<td></td>
<td>Applied Sociology SOC191</td>
<td>3 (one semester)</td>
</tr>
<tr>
<td></td>
<td>Human Communication HUM192</td>
<td>3 (first semester only)</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Technology EDP150</td>
<td>3 (second semester only)</td>
</tr>
<tr>
<td>2nd</td>
<td>Systems EDP201</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Administrative Studies ADM238</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Management Accounting Systems ACC294</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and one elective from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT221</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics FIN295</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing MKT291</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Two Social Science single semester subjects (see below)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics for EDP ELE241</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>Systems EDP301</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Modern Computer Systems EDP302</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and one elective from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT321</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Management Accounting Systems ACC395</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics FIN396</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing MKT393</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Two Social Science single semester subjects (see below)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics for EDP ELE351</td>
<td>4</td>
</tr>
</tbody>
</table>
*In general, MAT12I will only be taken by students who have passed a mathematics subject at HSC (or equivalent).

Social Sciences Major

Option 1: A Social Sciences major may be obtained by the completion of the following six subjects: PSY191, SOC191, SOC291, any two of the upper division sociology subjects listed below and SOC391.

Option 2: A Social Sciences major can also be obtained by the completion of PSY191, SOC191, PSY291, SOC291, PSY391 and SOC391.

Option 3: Where an alternative subject combination is sought for the completion of a Social Sciences major, the relevant Heads of Department should be consulted.

Social Sciences Subjects

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Psychology PSY291</td>
<td>4</td>
</tr>
<tr>
<td>Applied Psychology PSY391</td>
<td>4</td>
</tr>
<tr>
<td>Applied Sociology SOC291</td>
<td>4</td>
</tr>
<tr>
<td>Applied Sociology SOC391</td>
<td>4</td>
</tr>
<tr>
<td><strong>Upper Division Sociology Subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Sociology (Mass Media) SOC202</td>
<td>4</td>
</tr>
<tr>
<td>Sociology Immigration and Minority Relations SOC204</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Community Organisation) SOC206</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Organisation) SOC208</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Youth) SOC212</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Education) SOC214</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Industrial Sociology) SOC216</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Deviance and Social Control) SOC302</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Urban Sociology) SOC304</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Welfare Policy and Administration) SOC306</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Research Methods) SOC3104</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Religion) SOC312</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Stratification) SOC314</td>
<td>4</td>
</tr>
</tbody>
</table>

Sociology SOC391 must be one of the final two subjects of the Social Sciences major, option 1.

---

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

Course Code: BS

Content

This course combines studies in the departments of Applied Physics, Chemistry, Mathematics and Electronic Data Processing. Wide
alternatives are provided to enable the student to tailor his course to his individual needs. Passes are desirable in English Expression and three other subjects at Year 12/TOP level. It is recommended that students have passed a branch of Mathematics and at least one other Science subject. Applicants who do not have the academic prerequisites but who have appropriate industrial experience may also be admitted.

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

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

The final year is defined as two major studies plus one point of electives or one major study, one minor plus one point of electives. (See illustrative examples, page 000.)

For further information contact the Administrative Officer, School of Applied Science.

Course Structure

Common First Year with Diploma

Course Code: DS1

The first year of the course comprises the following four compulsory subjects, which must be completed before the student proceeds to any later year subject.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry CHE111</td>
<td>8</td>
</tr>
<tr>
<td>Physics PHY120</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics Methods MAT101</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics MAT102</td>
<td>4</td>
</tr>
<tr>
<td>(MAT101 and MAT102 together comprise Part 1 for any Mathematics major)</td>
<td></td>
</tr>
</tbody>
</table>

Before starting second year a student must obtain approval for the course to be undertaken. An approved degree course is built up from the following tables. To qualify, a student must complete the first year of the course, then complete two major studies, or one major and two minors from the list of major and minor studies, together with two units of elective studies. (A major study is a study to third year level, a minor to second year level.) Some subjects may not be available if there is insufficient demand.
### Major and Minor Studies

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>*Basic Chemistry CHE225</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>*Applied Chemistry CHE229</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>*Physics PHY250</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Physics PHY260</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>*Pure Mathematics MAT203</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>*Applied Mathematics MAT201</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>*Statistics and Operations Research MAT202</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>*Applied Numerical Analysis MAT204</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>*Computer Science EDP281</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>♦Indicates a minor study</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Basic Chemistry CHE335</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Applied Chemistry CHE339</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Physics PHY350</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Pure Mathematics MAT303</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Statistics and Operations Research MAT302</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Computer Science EDP381</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Applied Mathematics MAT301</td>
<td>6</td>
</tr>
</tbody>
</table>

### Alternative Course Structures

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

1st Year  **Four Compulsory Subjects**

2nd Year  Minor  Minor  *Elective (one Credit point or two half Credit points)*

3rd Year  Major  Major  *Elective (one Credit point or two half Credit points)*

**Second Alternative** (One major study, two minor studies and two electives)

1st Year  **Four Compulsory Subjects**

2nd Year  Minor  Minor  *Elective (one Credit point or two half Credit points)*

3rd Year  Major  Minor  *Elective (one Credit point or two half Credit points)*

*Note: subjects from the list of minor and major studies may be taken as electives.*
Typical Courses (Illustrative not prescriptive)

Example 1
(Two major studies and two points of electives.)
Majoring in Chemistry and Statistics.

1st Year  Four compulsory subjects.

2nd Year  Basic Chemistry CHE225. Statistics and Operations Research MAT202 plus one point of elective, say Physics PHY250 or PHY260.

3rd Year  Basic Chemistry CHE335. Statistics and Operations Research MAT302 plus one point of elective, say Programming EDP282 (½ point) and Applied Psychology PSY19, and Applied Sociology SOC191 (½ point).

Example 2
(One major study, two minor studies, and two points of electives.)
Majoring in Physics with minors in Computer Science and Applied Mathematics.

1st Year  Four compulsory subjects.

2nd Year  Computer Science EDP281. Physics PHY250 and PHY260 plus one point of elective, say Electronics ELE231 (½ point) and Physical Astronomy PHY226 (½ point).

3rd Year  Physics PHY350. Applied Mathematics MAT201 plus one point of elective, say Principles of Marketing MKT291 (½ point) and Aquatic Ecology CHE299 (½ point).

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any subject in the list of major and minor studies of at least five hours duration</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Applied Psychology PSY191</td>
<td>3 (one semester)</td>
<td></td>
</tr>
<tr>
<td>Applied Sociology SOC191</td>
<td>3 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Applied Sociology SOC294</td>
<td>4 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Applied Psychology PSY291</td>
<td>4 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Aquatic Ecology CHE299</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Analytical Methods of Physics PHY225</td>
<td>3</td>
<td>½</td>
</tr>
</tbody>
</table>
An approved course cannot contain:
(a) MAT205 as well as MAT201
(b) HUM291 or HUM391 as well as PSY191, SOC191, SOC294 or PSY291.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science Thesis/Project CHE333</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Administrative Studies ADM238</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Biology (Principles and Applications)</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>CHE288</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Technology CHE334</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Electronics ELE231</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Engineering Science MEC299</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Engineering Science MEC399</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Economics FIN295</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Mathematical Methods MAT205</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Management Accounting Systems ACC294</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Milestones in Contemporary Science PHY228</td>
<td>2</td>
<td>½</td>
</tr>
<tr>
<td>Physical Astronomy PHY226</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Programming EDP282</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Programming EDP382</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Principles of Marketing MKT291</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Social Science HUM291</td>
<td>4 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Social Science HUM391</td>
<td>2</td>
<td>½</td>
</tr>
</tbody>
</table>

An approved course cannot contain: (a) MAT205 as well as MAT201
(b) HUM291 or HUM391 as well as PSY191, SOC191, SOC294 or PSY291.

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

Course Code: BJ
Course Leaders: Jack Greig
             Kevin Fitzgerald

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

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by CIT; or,
(c) the satisfactory completion of the Certificate of Electronic Data Processing (Operating and Coding) or of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.
Intending applicants are advised that

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

(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

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

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

Exemptions
The following exemptions have been standardised by the Board of Studies:

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

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

Students who hold the Certificate of Business (Accounting) and have a minimum of two years appropriate business experience may, upon application, be considered for exemptions in a maximum of three subjects, to be determined by the course leader.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Systems EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Systems EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP100</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Business Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC101</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT121</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>or Principles of Statistics MAT122</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td>Marketing and Society MKT111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Law FIN113</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Corporate Law FIN319</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microeconomics FIN271</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC240</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM231</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>Systems EDP201</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM232</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC247</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and One full-year elective 3-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Two half-year electives 4 each</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>Systems EDP301</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Modern Computer Systems EDP302</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC360</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC248</td>
<td>4</td>
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<tr>
<td>5th*</td>
<td>Accounting and Finance ACC350</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economic Policy Towards the Firm FIN371</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and One full-year elective 3-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Two half-year electives 4 each</td>
<td></td>
</tr>
</tbody>
</table>

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

### Awards

Students completing this course qualify for two degree awards:
- Bachelor of Applied Science (EDP), and
- Bachelor of Business (Accounting).
Recognition
Provided students take Taxation Law FIN393 and Auditing ACC264 as two half-year electives, they will meet the academic requirements for entry to the professional year of the accounting bodies.

Mode of Study
It is anticipated that this course will normally be taken by full-time study: however, all subjects are available on a part-time basis.

Bachelor of Arts
(Ceramic Design)

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

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

Enrolment Procedure for New Students
Prospective students are advised to contact the Administrative Officer, School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.
Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.
Mature Age students should present, where possible, references given by employers and evidence of any studies undertaken since leaving secondary school.

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

Course Code: BC
Course Leader: Lindsay Anderson
Assessment
1. An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the Head of Department.
2. There will be two assessments by the examination panel — one in the middle and one at the end of the semester. Other assessments will be made by the lecturer in charge of the subject.
3. Each semester must be passed as a whole. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel.
4. In the final year of the degree course students will be required to work on a commission where they must meet the requirements of a client outside the Institute.

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester 1 — Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td>Ceramic Design Theory and Practice ART101</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART102</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART103</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Appreciation of Ceramics ART104</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Modelling ART105</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Semester 2 — Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART111</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART112</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART113</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glazing and Decorating Techniques ART114</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART115</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Modelling and Mould-making ART116</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*These subjects are interchangeable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Semester 3 — Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Ceramic Design Theory and Practice ART201</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART202</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART203</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glazing and Decorating Techniques ART204</td>
<td>3</td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Architectural Modelling for Ceramics</td>
<td>3</td>
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<tr>
<td></td>
<td>ART205</td>
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</tr>
<tr>
<td></td>
<td>*Appreciation of Ceramics ART206</td>
<td>2</td>
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<tr>
<td></td>
<td>Geology ART208</td>
<td>1</td>
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<tr>
<td>Semester 4</td>
<td><strong>Diploma</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART221</td>
<td>15</td>
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<tr>
<td></td>
<td>Ceramic Methods of Production ART223</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Kiln Design and Construction ART224</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART225</td>
<td>2</td>
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<tr>
<td></td>
<td>Studio Design and Management ART226</td>
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<tr>
<td>Semester 4</td>
<td><strong>Degree</strong></td>
<td></td>
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<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART211</td>
<td>12</td>
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<tr>
<td></td>
<td>Ceramic Design Drawing ART212</td>
<td>3</td>
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<tr>
<td></td>
<td>Ceramic Methods of Production ART213</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART214</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Concrete Studies ART215</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glass Studies ART216</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Studio Design and Management ART217</td>
<td>1</td>
</tr>
</tbody>
</table>

*These subjects are interchangeable

Semester 5

3rd

Ceramic Design Theory and Practice ART211

Students are to select from two of the following subjects:

One subject will be taken for 12 hours, the second subject for six hours.

- Clay and Glaze ART301/302
- Concrete ART311/312
- Glass ART321/322

Ceramic Design Drawing ART306

Design ART307

Appreciation of Ceramics ART308

Semester 6

Ceramic Design Theory and Practice

Note: Students wishing to study a specialised course may take one of the following studies for the 16 hours:

- Clay and Glaze ART303/304/305
- Concrete ART313/314/315
- Glass ART323/324/325

However, students may study a combination of two of these subjects for 10 and six hours duration. These will be a continuation of the subjects undertaken in Semester 5.
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kiln and Furnace Design and Construction ART309 or Metal Fabrication ART310</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives: one of the following for two semesters:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Figurative Drawing ART316</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photography ART317</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printmaking ART318</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Metal Studies ART319</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stained Glass Techniques ART326</td>
<td>3</td>
</tr>
<tr>
<td>4th</td>
<td>Semester 7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Note: Students wishing to study a specialised course may take one of the following studies for the 16 hours:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clay and Glaze ART401/402/403</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete ART411/412/413</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glass ART421/422/423</td>
<td></td>
</tr>
<tr>
<td></td>
<td>However students may study a combination of two of these subjects for 10 and six hours duration, respectively. These will be a continuation of the subjects undertaken in Semester 5.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication Studies ART447</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Electives, continued: one of the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Figurative drawing ART443</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photography ART444</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Printmaking ART445</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Metal Studies ART446</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stained Glass Techniques ART426</td>
<td>3</td>
</tr>
<tr>
<td>Semester 8</td>
<td>Ceramic Design Theory and Practice</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Students will complete the fourth year of the program in one or two of the following subjects:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clay and Glaze ART404/405</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete ART414/415</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glass ART424/425</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If one subject is studied it will comprise 18 hours studio time together with two hours for a tutorial. If two subjects are combined the total studio and tutorial time will remain the same.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>20</td>
</tr>
</tbody>
</table>

21
Bachelor of Arts (Fine Art)  
Course Code: BF  
Course Leader: Leon Morrocco

Content
This course is primarily designed to provide a professional education for fine artists and artists/craftsmen. A second objective of the course is to promote the arts and crafts in the studios and workshops by educating students in a variety of disciplines. It will supply training for professionals who could become teachers, curators of art galleries, art restorers, art critics and writers, aesthetics advisers, and fine artists working independently or with architects.

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

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

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

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

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

There are two separate fields of study in the BA (Fine Art). One leads to a major in Fine Art, the other to a major in Crafts.

Fine Art Major

In this three-year course a student will be required to study, with the approval of the Head of the Fine Art Department, subjects or combinations of subjects as set out in detail below. After first year, students will choose a course from a number of major studies together with support and related studies. In the second year two major studies are taken, and in the final year a student may elect to take one or two major studies from the six available. Where the liberal studies major is taken a wide range of combination subjects is available. The first semester of Year 1 is taken in common with diploma students.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Design Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART141</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>General Design ART142</td>
<td>6 Semester 2</td>
</tr>
<tr>
<td></td>
<td>Theory and Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Ceramics ART143</td>
<td>3 three</td>
</tr>
<tr>
<td></td>
<td>*Goldsmithing and Silversmithing ART145</td>
<td>3 in one</td>
</tr>
<tr>
<td></td>
<td>*Painting ART144</td>
<td>3 semester</td>
</tr>
<tr>
<td></td>
<td>*Printmaking ART146</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Photography ART148</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART147</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Elective)</td>
<td>4 Semester 1</td>
</tr>
<tr>
<td></td>
<td>*These are subjects taken for one semester.</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Major Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramics ART243</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Goldsmithing and Silversmithing ART245</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (see list under third year)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Painting ART244</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART246</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART248</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Support Study</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART241</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Related Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods of Production and Material Studies ART249</td>
<td>2 Semester 1</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART247</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Elective)</td>
<td>4 Semester 2</td>
</tr>
</tbody>
</table>

23
In the first semester of Year 3, the student will submit a work program for approval by the examination panel. This program will detail the work to be undertaken in Semester 2 and may be made up of one or two major areas together with drawing for those students taking practical majors.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>Major Studies (both semesters)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramics ART343</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Goldsmithing and Silversmithing ART369</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (see list)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Painting ART344</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART346</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART348</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Support Study</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART341</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Related Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tutorial for Research Guidance ART340</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART347</td>
<td>2</td>
</tr>
</tbody>
</table>

Liberal Studies as Major Studies for second and third year students.

Students may select from the following list of subjects if they are enrolled in a liberal study as a major study. These subjects may not be offered every year.

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

First and Second Year Electives

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Ecology CHE199</td>
<td></td>
</tr>
<tr>
<td>Human Biology CHE188</td>
<td>Political Studies HUM250</td>
</tr>
<tr>
<td>Literature HUM170</td>
<td>Political Studies HUM252</td>
</tr>
</tbody>
</table>

24
Subject | Hours per week
--- | ---
Literature HUM171 | **Political Studies HUM256
**Literature HUM272 | **Political Studies HUM258
**Literature HUM274 | *Psychology PSY101 (5 hours)
Philosophy HUM151 | Science and Civilisation
Political Studies HUM153 | PHY128
Science for Art PHY107 | Sociology SOC102
(2 hours) | ***Sociology SOC104
Political Studies HUM154 | 

Unless otherwise indicated, each of these subjects is four hours per week for one semester.

*These are subjects taken for one semester.

**Normal prerequisites may be waived for Fine Art students.

***This subject requires a prerequisite; see subject synopsis for details.

All of the above electives may not be available in any semester.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Sem. 1</th>
<th>Sem. 2</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Glass Studies</td>
<td>ART134</td>
<td>ART135</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Silversmithing and Jewellery</td>
<td>ART132</td>
<td>ART133</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Ceramics</td>
<td>ART128</td>
<td>ART129</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Craft Drawing Design</td>
<td>ART136</td>
<td>ART137</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Materials and Technology</td>
<td>ART130</td>
<td>ART131</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Crafts in Society</td>
<td>ART138</td>
<td>ART139</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Glass Studies</td>
<td>ART234</td>
<td>ART235</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Silversmithing and Jewellery</td>
<td>ART232</td>
<td>ART233</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Craft Drawing Design</td>
<td>ART236</td>
<td>ART237</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Materials and Technology</td>
<td>ART230</td>
<td>ART231</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Crafts in Society</td>
<td>ART238</td>
<td>ART239</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Glass Studies</td>
<td>ART338/ ART339/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART334</td>
<td>ART335</td>
<td>12 or 24</td>
</tr>
<tr>
<td></td>
<td>and/or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silversmithing and Jewellery</td>
<td>ART330/ ART331/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART332</td>
<td>ART333</td>
<td>12 or 24</td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Craft Drawing Design</td>
<td>ART336</td>
<td>ART337</td>
<td>6</td>
</tr>
</tbody>
</table>
Bachelor of Arts
(Graphic Communication)

Course Code: BG

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

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

Standard of Admission for Degree, third year
(a) Students who have demonstrated outstanding ability in the preliminary year of the Diploma of Art and Design, or post-Year 12 students who show outstanding ability may, with the approval of the selection panel which prescribe the necessary course of studies, enter the degree course at the appropriate level; or,
(b) mature-age students with special experience or qualifications will be considered; or,
(c) persons holding a Diploma of Art and Design, or another approved qualification, may be admitted to the degree course through the decision of the selection panel which will reserve the right to prescribe the necessary studies for the completion of a degree.

All students must be approved by the selection panel.

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td><strong>Degree/Diploma</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic Design Theory ART181</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print ART182</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Audio-visual Technology ART183</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Basic and Illustrative Drawing ART184</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Design ART185</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Studies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART167</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM196</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td><strong>Degree/Diploma</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic Design Theory ART281</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Media Theory</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Ethics and Methodology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print ART282</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Audio-Visual Technology ART283</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Technical and Illustrative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART284</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Design ART285</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Studies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART287</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM296</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing MKT292</td>
<td>2</td>
</tr>
<tr>
<td>3rd</td>
<td><strong>Degree</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic Design Theory ART391</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print/Audio-visual Technology ART392</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Studio Practice/Professional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activities ART393</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Human Studies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM396</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Evolution of Ideas and Visual Communication ART397</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>One subject from the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Organisation SOC392</td>
<td>2</td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Introduction to Computer Theory/Statistical Method and Practice ART395</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Psychology PSY392</td>
<td>2</td>
</tr>
<tr>
<td>4th</td>
<td>Graphic Design Theory ART491</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice: Studio Practice/Professional Activities ART493</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>One subject from the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM496</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Environmental/Architectural Design ART494</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Computer Technology ART495</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Administrative and Marketing Communication MKT392</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Research Paper on HUM496, ART494, ART495 or MKT392</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(contact tutorial time for one semester)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Bachelor of Arts**

(Multi-discipline)

This course is termed 'multi-discipline' because students are required to study several related subject areas in depth. Students must select either two major strands or one major and two minor strands, together with sufficient subjects to make up, in total, 20 semester subjects to be studied over a period of not less than three years of full-time study, or part-time equivalent.

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

A cognate major in Statistics is available in conjunction with one of the four major strands: it comprises six semester subjects.

Most degree subjects offered by the Schools of Applied Science, Art and Design, Business, Engineering, and Information and Computing Systems, are available in the BA.

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

**Admission Requirements**

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

Exemptions and Admission with Advanced Standing
Applicants who have completed studies at tertiary level may apply for exemption from assessment in equivalent subjects in the BA. No exemption is allowed in a subject which forms part of the final year of the BA. Application for exemption is made on form SR6, obtainable from the School Administration Office.
Admission with advanced standing may be granted to an applicant who provides evidence of tertiary study equivalent to eight or more semester subjects. All such admissions must be approved by the Admissions Committee. In all cases at least six semester subjects must be completed at CIT before a student is eligible for award of the BA. A student's total program of tertiary study must meet the structural requirements of the BA (Multi-discipline) with respect to major and minor strands.

Conversion from Diploma to Degree
A student who has completed a Diploma of General Studies at CIT, or an approved equivalent course at another institution, may be admitted with advanced standing to the degree course, with the approval of the Admissions Committee. Successful applicants must complete studies which are equivalent to at least six semester subjects, and which, in combination with a previously completed course, expose the student to studies equivalent to the degree course.

Class Hours
Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester during first year, and at least three per semester thereafter. First year students are required to attend classes for a minimum of 16 hours per week; in later years a minimum of 11 hours per week.
Part-time students are expected to undertake two subjects per semester, involving a minimum of 8 hours per week. Part-time studies generally involve attendance on at least two evenings per week.

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology (Introductory) PSY101</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Introductory) PSY102</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT171*</td>
<td>compulsory 5</td>
</tr>
<tr>
<td>Statistics MAT172*</td>
<td>for 5</td>
</tr>
<tr>
<td>Psychology (Human Development) PSY201</td>
<td>minor 5</td>
</tr>
<tr>
<td>Psychology (Personality and Interpersonal Behaviour) PSY202</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Psychology in the Industrial Setting) PSY301</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Vocational Development) PSY302</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Theory and Systems) PSY304</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Work Experience and the Work Environment) PSY303</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Psychology (Community Psychology) PSY305</td>
<td>5</td>
</tr>
</tbody>
</table>

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

**Applied Sociology**

A major in Applied Sociology requires the four compulsory Sociology subjects as well as MAT171, Statistics (all marked 'C' in the following table), plus four other upper division subjects. A minor requires SOC102 and SOC104, plus two upper division subjects.

The first year subjects, SOC102 and SOC104 must be completed before proceeding to upper division subjects.

Provided that the prerequisites are satisfied, upper division subjects may be undertaken in any order, except for the Research Practicum (SOC350, SOC351, or SOC352) which must be one of the final two subjects of the Applied Sociology major.

Not all optional subjects are available in each semester.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology (Introductory) SOC102</td>
<td>C 4</td>
</tr>
<tr>
<td>Sociology (Introductory) SOC104</td>
<td>C 4</td>
</tr>
<tr>
<td>Statistics MAT171*</td>
<td>C 5</td>
</tr>
<tr>
<td><strong>Upper Division</strong></td>
<td></td>
</tr>
<tr>
<td>Sociology (Mass Media) SOC202</td>
<td>4</td>
</tr>
</tbody>
</table>

30
<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology (Immigration and Minority Relations) SOC204</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Community Organisation) SOC206</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Organisations) SOC208</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Theory and Methodology) C SOC210</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Youth) SOC212</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Education) SOC214</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Industrial Sociology) SOC216</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Prisons) SOC218</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Deviance and Social Control) SOC302</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Urban Sociology) SOC304</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Welfare Policy and Administration) SOC306</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Research Methods) SOC310</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Religion) SOC312</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Stratification) SOC314</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Research Practicum) SOC350 or SOC352 (marked 'C')</td>
<td>4</td>
</tr>
</tbody>
</table>

*Statistics MAT171 is a prerequisite for SOC310 and SOC352.

**Communication Studies**

Students should normally complete the first-year subjects, HUM100 and HUM102, plus Psychology PSY101 and Statistics MAT171 before proceeding to upper division subjects. A major in Communication Studies requires the completion of the eight compulsory subjects listed below (marked 'C'), plus one of the five optional subjects (marked "O"). A minor requires the completion of HUM100 and HUM102, plus two other subjects as prescribed below: HUM200 and HUM202 or HUM200 and HUM204 or HUM200 and HUM208 or HUM202 and HUM208.

Note: Not all subjects are available in each semester.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies (Communication Theory) HUM100*</td>
<td>C</td>
</tr>
<tr>
<td>Communication Studies (Verbal Message Design) HUM102</td>
<td>C</td>
</tr>
<tr>
<td>Psychology (Introductory) PSY101</td>
<td>C</td>
</tr>
<tr>
<td>Statistics MAT171</td>
<td>C</td>
</tr>
<tr>
<td><em>Upper Division</em></td>
<td></td>
</tr>
<tr>
<td>Communication Studies (Communication Theory and Methodology) HUM200</td>
<td>C</td>
</tr>
</tbody>
</table>

31
<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies (Audio-visual Languages) HUM202</td>
<td>C 4</td>
</tr>
<tr>
<td>Communication Studies (Mass Communication Theory) HUM204</td>
<td>C 4</td>
</tr>
<tr>
<td>Communication Studies (Communication and Information Diffusion) HUM300</td>
<td>C 4</td>
</tr>
<tr>
<td>Communication Studies (Publishing and Publications) HUM208</td>
<td>O 4</td>
</tr>
<tr>
<td>Communication Studies (Research in Communication) HUM302</td>
<td>O 4</td>
</tr>
<tr>
<td>Communication Studies (Organisational Communication) HUM304</td>
<td>O 3</td>
</tr>
<tr>
<td>Communication Studies (Film and Television Production: Applied Criticism) HUM306</td>
<td>O 4</td>
</tr>
<tr>
<td>Communication Studies (Seminar on Professional Problems) HUM308</td>
<td>O 3</td>
</tr>
</tbody>
</table>

*Psychology PSY202 is acceptable in lieu of HUM100 in a Communication Studies Major.

**Political Studies**

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Studies (Political Systems) HUM153</td>
<td>C 4</td>
</tr>
<tr>
<td>Political Studies (Political Ideas) HUM154</td>
<td>C 4</td>
</tr>
<tr>
<td>Upper Level</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Australian 20th Century History) HUM250</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Australian Politics) HUM252</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Chinese History) HUM254</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Chinese Politics) HUM256</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Indian Politics) HUM258</td>
<td></td>
</tr>
</tbody>
</table>
Subject | Hours per week
--- | ---
Political Studies (Australian State Politics) HUM260 | 4
Political Studies (Politics of Industrial Relations) HUM262 | 4
Political Studies (Political Philosophy) HUM350 | 4
Political Studies (International Relations) HUM352 | 4
Political Studies (Research and Methodology) HUM360 | C 2+

**Statistics**

Statistics is available as a minor or as a cognate major. The course is structured so that students with different levels of mathematical background knowledge can be accommodated. Statistics MAT171 and MAT172 are for non-mathematical students and are alternative to MAT173, which is for those who have studied mathematics at least to Year 11. Students completing MAT171 and MAT172 may be restricted in their subsequent choice of units from MAT273 and MAT274 (see Subject Synopses).

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

Subject | Hours per week
--- | ---
Statistics MAT171 | 5
Statistics MAT172 | 5 alternatives for major
Statistics MAT173 | 5
Statistics MAT174 | 5
Statistics MAT273 | 5
Statistics MAT274 | 5
Statistics MAT373 | 5
Statistics MAT374 | 5

**Additional Minor Strands**

**Literature**

Subject | Hours per week
--- | ---
Literature (Literature and Society 1600-1800) HUM170 | C 4
Literature (Theory and Practice of Literature between 1800-1900) HUM171 | C 4
<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature (Popular Literature) HUM172</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Dramatist as a Social Critic) HUM270</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Australian Literature) HUM271</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Contemporary Writers) HUM273</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Development of Australian Literature) HUM278</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Australian Literature) HUM272</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Contemporary Writers) HUM274</td>
<td>4</td>
</tr>
</tbody>
</table>

C = Compulsory subjects

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

**Economics**

For a minor in economics, students are required to complete Macroeconomics FIN171 and Microeconomics FIN271, and either Economic Policy Towards the Firm FIN371 and Labour Relations ADM334, or International Economics FIN348 and Studies in the Economics of Australian Industry FIN347.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics FIN271</td>
<td>4</td>
</tr>
<tr>
<td>Economic Policy Towards the Firm FIN371</td>
<td>4</td>
</tr>
<tr>
<td>Labour Relations ADM334</td>
<td>4</td>
</tr>
<tr>
<td>International Economics FIN348</td>
<td>4</td>
</tr>
<tr>
<td>Studies in the Economics of Australian Industry FIN347</td>
<td>4</td>
</tr>
</tbody>
</table>

**Other Minor Studies**

Minor strands at degree level offered by other schools within CIT may be acceptable for credit in a student's BA program. Approval to undertake such studies must be obtained by individual application to the School's Board for Social and Behavioural Studies. Approval must be obtained before the beginning of the semester in which the third semester subject of the proposed minor is to be undertaken.

Students who wish to obtain such approval are advised to consult the Administrative Officer, School of Social and Behavioural Studies, before enrolment.
Other Subjects Available
Provided the appropriate prerequisites are met, subjects within the above major and minor strands may be taken as individual subjects in the course. In addition to the subjects already listed, the following may be taken as individual subjects to make up the 20 subjects required for the degree course:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's Studies SOC105</td>
<td>4</td>
</tr>
<tr>
<td>Milestones in Contemporary Science PHY228</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Ecology CHE199</td>
<td>4</td>
</tr>
<tr>
<td>Human Biology CHE188</td>
<td>4</td>
</tr>
<tr>
<td>Australian Colonial History HUM150</td>
<td>4</td>
</tr>
<tr>
<td>Philosophy HUM151</td>
<td>4</td>
</tr>
<tr>
<td>Welfare Studies HUM131</td>
<td>3</td>
</tr>
<tr>
<td>Welfare Studies HUM133</td>
<td>4</td>
</tr>
<tr>
<td>Professional Communication HUM190*</td>
<td>4</td>
</tr>
</tbody>
</table>

*Available also over two semesters (2 hrs/week)

By individual arrangement, subjects offered by other CIT schools may be undertaken.

Availability of Subjects
The offering of a particular subject depends on the availability of staff and other resources and adequate enrolments for the subject.

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

BA/BBus (Accounting) or BBus (Accounting)/BA  
Course Code: JA
BA/BBus (Administration) or BBus (Administration)/BA  
Course Code: JK
BA/BBus (Banking and Finance) or BBus (Banking and Finance)/BA  
Course Code: JN
BA/BBus (Marketing) or BBus (Marketing)/BA  
Course Code: JM
BA/BBus (Secretarial) or BBus (Secretarial)/BA  
Course Code: JB

Course Leader: Neville H. Knight

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

By selecting appropriate subjects in the degrees a student may progress towards qualification for membership of the Australian Society of Accountants, the Institute of Private Secretaries (Australia), the Bankers Institute of Australia and the Australian Psychological Society. Full membership of these professional bodies may require additional study and work experience.

The course may be undertaken as Arts/Business or Business/Arts. The same subjects are involved in each case but the sequence of subjects is different. In an Arts/Business course the minimum time to complete an Arts degree only is three years.

Admission Requirements

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

(b) successful completion of an appropriate Tertiary Orientation Program, or other Year 12 course of study accredited by CIT; or,

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

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

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

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

Right of Challenge

In the BBus the right of challenge exists in the subjects Accounting and Finance ACC101, Accounting and Finance ACC102, Secretarial Studies ADM133, ADM134 and ADM235, Data Processing EDP170 and Business Statistics MAT164. For more details see the entry under the appropriate BBus strand.

Exemptions and Admission with Advanced Standing

Applicants who have completed studies at tertiary level may apply for exemption from assessment in equivalent subjects in the BA or BBus. No exemption is allowed in a subject which forms part of the final year of a BA/BBus course.
Application for exemption is made on form SR6, obtainable from the Administration Office, School of Social and Behavioural Studies, which administers the course.

Admission with advanced standing may be granted to an applicant who provides evidence of tertiary study equivalent to the first year of the proposed program. All such admissions must be approved by the Admissions Committee. In all cases at least eight semester subjects must be completed at CIT before a student is eligible for the awards of the BA and the BBus. A student’s total program of tertiary study must meet the structural requirements of the BA (Multi-discipline) and the BBus with respect to major and minor strands.

In different strands of the BBus, certain exemptions have been standardised by the Board of Studies. For further information about these see the sections under ‘Exemptions’ of the appropriate BBus strand.

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

Class Hours
Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester and are required to attend classes for a minimum of 16 hours per week.
Part-time students are expected to undertake two subjects per semester, involving a minimum of eight class hours per week. Part-time evening students are generally required to attend classes on two evenings per week.

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

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

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

(1) BA/BBus (Accounting)
33 semester subjects (36 if membership of Accounting professional
bodies is required, 37 if Applied Psychology is chosen as a major in the BA in addition to membership of Accounting professional bodies.  
**Time required:** 4½ years.

(2) **BA/BBus (Administration)**  
30 semester subjects (31 if Applied Psychology is chosen as a major in the BA).  
**Time required:** 4 years (full-time), 8 years (part-time).

(3) **BA/BBus (Banking and Finance)**  
38 semester subjects (39 if Applied Psychology is chosen as a major in the BA).  
**Time required:** 5 years.

(4) **BA/BBus (Marketing)**  
34 semester subjects (35 if Applied Psychology is chosen as a major in the BA).  
**Time required:** 4½ years.

(5) **BA/BBus (Secretarial)**  
35 semester subjects (36 if Applied Psychology is chosen as a major in the BA).  
**Time required:** 4½ years.

Two examples of double degree programs are shown below. Additional examples and information are available in a course brochure.

**Example 1**  
**BA/Bus (Accounting)** — with major in Applied Sociology and minors in Political Studies and Economics within the BA.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1:</strong></td>
<td><strong>SOC104, HUM154, FIN271, EDPI170, ADM121</strong></td>
</tr>
<tr>
<td>SOC102, HUM153, MAT171 or MAT164, FIN171</td>
<td></td>
</tr>
<tr>
<td><strong>Year 2:</strong></td>
<td><strong>SOC210, ADM231, FIN111, ACC102</strong></td>
</tr>
<tr>
<td>SOC212, SOC208, ACC101, FIN371*</td>
<td></td>
</tr>
<tr>
<td><strong>Year 3:</strong></td>
<td><strong>SOC352, HUM252, MKT111, ADM334</strong>*</td>
</tr>
<tr>
<td>SOC216, SOC310, HUM250, FIN113</td>
<td></td>
</tr>
<tr>
<td><strong>Years 4/5:</strong></td>
<td><strong>ACC248, ACC350, ACC360, ADM232</strong></td>
</tr>
<tr>
<td>ACC240, ACC247, FIN217, FIN319</td>
<td><strong>(Total: 33 subjects)</strong></td>
</tr>
</tbody>
</table>

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

**Example 2**  
**BBus (Marketing)/BA** — with major in Applied Sociology and minors in Political Studies and Economics within the BA.
Year 1:
ACC101, FIN111, MAT171 or
MAT164, FIN171
Year 2:
SOC102, FIN271, MKT211, ADM231
Year 3:
SOC212, HUM153, MKT311,
ADM334*
Years 4/5:
SOC310, SOC216, HUM250, MKT312

*For the third and fourth subjects in the Economics minor, FIN348 and FIN347 may replace FIN371 and ADM334.

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

Bachelor of Business
(Accounting)

Course Code: BA
Course Leader: Bryan Baker

Course Structure
In order to qualify for the award of the degree, a student must normally complete 25 semester subjects including certain prescribed core subjects.

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

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

(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

Content and Relationship to Diploma Courses
Like other business degree courses this course is designed to train students for future executive roles in a business environment by providing for the development of a theoretical framework and the application of theory to practical situations.

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

Recognition
The Australian Society of Accountants will admit to provisional membership students completing the BBus(Accounting). To gain associate membership in future students will be required to undertake a professional orientation program conducted by the ASA, meet requirements related to experience, and include three specified electives during the course of their studies.

The Institute of Chartered Accountants will admit to the professional year students who have successfully completed the BBus(Accounting) providing their course includes passes in Auditing ACC264 and Taxation Law FIN393, subject to their meeting other non-academic requirements.

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

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

Right of Challenge
The right of challenge exists in the subject Accounting and Finance ACC101 and in Accounting and Finance ACC102. A challenge consists of submitting to appropriate examination before starting the subject.

40
Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.

A similar right of challenge also exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

Exemptions
The following exemptions have been standardised by the Board of Studies: Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113.

Students who are members of a recognised professional accounting body in an English-speaking country will be given credit for all subjects in the first year of the Bachelor of Business (Accounting) award.

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

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

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

Course Structure for Students Enrolled before 1981
Students enrolled before 1981 will undertake the equivalent to the course set out in the CIT handbook for the year in which they first enrolled. Where there has been a break in study other than by Leave of Absence the student will undertake the equivalent to the course set out in the CIT handbook for the year in which they resumed study.

Course Structure (for 1981)

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Accounting and Finance ACC101</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Law FIN113</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Statistics MAT164</td>
<td>4-5</td>
</tr>
<tr>
<td></td>
<td>Data Processing EDPI70</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Marketing and Society MKT111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Communications ADM121</td>
<td>2</td>
</tr>
<tr>
<td>2nd</td>
<td>Accounting and Finance ACC247</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC248</td>
<td>4</td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC240</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Statistics FIN217</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Corporate Law FIN319</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microeconomics FIN271</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM231</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM232</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC360</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC350</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economic Policy Toward the Firm FIN371</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

The following is the normal progression showing subjects by codes as indicated in the course structure.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A-K*</td>
<td>L-Z*</td>
</tr>
<tr>
<td>1st</td>
<td>1</td>
<td>FIN111</td>
<td>FIN111</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACC101</td>
<td>ACC101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MKT111</td>
<td>FIN171</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDP170</td>
<td>MAT164</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADM121</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>FIN113</td>
<td>FIN113</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACC102</td>
<td>ACC102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FIN171</td>
<td>MKT111</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT164</td>
<td>EDP170</td>
</tr>
<tr>
<td></td>
<td></td>
<td>—</td>
<td>ADM121</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
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</tbody>
</table>

*First letter of student’s surname.

Electives
For choice of electives please see p. 57 et seq.
Students may be allowed to undertake any other unlisted subject offered at CIT as an elective if it is at an equivalent level, provided that it is approved prior to enrolment in the subject by the course leader or the Head of the Department of Accounting, and the head of the department teaching the subject.
Students should indicate, at the time they enrol, the electives they wish to pursue.

Bachelor of Business
(Administration)

Course Code: BK
Course Leader: Ian Stagg

Content
This course enables students with work experience to develop and extend their knowledge of basic business principles and to acquire expertise in a broad range of management skills. The provision of seven elective subject units also allows considerable flexibility for students to complement their development in general management skills with specialist studies in an area of vocational interest.

Present students are enrolled mainly on a part-time basis and come from a wide range of backgrounds. They include graduates from non-business courses, senior managers entering under mature-age regulations and students seeking a double major to widen their career options.

Core subjects in administrative studies are taught within an action-oriented framework, which encourages mastery of conceptual and
practical skills. Early emphasis is placed on exploring the manager's role in systematic analysis and evaluation of organisational behaviour and performance. More advanced prescribed administrative studies subjects examine practical issues of relevance to the managerial process and raise questions concerning the effective management of resources and work situations within a rapidly changing environment.

The course will normally be of six years duration for part-time students. Candidates for full-time entry should be able to demonstrate appropriate work experience and be prepared to attend some evening classes in their second and third academic years.

Admission Requirements

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

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

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

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

(e) at least three years work experience is essential.

Intending applicants are advised that

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

(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

Diploma to Degree Conversion

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

Transfer Between Major Strands

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

Right of Challenge

The right of challenge has been established in the subjects Accounting and Finance ACC101, and in Accounting and Finance ACC102. A challenge consists of submitting to appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will
be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.

A similar right of challenge exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

**Exemptions**

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

Students wishing to enter the course who are university or CAE graduates may, upon application, be considered for exemption from subjects which they have successfully completed in a previous course of study.

**Private Study**

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

**Electives**

The inclusion of seven elective subjects enables the student to follow an in-depth specialisation in the area of administrative studies, where a range of specialised electives can be taken to develop skills in the areas of management decision-making and personnel administration. Alternatively, elective studies can be chosen in consultation with the course leader, to provide major studies in a different business discipline.

For choice of electives please see pages 57 et seq.

Students may be allowed to undertake any other subject offered at CIT at an equivalent level as an elective, provided that it is approved by the head of the appropriate business department and the head of the department teaching the subject prior to enrolment in the subject. Students should indicate, at the time they enrol, the electives they wish to pursue.

**Assessment**

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

**Course Structure**

In order to qualify for the award of Bachelor of Business (Administration) a student must pass (or be exempted from) a total of 25 single semester subjects. Eighteen are prescribed subjects and seven are elective subjects chosen in consultation with the course leader.

The structure and normal progression in which subjects will be taken is shown below.
### Part-time Students

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
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<td>Business Law FIN113</td>
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<td>Business Statistics MAT164</td>
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<td>Accounting &amp; Finance ACC101</td>
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<td></td>
<td>Accounting &amp; Finance ACC102</td>
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<td>Organisational Behaviour &amp; Performance ADM231</td>
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<td>Organisational Behaviour &amp; Performance ADM232</td>
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<td>Microeconomics FIN271</td>
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<td>Elective</td>
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</table>

NB: The normal progression shown above may vary slightly according to the choice of specialist elective subject area and the viability of classes. The structure and progression for full-time students will be decided with the course leader at the time of enrolment.

### Bachelor of Business

(Banking and Finance)

Course Code: BN

Course Leader: Don Lyell

**Content**

This course is designed for students who seek a career with a financial institution or who are already employed and are seeking a relevant tertiary qualification on a part-time basis. The course provides specialist study in the finance discipline in addition to a broad business core.
Recognition
The degree is recognised by the Bankers' Institute of Australasia for the purpose of its Senior Associateship award.

Admission Requirements

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

Intending applicants are advised that

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

(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

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

Exemptions
Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113. Holders of a recognised Certificate of Business Studies may, upon application, be considered for exemption up to a maximum of three subjects in the Bachelor of Business, to be determined by the course leader.

Students who are associates of the Bankers' Institute of Australasia will, upon application, be granted exemption from the first year.

Students wishing to enter the course who are university or CAE graduates may, upon application, be exempted from a maximum of 17 subjects. The subjects they will be required to undertake will be specified.

Students who are members of a recognised professional accounting body in an English-speaking country will be required to pass 17 units out of the 25 prescribed. The subjects they will be required to undertake will be specified.
Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

Right of Challenge
Right of challenge has been established in the subjects Accounting and Finance ACC101 and in Accounting and Finance ACC102. A challenge consists of submitting to appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all, parts of a module are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.

A similar right of challenge also exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

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

Course Structure
In order to qualify for the award, a student must complete 25 semester subjects. The various subjects should normally be undertaken in the order indicated in the course outlines shown in this section.

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Bachelor of Business  
(Marketing)  
Course Code: BM  
Course Leader: Max Sutherland

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</table>

Content

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

Admission Requirements

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

Intending applicants are advised that

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

(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)
Transfer Between Major Strands
As with all other BBus students, Marketing students may seek to change to a different specialisation at the end of the first year.

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

Right of Challenge
The right of challenge has been established in the subjects Accounting and Finance ACC101, and in Accounting and Finance ACC102. A challenge consists of submitting to appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.

A similar right of challenge also exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

Exemptions
The following exemptions have been standardised by the Board of Studies:
Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113.

Students who are members of a recognised professional accounting body in an English speaking country will be required to pass 17 units out of the 25 prescribed. The subjects they will be required to undertake will be specified. Holders of a recognised Certificate of Business Studies may, upon application, be considered for exemption up to a maximum of three subjects in the Bachelor of Business, to be determined by the course leader.

Course Structure for Students Enrolled before 1981
Students enrolled before 1981 will undertake the equivalent to the course set out in the CIT handbook for the year in which they first enrolled. Where there has been a break in study other than by Leave of Absence the student will undertake the equivalent to the course set out in the CIT handbook for the year in which they resumed study.

Electives
The inclusion of five elective subjects enables the student to follow an in-depth specialisation or to gain a broadening of the base developed in the core. To be approved, the electives, together with the compulsory units, must constitute an integrated program of study.

By appropriate choice of electives, students who wish to do so may specialise in marketing management, selling, retailing, economic research, international marketing (including the Japanese language),
market research or accounting (and thereby satisfy the requirements for provisional membership of the Australian Society of Accountants). For choice of electives, see page 57.

**Diploma to Degree Conversion**

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

**Course Structure**

In order to qualify for the degree, a student must normally complete 25 semester subjects. The structure of the course and the sequence in which subjects will normally be taken is set out below. Courses of study in the second and third year of the course will be individually planned and approved by the course leader.

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</table>
Selection of one of the five electives must be made from the following subjects:

Promotional Theory and Practice MKT241
Sales Management MKT242
Physical Distribution and Supply Management MKT246
Marketing Research and Forecasting MKT342.

The following is the normal progression showing subjects by code as indicated in the course structure:

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</table>
Bachelor of Business (Secretarial Studies)

Course Code: BB
Course Leader: Gwyneth Moore

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

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

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

Intending applicants are advised that
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

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

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

Right of Challenge
The right of challenge has been established in the subjects Accounting and Finance ACC101, and in Accounting and Finance ACC102. A challenge consists of submitting to an appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.

A similar right of challenge also exists for the subjects Business Statistics MAT164 and Secretarial Studies ADM133, ADM134, ADM235. In these cases, as the subjects are not subdivided into modules, the one challenge covers the complete unit.

Exemptions
Certificate of Business (Secretarial) holders with a minimum of two years appropriate business experience may be granted exemptions in ADM133, ADM134, ADM235, EDP170 and ADM121 or ACC101.

Students who have completed an Associate Diploma in Private Secretarial Practice at CIT will, upon application, be granted exemption from 13 of the 25 prescribed subjects. The subjects they will be required to undertake will be specified.

Electives
Scope is available for elective studies within special interest areas.
For choice of electives, see pages 57 et seq.

Course Structure
In order to qualify for the degree, normally a student must complete a minimum of eight units in the areas of major study:

Five units in Secretarial Studies;
One unit in Management Information Systems;
One unit in Office Management;
One unit in Office Law.
In addition, a compulsory business core must be undertaken which is common with the other degree strands.
Normaly, the course will be taken in the following sequence. Students' courses of study in the second and third year of the course will be individually planned and must be approved by the course leader.

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Table of Electives (E) and Compulsory (C) Subjects Available to Diploma and Degree Students in the David Syme Business School at CIT.

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

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Table of Electives (E) and Compulsory (C) Subjects Available to Diploma and Degree Students in the David Syme Business School at CIT.

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<td>MKT312</td>
<td>JD27</td>
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<td>MKT341</td>
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<td>MKT342</td>
<td>JR36</td>
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<td>JM34</td>
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<td>MKT345</td>
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<td>MKT352†</td>
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</table>

†Taught at Swinburne Institute of Technology.
Bachelor of Engineering (Civil)  
Course Code: BV

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

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

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1982.)

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

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

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

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

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

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

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

### Course Structure

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>Mechanics of Solids CIV207</td>
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<td>4th</td>
<td>Civil Engineering Management CIV418</td>
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<td>Soil and Rock Engineering CIV421</td>
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<td>Students must select two of the following:</td>
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<tr>
<td></td>
<td>three electives:</td>
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<td></td>
<td>Land Use Planning CIV423</td>
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<td>Structural Mechanics CIV424</td>
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<td>Water Resources CIV425</td>
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</table>
Bachelor of Engineering (Electrical)

Content
The course covers a broad field of electrical engineering and provides for specialisation in power engineering, communication engineering or navigational electronics.

Bachelor of Engineering (Electrical) — Business stream. This course structure will prepare engineering graduates for careers in engineering management. Graduates study an unchanged electrical content and add to it up to eight business subjects selected from the Bachelor of Business course.

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1982.)

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

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

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

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

**Diploma to Degree Conversion**

Provision is made for diplomates to upgrade their qualifications to that of a degree. Diplomates may enter the degree course on a full-time or part-time basis at a stage appropriate to their qualifications. The course prescribed would depend upon the academic level attained and selected applicants could qualify for a degree after approximately one year of full-time study or the equivalent on a part-time basis.

**Course Structure**

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td></td>
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<td>Semester 1</td>
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<tr>
<td>1st</td>
<td>Mathematics</td>
<td>MAT141</td>
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<td>Materials Science</td>
<td>MEC142</td>
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<td>Applied Mechanics</td>
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<td>a Physics</td>
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<td>Approved Electives</td>
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<tr>
<td></td>
<td><em>(minimum)</em></td>
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<td><em>Students undertaking 4-hour approved electives may replace PHY170 and PHY270 by PHY280 in Second Year.</em></td>
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<tr>
<td>2nd</td>
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<td>b Thermodynamics</td>
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<td></td>
<td>b Mechanics of Fluids</td>
<td>MEC270</td>
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<td>a Physics</td>
<td>PHY270</td>
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<td>a Physics</td>
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<td>Electronics</td>
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<td>Measurement and Field Theory</td>
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<td>Signals and Linear Systems</td>
<td>ELE200</td>
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<td></td>
<td>Network Analysis</td>
<td>ELE201</td>
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<td>Design</td>
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<td>Approved Electives</td>
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<tr>
<td></td>
<td><em>(minimum)</em></td>
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<td><em>Students undertaking 4-hour approved electives may study Mechanics of Fluids MEC270 or Thermodynamics MEC263.</em></td>
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<tr>
<td>3rd</td>
<td>c Mathematics</td>
<td>MAT341</td>
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<td></td>
<td>Control Systems</td>
<td>ELE340</td>
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<tr>
<td></td>
<td>Machines</td>
<td>ELE320</td>
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<td>Power Systems</td>
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<tr>
<th>Year</th>
<th>Subject</th>
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<tr>
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<td><strong>Electromagnetic Theory</strong></td>
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<td>1</td>
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<tr>
<td></td>
<td>(or <strong>Illumination</strong>)</td>
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<td><strong>Electronics</strong></td>
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<td><strong>Data Transmission</strong></td>
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<td><strong>Digital Electronics</strong></td>
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<td><strong>Design</strong></td>
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<td>(minimum)</td>
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<tr>
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<td><strong>4th</strong></td>
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</table>
|              | *All the compulsory subjects (*).

*Design: ELE410 - 5
*Instrumentation: ELE440 - 4
*Computer Control: ELE441 - 4
*Digital Information Processing: ELE450 - 4
*Digital Systems: ELE451 - 4

Select four subjects from the following:
Machine Analysis: ELE420 - 4
Power Utilisation: ELE421 - 4
Power System Dynamics: ELE422 - 4
Power System Equipment: ELE423 - 4
Network Synthesis: ELE400 - 4
Antennae and Propagation: ELE460 - 4
Power Utilisation: ELE424 - 4
Communications Networks: ELE461 - 4
Communications Networks: ELE462 - 4
Navigation Aids: ELE470 - 4
Airborne Instrumentation: ELE471 - 4
Approved Electives: 2

**Approved Electives (Semester Subjects)**

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<th>Hours/Semester</th>
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<td><em>Sociology</em></td>
<td>SOC190 2</td>
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<td>*Basic Aeronautical Knowledge</td>
<td>ELE170 2</td>
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<td>Macroeconomics</td>
<td>FIN171 4</td>
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<td>Marketing and Society</td>
<td>MKT111 4</td>
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<td><em>Australian Politics</em></td>
<td>HUM290 3</td>
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<td><em>Economics</em></td>
<td>FIN272 3</td>
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<td>Accounting and Finance</td>
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<td>Microeconomics</td>
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APPROVED ELECTIVES (Semester Subjects)  

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<td>♦Management of Production MEC353 2</td>
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<td>+Accounting and Finance ACC102 4</td>
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<td>Organisational Behaviour and Performance ADM231 4</td>
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<td>♦Production Control MAT441 2</td>
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<td>♦Marketing Fundamentals MKT195 2</td>
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<td>+Organisational Behaviour and Performance ADM232 4</td>
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<td>Business Law FIN111 4</td>
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</table>

*Standard course electives.  
+Prerequisite required.

Bachelor of Engineering (Electrical) Course Code: BY (Part time)

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

<table>
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<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>Control Systems ELE340</td>
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<td>Year</td>
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<tr>
<td>6th</td>
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<td>Digital Information Processing ELE450</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Digital Systems ELE451</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><em>Two subjects from the following:</em></td>
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<tr>
<td></td>
<td>Production Control MAT441</td>
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<tr>
<td></td>
<td>Marketing Fundamentals MKT195</td>
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<tr>
<td></td>
<td>Principles of Management MEC354</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Management of Production MEC353</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC262</td>
<td>3</td>
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<tr>
<td>7th</td>
<td>Design ELE410</td>
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<td><em>Four subjects from the following:</em></td>
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<td>Power Utilisation ELE421</td>
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<td>Power System Dynamics ELE422</td>
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<tr>
<td></td>
<td>Power System Equipment ELE423</td>
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<td>Network Synthesis ELE400</td>
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<tr>
<td></td>
<td>Antennas and Propagation ELE460</td>
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<td>Power Utilisation ELE424</td>
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<td></td>
<td>Communications Networks ELE461</td>
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<tr>
<td></td>
<td>Communications Networks ELE462</td>
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<td></td>
<td>Navigational Aids ELE470</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Airborne Instrumentation ELE471</td>
<td>-</td>
</tr>
</tbody>
</table>

**Bachelor of Engineering (Industrial)**

**Course Code:** BL

**Content**

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

**Recognition of Course**

Recognition of the course is under consideration by the Institution of Engineers, Australia. It is anticipated that recognition will be granted in 1981.

**Admission Requirements**

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1982.)

Progression Through the Course

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

To pass a year of a course a student must

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

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

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

Industrial Experience

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>1st</td>
<td>Mathematics MAT110</td>
<td>5</td>
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<tr>
<td></td>
<td>Engineering IND103</td>
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<tr>
<td></td>
<td>Chemistry CHE110</td>
<td>4</td>
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<tr>
<td></td>
<td>Mechanics INDI15</td>
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<td></td>
<td>Data Processing EDP110</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Business Communication IND104</td>
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</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
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<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>1st</td>
<td>Engineering Psychology PSY110</td>
<td>2</td>
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<tr>
<td></td>
<td>Industrial Engineering IND101</td>
<td>4</td>
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<tr>
<td></td>
<td>Industrial Engineering IND102</td>
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<tr>
<td>2nd</td>
<td>Mathematics MAT210</td>
<td>5</td>
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<tr>
<td></td>
<td>Physics PHY205</td>
<td>5</td>
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<tr>
<td></td>
<td>Mechanics IND215</td>
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<td>Chemistry CHE210</td>
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<tr>
<td></td>
<td>Engineering Materials MEC216</td>
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</tr>
<tr>
<td></td>
<td>Industrial Engineering IND201</td>
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</tr>
<tr>
<td></td>
<td>Industrial Engineering IND202</td>
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<tr>
<td></td>
<td>Engineering Design IND203</td>
<td>4</td>
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<tr>
<td>3rd</td>
<td>Industrial Engineering IND301</td>
<td>4</td>
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<tr>
<td></td>
<td>Thermo-fluids MEC315</td>
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<td></td>
<td>Principles of Economics FIN310</td>
<td>4</td>
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<tr>
<td></td>
<td>Industrial Engineering IND302</td>
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<tr>
<td></td>
<td>Electrical Engineering ELE315</td>
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<tr>
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<td>Industrial Engineering IND303</td>
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<td>Industrial Engineering IND304</td>
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<tr>
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<td>Industrial Engineering IND305</td>
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<tr>
<td></td>
<td>Introduction to Digital Systems ELE352</td>
<td>4</td>
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<tr>
<td></td>
<td>Elective</td>
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<tr>
<td>4th</td>
<td>Industrial Engineering IND401</td>
<td>4</td>
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<tr>
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<td>Industrial Engineering IND402</td>
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<td></td>
<td>Electives</td>
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*Elective Subjects

<table>
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<tr>
<th>Subject</th>
<th>Unit Value</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>Safety Engineering IND407</td>
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<td>Industrial Engineering IND406</td>
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<td>4</td>
</tr>
<tr>
<td>Personnel Administration ADM613</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Policy ADM333</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Energy Resources ENY101</td>
<td>½</td>
<td>2</td>
</tr>
<tr>
<td>Energy Consumption Patterns ENY102</td>
<td>½</td>
<td>2</td>
</tr>
<tr>
<td>Energy Policy in Australia ENY103</td>
<td>½</td>
<td>2</td>
</tr>
<tr>
<td>Energy Policy Options ENY104</td>
<td>½</td>
<td>2</td>
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</table>

Transition year for students transferring from other first year engineering degree courses.
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1 2</td>
</tr>
<tr>
<td>2nd</td>
<td>Mathematics MAT210</td>
<td>5 5</td>
</tr>
<tr>
<td></td>
<td>Data Processing EDP110</td>
<td>4 —</td>
</tr>
<tr>
<td></td>
<td>Industrial Engineering IND102</td>
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<tr>
<td></td>
<td>Engineering Design IND203</td>
<td>4 4</td>
</tr>
<tr>
<td></td>
<td>Industrial Engineering IND201</td>
<td>— 4</td>
</tr>
<tr>
<td></td>
<td>Industrial Engineering IND202</td>
<td>— 4</td>
</tr>
<tr>
<td></td>
<td>Chemistry CHE210</td>
<td>— 2</td>
</tr>
<tr>
<td></td>
<td><strong>plus bridging subjects listed below</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Civil —</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mechanics IND215</td>
<td>5 —</td>
</tr>
<tr>
<td></td>
<td>Engineering Psychology PSY110</td>
<td>2 —</td>
</tr>
<tr>
<td></td>
<td>Engineering Materials MEC216</td>
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<td></td>
<td>Electrical —</td>
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<tr>
<td></td>
<td>Chemistry CHE110</td>
<td>4 —</td>
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<tr>
<td></td>
<td>Industrial Engineering IND101</td>
<td>4 —</td>
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<tr>
<td></td>
<td>Business Communication IND104</td>
<td>— 4</td>
</tr>
<tr>
<td></td>
<td>Mechanical —</td>
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</tr>
<tr>
<td></td>
<td>Physics PHY205</td>
<td>5 5</td>
</tr>
<tr>
<td></td>
<td>Chemistry CHE110</td>
<td>4 —</td>
</tr>
</tbody>
</table>

*Electives*

Students must select six units with the approval of the Dean of Engineering. At least two of these must be chosen from the list of Industrial Engineering electives and one unit must be chosen from the list of Energy Studies electives. The remaining three units must be selected from existing CIT subjects with the unit value determined by the Dean of Engineering. Four of the six units selected must form an integrated program of study in themselves or in relation to the course as a whole.

**Bachelor of Engineering**

(Mechanical)

**Course Code: BH**

**Content**

A course for the more capable student who aims to reach the professional level in Mechanical Engineering. It includes study in the major disciplines: Mechanics of Solids, Fluids and Machines, Thermodynamics, Materials, Design and Management, supported by Mathematics, Physics and General Studies.

**Recognition of Course**

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

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1982.)

Progression Through the Course

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

To pass a year a student must

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

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

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

Industrial Experience

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

Diploma to Degree Conversion

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
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<td>1st</td>
<td>Mechanics of Machines MEC120</td>
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<td></td>
<td>Mechanics of Solids MEC130</td>
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<td></td>
<td>Engineering Drawing MEC110</td>
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<tr>
<td></td>
<td>Engineering Design MEC111</td>
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<td></td>
<td>Electrical Engineering ELE101</td>
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<tr>
<td></td>
<td>Mathematics MAT151</td>
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<tr>
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<td>Production Technology MEC150</td>
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<td>Thermodynamics MEC160</td>
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<td>Engineering Practices MEC151</td>
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<td>2nd</td>
<td>Mechanics of Machines MEC220</td>
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<td>Mechanics of Solids MEC230</td>
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<td>Electronics ELE232</td>
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<td>Mathematics MAT251</td>
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<td>Physics PHY215</td>
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<td>Social Science HUM291</td>
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<td>Engineering Practices MEC250</td>
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<td>Mechanics of Fluids MEC370</td>
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<td>Mechanics of Solids MEC330</td>
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<td>Mathematics MAT351</td>
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<td>Engineering Design MEC310</td>
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<td>Mechanical Engineering Project MEC300</td>
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<td>Thermodynamics MEC360</td>
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<td>Mechanics of Solids MEC430</td>
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<td>Lubrication MEC471</td>
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<td>Engineering Materials MEC330</td>
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<td>Macroeconomics FIN297</td>
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<td>Mechanics of Fluids MEC470</td>
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<td>Thermodynamics MEC460</td>
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<td>Engineering Design MEC410</td>
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<td>Engineering Projects MEC400</td>
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<td></td>
<td>Project Management MEC450</td>
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</table>
Diploma of Applied Science
(Multi-Discipline)  
Course Code: DS

Content
In response to the needs of industry, this three year course has been designed to provide knowledge across discipline boundaries, and to meet the requirements of the professional institutes which serve the disciplines. The course incorporates a common core in Chemistry and Physics, with a bias towards instrumentation and analysis. Further specialisation will be made available through alternative options in Chemistry and Physics, with support from Mathematics and Computer Science.

Recognition
The Chemistry content of the course, including Chemistry electives, is adequate to admit to membership of the RACI. The Physics content, including the Physics electives and an elective in Physical Astronomy, satisfies admission to the Australian Institute of Physics.

Admission Requirements
Passes are desirable in English Expression and three other subjects at Year 12/TOP level. It is recommended that students have passed a branch of mathematics and at least one other science subject. Applicants who do not have the academic prerequisites but who have appropriate industrial experience may also be admitted.

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

Course Structure

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>Chemistry CHE111</td>
<td>8</td>
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<tr>
<td>Physics PHY120</td>
<td>7</td>
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<tr>
<td>Mathematics MAT102</td>
<td>4</td>
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<tr>
<td>Mathematical Methods MAT101</td>
<td>5</td>
</tr>
<tr>
<td>(MAT101 and MAT102 together comprise Part 1 for any Mathematics major in the degree)</td>
<td></td>
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</tbody>
</table>
Before starting second year a student must obtain approval for the course to be undertaken. An approved diploma course is built up from the following tables. To qualify, students must complete the first year of the course, and at second year, complete all the subjects which form the core (CHE201, PHY201, MAT208). In addition, they must undertake an alternative with emphasis in either Chemistry or Physics.

At the third year level, students must again study the core subject (CHE301 and PHY301). Additionally, they must complete the alternative stream they pursued at second year level.

In addition, at third year level, a student must complete elective subjects to the value of one credit point.

### Core Subjects

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>2nd</td>
<td>Chemistry (core) CHE201</td>
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<tr>
<td></td>
<td>Physics (core) PHY201</td>
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<tr>
<td></td>
<td>Computer Science MAT208</td>
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<td>3rd</td>
<td>Chemistry (core) CHE301</td>
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<td>Physics (core) PHY301</td>
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### Alternative Stream Subjects

<table>
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<th>Hours per week</th>
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<tr>
<td>2nd</td>
<td>Chemistry (alternative) CHE202</td>
<td>7</td>
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<tr>
<td></td>
<td>or Physics PHY202</td>
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<tr>
<td></td>
<td>or Mathematics MAT209</td>
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<tr>
<td>3rd</td>
<td>Chemistry (alternative) CHE302</td>
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<td>or Physics PHY302</td>
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<tr>
<td></td>
<td>or Mathematics MAT309</td>
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</tr>
<tr>
<td></td>
<td>or Computer Science PHY308</td>
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</table>

### Elective Subjects

These subjects are available as electives during the second and third years. In some cases, strict prerequisites apply, and this information precedes the syllabus as detailed in this volume.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any subject on the list of major and minor studies</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Analytical Methods of Physics PHY225</td>
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<tr>
<td>Applied Sociology SOC191</td>
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<tr>
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<tr>
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<td>Chemical Technology CHE334</td>
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<td>Computer Science PHY309</td>
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<td>Computer Science MAT308</td>
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<td>Electronics ELE231</td>
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<tr>
<td>Engineering Science MEC299</td>
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<td>ACC294</td>
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<td>Milestones in Contemporary Science PHY228</td>
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<td>Physical Astronomy PHY226</td>
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<td>Programming EDP382</td>
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<td>½</td>
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<td>Principles of Marketing MKT291</td>
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<tr>
<td>Social Science HUM291</td>
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<td>½</td>
</tr>
<tr>
<td>Social Science HUM391</td>
<td>2</td>
<td>½</td>
</tr>
</tbody>
</table>

An approved course cannot contain HUM291 or HUM391 as well as PSY191, PSY291, SOC191 or SOC294.

Note: subjects from the list of minor and major studies may be taken as electives.
**Diploma of Art and Design**  
(Fine Art)  

**Course Code:** DF  
**Course Leader:** Leon Morrocco

**Content**

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

**Admission Requirements**

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

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

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

**Enrolment Procedure for New Students**

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

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

**Progression Through the Course**

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

**Assessment**

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

**Structure**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td><strong>Major Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART151</td>
<td>12</td>
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<tr>
<td></td>
<td>Painting ART152</td>
<td>6</td>
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<tr>
<td></td>
<td>Printmaking ART154</td>
<td>12</td>
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<tr>
<td></td>
<td>Printmaking ART155</td>
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<td>Professional Practice ART150</td>
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</tr>
<tr>
<td></td>
<td>Related Drawing ART153</td>
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<tr>
<td></td>
<td><strong>Support Studies (Elective)</strong></td>
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<tr>
<td></td>
<td>Goldsmithing and Silversmithing ART159</td>
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<td>Ceramics ART160</td>
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<td></td>
<td>Photography ART161</td>
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<tr>
<td></td>
<td>Drawing ART162</td>
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<tr>
<td></td>
<td>Mural Design ART163</td>
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<td>Painting ART164</td>
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<td>Printmaking ART165</td>
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<td>Sculpture ART166</td>
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<td>Stained Glass and Related Studies ART168</td>
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<td></td>
<td><strong>Liberal Studies (Compulsory)</strong></td>
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<td>Painting ART252</td>
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<td>Printmaking ART254</td>
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<td>Goldsmithing and Silversmithing ART259</td>
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<td>Ceramics ART260</td>
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<td>Photography ART261</td>
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<td>Mural Design ART263</td>
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<td>Year</td>
<td>Subject</td>
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<tr>
<td></td>
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<td>Sculpture ART266</td>
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<td></td>
<td>Stained Glass and Related Studies ART268</td>
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<td><strong>Major Studies</strong></td>
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<td></td>
<td>Painting ART351</td>
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<td></td>
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<td></td>
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<td></td>
<td><strong>Support Studies (Elective)</strong></td>
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<tr>
<td></td>
<td>Goldsmithing and Silversmithing ART359</td>
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<td>Ceramics ART360</td>
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<td>Photography ART361</td>
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<td></td>
<td>Drawing ART362</td>
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<td>Mural Design ART363</td>
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<tr>
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<tr>
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<td>Science and Civilisation PHY128</td>
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<td></td>
<td>Sociology SOC102</td>
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**Diploma of Art and Design** (Graphic Design)

**Course Code:** DD

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

Admission Requirements

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

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

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

Enrolment Procedure for New Students

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

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

Progression Through the Course

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

Assessment

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
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<tr>
<td></td>
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<td>Graphic Design Practice:</td>
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<td></td>
<td>Print ART182</td>
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<td></td>
<td>Audio-Visual Technology ART183</td>
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</tr>
<tr>
<td></td>
<td>Basic &amp; Illustrative Drawing ART184</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Design ART185</td>
<td>3</td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td></td>
<td>Human Studies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART167</td>
<td>2</td>
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<tr>
<td></td>
<td>Human Studies HUM196</td>
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<td>2nd</td>
<td>Degree/Diploma</td>
<td></td>
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<tr>
<td></td>
<td>Graphic Design Theory ART281</td>
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<td>Media Theory</td>
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<td>Ethics and Methodology</td>
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<td>Graphic Design Practice:</td>
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<td></td>
<td>Print ART282</td>
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<tr>
<td></td>
<td>Audio-Visual Technology ART283</td>
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</tr>
<tr>
<td></td>
<td>Technical &amp; Illustrative Drawing ART284</td>
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</tr>
<tr>
<td></td>
<td>Three-dimensional Design ART285</td>
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<tr>
<td></td>
<td>Human Studies:</td>
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</tr>
<tr>
<td></td>
<td>History of Art ART287</td>
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<td>Human Studies HUM296</td>
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<td>3rd</td>
<td>Diploma</td>
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<td></td>
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<td></td>
<td>Folio of Work ART384</td>
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<td>Graphic Design ART381</td>
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<td>History of Art ART387</td>
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<td>Film ART383</td>
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<td>Professional Practice ART385</td>
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<td>One of the following:</td>
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<td></td>
<td>Film-TV-Graphics ART386</td>
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<td></td>
<td>Illustration ART388</td>
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</tr>
<tr>
<td></td>
<td>Photographic Design ART389</td>
<td>4</td>
</tr>
</tbody>
</table>

**Diploma of Business**

(Accounting)

This course is in the process of being discontinued.

No new students will be admitted to the program but provision will be made to enable existing students to complete the requirements for the award.

**Recognition**

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

**Special Provisions**

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

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

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

**Electives**

See statement under Bachelor of Business (Accounting).

**Assessment**

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

**Private Study**

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

**Course Structure**

To qualify for the award of the diploma, a student must pass 25 semester subjects of which 21 are compulsory and four are electives.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>As for BBus (Accounting)</td>
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</tr>
<tr>
<td></td>
<td>(see page 39)</td>
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</tr>
<tr>
<td></td>
<td>Accounting ACC217</td>
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</tr>
<tr>
<td></td>
<td>Accounting ACC218</td>
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<tr>
<td></td>
<td>Accounting ACC210</td>
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<tr>
<td></td>
<td>Organisational Behaviour and</td>
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<td></td>
<td>Performance ADM222</td>
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<td></td>
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</tbody>
</table>
Diploma of Business Course Code: DM
(Marketing) Course Leader: Refer Head of Department in first instance.

Admission
No new students will be admitted. Only those students who first enrolled in 1977 or earlier will be permitted to complete this course.

Course Structure
In order to complete the course, a student must complete 25 semester subjects of which 22 are compulsory and three are electives.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>As for BBus (Marketing) (see page 50)</td>
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<tr>
<td>2nd</td>
<td>Organisational Behaviour and Performance ADM222</td>
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<td>Organisational Behaviour and Performance ADM223</td>
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<td>Customer Behaviour MKT221</td>
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<tr>
<td></td>
<td>Case Studies in Marketing MKT268</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microeconomics FIN276</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting Applications for Marketers ACC290</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>Law FIN311</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Promotional Strategy and Communication MKT261</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Salesmanship and Sales Force Management MKT341</td>
<td>4</td>
</tr>
</tbody>
</table>

82
For choice of electives, see p. 57 et. seq.

**Diploma of Electronic Data Processing**

Course Code: DL  
Course Leader: John White

**Content**
The main purpose of this three-year course is to provide the skills to analyse, design, program, document and test systems at the sub-system level to interface with the total system plan, and to provide a detailed knowledge of the hardware and software available for use.

**Note:** No new enrolments will be accepted in this course.

**Part-time**
All subjects of the course or their equivalent are available in the evening, provided that sufficient numbers are available. Also, depending on the subject, the hours per week for that subject may be varied.

**Assessment**
To qualify a student must pass a total of 14 subjects — five from the first year and nine from the remaining two years.

**Course Structure**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>Systems EDP251</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP250</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Administrative Studies ADM226</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Management Accounting Systems ACC293</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and one elective from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT222</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics FIN294</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing MKT291</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*Applied Psychology PSY291</td>
<td>4 (one semester)</td>
</tr>
<tr>
<td></td>
<td>*Applied Sociology SOC291</td>
<td>4 (one semester)</td>
</tr>
<tr>
<td>3rd</td>
<td>Systems EDP351</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP350</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Modern Computer Systems EDP353</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Systems EDP352</td>
<td>4</td>
</tr>
</tbody>
</table>

*A student must pass both subjects in order to be credited with a full elective.*
Diploma of Engineering (Electrical)  
(part-time)  
Diploma of Engineering (Electronic) Course Code: DW  
(part-time)  

Content  
These courses involve six years part-time study with one day release each week. They are abbreviated courses of degree standard in the major disciplines for students employed in the engineering industry.  

Recognition  
Both courses are structured to meet the requirements of the Institution of Engineers, Australia for corporate membership, and have been provisionally approved.  

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1982.)  

Course Structure  

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
<th>Electrical</th>
<th>Electronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Mathematics MAT141</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrical Engineering ELE100</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design ELE110</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Materials Science MEC142</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Applied Mechanics MEC131</td>
<td>3½</td>
<td>3½</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physics PHY170</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT251</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Studies Elective</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>Electrical Engineering ELE202</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applied Mechanics MEC223</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics ELE231</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT351</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC261</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Total: 84 hours
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Electrical</td>
</tr>
<tr>
<td>4th</td>
<td>Electrical and Electronic Design</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ELE211</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronics ELE331</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Electrical Machines ELE320</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Measurements and Field Theory ELE240</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Electromagnetic Theory ELE360</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Signals and Linear Systems ELE200</td>
<td>-</td>
</tr>
<tr>
<td>5th</td>
<td>Design ELE310</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Data Transmission/Digital Electronics ELE362/ELE350</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Power Systems ELE321</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Control Systems ELE340</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Antennae and Propagation/Network Synthesis ELE460/ELE400</td>
<td>-</td>
</tr>
<tr>
<td>6th</td>
<td>Electrical Project ELE313</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electronic Project ELE314</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Instrumentation/Computer Control ELE440/ELE441</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Power Utilisation ELE421</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Power System Equipment/P.S. Dynamics ELE423/ELE422</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Communication Networks ELE462</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Digital Systems/Digital Information Processing ELE451/ELE450</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>*Production Control/Marketing Fundamentals MAT441/MKT195</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>*Principles of Management/Management of Production MEC354/MEC353</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>*Tensors and Complex Calculus MAT341</td>
<td>2</td>
</tr>
</tbody>
</table>

*One subject to be selected.

Diploma of Engineering (Mechanical) (Part-time)
Course Code: DT

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1982.)

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Applied Mechanics MEC123</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT151</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physics PHY215</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science HUM291</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(For ex-Preliminary students)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Engineering Drawing MEC110* (Semester 1)</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>Electrical Engineering ELE101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Engineering Materials MEC140</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT251</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC230</td>
<td>3</td>
</tr>
<tr>
<td>3rd</td>
<td>Engineering Design MEC111 (Semester 2)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Engineering Materials MEC240</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electronics ELE232</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT351</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC330</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC160</td>
<td>3</td>
</tr>
<tr>
<td>4th</td>
<td>Engineering Design MEC210</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Engineering Materials MEC340</td>
<td>3</td>
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<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Fluids MEC370</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Machines MEC220</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC260</td>
<td>3</td>
</tr>
<tr>
<td>5th</td>
<td>Engineering Design MEC310</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Fluids MEC470</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Machines MEC320</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC430</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC360</td>
<td>3</td>
</tr>
<tr>
<td>6th</td>
<td>Engineering Design MEC410</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Machines MEC420</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Engineering Organization MEC352</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics MEC460</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Contemporary Physics PHY330</td>
<td>Elective 2</td>
</tr>
<tr>
<td></td>
<td>or Production Technology MEC150</td>
<td>Elective 2</td>
</tr>
</tbody>
</table>

*For ex HSC students.

**Diploma of General Studies**

Course Code: DG

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

Associate Diploma in
Art and Design
(Ceramic Design)

Course Code: QX
Course Leader: Lindsay Anderson

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

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

Enrolment Procedure for New Students
Prospective students are advised to contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.
Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.
Mature Age students should present where possible references given by employers and evidence of any studies undertaken since leaving secondary school.

Progression Through the Course
Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of department together with the Dean of the School of Art and Design.
Assessment
An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.

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

Course Structure

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

♦These subjects are interchangeable.
Associate Diploma in Marketing  Course Code: QM
Course Leader: refer Head of Department

Content
This four year part-time course is designed to provide a broad perspective of business and an understanding of the marketing function. It is intended for those aspiring to, or in middle management positions who seek a blend of business principles and contemporary marketing theory.

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

Intending applicants are advised that
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

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

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

Course Structure
Students must complete 17 semester subjects of which 14 are compulsory and three are electives. Students will normally take two subjects each semester.
In most instances the course will be taken in the following sequence.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Contemporary Business ADM111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Statistics MAT164</td>
<td>4-5</td>
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<tr>
<td></td>
<td>2</td>
<td>Data Processing EDP170</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Communications ADM121</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Marketing and Society MKT111</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Business Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting Principles ACC297</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing Research Techniques MKT367</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>1</td>
<td>Elective*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting Applications for Marketers ACC290</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Marketing Law FIN317</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case Studies in Marketing MKT268</td>
<td>4</td>
</tr>
<tr>
<td>4th</td>
<td>1</td>
<td>Administrative Studies ADM412</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective*</td>
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</tr>
<tr>
<td></td>
<td>2</td>
<td>Elective*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing Planning and Control MKT344</td>
<td>4</td>
</tr>
</tbody>
</table>

*Two of these electives to be chosen from:
  - Salesmanship and Sales Force Management MKT341
  - Promotional Strategy and Communication MKT261
  - Product Management MKT343
  - One elective from the Bachelor of Business (Marketing) subjects at second or third year level listed in this handbook.

**Associate Diploma in Police Studies**

**Course Code:** QP  
**Course Leader:** James J. Reilly

**Content**

This part-time course provides higher training in both academic and professional studies for serving members of police forces and can be completed in a minimum time of 3½ years (7 semesters).

**Admission Requirements**

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

(b) successful completion of an appropriate Tertiary Orientation Program, or other Year 12 course of study accredited by CIT; or,
(c) completion of a Certificate in Police Studies; or,
(d) qualifications and/or experience acceptable to the Admissions Committee.

Applicants must be employed by a Statutory Police Authority, or a registered Security Organisation.

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

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

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

Associate Diploma in Private Secretarial Practice
(Legal)

Course Code: QL
Course Leader: Gillian Stainforth

Associate Diploma in Private Secretarial Practice
(Medical)

Course Code: QD
Course Leader: Kathleen P. Ralston

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

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

Exemptions
Students who hold the Certificate of Business Studies (Secretarial) who wish to enter an Associate Diploma in Private Secretarial Practice and have a minimum of two years' appropriate business experience may, upon application, be granted exemptions in ADM141, ADM142, ADM143, ADM144, FIN150, ADM121, and ACC101 provided their certificate includes the Advanced Typewriting 1B and 2A (Advanced Typewriting I and II in old course) and Secretarial Projects A and B.

Class Hours
Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions.

92
Students are expected to undertake five subjects per semester during the first year, and four subjects per semester in the second year.

Admission Requirements

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

Intending applicants are advised that

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

(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

Course Structure

To be awarded the associate diploma, a student must obtain passes in 16 single semester subjects and must complete two units of Practical Work Experience.

A pass in Private Secretarial Practice (Legal) ADM256 or Private Secretarial Practice (Medical) ADM274 will not be awarded unless the student has satisfied the skill requirements of the subject.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>1st 1</td>
<td>Typewriting ADM141</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice ADM143</td>
<td>8</td>
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<tr>
<td></td>
<td></td>
<td>Business Communications ADM121</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Applied Sociology SOC193</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aust. Legal &amp; Economic Systems FIN150</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>Typewriting ADM142</td>
<td>5</td>
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<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice ADM144</td>
<td>8</td>
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<td></td>
<td></td>
<td>Data Processing EDP170</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Aust. Health Care Systems ADM171</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biological Sciences ADM172</td>
<td>3</td>
</tr>
<tr>
<td>Year</td>
<td>Semester</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
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</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Private Secretarial Practice (Medical) ADM273</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Management ADM247</td>
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<tr>
<td></td>
<td></td>
<td>Accounting/Medical ACC198</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Terminology ADM275</td>
<td>3</td>
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<td></td>
<td></td>
<td><strong>2</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice (Medical) ADM274</td>
<td>8</td>
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<tr>
<td></td>
<td></td>
<td>Medical Terminology ADM276</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Practical Work Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADM240/ADM241 (2 units)</td>
<td>8*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*This is based on eight class contact hours for two units plus what is seen as a reasonable time allocation for private study.</td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td>1st</td>
<td>Typewriting ADM141</td>
<td>5</td>
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<td></td>
<td></td>
<td>Business Communications ADM121</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Applied Sociology SOC193</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aust. Legal &amp; Economic Systems FIN150</td>
<td>4</td>
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<td></td>
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<tr>
<td></td>
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<td>Private Secretarial Practice ADM144</td>
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<td></td>
<td>Accounting and Finance ACC101</td>
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<td>Data Processing EDP170</td>
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<tr>
<td></td>
<td></td>
<td>Legal Procedures I FIN151</td>
<td>2</td>
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<td><strong>2</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice (Legal) ADM255</td>
<td>8</td>
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<tr>
<td></td>
<td></td>
<td>Legal Procedures II FIN254</td>
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<td>Office Management ADM247</td>
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<td>Word Processing Systems ADM254</td>
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<td></td>
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<td><strong>2</strong></td>
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<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice (Legal) ADM256</td>
<td>8</td>
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<tr>
<td></td>
<td></td>
<td>Legal Procedures III FIN255</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practical Work Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADM240/ADM241 (2 units)</td>
<td>8*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*This is based on eight class contact hours for two units plus what is seen as a reasonable time allocation for private study.</td>
<td></td>
</tr>
</tbody>
</table>

**Associate Diploma in Retail Management**

Course Code: QT
Course Leader: Michael J. S. Collins

Content
This four year part-time course is designed to provide a broad understanding of business principles as they relate to retailing and an
in-depth knowledge of retail theory and practice. It is appropriate for those who seek to develop their retail management skills and prepare themselves for future senior management responsibilities.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE; or,
(b) satisfactory completion of an appropriate TOP, or other Year 12 course of study accredited by CIT; or,
(c) satisfactory completion of the Certificate of Business Studies; or
(d) qualifications and/or experience acceptable to the Admissions Committee,
(e) a minimum of three years relevant experience is normally required.

Intending applicants are advised that
(i) For the present, students with Group 1 subjects are likely to receive preference over those with Group 2 subjects when being considered for selection into courses offered by the David Syme Business School.
(ii) For 1982, students completing a full-time Year 12 course of study accredited by VISE will be required to pass in four subjects including English at one sitting.

Intending applicants who do not meet the prerequisites are referred to Regulation 1 — Admission Requirements. (See Student Manual 1982.)

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

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

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

The normal sequence of subjects will be as follows:
<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Management and People in Organisations ADM113</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td>Accounting Principles in Business ACC196</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>The Economic Environment and the Retail Industry FIN133</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing and Retailing MKT134</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Retail Management I MKT233</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Analysis MAT165</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>Retailing and Consumer Law FIN121</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td>Retail Promotion MKT234</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>1</td>
<td>Retail Distribution and Inventory Management MKT331</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employee Relations and Personnel Development ADM321</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>Financial Control and Information Systems ACC322</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Retail Management II MKT334</td>
<td>4</td>
</tr>
<tr>
<td>4th</td>
<td>1</td>
<td>Retail Project MKT431</td>
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<tr>
<td></td>
<td></td>
<td>Practical Application MKT432</td>
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<tr>
<td></td>
<td>2</td>
<td>Retail Project MKT431</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practical Application MKT432</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**Associate Diploma in Welfare Studies**

Course Code: QW

Course Leader: George M. Clarke

Content

This course is designed to provide academic and practical training for prospective welfare workers. Although the course will concentrate on the provision of service to individuals and family units, students will be given the opportunity to develop skills in working with groups and the systems of the wider community.

Students normally complete the course in two years of full-time study. The course may be completed on a part-time basis over a longer period, normally not more than four years.
Admission Requirements

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

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

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

Applicants must have reached the age of 19 years by 1 January in the year in which studies begin.

Applicants may be required to attend an interview.

Course Structure

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

Normally the course is taken in the following sequence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Psychology PSY101</td>
<td>5</td>
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<tr>
<td></td>
<td></td>
<td>Sociology SOC102</td>
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<td></td>
<td></td>
<td>Welfare Law HUM135</td>
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<td>Welfare Studies HUM131</td>
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<td>2</td>
<td>Psychology PSY102</td>
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<td>Sociology SOC104</td>
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<tr>
<td></td>
<td></td>
<td>Welfare Studies HUM133</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Welfare Psychology HUM239</td>
<td>4</td>
</tr>
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<td></td>
<td>Welfare Studies HUM231</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td>**Welfare Fieldwork and Practice HUM235</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Welfare Sociology HUM241</td>
<td>3</td>
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<td></td>
<td>Welfare Studies HUM233</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**Welfare Fieldwork and Practice HUM237</td>
<td></td>
</tr>
</tbody>
</table>

*For the range of subjects, students should refer to the list of subjects for the BA(MD).

**38 days of practical experience per semester, plus a two-hour seminar each week.
Graduate Diploma in Accounting Course Code: PMI
and Finance Course Leader: Dennis Taylor

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

Recognition
The graduate diploma entitles associates of the Australian Society of Accountants to advance to the level of senior associate.

CIT and the Institute of Chartered Secretaries and Administrators have established co-examining arrangements whereby students may take additional elective subjects towards Institute membership.

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

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

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

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

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

To complete the Graduate Diploma in Accounting and Finance, a student must complete eight semester subjects, including five compulsory core subjects of three hours duration per subject per week. Two subjects are normally studied concurrently per semester. The subjects are undertaken in the order indicated in the course structure below. Intending students should indicate in advance to the Admissions Office the specialisation areas they wish to pursue.
<table>
<thead>
<tr>
<th>Year 1</th>
<th>Finance Option</th>
<th>Accounting Option</th>
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<tbody>
<tr>
<td>Sem.1</td>
<td>*Financial Mgt. ACC674</td>
<td>*Financial Mgt. ACC674</td>
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<tr>
<td></td>
<td>Admin. Studies ADM612 OR</td>
<td>Admin. Studies ADM612 OR</td>
</tr>
<tr>
<td></td>
<td>†Personnel Admin. ADM613</td>
<td>†Personnel Admin. ADM613</td>
</tr>
<tr>
<td></td>
<td>Quantitative Methods FIN692</td>
<td>Quantitative Methods FIN692</td>
</tr>
<tr>
<td></td>
<td>*Institutional Invest. Mgt. FIN665</td>
<td>*Management Planning ACC673</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
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</tbody>
</table>

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

†Advanced Company Law FIN613
†Corporate Secretarial Practice FIN617

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

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

Compulsory core subjects:
Financial Management ACC674
Quantitative Methods FIN692
Corporate Strategy ADM668
together with two restrictive core electives:
One of — Administrative Studies ADM612
Personnel Administration ADM613
One of — Institutional Investment Management FIN665
Management Planning ACC673
Graduate Diploma in Advanced Typography  
Course Code: PQ1  
Course Leader: Jack Larkin

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

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

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

Admission Requirements
To qualify for entry a student should hold one of the following:
- Diploma of Art and Design (Graphic Design)
- Bachelor of Arts (Graphic Communication)

Applicants with alternative or equivalent qualification will be considered on their merits.

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

Graduate Diploma in Agribusiness  
Course Code: PA1  
Course Leader: refer Head of Department

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

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

A minimum of three years work experience is also required.

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

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

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

This course is presently subject to review and will not be offered in 1982.

Graduate Diploma in Applied Numerical Analysis

Course Code: PN1
Course Leader: Ken Mann

Content

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

Admission Requirements

An approved degree or diploma in science or engineering, which includes a pass in a suitable second year mathematics subject or its equivalent. Appropriate vocational experience may form a suitable foundation for the course. Entry via this alternative will require a recommendation from the Head of the Mathematics Department to the CIT Admissions Committee.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Linear Algebra MAT603</td>
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<tr>
<td></td>
<td></td>
<td>Mathematical Modelling and Approximations I MAT604</td>
<td>3</td>
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101
<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>Nonlinear Systems and Numerical Calculus MAT605</td>
<td>3</td>
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<tr>
<td></td>
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<td>Differential Equations and Data Analysis MAT606</td>
<td>3</td>
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<tr>
<td>2nd</td>
<td>1</td>
<td>Partial Differential Equations MAT607</td>
<td>3</td>
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<tr>
<td></td>
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<td>Finite Element Analysis MAT608</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Mathematical Modelling and Approximations II MAT609</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Further Numerical Topics MAT610</td>
<td>3</td>
</tr>
</tbody>
</table>

Students are required to complete a major project during the third and fourth semesters.

**Graduate Diploma in Applied Polymer Science**

**Course Code:** PL1

**Course Leader:** Kevin R. Chynoweth

**Content**

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

**Admission Requirements**

This course is designed for scientists employed in polymer processing industries (plastics, fibres, rubber, surface coatings, adhesives). It is primarily intended to attract graduates and diplomates in Chemistry. However, graduates with suitable backgrounds in other science and engineering areas will be considered by the CIT Admissions Committee.

**Course Structure**

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polymer Structure and Synthesis CHE611</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Polymer Characterisation CHE612</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Polymer Degradation and Thermodynamics CHE613</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Polymer Processing CHE614</td>
<td>8</td>
</tr>
</tbody>
</table>
Graduate Diploma in 
Applied Psychology

Course Code: PY5
Course Leader: Arthur E. Crook

Content
This course has been designed to:

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

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

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

Admission Requirements
A degree with an accredited major in Psychology.

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

The six subjects are:
Psychology (Psychological Assessment) PSY401
Psychology (Changing Behaviour) PSY402
Psychology (Multivariate Data Analysis) PSY403
Psychology (Professional Experience) PSY404
Psychology (Professional Experience) PSY405
Psychology (Applied Research Project) PSY406

Syllabuses for individual subjects are contained under Subject Synopses under the heading Psychology.

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

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

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

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

Graduate Diploma in Ceramic Design

Course Code: PE1
Course Leader: Lindsay Anderson

Content

This is a one year full-time course which can be studied part-time over two consecutive years. Applicants must have relevant experience in their chosen field of study.

The course is suited to those who wish to pursue, at a higher level, a special area of study taken in their undergraduate course. The course of study to be undertaken will be planned by the student and his tutor and presented to the Dean and the assessment panel for their approval. Applicants may undertake a program in one of the following areas: Ceramic Technology, Design for Ceramics; or Studio Practice in Clay and Glaze, Glass, Concrete, or Architectural Ceramics.

Admission Requirements

To qualify for entry, the applicant should hold one of the following diplomas or an equivalent qualification from another tertiary college.

(a) Diploma of Art and Design (Ceramic Design)
(b) Bachelor of Arts (Ceramic Design)

Applicants who hold an Associate Diploma of Art and Design (Ceramic Design) will be considered for the course if they have professional experience and a demonstrated ability to study at this advanced level. Applicants with any of the above qualifications may be required to undertake bridging studies to equip them to begin this post-graduate program.

Graduate Diploma in Community Education

Course Code: PB5
Course Leader: Jim Ross

Content

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

Admission Requirements

The normal entry level is a three year undergraduate course. Some places will be made available to applicants whose training and experience are judged as appropriate to the course and equivalent to the normally prescribed qualifications.
Course Structure
To complete the Graduate Diploma in Community Education, a student must complete 11 semester subjects. Three subjects are normally studied concurrently per semester with one subject option, namely interpersonal and socio-cultural communication studies or teaching methods. The final semester of the course is devoted primarily to fieldwork. The normal subject progression is shown below.

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

Graduate Diploma in Computing and Information Systems

Course Code: PC1
Course Leader: Peter Torokfalvy

Content
This two year part-time course builds on a previous course such as the Bachelor of Applied Science (EDP) or the Graduate Diploma in Data Processing. The course offers advanced study in computer programming, systems analysis and design, and information storage and retrieval.
Admission Requirements
The minimum entry standard is a recognised degree or graduate qualification in computing and/or data processing, or equivalent. Consideration may be given to an applicant who has a relevant diploma plus work experience, or who has relevant professional qualifications and experience, and is occupying a higher level position in electronic data processing. In some cases an applicant may be required to undertake a bridging course to bring him up to the required entry standard.

Course Structure
A student will be required to take eight semester subjects. Each subject involves four hours class contact per week for one semester. To complete the course a student must accumulate eight (8) credit points by passing:

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

Total 8 credit points

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Information Storage and Retrieval EDP623</td>
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<tr>
<td>Analysis and Design EDP622</td>
<td>1</td>
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<tr>
<td>Programming Systems EDP624</td>
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<tr>
<td>Computer Systems EDP620</td>
<td>1</td>
</tr>
<tr>
<td>Systems Theory EDP621</td>
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<tr>
<td><strong>Advanced Subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Information Storage and Retrieval EDP630</td>
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</tr>
<tr>
<td>Analysis and Design EDP627</td>
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<tr>
<td>Systems Theory EDP625</td>
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<tr>
<td>Information Storage and Retrieval EDP631</td>
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<tr>
<td>Programming Systems EDP629</td>
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<tr>
<td>Systems Theory EDP626</td>
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<tr>
<td><strong>Project Areas</strong></td>
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</tr>
<tr>
<td>Information Storage and Retrieval EDP634</td>
<td>2</td>
</tr>
<tr>
<td>Programming Systems EDP633</td>
<td>2</td>
</tr>
<tr>
<td>Systems Theory EDP632</td>
<td>2</td>
</tr>
</tbody>
</table>

Graduate Diploma in Data Processing
Course Code: PPI
Course Leader: John V. Daly

Content
This course is available for both full-time and part-time study, and is
designed to give students who have a tertiary qualification in another area a sound general education in the field of data processing.

Admission Requirements
An approved degree or diploma, or equivalent.

Course Structure
Students must pass six subjects from the following list. No exemptions are granted.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Average hours per week (over the year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Computer Programming EDP600</td>
<td>4</td>
</tr>
<tr>
<td>*Systems EDP602</td>
<td>4</td>
</tr>
<tr>
<td>Computer Programming EDP601</td>
<td>4</td>
</tr>
<tr>
<td>Systems EDP603</td>
<td>4</td>
</tr>
<tr>
<td>Systems EDP604</td>
<td>4</td>
</tr>
<tr>
<td>Digital Computer Equipment ELE681</td>
<td>4</td>
</tr>
<tr>
<td>Analogue Computer Techniques ELE680</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics and Numerical Methods MAT621</td>
<td>3</td>
</tr>
<tr>
<td>Systems EDP605</td>
<td>4</td>
</tr>
<tr>
<td>Modern Computer Systems EDP606</td>
<td>4</td>
</tr>
</tbody>
</table>

*These subjects should be passed before a student can proceed to other selected subjects: this condition may be waived at the discretion of the head of department.

Graduate Diploma in Engineering Tribology

Course Code: PT
Course Leader: W. F. Wiles

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>1st</td>
<td>Mathematics MAT651</td>
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</tr>
<tr>
<td></td>
<td>Fluid Dynamics MEC610</td>
<td>1</td>
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<tr>
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<td>Machine Health Monitoring CHE621</td>
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<tr>
<td></td>
<td>Applied Science Practical CHE622</td>
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<tr>
<td></td>
<td>Surface Mechanics Friction and Wear MEC611</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Numerical Analysis and Computation Techniques MAT652</td>
<td>-</td>
</tr>
</tbody>
</table>
Graduate Diploma in Course Code: PF
Fine Art Course Leader: Leon Morrocco

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

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

Admission Requirements
To qualify for entry a student should hold one of the following:
(a) Diploma of Art and Design (Fine Art), or
(b) Bachelor of Arts (Fine Art)

Applicants with alternative or equivalent qualifications will be considered on their merits. It is expected that most potential students will have had some relevant experience in the practice of the arts.

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

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Planning for Transportation Systems CIV670</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Highway Design CIV671</td>
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<td>Construction Planning CIV672</td>
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<td>Project CIV673</td>
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<td></td>
<td>Traffic Engineering CIV674</td>
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<td></td>
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<td>Bridge Engineering CIV675</td>
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<td></td>
<td>Pavement Design CIV676</td>
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<td></td>
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<td>Hydrology and Drainage CIV677</td>
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<td>Project CIV673</td>
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<tr>
<td></td>
<td></td>
<td><strong>Highway Elective Stream</strong></td>
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<tr>
<td>2nd</td>
<td>1</td>
<td>Bridge Engineering CIV679</td>
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</tr>
<tr>
<td></td>
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<td>Highway Construction CIV680</td>
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<td>Project CIV681</td>
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<tr>
<td>2</td>
<td></td>
<td>Geotechnical Engineering CIV682</td>
<td>3</td>
</tr>
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<td></td>
<td></td>
<td>Highway Design CIV683</td>
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<td>Project CIV681</td>
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<td><strong>Traffic Elective Stream</strong></td>
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<td>Traffic Flow Theory CIV685</td>
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<td>Systems Analysis CIV686</td>
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<td></td>
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<td>*Advanced Statistics MAT631</td>
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<td>*Computer Aided Design CIV687</td>
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<td>Transportation Engineering CIV689</td>
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<td>Regional and Urban Planning CIV690</td>
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<td>Traffic Engineering CIV691</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Project CIV681</td>
<td>2</td>
</tr>
</tbody>
</table>

*Electives, one of two to be selected.

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## Graduate Diploma in Marketing

**Course Code:** PJ1  
**Course Leader:** George Papasavvas

### Content

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

### Admission Requirements

An approved degree or diploma, or equivalent. Candidates are required to have passed a statistical component in their tertiary qualification or in an
equivalent course. Where this is not the case, candidates will be required to undertake a preliminary statistics subject.

A minimum of five years relevant business experience is also required.

**Course Structure**

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

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

**First Year:**

Semester

1. Marketing Theory and Practice MKT616
   Buyer Behaviour MKT611
2. Marketing Research and Forecasting MKT612
   The Management Process ADM641

**Second Year:**

*Marketing Management Stream:*

Four units from the following:

Marketing Communication Strategies MKT626
Sales Management MKT628
Marketing Financial Control ACC680
Product Management MKT627
Competition and Consumer Law FIN615
Marketing in Foreign Environments MKT634

*Marketing Research Stream:*

Marketing Research Practice MKT629
Analysis in Marketing MKT631
Behavioural Applications in Marketing Research MKT632
Advanced Marketing Research Analysis MKT633

**Graduate Diploma in Physical Distribution Management**

Course Code: PD
Course Leader: Rollyn Graham

**Content**

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

Admission Requirements
An approved degree or diploma or equivalent, together with relevant business experience.

A candidate who does not have an appropriate statistical component in an undergraduate qualification is required to take an additional single subject (Basic Statistics MAT661) during the first semester of first year.

Course Structure
The course consists of two years part-time study comprising eight 14 week semester subjects, each requiring three class hours per week.

Considerable emphasis is placed on discussion and debate in the form of syndicate and seminar work. Students are expected to devote a minimum of three hours per week per subject in private study or assignment work. Assessment is based on a combination of assignments, class participation and examinations.

A student must submit a written paper based upon research begun in second year before the award of the Graduate Diploma.

Candidates must complete two compulsory core units listed for the first year of the course before being eligible to take second year core subjects.

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

Electives*
Techniques of Materials Handling MKT645
Decision Making Techniques MAT662
Applied Operation Research MAT664
Techniques of Forecasting MAT663
Computer Programming EDP690
System Analysis and Design EDP691
Investment Analysis and Portfolio Management FIN663
Accounting and Budget Planning ACC682
Macroeconomics FIN653
Transport Economics and Spatial Analysis CIV654
Marketing Theory and Practice MKT671
Personnel Administration ADM631
Graduate Diploma in Process Computer Systems (part-time)  

Course Code: PC  
Course Leader: Max L. Telfer

Content

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

Admission Requirements

A degree or diploma in engineering or applied science.

Course Structure

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

Graduate Diploma in Process Plant Project Engineering

Course Code: PH  
Course Leader: L. Wyatt

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

Admission Requirements
An approved degree or diploma.

Course Structure

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

Graduate Diploma in Secretarial Studies

Course Code: PSI
Course Leader: Hazel A. Ryan

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

Admission Requirements
An approved degree or diploma.

Assessment
Satisfactory completion of ten subjects and a research paper.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Shorthand ADM663</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Basic Typewriting ADM664</td>
<td>6</td>
</tr>
</tbody>
</table>
Content
This two year part-time course offers specialist training for qualified engineers who are involved in using computers for structural analysis and design. This course involves attendance at classes for approximately four hours per week.

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

Course Structure

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

*Subject to be taught by the Department of Electronic Data Processing.
Graduate Diploma in Water Science
Course Code: PK1
Course Leader: Barry T. Hart

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

Admission Requirements
A degree or diploma in science or engineering.

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

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

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

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

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

Course Structure
To obtain this diploma, a student must complete nine semester subjects.
Two subjects are normally studied concurrently per semester with a project design and implementation spread over the entire course. The normal subject progression is shown below.

<table>
<thead>
<tr>
<th>Years</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Organisational Structures and Processes in Welfare Systems SOC421</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Welfare Industry SOC422</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Design and Initiation SOC425</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Welfare Administration SOC423</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Budgeting and Accounting SOC424</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Design and Initiation SOC425</td>
<td>1</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Social Policy and Planning SOC426</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Program Evaluation and Research in Welfare SOC427</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Project Implementation SOC429</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Management in Welfare SOC428</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Project Implementation SOC429</td>
<td>4</td>
</tr>
</tbody>
</table>
MASTER DEGREES

Postgraduate study, by research project and thesis, leading to a Master degree in Applied Science, Arts, Business or Engineering is available at CIT.

Normally, the course requires at least two years full-time, or equivalent part-time study (except for those with a high standard four-year qualification where the period of candidature may be shortened to one year).

The first year is a preliminary program to raise the level of the candidate’s knowledge of the theoretical principles and practices underlying his chosen field of research, and to introduce him to the techniques of research methodology. Subject to his completing the preliminary study program satisfactorily, in the second year the candidate is permitted to proceed with his research project and thesis. At the discretion of the Higher Degrees and Research Committee, the preliminary year may be either waived or shortened.

The standard required for entry to the preliminary course of study is a degree or diploma of an approved institution, plus appropriate employment experience. Applications must be submitted to the Academic Registrar and must be approved by the Higher Degrees and Research Committee of CIT before being forwarded for ratification by the Victorian Post Secondary Education Commission (VPSEC).

Preliminary study courses and research supervision can be provided for a large number of fields and particularly within the specialisations listed below.

Master of Applied Science

Course Code: MS5

Applied Physics — acoustics, instrumentation and materials.
Chemistry — water sciences, aquatic biology, applied electro-chemistry, manufacture of synthetic drugs, polymer chemistry and surface chemistry.

EDP — the organisation of large data systems; data processing in small businesses; data communications systems; the architecture of data processing systems; theory of systems; the design of operating systems; the design and application of ‘intelligent’ systems; machine-assisted management systems.

Mathematics — mathematical modelling of large physical systems; models of the patterns of deposition of strontium 90 in Australia; of power production systems in Victoria; of rainfall runoff.

Master of Arts

Course Code: MA

Applied Psychology — applied experimental psychology; developmental, forensic, occupational, and organisational psychology; stress and stress management, and skilled performance.

Applied Sociology — social theory; deviance; community relations; adolescence; religion; minority groups; organisations.
Communication Studies — Social psychology of communications; telecommunications in education.

Political Studies — the Labour Movement in Australia in the 20th Century; Australian State politics; political implications of the 1930s depression; war and morality; natural rights; post—1949 politics of the Chinese Communist Party and army.

Master of Business

Accounting — all areas.

Finance and Law — studies relating to the determination of factors affecting borrowing and lending policies in the finance industry; portfolio theory; efficient capital market research.

Marketing — all areas of general marketing; agribusiness; retailing; physical distribution management.

Master of Engineering

Civil — transportation economics; traffic flow; road safety; design of steel structures; finite elements in fluids and structures; limit state design of highway bridges; soil and rock engineering; public health.

Electrical and Electronic — avionics; communications; electric power.

Mechanical — the mechanics of fluids, machines, materials and solids, and thermodynamics.

Industrial — methods engineering; operations research; work place layout; ergonomics.

More information may be obtained from the Secretary, Higher Degrees and Research Committee, 573 2291.
SUBJECT SYNOPSES

A

ACCOUNTING ACC210
A course of one hour lecture and three hours tutorial and case work per week for one semester.

Prerequisites: Accounting and Finance ACC101 and ACC102. It is desirable that Quantitative Applications for Business ACC201 be taken before or concurrently with this subject.

Syllabus: Management accounting techniques for planning, cost control, and product costing.
Detailed study of standard and historical costing for job and process systems; inventory control.

References:

ACCOUNTING ACC218
The course will average two hours of tutorials, one hour of lecture and one hour of laboratory work per week for one semester.

Prerequisite: Accounting ACC217.

Syllabus: The growth of multi-company organisations including financial and legal aspects, accounting for takeovers, mergers, absorptions and amalgamations. Reporting of financial operations for subsidiary and associated companies including problems associated with conglomerates.

References:
HUGGAN, N., Student Guide to Intercorporate Investments, latest edition, CIT publication.

ACCOUNTING ACC320
A course of one hour lecture and three hours tutorial and case work per week for one semester.

Prerequisites: A pass in Accounting ACC321 and Quantitative Applications for Business FIN201.

Syllabus: Corporate planning and control, financial ratios, takeovers, production scheduling and quality costs.
ACCOUNTING ACC321

A course of one hour lecture and three hours tutorial and case work per week for one semester.

Prerequisite: Accounting ACC210, and it is desirable that Quantitative Applications for Business ACC201 be taken concurrently or before the study of this subject.

Syllabus: Budgetary and standard costing systems, and rate of return measures for enterprise control and performance evaluation. Cost-volume profit and other cost analysis for decision making.


ACCOUNTING ACC324

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisites: Accounting ACC217 and Accounting ACC218.

Syllabus: The objects of audits; principles of internal control and the use of flow charts and questionnaires in its evaluation; audit of balance sheets and revenue statements; the audit reports; statistical sampling; audit of EDP installations; appointment and dismissal of auditors; auditors’ duty, rights and liabilities; investigations; professional ethics.

References:
The Institute of Chartered Accountants in Australia and/or Australian Society of Accountants, Statements of accounting and auditing standards, and auditing practice etc.

ACCOUNTING ACC327

A course of four hours per week for one semester consisting of an average of one one-hour lecture, and one one-hour case study and two hours of tutorials.

Prerequisite: A pass in Accounting ACC217 is essential and it is highly desirable to have passed Accounting ACC218.

Syllabus: Basic financial accounting theory; financial accounting reports — underlying concepts and their limitations; analysis and interpretation; funds statements; the uses and limitations of analysis and interpretation. Selected contemporary issues and problems associated with financial reporting.
ACCOUNTING ACC328

A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars, or alternatively four hours of class instruction.

Prerequisite: Accounting ACC327.


References:

ACCOUNTING FIN392

A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

Prerequisites: Business Law FIN111 and normally Accounting ACC217 will be required. Business Law FIN113 is desirable.

Syllabus: The course will cover incidence of income tax, income recognition, deductions and rebates, classes of taxpayers, double tax agreements, returns and assessments, payment of tax, appeals and objections, sales and payroll tax.

References:
Australia, Income Tax (international agreements) Act.
Australia, Sales Tax Act.
ACCOUNTING AND BUDGET PLANNING ACC682

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

ACCOUNTING AND FINANCE ACC101

A course of four to six hours instruction per week for one semester. Students may be offered alternative learning paths including lectures/tutorials, teaching classes and laboratory sessions. 
Prerequisite: Nil. 
Syllabus: The aim of this course is to develop an accounting framework for the firm by developing the fundamental concepts related to reporting and to provide a training in the techniques of collecting, classifying and presenting financial information. 
Assessment: The PQ grading will apply.*
References: 
*Pass. No higher grade is available in this subject.

ACCOUNTING AND FINANCE ACC102

A course of four hours instruction per week for one semester. Students may be offered alternative learning paths including lectures/tutorials, teaching classes and laboratory sessions. 
Prerequisite: Accounting and Finance ACC101. 
Syllabus: To extend the basic accounting framework treated in Accounting and Finance ACC101 by developing the ability of the student: 
(a) to record and report changes in capital structure (including distribution
of profits) of partnerships and companies; and to prepare final accounting reports for companies and partnerships;
(b) to understand and apply the basic principles underlying funds statements, and the tools of financial analysis and interpretation;
(c) to understand and apply the basic tools of business finance.

References: To be advised.

ACCOUNTING AND FINANCE ACC240
A course of a two hour lecture and two hours tutorial and case work per week for one semester.

Prerequisite: A pass in Accounting and Finance ACC102.

Syllabus: The subject is designed to develop the basic techniques of managerial accounting for an enterprise, with particular reference to cost behaviour and the development and use of relevant accounting data for management decision making. Topics covered include cost concepts, behaviour, and classification, job and process costing, inventory valuation, accounting for overhead, standard costing, cost-volume profit analysis and contribution analysis.

References:
Accounting & Finance ACC240 Lecture Notes and Tutorial Questions, CIT Publication.

ACCOUNTING AND FINANCE ACC247
A second year degree subject with class contact of four hours per week which will comprise a lecture and a tutorial.

Prerequisite: Admission to the degree course with a pass in ACC102. FIN319 must have been passed or be taken concurrently.

Syllabus: The nature, purpose and preparation of company accounts including the associated professional, legal and stock exchange requirements. The subject considers reporting for subsidiary and associated companies including corporate joint ventures. Limitations of contemporary reporting.

References:
Victorian Companies Act, latest ed., CCH or Government Printer.

ACCOUNTING AND FINANCE ACC248
A second year second semester unit of four hours per week class contact consisting of lectures, tutorials and laboratory sessions as appropriate.

Prerequisite: A pass in Accounting and Finance ACC247 will normally be required.

References:

ACCOUNTING AND FINANCE ACC269
Prerequisite: A pass in Accounting and Finance ACC247 will normally be required.
Syllabus: Attention is focused on contemporary issues and problems associated with financial reporting. Topics relating to extensions to disclosure include segmented financial reports, accounting for intangibles and leasehold property, topics relating to contemporary practice include extractive industry reporting, foreign operations; topics relating to alternative reporting dimensions include social accounting, reporting to employees. Also considered is computerised systems design for financial reporting.

References:

ACCOUNTING AND FINANCE ACC291
A course of four hours per week for one semester.
Prerequisites: Passes in Accounting and Finance ACC101, Accounting and Finance ACC102, Business Law FIN111 and Business Law FIN113.
Syllabus: The accounting entity; the corporate form of business organisation; the formation of a company; the operation of a company. Accounting for and reporting the operations of a company, including legal requirements; recommendations of accounting bodies; stock exchange requirements and selected contemporary issues and problems associated with such accounting and reporting.

References:
JOHNSTON, T. R., JAGER, M. O., & TAYLOR, R. B., Company Accounting, the law and practice in Australia, latest ed., Butterworth.
Victorian Companies Act, latest ed., CCH or Government Printer.

ACCOUNTING AND FINANCE ACC350
A course of a two hour lecture and two hours tutorial and case work per week for one semester.
**Prerequisite:** A pass in Accounting and Finance ACC240.

**Syllabus:** The subject is designed to develop the concept of an integrated financial system for multi-division firms. Topics covered include planning and control systems, corporate goals and objectives, divisional performance, residual income and rate of return measures, transfer pricing, budgetary control and profit planning.

**Reference:**

**ACCOUNTING AND FINANCE ACC360**

Four hours class contact per week for one semester.

**Prerequisite:** Successful completion of all first and second year compulsory subjects.

**Syllabus:** Corporate financial objectives, financial planning and forecasting, financial mathematics, working capital management, capital budgeting, financing decisions, capital markets and introduction to portfolio theory.

**References:**

**ACCOUNTING APPLICATIONS FOR MARKETERS ACC290**

A course of two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.

**Prerequisite:** Accounting and Finance ACC102.

**Syllabus:** The subject aims to give marketers an appreciation of the financial implications of marketing decisions. Topics covered include cost behaviour, break even analysis and incremental profit analysis for decision making. The relationship between marketing strategies and financial resource requirements will be investigated and management control techniques applicable in a marketing environment will be reviewed.
References:

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

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

ACCOUNTING PRINCIPLES ACC297
A course of four hours instruction per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of the course is to provide students with a basic understanding of accounting principles and procedures to assist them in analysing and interpreting financial reports.
References:
ACCOUNTING PRINCIPLES IN BUSINESS ACC196
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This course provides students with an understanding of the
basic accounting information flows and concepts. It examines the
accounting framework, accounting reports and processes, applications to
retailing, retail inventory and contribution accounting, interpretation of
financial statements and design of retail accounting systems. It will be
taught by lectures, tutorials, case studies and practical work.
References:
MAHONEY, D., Profit Determination and Balance Day Adjustments,
VCTA, 1979.
MAHONEY, D., Accounting for Fixed Assets & Depreciation, VCTA,
1979.
MAHONEY, D., Accounting for Inventories, VCTA, 1979.
HOLMES, G. & CLARKE, A., Analysis & Interpretation of Financial

ACCOUNTING SYSTEMS ACC230
A one semester unit of two hours of lectures and two hours of tutorials per
week.
Prerequisite: All second year accounting core units either completed or
taken concurrently.
Syllabus: Business systems model and basic document flows; information
requirements of business organisations; system development procedures
and controls; alternative methods of processing.
References:
ELIASON, A. & KITTS, D. K., Business Computer Systems and
O'BRIEN, J. A., Computers in Business Management: an introduction,
ORILLIA, L. S., STERN, N. & STERN, R. A., Business Data Processing
RANDALL, C. B. & BURGLEY, S. W., Systems and Procedures for
Business Data Processing, South-Western, 1968.

ACCOUNTING THEORY ACC238
A course of four hours per week for one semester consisting of two hours
of lectures and two hours of seminars, or alternatively four hours of class
instruction.
Prerequisite: Pass in Accounting ACC327 will normally be required.
Syllabus: Basic concepts of accounting; historical development of
accounting and accounting theory; terminology and methodology of accounting theory; the application of accounting concepts to the solution of specific problem areas and the attempted resolution of controversies.

References:
The Institute of Chartered Accountants and/or The Australian Society of Accountants, *Statements of Accounting Standards*.

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

**ACCOUNTING THEORY ACC601**
A course of three hours per week for one semester.
Prerequisite: No formal prerequisite is required: however, a sound basic knowledge of financial accounting is assumed.
Syllabus: Basic concepts and methodology of financial accounting theory. Problems and controversies such as accounting for: price-level changes; leases; deferred tax; goodwill; business combinations; human resources; diversified companies; extractive industries; overseas subsidiaries and governments. The practical application of accounting theory will be emphasised.
Texts:
Institute of Chartered Accountants in Australia, *Statements on Accounting Practice*.
References:

**ADMINISTRATION AND MARKETING COMMUNICATION MKT392**

A course for degree students of two hours per week for two semesters, with an additional one hour tutorial for one semester. This subject may constitute the theme for the degree research paper.

*Prerequisite:* Satisfactory completion of the third year degree studies in Graphic Communication with MKT292.

*Syllabus:* Promotion and the relationship with the marketing mix. Consumer motivation and behaviour in terms of communication requirements and in-depth study of the function of advertising.

*Assessment:* The research paper will be assessed by the examination panel. Also one test and four written assignments are required.

**ADMINISTRATIVE COMMUNICATION ADM264**

A course of four hours per week for one semester.

*Prerequisite:* Organisational Behaviour and Performance ADM231.

*Syllabus:* Content of the course is designed principally to improve verbal skills in a business context. Areas covered include communication theory and practice, workshops in oral communication, persuasive communication, interviewing techniques and the preparation and presentation of action-oriented reports.

*Preliminary Reading:*

*References:*
Specific reference materials will be advised in first class.

**ADMINISTRATIVE POLICY ADM333**

Four hours per week for one semester.

*Syllabus:* Determining company strategy: analysing the dynamic environment, identifying relative strengths of a company, selecting company strategy, defining major policy; marketing policy — product line and customers, production policy, personnel and industrial relations policy, financial policy — allocating capital.

Organising for action: grouping activities for effective action, organisational relationships, board of directors and central management organisation.
Guiding the execution; short-range and long-range programming, activating.

Assessment: By assignment and a final examination.

References:

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

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

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

**ADMINISTRATIVE STUDIES ADM412**

A course of two one hour lectures and one two hour tutorial per week for one semester.

*Prerequisites:* Contemporary Business ADM111.

*Syllabus:* This subject gives an overview of the organisation at work. As such students will examine the components of an organisation model including individual and group behaviour, the impact of technology, the environment, particularly related to the survival and decision making activity of the organisation.

*References:* To be advised.

**ADMINISTRATIVE STUDIES ADM611**

A course of three hours per week for one semester.

*Prerequisite:* Nil.

*Syllabus:* Students will be introduced to the broad sweep of organisation theory, concentrating on its rationale, evolution and major contributors, and modern perspectives.

*References:*

**ADMINISTRATIVE STUDIES ADM612**

A course of three hours per week for one semester.

*Prerequisites:* Nil

*Syllabus:* The program is designed to help students identify the key aspects of current management practice. In doing this they are encouraged to develop a critical approach to the various theories and principles that appear in management texts. There are two principal objectives: the first is to find methods of application of managerial principles to current work environments, the second is to develop skills in working as an investigatory management team.

*Texts:*
References:

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

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

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

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References: To be advised.

ADVANCED STATISTICS MAT631
A course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Probabilistic model building using engineering based data; statistical inference, parameter estimation and significance tests; quality assurance, control charts and acceptance sampling; simulation, monte-carlo methods, random variate generation; regression analysis, linear and non-linear models; experimental design and analysis of variance; estimation of extreme values.

References: To be advised.

AESTHETICS/PHILOSOPHY AND ART ART270
This course is offered for students majoring in either practical or theoretical areas of the degree and diploma, but it may not be available every year. It consists of two hours of lectures and a two-hour tutorial-seminar for one semester.

Prerequisite: First year of degree or diploma course in Fine Art.

Syllabus: The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art forms. It is a study of the translation of common experience into visual or creative expression and the aesthetic premises involved.

The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.

Assessment: By assignment and class papers.

References: To be advised.

AESTHETICS/PHILOSOPHY AND ART ART342
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for one semester.

Prerequisite: Second year of the Bachelor of Arts (Fine Art).

Syllabus: This subject is offered as an alternative related study for the third year student majoring in areas other than liberal studies. This subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art
forms. It is a study of the translation of common experience into visual or creative expression and the aesthetic premises involved. The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.

Assessment: By assignment and class papers.

References: To be advised.

AGRIBUSINESS MKT662

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisite: Nil.


References:
DAVIS, J. H. & GOLDBERG, R. A., A Concept of Agribusiness, Graduate School of Business, Harvard University, 1951.

AGRIBUSINESS MKT672

A course of two hours of lectures and two hours of tutorial/seminars per week for one semester.

Prerequisite: Agribusiness MKT662.

Syllabus: A detailed consideration of the management of each of the major Australian food and fibre commodity systems.

References:

AGRIBUSINESS MKT673

A course of one semester. The student will work on a selected thesis topic. Student/staff consultations and seminars will occupy three hours per week during the semester.
Prerequisites: Agribusiness MKT662.
Syllabus: The objectives of this subject are to enable the student to strengthen his/her knowledge and skills in a particular area of agribusiness management or finance.
References: To be determined by the thesis topic.

AGRICULTURAL MARKETING MKT663
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing Theory and Practice MKT671 and Agribusiness MKT662.
References:

AIRBORNE INSTRUMENTATION ELE471
A course of four hours per week for one semester.
References:
VAN SICKLE, N. D., Modern Airmanship, Van Nostrand, 1957.

ANALOGUE COMPUTER TECHNIQUES ELE680
A course of four hours of lectures and practical work per week.
Prerequisite: Mathematics MAT151 or equivalent.
Syllabus: Computation elements; solution of differential equations on analog portion of hybrid computer; hybrid computer configurations; interface requirements in a hybrid computer; automatic operation of a hybrid computer; solution of partial differential equations on hybrid; generation of functions of a variable, and of time; simulation of transfer
functions; application of hybrid computer to problems in science and engineering.

References:

ANALYSIS AND DESIGN EDP622
A course of four hours per week for one semester.
Prerequisite: Required entrance level.
Syllabus: Review and explanation of work on system documentation techniques including trends towards automation; study of structured analysis and design approaches with a view to ease of implementation, maintenance and documentation; structure and control of the systems project team — scheduling, progress monitoring; evaluation of systems, estimation of costs and equipment needs and staffing.
References:
Relevant research papers.

ANALYSIS AND DESIGN EDP627
A course of four hours per week for one semester.
Prerequisite: Systems Analysis and Design EDP622.
Syllabus: Selection of computer hardware to satisfy various system specifications, including performance estimates and cost/benefit analysis; design calculations for real time systems including 'tuning' a real time system — queueing calculations and simulation; practical work to include measurement of 'live' systems.
References:
Relevant research papers.

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ANALYSIS IN MARKETING MKT631
A course of three hours workshop per week for one semester.
Prerequisite: Marketing Research and Forecasting MKT612.
Syllabus: This course provides an appreciation of marketing information systems and quantitative techniques of data organisation and analysis. Students are required to work on the practical exercises in analysis and interpretation of actual data. The course also covers the development of market-specific models oriented towards forecasting.
References: To be advised.

ANALYTICAL METHODS OF PHYSICS PHY225
A course of two hours theory and one hour tutorial per week for two semesters.
Prerequisite: It is recommended that students have at least attempted Mathematical Methods MAT205.
Syllabus: Experimental analysis; optics; electronics, information retrieval; wave propagation in isotropic and anisotropic media; statistical mechanics; theory of feedback; general tensors.
References: To be advised.

ANTENNAE AND PROPAGATION ELE460
A course of four hours per week for one semester.
Syllabus: General properties of antennae, the current element, the Dipole, travelling wave antennae, arrays, impedance, earth planes, frequency independent antennae, special purpose antennae, ground wave and ionosphere propagation.

APPLIED CHEMISTRY CHE229
A course of four hours lectures and four hours practical work per week for two semesters.
Prerequisite: Completion of first year. To be taken only in conjunction with CHE225.
References: To be advised.

APPLIED CHEMISTRY CHE339
A course of five hours lectures and five hours practical work per week for two semesters.
**Prerequisite:** CHE225, CHE229. To be taken only in conjunction with CHE335.


**References:** To be advised.

**APPLIED INVENTORY THEORY MKT646**

A course of three hours per week for one semester.

**Syllabus:** This unit further develops the theory of inventory management in a distribution system. Topics will include: economic order quantities and cycles under seasonal variations and uncertainty; use of forecasts; influence of market demand and production planning; computer modelling.

**References:**

**APPLIED MATHEMATICS MAT201**

A course of six hours per week for two semesters. Credit will not be given for both this subject and Mathematical Methods MAT205.

**Prerequisites:** Mathematics MAT102 and Mathematical Methods MAT101.

**Syllabus:** Fluid dynamics and modelling techniques including vectors, vector calculus, introduction to cartesian tensors, physical properties of fluids, governing equations of fluid motion, Navier-Stokes equation developed from analogy with simple shear flow, some exact solutions of the Navier-Stokes equation.

Differential equations including Fourier series, Laplace transforms, special functions defined by differential equations, boundary value problems, separation of variables, numerical solution.

System dynamics. Linear control theory including feed-back characteristics, sensitivity, transient response, stability criteria, time domain analysis. Analogue computer techniques.

**References:**

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APPLIED MATHEMATICS MAT301

A course of six hours per week for two semesters.

Prerequisite: Applied Mathematics MAT201.

Syllabus: This course emphasises the setting up of mathematical models which describe a wide range of physical problems and the techniques of determining approximate and exact solutions of these problems. Techniques are introduced through case studies of applications.

A selection of the following topics will be offered:
- Continuum mechanics
- Partial differential equations
- Optimisation concepts and search techniques
- Mathematical modelling
- Approximate methods
- Viscous flow, boundary layers and vortex dynamics
- Hydrodynamic lubrication.

References:

APPLIED MECHANICS MEC123

A course of three hours of lectures per week and two hours of laboratory work per fortnight throughout the year.

Prerequisite: As prescribed under Admission Requirements to First Year.

Syllabus: Mechanics of Machines: Application of Newton's laws, units, inertia force, inertia couple, D'Alembert's principle, free body diagrams, combined linear and angular systems; non-uniform acceleration systems; energy work and power, kinetic and potential energy, conservation of energy; momentum, linear and angular systems, impulse and impact; friction, static and kinetic, inclined plane, screw application, friction in accelerated systems, mechanisms, instantaneous centre, relative velocity, external forces. Mechanics of solids: external force systems; plane statics, light plane frames, heavy frames, simple three-dimensional force systems. Internal forces in beams and shafts; thrust, shearing force, bending moment, twisting moment.

Analysis of stress and strain: load-deflection relationships, relationship between stress and strain, elastic constants strain energy. Application of strength of materials theory: thin walled pressure vessels, simple connections (riveted and welded), compound bars, thermal strain, bending on beams, deflection of beams (moment area method), eccentric loading in the rods and short struts, torsions of circular shafts.

References:

**APPLIED MECHANICS MEC131**
A course of three hours of theory per week and two hours of laboratory per month for two semesters.


*References:*

*Semester 2 Syllabus:* Basic dynamics: Newton's Laws; units, inertia force, D'Alembert's principle, free body diagrams; non-uniform acceleration; rotational dynamics, moment of inertia, combined linear and angular systems; friction, static and kinetic; work, energy, power, conservation of energy, momentum, impulse and impact. Applied dynamics: simple gear trains; belt drives, balancing brakes and dynamometers, flywheels, clutches, mechanisms, vibration.

*References:*

**APPLIED MECHANICS MEC223**
A course of two hours per week of lectures related to the theoretical and practical aspects of the course, throughout the year.

*Prerequisite:* Applied Mechanics MEC131.

*Syllabus:*

**Mechanics of Machines**
Friction, screw applications. Mechanisms, velocity and acceleration diagrams, Epicyclic gear trains, torque and tooth forces, acceleration. Vibration.

**Mechanics of Solids**
Simple three dimensional force system. Strain energy. Performance of
loaded members, thin walled pressure vessels, simple connections (riveted and welded), thermal strain. Eccentric bending, column action. An introduction to fatigue failures.

References:

APPLIED NUMERICAL ANALYSIS MAT204
A course of six hours per week for two semesters.
Prerequisite: Mathematics MAT101.
Syllabus: The course emphasises the application of numerical analysis to those problems which are likely to be encountered in industrial and scientific research and development.
Topics: zeros of polynomials, non-linear equations, linear algebraic systems, non-linear systems, orthogonal functions, approximations of functions, differentiation, quadrature, ordinary differential equations.
References:

APPLIED OPERATIONS RESEARCH MAT664
A course of three hours per week for one semester.
Syllabus: This unit caters for candidates who have undertaken studies in mathematics at an undergraduate level. Topics covered will include: linear and dynamic programming; transportation methods; theory of queues and applications; resource scheduling and planning; CPM; PERT.
Use of computer packages.
Emphasis will be placed on physical distribution problems.
References:
DAELLENBACH & BELL, Users' Guide to Linear Programming, Prentice-Hall.
MODER & PHILLIPS, Project Management with CPM & PERT, Reinhold.
APPLIED PSYCHOLOGY PSY191
Three hours of lectures and tutorials per week for one semester.
Syllabus: The subject introduces basic principles of psychology with an emphasis on their application in everyday life. Consequently, the theme is to assist the student in understanding human behaviour in various contexts.
Topics include perceptual processes; acquiring and modifying behaviour patterns; needs, values and attitudes; interpersonal communication skills; basic processes in groups; the concern with personal adjustment.
Assessment: Cumulative, based on tests, tutorial reports and participation.

APPLIED PSYCHOLOGY PSY291
Four hours per week for one semester.
Prerequisite: Applied Psychology PSY191.
Syllabus: To extend basic psychological theory and concepts in terms of organisational behaviour. To examine the problems arising from the organisation/individual interface. Specifically these problems are examined within the area of group dynamics; work motivation and adjustment; leadership; productivity and effectiveness; conflict resolution and organisational change.
References: To be advised.

APPLIED PSYCHOLOGY PSY391
Four hours per week for one semester.
Prerequisite: Applied Psychology PSY291.
References: To be advised.

APPLIED SCIENCE PRACTICAL CHE622
A course of one hour per week for two semesters.
Prerequisite: This unit can only be studied in combination with the Machine Health Monitoring CHE621.
Syllabus: It is designed to provide practical instruction in those instruments which form the basis of the Machine Health Monitoring unit.
References: To be advised.
Students may undertake a project and complete a thesis in an area of special interest under the supervision of a member of staff of one of the departments within the School of Applied Science.

**APPLIED SOCIOLOGY SOC191**

Three hours per week for one semester.

*Prerequisite: Nil.*

*Syllabus:* Sociology for understanding the social world. The process by which an individual becomes a member of society. Social differentiation in terms of social class, sex, race and ethnic group. Perspectives on social control and deviance. An examination of social factors which influence family, minority group relations, community problems and social change.

*Assessment:* Cumulative, based on class participation, assignments and a test.

*References: To be advised.*

**APPLIED SOCIOLOGY SOC193**

A subject for secretarial studies students of four hours per week for one semester.

*Prerequisites: Nil.*

*Syllabus:* Relationship between individual and society; socialisation, social control and deviance; group interaction and dynamics; eg. listening skills, assertiveness skills; cultural and social change; women in society.

*Assessment:* Cumulative, based on assignments, projects and workshop participation.

*References: To be advised.*

**APPLIED SOCIOLOGY SOC291**

Four hours per week for one semester. Intended primarily for Electronic Data Processing Degree students.

*Prerequisite: Applied Sociology SOC191.*

*Syllabus:* Social Control and Deviance: an analysis of various types of social deviance and some perspectives on deviance. Social Stratification: an examination of different types of inequality, sociological approaches to the study of social differentiation and the effects of technology on the class structure of society. Religion: the secularisation of Australian society and some of the effects of this on the Protestant work ethic. Social Change: some differing views of social change including an examination of changes brought about by advanced technology.

*Assessment:* Cumulative, based on class assignments and tests.

*Reference:*

APPLIED SOCIOLOGY SOC391

Four hours per week for one semester. A group research project will be conducted; small groups will meet in three class hours with the instructor in charge of the project, and there will be one scheduled hour of individual supervision per week. Alternatively, individual research projects may be carried out under supervision.

Syllabus: A project of social research, involving the following stages: formulation of a sociological problem, theoretical conceptualisations, coding and analysis of data, and the writing and presentation of a research report.

Assessment: Satisfactory completion of the research report is the final requirement in the three semester sociology program.

APPRECIATION OF CERAMICS ART104

A course including a one-hour lecture and a one-hour tutorial for one semester.

Prerequisite: Nil.

Syllabus: This subject will encourage students to appreciate that any enduring ceramic work cannot really be separated from cultural elements. The ceramics of various ages, countries and specific periods will be studied to emphasise the wide range of ceramics included in what must be considered one of man's oldest art forms.

Assessment: Students will be required to prepare and deliver a class paper on an aspect of importance relating to the work covered. They will be required to produce visual aids to accompany this paper.

APPRECIATION OF CERAMICS ART206

A course including a one-hour lecture and a one-hour tutorial for one semester.

Prerequisite: Appreciation of Ceramics ART104.

Syllabus: A world survey of 19th and 20th century ceramics which will not only seek to show the influence of social environment on the ceramic artist and his work but also show how individual artists have their own modes of expression.

Assessment: As in Appreciation of Ceramics ART104 students will be required to produce and present a class paper complete with visual aids.

APPRECIATION OF CERAMICS ART308

A course for degree students including a one-hour lecture and a one-hour tutorial for one semester.

Prerequisite: Appreciation of Ceramics ART206

Syllabus: By this semester students will be orientated towards one of the three major studies, Clay and Glaze Studies, Concrete Studies and Glass Studies. Lectures will be given to cover the needs of the three major studies and a reasonable knowledge and appreciation of the three areas concerned would be expected of all degree students.
Assessment: A 3000 word paper involving a considerable amount of personal comment and investigation must be completed. The topic will be chosen by the student in consultation with the lecturer in charge of the subject.

AQUATIC ECOLOGY CHE299
A course of three hours per week for two semesters. One hour per week will be devoted to lectures, and two hours per week to practical sessions and field excursions.
Prerequisite: Chemistry CHE111.
Syllabus: Morphology of lake basins, and thermal characteristics of lakes. Chemical composition of lake waters, ecosystem concept, mineral cycles, benthic and plankton communities, eutrophication, morphology of streams, chemical features of running waters, biological adaptations to running waters, river pollution, reservoirs and resource conflicts; Resource management; Oceanography.
References:

ARCHITECTURAL MODELLING FOR CERAMICS ART205
A course of three hours per week for one semester.
Prerequisite: Modelling and Mould-making.
Syllabus: This study is designed to provide varied and practical experience in the field of architecture and environment design and to include work for exterior and interior cladding, semi-structural units and other forms of architectural elements. Emphasis will be on introducing industrial techniques and the basic disciplines of the work will be drawn from that already taught in ceramic studio sessions.
Assessment: This will be on a progressive basis by the lecturer in charge of the subject. There will be an examination of folio work by the examination panel at mid-semester and at the end of the semester.

ART AND LITERATURE ART272
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: The time allocated for this study is one semester. The subject may not be offered every year. The subject will deal with the relationships which have occurred between the visual arts and literature during the 18th, 19th and 20th centuries. Rather than just show literary examples in the visual arts and vice-versa the student will study how general philosophical ideas find tangible expression in paint, stone or words.
Assessment: By a class paper.
References: To be advised.
ART AND MUSIC ART273
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year degree or diploma course in Fine Art.
Syllabus: The subject may not be offered every year. The subject is designed to stimulate a sensitivity to form in music and an awareness of the parallels which often occur with other forms of cultural expression, in particular the visual arts. The lectures and tutorials will be conducted with both audio and visual comparisons and constant cross-references. Particular emphasis will be placed on the origins in the mass media of pop culture and pop music.
Other selected areas from the history of music will also be presented.
Assessment: By a tutorial program and papers.
References: To be advised.

ART AND PSYCHOLOGY ART274
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: The subject may not be offered every year.
This will be a continuation study from psychology taken as a related study in the second year of the course. The emphasis in this subject will be on selected aspects of the psychology of visual perception with more advanced study in sensory physiology, perceptual phenomena and the various sense modalities and information processing approaches to visual perception. These theories should be developed by constant cross-reference to examples drawn from art.
Assessment: By class papers.
References: To be advised.

ART AND SCIENCE/TECHNOLOGY PHY207
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.
Assessment: By assignment and class papers.
References: To be advised.

ART AND SCIENCE/TECHNOLOGY PHY307
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: This subject is offered as an alternative related study for areas other than liberal studies areas. The subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.

Assessment: By assignment and class papers.

References: To be advised.

ART EDUCATION ART279
A course for degree and diploma students of two hours per week for one semester.

Prerequisite: First year of degree or diploma course in Fine Art.

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area but may not be available every year. The subject will be a brief introduction to current principles and practices of teaching the visual arts in schools at the primary and secondary level. It will afford an opportunity for students to evaluate, through observations in schools, the variety of requirements and procedures operating in the field. Each student will have the opportunity to conduct a minor research program in art education, relative to his own interests.

Assessment: By assignment.

References: To be advised.

AUDIO-VISUAL TECHNOLOGY ART183
A course for degree/diploma students of six hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Introduction to basic principles of photography, sensitised materials, mechanical and optional controls over image formation, laboratory processing, print finishing. Types of camera, features and applications. Distortion, lenses, their purpose. Lighting, lighting techniques, natural/artificial. Special characteristics of photographic image, camera as a recording tool, reportage. Industrial, educational uses, systems and sequences in photography. Introduction to overhead projectors, slide projectors and their usage.

Assessment: This will be on a progressive basis with final review by examination panel at end of the year.

Reference: To be advised.

AUDIO-VISUAL TECHNOLOGY ART283
A course of five hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.
Syllabus: Basic principles of colour photography, filters, processing, laboratory manual, machine print processing. Specialist photography, time regulated shots, high speed shots.

Instruction and practice in audio-visual programs. Basic techniques of animation. Introduction to filming procedures and practice, scripting, story-board, production, timing, shot sequences, nomenclature of shot, continuity, sequential presentation of information. Practice in use of equipment of film and animation, shooting, editing, sound recording, synchronising, voice/music over.

Assessment: This will be on progressive basis with final review by examination panel at end of the year.

Reference: To be advised.

AUDITING ACC264

A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars or alternatively four hours of class instruction.

Prerequisites: Accounting and Finance ACC247.

Syllabus: Nature of auditing; relationship between auditing philosophy and methodology; an examination of audit standards; planning, delegation and supervision, audit evidence, documentation, study and evaluation of internal control; audit reporting; audit techniques and procedures, external conditions governing the audit; independence, due care, skill and competence; auditor’s appointment, duties and liabilities; audit testing; audit of EDP systems.

References:
Companies Act 1961.
The Institute of Chartered Accountants in Australia and/or Australian Society of Accountants, Statements of Accounting and Auditing Standards and Auditing Practice.

AUSTRALIAN COLONIAL HISTORY HUM150

Four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: The course will examine the development of Australian society and culture from the foundation of the colony of New South Wales to the inauguration of the Australian Commonwealth, with the object of establishing an understanding of the relative contributions of social, economic, and political forces in the transformation from penal settlement to nation state.

Assessment: Cumulative, based on tutorial work and essays. A formal examination may be set.

References:


**AUSTRALIAN HEALTH CARE SYSTEMS ADM171**

A course of two hours per week for one semester.

*Prerequisite:* Nil.


*Assessment:* One assignment and one two-hour examination.

*References:*  
Report of the Committee of Inquiry into Hospital and Health Services in Victoria, July 1975.

**AUSTRALIAN LEGAL AND ECONOMIC SYSTEMS FIN150**

A course of four hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Introduction to law and society, the social role of law, the concepts of justice and their interaction with legal systems, the court system, the making of the law, the divisions of the law and the makers of the law. An overview of the Australian economy, components of aggregate demand and their effect on the economy, the pricing mechanism/resource allocation and contemporary and future problems.

*References:* Legal references to be advised.

**AUSTRALIAN POLITICS HUM290**

Three hours per week of lectures and tutorials for one semester.

*Syllabus:* The course covers the Australian political system and includes
the formal institutions of government, eg Federalism, Cabinet Government and Parliament. It also examines the principal elements in the political process: the role of pressure groups, elections and electoral systems and the organisation, policies and bases of support of political parties.

**Assessment:** By class papers and assignment work.

**References:** To be advised.

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**BASIC AERONAUTICAL KNOWLEDGE ELE170**

A course of one hour per week lecture and one hour per week tutorial for one semester.

**Syllabus:** Principles of flight; engines, instruments and aircraft loading. Principles of navigation and meteorology, legislation, air navigation orders, Department of Transport publications. Radio procedures and phraseology, operation of aircraft H.F. and V.H.F. transceivers.

**Assessment:** Continuous assessment by class tests and assignments.

**References:**


**BASIC AND ILLUSTRATIVE DRAWING ART184**

A course of four hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** Drawing will be taught fundamentally as an analytical, organisational, and communication skill, though there will be allowances made, in the case of exceptionally gifted students, for the more expressive and emotive forms of illustration. Introduction to drawing instruments and techniques. Object drawing, basic geometric shapes, three-dimensional rendering. Principles of one and two point perspective. Architectural perspective. Basic anatomical studies. Figure drawing, draped, undraped. Topographical analysis of the body. Basic techniques of illustration; line, line and wash, gouache, pastel. Diagrammatic and instructional illustration. Editorial illustration. Introduction to botanical, zoological and anatomical illustration.

**Assessment:** This will be on a progressive basis with a final review by the examination panel at the end of the year.

**References:** To be advised.

**BASIC CHEMISTRY CHE225**

A course of four hours lectures and four hours practical work per week for two semesters.
Prerequisites: Completion of first year.

References:
CIT, Applied Thermodynamics Notes and Problems.
CIT, Analytical Chemistry II Problems.

BASIC CHEMISTRY CHE335
A course of five hours lectures and five hours practical work per week for two semesters.
Prerequisites: CHE225.
References:


CIT, *Analytical Chemistry III Notes*.


CIT, *Pharmaceutical Chemistry lecture notes*.

CIT, *Practical Organic Chemistry notes*.

**BASIC JAPANESE MKT252/MKT352**

These subjects are taught at Swinburne Institute of Technology. For details contact that institute.

**BASIC SHORTHAND ADM663**

A course of six hours per week for one semester.

Prerequisite: Nil.

Syllabus: This will be an intensive study using the functional approach, of Pitman Shorthand. Concentration will be placed on the writing of smooth, naturally connected vocational shorthand material through simple logical presentation of the principles governing the construction of outlines. It is anticipated that students will obtain a shorthand writing skill of approximately 50 words per minute upon completion of the subject.

Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

Assessment: Based on class tests and assignments.

References:


**BASIC STATISTICS MAT661**

A course of three hours per week for one semester.

Syllabus: A course in basic statistics designed for post graduate students in the physical distribution field. The topics to be covered include: descriptive statistics, empirical distributions, probability distributions, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term precasting and least squares curve fitting techniques.

References: To be advised.
BASIC TYPEWRITING ADM664
A course of six hours per week for one semester.
Prerequisite: Nil.
Syllabus: This will be an intensive study of the principles of typewriting. Concentration will be placed on rapid accurate production of material through the acquisition of correct touch and manipulating techniques. It is anticipated that students will have developed the ability and judgment to reproduce data with suitable presentation at approximately 35 words per minute upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Based on class tests and assignments.
References:
Working papers for *Vocational Typing*.

BEARINGS MEC616
A lecture course of one hour per week in one semester and two hours per week in the following semester.
Syllabus: Classification — by operation, by load and shape.
Types — dry, impregnated, fluid-film and rolling contact.
Selection — based upon load, speed, environment and materials.
Bearing failure — thermal effects, distortion, effect of lubricants, etc.

BEHAVIOURAL APPLICATIONS IN MARKETING RESEARCH MKT632
A course of three hours per week for one semester.
Prerequisite: Marketing Research and Forecasting MKT612.
Syllabus: This course provides an advanced understanding of behavioural and attitudinal techniques and their application. Qualitative research techniques. Large group testing. Attitudes and Opinion Measurement Projective techniques. Image measurement. Advertising research. Consumer panels.
References: To be advised.

BIOLOGICAL SCIENCES ADM172
A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: An introduction to cellular physiology leading to the study of
peripheral nerves and muscle. The muscular system and the skeleton. The structure of the thorax and the lung mechanics of respiration. The heart and circulatory system, anatomy and function. Alimentary tract structure and its role in digestion. The structure of kidney and bladder, the formation of urine. The central nervous system, structure and function. Structure of eye and ear. The endocrine system. The organs of reproduction.

Assessment: There will be frequent testing with objective (multiple choice) questions during the course to give the student adequate feedback on progress in the subject. There will be a final assessment using both multiple choice questions and extended responses.

References:

BIOLOGY CHE288
The course consists of two hours of lectures per week, and two hours of practical work once every two weeks, for two semesters.
Syllabus: Biology at the cellular level. Cell structure, size, cell walls, membranes, the nucleus, endoplasmic reticulum, energy transformations within cells, photosynthesis, cytochrome system, cellular reproduction. Biology at the organism level. Nutrient procurement, gas exchange, internal transport, water balance, chemical and nervous control, effectors, origins of life, diversity of animal and plant life, patterns of inheritance, nature of the gene, genetic manipulation, animal behaviour. Biology at the population level. Darwin's theory, genetic variation, importance of sex, gene pools, natural selection, adaptation, speciation, physical environment, food webs, energy pyramids, cycles of materials, intraspecific and interspecific organisation, population growth and regulation, ecological succession.
Reference:

BRIDGE ENGINEERING CIV675
A course of lectures and discussion sessions of one hour per week for one semester.
Syllabus: Bridge types and superstructures, design philosophies, factors influencing selection, material properties. Sites, choice of foundation type, pier spacing, aesthetic and hydraulic considerations. Bridge loadings, design standards. Practical and economic considerations.
Assessment: To be based on a series of assignments submitted during the semester.
References:
NAASRA and SRA publications to be advised.
BRIDGE ENGINEERING CIV679
A course of four hours per week of lectures and project work for one semester.
Prerequisite: Bridge Engineering CIV675.
Syllabus: Bridge superstructure types; structural characteristics. Analysis of decks; manual methods, computer methods including finite element approach. Design methods; elastic, ultimate strength and limit state approach. Details; formwork, prestressing, bearings, surfacing, services.
Assessment: To be based on a series of submitted assignments throughout the semester.
References: To be advised.

BUILDING SERVICES ELE627
A course of four hours per week for one semester including lecture, laboratory and tutorials.
Syllabus: Electricity supply, reticulation, metering, plant location, standby and emergency supplies, battery supplies, special supplies. Electrical and mechanical services, fire protection. Plant control and supervisors, centralised control, access and security controls, plant optimisation, control console design, economics and ergonomics. Codes and practices.
Assessment: One written examination together with performance in laboratory and assignment work.
References:
Australian and International Standards and Codes of Practice.

BUSINESS ANALYSIS MAT165
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Use of data in business decision making, sources of data and use of computer data output, presentation of data, critical assessment of the quality of data. Special retailing applications — forecasting and budgeting, merchandising analysis, inventory management (open-to-buy). Critical appraisal of more advanced statistical techniques for use in retailing.
References:

BUSINESS COMMUNICATIONS ADM121
A course of two hours per week for one semester.
Prerequisites: Nil.

Syllabus: This unit aims to develop and extend skills in the application of oral and written communication within a business environment. Common forms of verbal and non-verbal communication are explored and considerable emphasis is placed on strategies for effective letter and report writing. Opportunities are provided for students to obtain feedback on their ability to make brief speeches, and attention is also put on the management of meetings. It is stressed that this subject is not intended as a remedial unit and students with marked deficiencies in English expression should approach the TAFE Division for specialised assistance.

Text and References: To be advised during the first week of classes.

BUSINESS COMMUNICATION IND104

Four hours per week for one semester.


Assessment: Letter assignments (40%), report and presentation (30%), final test (which must be passed to obtain a subject pass) (20%), classwork (10%).

References:
Concise Oxford Dictionary (or equivalent).

BUSINESS LAW FIN111

A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

Prerequisites: Nil.

Syllabus: Legal structure; how law is made. The main emphasis of the course is on aspects of contract law, including the ingredients of a valid/enforceable contract and the consequences of breach.

Preliminary Reading:
CAFFREY, B. A., Guidebook to Contract Law in Australia, CCH, 1980 — chapters 1 and 2.
BUSINESS LAW FIN113
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: A pass in Business Law FIN111.
Syllabus: Agency, partnership, negotiable instruments, bankruptcy law, insurance, lending or security of goods and priorities, lending or security of proceeds.
References: To be advised.

BUSINESS LAW FIN211
A course of four hours per week for one semester.
Prerequisite: Business Law FIN113.
Syllabus: The law relating to organisations, including business and non-profit structures. Legal obligations of employers/employees; partners; company promoters, members; directors. Registration of business names and incorporation of companies, formation of partnerships. The law relating to meetings.
References: To be advised.

BUSINESS STATISTICS MAT164
A course of four hours per week for one semester, with extra tutorials available.
Prerequisites: Nil.
Syllabus: The course is designed to show students how quantitative techniques can be used to assist in the solution of business problems. Simple deterministic and probabilistic models are considered. Topics include: description and analysis of data; applications of linear functions; simple linear regression; probability; the normal distribution; estimation and hypothesis testing, including chi-square and analysis of variance; mathematics of finance.

BUSINESS STATISTICS FIN217
A course of four hours per week for one semester.
Prerequisite: Business Statistics MAT164.
Syllabus: Techniques of business forecasting: time series decomposition, simple linear and logarithmic regression, multiple regression, exponential smoothing, Gompertz curves, Box-Jenkins models. Network analysis — critical path diagram, normal and crash cost techniques. Decision trees, the use of expected monetary value as a decision criteria.
References:

BUSINESS STATISTICS FIN284
A course of four hours per week for one semester.
Prerequisite: Business Statistics MKT217.
Syllabus: Students will study two or three modules concerned with the application of mathematical techniques to business decision problems to be chosen from the following — business forecasting, critical path analysis and dynamic programming, inventory management, market research, simulation.
References:

BUSINESS STRUCTURES AND SYSTEMS ADM665
A course of two two-hour seminars per week for one semester.
Prerequisites: Nil.
Syllabus: This course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraint under which they operate. The constraints discussed include those imposed by trade unions, government, the stock exchange and the legal system. Emphasis is also placed on the importance of communications in the business environment. Where appropriate, preparation and interpretation of business statistics and financial statements are included. Student discussion is at all times encouraged and developed. Speakers are invited to talk to students and if time permits, external visits are arranged. Wherever possible the topics discussed are inter-related with other areas students are currently studying.
Assessment: Assessment is continuous throughout the semester and is based on class exercises, essays, practical projects, etc.
References: To be advised.

BUYER BEHAVIOUR MKT611
A course of three hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: Essential concepts in psychology and sociology relevant to consumer behaviour; essential frameworks, models and concepts; fundamental processes of motivation, perception and learning in individual behaviour: nature and influence of individual predispositions, including personality characteristics, attitude formation and change; the social influences of culture, class, reference groups and family; consumer decision processes; diffusions culture, class reference groups and family; consumer decision processes; diffusions of innovations and fads; aspects of industrial buying.

References: To be advised.

CASE STUDIES IN MARKETING MKT268
A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisites: Marketing Research Techniques MKT367 and Accounting Principles ACC297.

Syllabus: Framework for approaching marketing problems through case studies: break-even analysis, marketing research, demand concepts, influence of the consumer, product policy, pricing policy, advertising, sales management and competition. Seminars in effective communication.

References: To be advised.

CERAMIC DESIGN DRAWING ART102
A course of six hours per week for one semester.

Prerequisites: Nil.

Syllabus: This study will be part of an integrated program which is designed to develop fundamental drawing skills and stimulate visual and aesthetic awareness. Many exercises will be closely involved with design studies so that drawing will be taught within the context of a broader understanding of the creative needs of students.

Assessment: This will be on a progressive basis by the lecturer in charge of the subject. There will be an examination of folio work by the examination panel at the mid-semester and at the end of the semester.

CERAMIC DESIGN DRAWING ART112
A course of three hours per week for one semester.

Prerequisite: Ceramic Design Drawing ART102.

Syllabus: This subject will lead to a further development of the basic drawing skills commenced in Ceramic Drawing 1. A greater use will be made of the human form and natural forms as the actual source of
material to extend the drawing experience and a greater emphasis will be placed on the development of three-dimensional forms. The work will be closely integrated with Ceramic Design Theory and Practice 2 and Design 1.

Assessment: This subject will be assessed with Design 1 at the mid-semester and at the end of the semester by the examination panel and a separate mark will be given for each subject. There will be a cumulative assessment by the lecturer in charge of the subject.

CERAMIC DESIGN DRAWING ART202

A course of three hours per week for one semester.

Prerequisite: Ceramic Design Drawing ART112.

Syllabus: This subject will continue to develop the communication drawing skills, with emphasis placed upon the development of ideas and designs through drawing and the teaching of techniques of presentation drawing and rendering. Design ideas developed will be carried through to production in studio sessions and the final work will be assessed in conjunction with the preliminary drawings and client presentation drawings.

Assessment: This subject will be assessed with Ceramic Design Theory and Practice 3 at mid-semester and at the end of the semester by the examination panel. A separate mark will be given for each subject. There will be a cumulative assessment by the lecturer in charge of the subject.

CERAMIC DESIGN DRAWING ART212

A course of three hours per week for one semester for degree students.

Prerequisite: Ceramic Design Drawing ART202.

Syllabus: This subject will continue the general development of drawing skills and idea-forming through drawing. In addition students will be given lectures and tutorials dealing with the history of drawing. Students will be encouraged to experiment with a wide range of materials and techniques to discover those most suited to their needs. Increased emphasis will also be placed upon drawing as a means of personal expression and as an art form in its own right. Design considerations will continue to be central in the teaching of drawing.

Assessment: This subject will be assessed with Ceramic Design Theory and Practice 4 and Design 2 at mid-semester and at the end of the semester by the examination panel. A separate mark will be given for each subject and there will be cumulative assessments throughout the year by the lecturers in charge of the subjects.

CERAMIC DESIGN DRAWING ART306

A course of three hours per week for one semester.

Prerequisite: Ceramic Design Drawing ART212.

Syllabus: This subject will continue the general development of drawing skills and idea-forming through drawing. In addition students will be
given lectures and tutorials dealing with the history of drawing. Students will be encouraged to experiment with a wide range of materials and techniques to discover those most suited to their needs. Increased emphasis will also be placed upon drawing as a means of personal expression and as an art form in its own right. Design considerations will continue to be central in the teaching of drawing.

Assessment: This subject will be assessed with Ceramic Design Theory and Practice 5 and Design 3 at mid-semester and at the end of the semester by the examination panel. A separate mark will be given for each subject and there will be progressive assessments throughout the year by the lecturers in charge of the subjects.

CERAMIC DESIGN THEORY AND PRACTICE ART101

A course of 12 hours per week for one semester.
Prerequisites: Nil.
Syllabus: This course will develop in students an understanding of clay and an appreciation of its qualities, and will involve studio work, regular tutorials and demonstrations. Students will study basic forming methods and decorating techniques associated with clay.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE ART111

A course of 12 hours per week for one semester.
Prerequisite: Ceramic Design Theory and Practice ART101.
Syllabus: Projects developed by students during this semester should start to show greater individuality as students gain skill and as the impact of Design 1 and Ceramic Design-Drawing 1 and 2 courses take effect. The regular tutorials and demonstrations will deal equally with design factors as well as the techniques and processes. The background studies for this subject fall basically into the four areas: — mould-making, wheelwork, decoration and design studies.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE ART201

A course of 12 hours per week for one semester.
Prerequisite: Ceramic Design Theory and Practice ART111.
Syllabus: This course will build on the work done in Ceramic-Design Theory and Practice 2. The design teaching embodied in tutorials will relate directly to the techniques taught and demonstrated.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.
CERAMIC DESIGN THEORY AND PRACTICE ART211

A course of 12 hours per week for one semester for degree students.

Prerequisite: Ceramic Design Theory and Practice ART201.

Syllabus: Students will study more thoroughly certain topics dealt with in their third semester. They will be presented with a greater number of design-based problems.

Assessment: There will be progressive assessment of work by the lecturer in charge of the subject, and an examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE ART221

A course of 15 hours per week for one semester.

Prerequisite: Ceramic Design Theory and Practice ART201.

Syllabus: Students will be expected to develop the skills learnt in the preceding three semesters. Considerable emphasis will be placed upon the design quality of their work as this will be important to their subsequent development as potters. Tutorials and demonstrations will continue during this semester, and planned individual work programs will give the student the opportunity to specialise to some extent.

Assessment: In addition to the progressive assessment of work by the lecturer in charge of the subject, an examination panel will review a folio of work at mid-semester and at the end of the semester. As this will be the final assessment, the examination panel will include at least two practising professional potters.

CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE ART301/ART302

ART301 12 hours per week for one semester.
ART302 6 hours per week for one semester.

A course of 18 hours per week involving studies in Clay and Glaze, Concrete, and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.

Prerequisite: Ceramic Design Theory and Practice ART211.

Syllabus: This subject will involve three main areas of study. The development of quantity production methods, the continued development of studio pottery and the making of non-utilitarian forms.

Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY & PRACTICE — CLAY AND GLAZE

ART303/ART304/ART305

ART303 16 hours per week for one semester.
ART304 10 hours per week for one semester.
ART305 6 hours per week for one semester.
A course of 16 hours per week for one semester involving studies in Clay and Glaze, Concrete, and Glass. Students may elect to specialise in one main study or choose to exploit the possibilities to study in two areas. They may do this for the remaining two semesters of the course or can elect at the end of any semester to study only one area. If two studies are undertaken it is important to realise that the second study is a study of emphasis and not a separate minor study. Students will be encouraged to use the combination of studies to produce work of a distinctly different character. One study may be taken for 16 hours, but alternatively two studies may be taken in combination for 10 and six hours duration.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: This subject will require students to work on an approved program which will be based on the central design structure of the course, and which will allow for individual development. These approved programs will be determined by class consultation with the lecturer in charge of the study.

Assessment: Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

CERAMIC DESIGN THEORY & PRACTICE — CLAY AND GLAZE
ART401/ART402/ART403

ART401  16 hours per week for one semester.
ART402  10 hours per week for one semester.
ART403  6 hours per week for one semester.

A course of 16 hours per week for one semester in studies of Clay, Glaze, Concrete and Glass. Students may elect to specialise in only one main study or exploit the possibilities of continuing to study in two areas: they will do this for the remaining semester or they can elect at the end of the semester to study only one area. It is important to realise that the second study is a study of emphasis and not a separate minor study. Students will use the combination of studies to produce work of a distinctly different character.

Students in this semester will be required to study the theoretical components of only one subject.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: At the beginning of Semester 7, students involved in the studies of Clay and Glaze will work with their design lecturer to obtain a practical design commission which they will complete during the final semester. Students in this semester will work on approved programs which will be based on the central design structure of the course. Areas from which students will select their program of work will be the following: architectural ceramics; product design; studio pottery; and non-functional ceramics.
CERAMIC DESIGN THEORY & PRACTICE — CLAY & GLAZE ART404/ART405

ART404 20 hours for one semester.
ART405 10 hours of study for one semester.
A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete, and Glass. Students may elect to specialise in only one study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: Students will be given the freedom to work in an independent way once their programs of work for each have been approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it appears to be required or at the request of the students.

A major task will be the successful completion of the design commission begun in the previous semester. An evaluation of the success of this work by the examination panel and the client will be one important aspect of the qualifying examination.

Assessment: There will be a presentation of folio work at the end of the semester which will be examined by the examination panel and the lecturer in charge of the subject. The examination panel will include not less than two outside examiners.

CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE ART311/ART312

ART311 12 hours per week for one semester.
ART312 6 hours per week for one semester.
A course of 18 hours per week involving studies in Clay and Glaze, Concrete and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.

Prerequisite: Ceramic Design Theory and Practice ART211.

Syllabus: This subject will require the student to gain an extensive understanding of the technical requirements of the materials used in the composition of concrete and its industrial and studio application. The decorative potential of concrete will be explored and creative expression encouraged.

Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE ART313/ART314/ART315

ART313 16 hours per week for one semester.
ART314 10 hours per week for one semester.
ART315 6 hours per week for one semester.
See course details for Ceramic Design Theory & Practice — Clay & Glaze ART303, ART304 and ART305.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: This subject is intended to consolidate the experience gained in the previous semesters. Lectures, laboratory and studio practice sessions will be associated with exercises undertaken in the subject Metal Fabrication. Design exercises will be correlated accordingly.

Assessment: It is not considered practicable to assess work on a progressive basis or at mid-semester. Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

CERAMIC DESIGN THEORY & PRACTICE — CONCRETE
ART411/ART412/ART413

ART411 16 hours per week for one semester.
ART412 10 hours per week for one semester.
ART413 6 hours per week for one semester.

See course details for Ceramic Design Theory & Practice — Clay & Glaze ART401, ART402, ART403.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: Students of Concrete Studies will work with the lecturer to obtain practical design commissions which will be completed during the final semester. Students will continue to work at practical exercises and explore the variety of structures and forms already presented. They will be further involved with the integration of glass and ceramic motifs with concrete and the development of structures utilising these particular materials allowing the full investigation of surface finishes and textures and firing techniques.

CERAMIC DESIGN THEORY & PRACTICE — CONCRETE
ART414/ART415

ART414 20 hours study for one semester.
ART415 10 hours study for one semester.

A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete and Glass. Students may elect to specialise in only one study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: Students will be given the freedom to work in an independent way once their programs of work for each have been approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it appears to be required or at the request of the students. A major task will be the successful completion of the design commission begun in the previous semester. An evaluation of the success
of this work by the examination panel and the client will be one important aspect of the qualifying examination.

**Assessment:** There will be a presentation of folio work at the end of the semester which will be examined by an examination panel and the lecturer in charge of the subject.

**CERAMIC DESIGN THEORY AND PRACTICE — GLASS ART321/ART322**

ART321 12 hours per week for one semester.
ART322 6 hours per week for one semester.

A course of 18 hours per week involving studies in Clay and Glaze, Concrete and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.

**Prerequisite:** Ceramic Design Theory and Practice ART211.

**Syllabus:** This subject will require students to spend a considerable amount of time practising basic studio techniques in order to obtain skills necessary to carry through their designs. Both hot and cold methods of working glass will be pursued.

**Assessment:** There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

**CERAMIC DESIGN THEORY & PRACTICE — GLASS ART323/ART324/ART325**

ART323 16 hours per week for one semester.
ART324 10 hours per week for one semester.
ART325 6 hours per week for one semester.

See course details for Ceramic Design Theory & Practice — Clay & Glaze ART303, ART304 and ART305.

**Prerequisite:** The student must meet the requirements of the previous semester.

**Syllabus:** This subject will help students to build on the experience gained in the previous two semesters of glass studies. It is intended that the further development of techniques in this semester will allow students to select a minimum of at least two techniques for specialisation in the final year of the course. In keeping with their greater technical competence students will be given a wider range of specific design problems. Time will also be allowed for students to produce work which is self-motivated.

**Assessment:** It is not considered practicable to assess work on a progressive basis or at mid-semester. Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

**CERAMIC DESIGN THEORY & PRACTICE — GLASS ART421/ART422/ART423**

ART421 16 hours per week for one semester.

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ART422  10 hours per week for one semester.
ART423  6 hours per week for one semester.

See course details for Ceramic Design Theory & Practice — Clay and Glaze ART401, ART402, ART403.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: Students of Glass Studies will work with their design lecturer to obtain practical design commissions which will be completed during the final semester. Students will continue to work with the glass blower who will produce the more sophisticated or complex design forms for them. There will be a regular program of lectures dealing with the specific needs of setting up a glass studio or workshop and professional design practice for architectural glass designers and industrial glass designers.

CERAMIC DESIGN THEORY & PRACTICE — GLASS
ART424/ART425

ART424  20 hours of study for one semester.
ART425  10 hours of study for one semester.

A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete and Glass. Students may elect to specialise in only one area of study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars.

Prerequisite: The student must meet the requirements of the previous semester.

Syllabus: As above for ART414, ART415.
Assessment: As above for ART414, ART415.

CERAMIC METHODS OF PRODUCTION ART103

A course including a one-hour lecture followed by a two-hour laboratory class for one semester.

Prerequisite: Nil.

Syllabus: This subject will present students with an introductory knowledge of the materials and processes commonly used in studio and industrial ceramics. The technology of ceramics will be covered, including the demonstration of equipment and methods used to produce clays and ceramic material. Using correct laboratory procedures, students will carry out standardised tests on ceramic materials.

Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CERAMIC METHODS OF PRODUCTION ART113

A course including a one-hour lecture followed by a two-hour laboratory class for one semester.

Prerequisite: Ceramic Methods of Production ART103.
Syllabus: This subject will be taught through a series of lectures and laboratory classes. Where possible the study is to be closely followed and supported by the tutorials taken in Ceramic Design Theory and Practice 2. It will present the students with further knowledge of the materials and processes used in studio and industrial ceramics. Subject matter will include decorating and finishing techniques, glazes and heat measurement.

Assessment: Students will be required to submit practice assignments throughout the semester and sit for a written examination at the end of the semester. A pass in both areas is required.

CERAMIC METHODS OF PRODUCTION ART203

A course including a one-hour lecture followed by a two-hour laboratory class for one semester.

Prerequisite: Ceramic Methods of Production ART113.

Syllabus: This subject will be taught through a series of lectures and laboratory classes. It will extend some of the topics dealt with in Ceramic Methods of Production 1 and 2. It will provide the students with a deeper understanding of the materials and processes used in ceramics. Specifically it will increase the knowledge of chemical processes and bonds, and the balancing of chemical equations to investigate the theoretical compositions of glazes and raw materials.

Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CERAMIC METHODS OF PRODUCTION ART213/ART223

A course including a one-hour lecture followed by a two-hour laboratory class for one semester for degree and diploma students.

Prerequisite: Ceramic Methods of Production ART203.

Syllabus: This subject will be taught through a series of lectures and laboratory classes. It will extend some of the topics dealt with in Ceramic Methods of Production 1, 2 and 3. It includes a study of kilns which is intended to correlate with Kiln Design and Construction and to serve as a foundation for Kiln and Furnace Design and Construction.

Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas is required.

CERAMICS ART128 & ART129

A course for students undertaking the Craft Major of the Fine Art Degree Course.

ART128 Six hours per week for Semester One
ART129 Six hours per week for Semester Two

Prerequisites: Nil.

Syllabus: The aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various
handbuilding techniques are studied and students are introduced to wheel-work as well. Emphasis is placed on developing an understanding and appreciation of the ceramic medium.

**Assessment:** Progressive assessment of work throughout the year.

**References:** To be advised.

**CERAMICS ART143**
A course for Fine Art degree students of two hours of practical work and a one hour lecture per week for one semester.

**Prerequisite:** Nil.

**Syllabus:** This subject will basically be a material and media study. Its aim will be to introduce the students to the special properties of clay and associated ceramic materials.

**Assessment:** Progressive assessment of work throughout the year.

**References:** To be advised.

**CERAMICS ART160**
A course of three hours per week for two semesters for the Fine Art diploma students.

**Prerequisites:** Nil.

**Syllabus:** The aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various handbuilding techniques are studied and, as well, students are introduced to wheel-work. Emphasis is placed on developing an understanding and appreciation of the ceramic medium.

**Assessment:** Progressive assessment of work throughout the year, together with the major study.

**CERAMICS ART243**
A course for Fine Art degree students of six hours per week — five hours of studio work and a one hour lecture for two semesters.

**Prerequisite:** Ceramics ART143.

**Syllabus:** This subject will be a continuation and development of skills and techniques introduced during the first year, by means of direct studio/workshop practice. Design principles and problems peculiar to the ceramic medium will be dealt with in relation to form and decoration. A specific study of methods will also be conducted within the allotted studio time. This study will take the form of lectures and demonstrations and will be examined separately. It is envisaged that the lectures will be supported by studio and gallery visits.

**Assessment:** Progressively by the examination panel.

**References:** To be advised.

**CERAMICS ART260**
A course of three hours per week for two semesters for Fine Art diploma students.
Prerequisite: Ceramics ART160 or equivalent.

Syllabus: This is a course designed to expand the number of skills and techniques learnt during the first year. Students are given sufficient technical knowledge to enable them to develop their own finishes and glazes. The possibilities of press and drape moulds are studied and tile making and decorating are included in the course. Where possible students are encouraged to relate this elective to their major studies.

Assessment: Progressive assessment of work throughout the year, together with the major study.

CERAMICS ART343

A course for Fine Art degree students of 12 or six hours per week for two semesters.

Prerequisite: Ceramics ART243.

First semester

Syllabus: While it is again intended that the further development of techniques and skills towards a professional standard will take place, it is envisaged that during this semester of study students will be encouraged to develop a 'bridging' between their two study areas, eg. ceramics-printmaking, ceramics-sculpture. It is also intended that the study areas of sculpture, architecture and domestic ware, as applied to ceramics, which were undertaken during the second year course, will be developed into a unit study involving design problems of specific situations.

Methods of Production will continue as a one hour study during this semester. This will be accomplished by a series of lecture demonstrations. In addition to this there will be organised visits to craftsmen's studios, current art exhibitions and galleries.

Second semester

Syllabus: During the first semester of the final year of study the student will present a program of work for approval by the examination panel. This program will detail the work which the student proposes to undertake during the second semester. The student will be required to select and present a folio of his year's work in an appropriate setting.

Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

References: To be advised.

CERAMICS ART360

A course of three hours per week for two semesters for Fine Art diploma students.

Prerequisite: Ceramics ART260 or equivalent.

Syllabus: At this level students have sufficient skill and knowledge to enable them to concentrate even more on design principles peculiar to the ceramic medium. Every encouragement is given to them to use materials to suit their individual needs for expression and, if they so desire, to support the work of their major studies. Although this course allows
considerable freedom, a number of new disciplines are taught. Students learn how to extend colour ranges by firing glazes both under oxidation and reduction. Pyrometry as it is associated with the firing of a kiln is another unit of study, and students also receive working knowledge of kiln setting and operation.

Assessment: As for Ceramics ART160.

CHEMICAL TECHNOLOGY CHE334
A course of three hours per week for two semesters. Approximately half the time will be devoted to formal lectures, and the other half to industrial visits and project work.

Prerequisite: Chemistry CHE225 or CHE229 or CHE201 and CHE202.

Syllabus: Chemical Engineering Unit Processes: Pollution Control Technology — study of the technology used in the control of water, air and noise pollution, energy usage, resource recovery. Industrial processes — a study of the processes of such industries as petroleum refining, organic coatings, dye stuffs, paper making, food processing, resin and polymer production, paint production, textile dyeing and brewing.

Reference:

CHEMISTRY CHE110
Four hours per week for one semester.

Syllabus: Introduction; basic concepts, stoichiometry, energy relationships in chemical systems, properties of gases, electronic structure of atoms; periodic relationships, chemical bonding, geometries of molecules, liquids, solids and intermolecular forces, solutions, atmospheric chemistry.

Chemical reactions; chemical equilibrium, free energy, entropy and equilibrium.

Acids and bases; aqueous equilibria, chemistry of common non-metals, chemistry of metals including co-ordination compounds, phosphorous, sulphur, nitrogen.

Introduction to chemistry alkanes, ethers, alkanols, amines, alkenes, aromatics and related materials.

Assessment: By a final examination with a satisfactory performance in laboratory work.

References:


CHEMISTRY CHE111
A course of four hours lectures and four hours practical work per week in two semesters.
Prerequisite: Nil.

Syllabus: Physical (45 hours): Phase relationships, one and two component systems, Clapeyron equation, Raoult’s and Henry’s laws, practical distillation, cooling curves, colligative properties. Electrochemistry; electrolytes, conductivity, pH and other electrolyte equilibria, including acid-base titration, back titration, oxidation-reduction, disproportionation, solubilities, electrode potentials, cells and the Nernst equation. Kinetics; first, second and third order reactions, differential and integral methods of deriving rate constants. Thermo-chemistry; enthalpy, internal energy, heat capacity, Kirchoff equation. Spectroscopy; atomic structure, energy levels. Beer’s law, I.R. and U.V., simple molecules.

Organic (22 hours): Introduction to general organic chemistry covering areas of practical interest; e.g., pesticides, surfactants, detergents, cosmetics, functional group chemistry and medical compounds, etc.

Inorganic and Analytical (45 hours): Bonding methods, resonance, directed valence, overlap, Sidgwick-Powell theory. Hydrides, trends, types, applications, d-block elements, properties, valence, oxidation state, complex formation, f-block elements, lanthanide contraction, properties, uses. Co-ordination compounds; Werner’s theory, chelation, crystal field theory, spin complexes, spectra of metal complexes. Errors, accuracy, precision, determinate errors, blanks and controls, significance of results.

References:

CHEMISTRY CHE115

A course of three hours per week of lectures and laboratory work for two semesters.


References:

**CHEMISTRY (Core) CHE201**

Three hours theory and five hours practical work per week for two semesters.

*Prerequisites:* Completed first year.


*References:* To be advised.

**CHEMISTRY (Alternative) CHE202**

Three hours theory and four hours practical work per week for two semesters.

*Prerequisites:* Completed first year. To be taken only in conjunction with CHE201.

*Syllabus:* Topics to be selected from non-aqueous chemistry, surface chemistry, organic synthesis, spectroscopy, organo-metallic compounds, polymer chemistry, reaction mechanisms, biological chemistry, fuels.

*References:* To be advised.

**CHEMISTRY CHE210**

Two hours per week for one semester.

*Syllabus:* A selection of topics from the areas below to be given by specialists.

Industrial: fuels, petrochemicals, pesticides and fertilisers, explosives, pharmaceuticals, applied electro-chemistry, polymers.

Environmental: atmospheric pollution and solutions, water quality standards, gas analysis.

*Assessment:* By individual assignments.

*References:* Appropriate references will be given by the lecturers concerned.

**CHEMISTRY (Core) CHE301**

Two hours theory and three hours practical work per week for two semesters.

*Prerequisite:* CHE201.

*Syllabus:* Analytical Chemistry. Organic and inorganic analysis. Chemical and instrumental techniques.

*References:* To be advised.

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CHEMISTRY (Alternative) CHE302

Four hours theory and six hours practical work per week for two semesters.

Prerequisites: CHE201, CHE202, and to be taken only in conjunction with CHE301.

Syllabus: Spectroscopy, electrochemistry, organic chemistry (dyestuffs, paints, polymers, petrochemicals, agricultural chemicals, soaps and detergents, pharmaceuticals), inorganic chemistry (transition metals, redox behaviour, organometallics), kinetics, physical chemistry of analytical processes.

References: To be advised.

CINEMATOGRAPHY AND THE COMMUNICATIONS MEDIA ART275

A course for degree and diploma students consisting of a one hour lecture and a one hour tutorial per week for two semesters.

Prerequisite: First year of degree or diploma course in Fine Art.

Syllabus: The time allocated for this study is one year. The subject may not be offered every year. The first part of the subject will consist of a brief survey of the history and techniques of film-making, and the viewing and analysis of film classics and recent films.

The second part of the subject will be a study of the nature and effects of the media from the point of view of world culture. It will trace interactions through a study of media samples and the work of such writers as Colin Cherry, Buckminster Fuller and Marshall McLuhan. Constant references will be made to current information published in journals.

Assessment: By assignment and examination.

References: To be advised.

CIVIL ENGINEERING MANAGEMENT CIV418

A course of four hours per week for two semesters.

Syllabus: This subject surveys the nature and influence of major variables in co-operative achievement, viz., environment, structure, technology and psycho-social factors. The main streams of organisation theory will be reviewed and evaluated, the elements and administrative significance of organisation behaviour examined, and attention directed to phases of the administrative process.

Economic management, interest, annual cost, present worth, benefit cost analysis.

Economic study techniques, estimation of costs and benefits. Cost indices, sources of funds, capital budgeting.

Construction planning techniques, introduction to Critical Path Techniques. Construction programming, site organisation, types of contracts, contract administration.

Assessment: To be based on assignments and projects submitted throughout the year.

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References:

CIVIL ENGINEERING MATERIALS CIV205
A course of four hours per week of lectures and laboratory work for two semesters.
Syllabus: Material properties; structure of metals, polymers and ceramics, crystal imperfections, phase transformation, phase diagrams. Mechanical and chemical properties of solids, environmental deterioration. Quality control.
Assessment: To be based on examinations at the end of each semester, together with assignments and reports.

References:
Cement & Concrete Associations of Australia, various publications.
NAASRA, various publications.
SAA, Steel Structures, Part 1, Planning, Part 9, Erection.

COLLECTIVE SECRETARIAL PROBLEMS ADM666
A course of six hours per week for second semester.
Prerequisites: Office Procedures ADM662, Basic Shorthand ADM663, and Basic Typewriting ADM664.
Syllabus: This is a ‘finishing course’ for the potential professional administrative secretary. Emphasis in the subject is on the refinement of skills, attitudes and techniques needed by the professional secretary. Students are expected to reach minimum speeds of 100 w.p.m. in shorthand and 50 w.p.m. in typewriting non-technical general material. It is anticipated that at the end of the course students will be able to fill positions which require people of the very highest calibre.
Laboratory Facilities: Students are expected to use programmed materials in the stenographic laboratory to supplement class work.
Assessment: Assessment is continuous and based on class projects and assignments.
References: To be advised.
COMMUNICATIONS STUDIES HUM100

Four hours per week, comprising lectures, tutorials and workshops for one semester.

Prerequisites: Nil.

Syllabus:
1. Theories and models of communication behaviour.
2. Perceptual processes in interpersonal communication.
3. The socio-cultural context of communication.

Assessment: Two essay assignments, a tutorial paper, a multiple-choice test and a final examination.

References:

COMMUNICATION STUDIES HUM102

Four hours per week, comprising lectures, tutorials and workshops for one semester.

Prerequisites: Nil.

Syllabus:
1. Approaches to the study of language.
   — language as codification of reality.
   — language as a system.
2. The structure of verbal messages.
   — oral and written communication.
   — variables in intercultural communication.

Assessment: Oral and written exercises, tests and tutorial papers.

References:

COMMUNICATIONS STUDIES HUM200

Four hours per week comprising lectures and tutorials for one semester.

Prerequisites: HUM100 or approved equivalent.

Syllabus: The main topics to be covered will be:
1. Methodological and theoretical approaches to communication studies.
   • Scientific method and empirical evidence.
   • Communication models. Contributions of other disciplines.
2. Signs, Codes and Culture.
   • Signs, sign-systems and codes.
• Context variables.
• Semiotics and the study of codes.
• Inter-ethnic communication.
• Cross-cultural communication.

Assessment: Tutorial papers, assignments and tests.

References:

COMMUNICATION STUDIES HUM202

Four hours per week comprising lectures, tutorials and workshops for one semester.

Prerequisites: HUM102 or approved equivalent.

Syllabus:
• Communication variables focusing on message design in audio-visual media.
• Language as both a verbal and visual medium. Semiotic components of language — signs, symbols, icon, index and how they interact to form codes.
• Syntax — framing and composition using video examples.
• Denotative and connotative dimensions in film.
• Film theory, highlighting montage and mise en scène.
• Organisational principles in planning and co-ordinating an audio-visual production.

Assessment: Tests, analytical reports and production exercises for both individual and group work.

References:
MONACO, J., How to Read a Film, OUP, New York, 1977.

COMMUNICATION STUDIES HUM204

Four hours per week comprising lectures, tutorials and workshops for one semester.

(Note: Students cannot claim credit for both this subject and Sociology SOC202.)

Prerequisite: HUM200 or approved equivalent.

Syllabus:
• Functional and structural approaches to the study of mass communication.
• Role of the mass media and patterns of influence: research findings and interpretations.
• Media content and cultural codes.
• Overview of the media and audiences in Australia.
Assessment: Tutorial papers and assignments.

Reference:

**COMMUNICATION STUDIES HUM208**

Four hours per week comprising lectures, tutorials and workshops for one semester.

*Prerequisites: HUM102 or approved equivalent.*

*Syllabus:*
- Print publications, audio-visual media and their purposes.
- Styles of scripting for media, variable according to audiences, message and related matters.
- Script preparation including information gathering, interviewing and adaptation (eg. of fiction).
- Editing and proof reading.
  - Design of the final product: layout, typefaces, illustrations and other factors influencing effective print communication.
  - Design of the final product: juxtaposition, duration of parts, audio effects, continuity, impact of radio material.
- Print and tape preparation.
- Production decisions — selection of magazine, newspaper or program material.
  - equipment options.

*Assessment: Two individual projects (one audio and one print) and tests.*

*References:*

**COMMUNICATION STUDIES HUM300**

Four hours per week comprising lectures and tutorials for one semester.

*Prerequisite: HUM204 or approved equivalent.*

*Syllabus:*
- Persuasion and the communication process. Logic and rhetoric in persuasion. Social and behavioural theories and approaches relevant to persuasion and information diffusion.
- Information and opinion change. The social and cultural context.
- Message content and media selection. Planning and designing communication campaigns. Assessment criteria for different audiences.

*Assessment: Individual and group assignments, essays and short tests.*

*References:*


**COMMUNICATION STUDIES HUM302**

Four hours per week comprising lectures and tutorials for one semester.

*Prerequisites:* HUM300 or approved equivalent and Statistics MAT171 and MAT172 (or MAT173) or approved equivalent.

*Syllabus:*
- Audience research. Information needs and problem definition. Identification of relevant variables.
- Survey planning. Sampling methods; problems of validity and reliability.
- Audience ratings: guidelines for interpretation and use. Assessment of variables and concepts involved.
- Principles of content analysis.

*Assessment:* Assigned exercises, tests and team projects.

*Reference:*

**COMMUNICATION STUDIES HUM304**

Three hours per week comprising lectures and tutorials for one semester.

*Prerequisite:* Communication Studies HUM300 or approved equivalent. (HUM300 may be studied concurrently.)

*Syllabus:*
- Organisation as systems. Communication systems. Information systems.
- Formal and informal communication systems. The external environment.
- Communication problems in organisations: cases and examples.
- Innovation and development of new communication systems and practices.

*Assessment:* Assignments and tests.

*References:*


**COMMUNICATION STUDIES HUM306**

Four hours per week comprising lectures, tutorials and production exercises for one semester.
Prerequisites: HUM202 or approved equivalent.

Syllabus: Styles of discourse in audio-visual media. Film as a semiotic system focusing on theorists — Mitry, Metz, Eco, and Wollen. Analysis of the narrative form in film and television.

Assessment: Tests, critical reports and production exercises.

References:

COMMUNICATION STUDIES HUM308

Three hours per week comprising seminars, lectures and/or work experience for one semester.

Prerequisites: HUM300 and MAT171 or approved equivalents.

Syllabus: The topics will aim to explore issues of relevance to the communicator in vocational and social environments. Projects may include for example: communication in industrial settings and emergency organisations; information dissemination; evaluation of communication strategies; ethics and philosophical issues in communication.

Assessment: Seminar papers and/or reports on specific individual or group projects.

References: To be advised.

COMMUNICATIONS NETWORKS I ELE461

A course of four hours per week for one semester.

Syllabus: Telephony, FM and time multiplex, broadband carrier telephony, television systems, concepts, TV studios and transmission, receivers, colour television.

References:
FREEMAN, A. H., Automatic Telephony in APO, A.T.M. No. 4., TSA.

COMMUNICATIONS NETWORKS II ELE462

A course of four hours per week for one semester.

Syllabus: Radar systems, broadcast transmitters and receivers — radio and TV, microwave radio link and satellite transmission.

References:
COMPANY FAILURES ACC237
The course will average two hours of tutorials, and two hours of lectures per week for one semester.
Prerequisite: Accounting ACC217 and the concurrent or previous study of Accounting ACC218 will be desirable.
Syllabus: The course covers legal, social and economic aspects of failure including the effects of failure, law and practice of liquidations, causes of failure, predicting the company at risk and avoidance of failure.
References:

COMPETITION AND CONSUMER LAW FIN615
A course of three hours of class work each week for one semester.
Prerequisites: Nil.
Syllabus: In depth study of trade practices including cartelisation and its various forms — price fixing; exclusive dealing; contracts in restraint of trade. Monopolisation and its various forms — price discrimination, mergers, R.P.M. Consumer protection on a federal and state level and credit law affecting merchandising.
References:
Trade Practices Act (Federal).
Other acts and references to be advised.

COMPUTER AIDED DESIGN CIV687
A course of lectures, discussion and practical sessions for two hours per week.
Prerequisites: Nil.
Syllabus: Review of computer hardware; digital, analogue and hybrid machines, peripheral units including input/output modes. Interactive programming; computer graphics. Computer software; commercial packages, pre-processor and post-processor programs. Use of software in traffic engineering, bridge engineering and highway design.
Assessment: To be based on continual assignment during the semester.
References: To be advised.

COMPUTER APPLICATION I (PROJECT) CIV604
An industrially based project involving an application relevant to skeletal frame analysis and design.

COMPUTER APPLICATION II (PROJECT) CIV608
An industrially based project involving an application relevant to finite element analysis.
COMPUTER ARCHITECTURE AND INTERFACING ELE656

A course of two hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.

References:

COMPUTER CONTROL ELE441

A course of four hours per week for one semester.

Syllabus: Process control concepts, computer hardware and software for process control, signal transmission, DDC and supervisory control, multivariable control schemes, energy management.

References:

COMPUTER PROCESS CONTROL ELE657

A course of two hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.

References:
COMPUTER PROGRAMMING EDP100
A course of three hours of lectures and two hours of tutorials per week for two semesters.
Prerequisite: HSC (or equivalent).
Syllabus: Design and construction of programs, commercial programming techniques, COBOL programming — sequential processing, indexed sequential and random processing. Introduction to Operating Systems; testing and debugging approaches.
References:
Manufacturers’ manuals as required.

COMPUTER PROGRAMMING EDP200
A course of five hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP100 and Systems EDP101.
Syllabus: Operating Systems — general functions and facilities, user privileges and security, program compiling execution, macros.
Data Structures and program design — types of structure and program manipulation of structures.
Assembler programming, Fortran programming, Basic programming, RPG programming.
Advanced COBOL programming.
References: Manufacturers’ manuals as required.

COMPUTER PROGRAMMING EDP250
A course of five hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP100 and Systems EDP101.
Syllabus: Programming: further features of business-orientated languages and their applications to business systems; further assembly language facilities, with emphasis upon magnetic tape and disc file organisation and processing; the use and structure of multi-language programs; detailed study of programming techniques, debugging aids and documentation. Software: an overview of software systems; utility routines and their role; a study of job control languages.
References: To be advised.

COMPUTER PROGRAMMING EDP300
A course of five hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP200 and Systems EDP201.
Syllabus: Multiple indexed file structures: screen handling facilities. Real-time transaction processing — functions of a real time system including recovery/restart, database management, network handling.

References: Manufacturers' manuals as required.

COMPUTER PROGRAMMING EDP350
A course of five hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP250 and Systems EDP251.
Syllabus: Programming: problem solving using a computational language; report programming language; comparison of programming languages; summary of problem solving techniques; interactive computing; languages, file handling and editing. Software: multi-programming, core management, scheduling, timesharing, further operating system features, use of utilities and application packages on small, medium and large systems.
References: To be advised.

COMPUTER PROGRAMMING EDP600
A course of four hours of classes per week for two semesters.
Prerequisite: A relevant diploma, degree, or equivalent qualification.
Syllabus: Problem solving by computers, including the steps involved, equipment and data representation, machine language, assembly language, program execution, source and object programs, higher level languages, flowcharting, debugging, program testing, documentation; program processing including computer centres and staff, processing procedures, batch processing, operating systems. Compiler Language programming, including a business-oriented language or a technically-oriented language as selected by the student.
References: Manufacturers' manuals as required.

COMPUTER PROGRAMMING EDP601
A course of four hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP600 and Systems EDP602.
Syllabus: Assembly Language Programming, including use of the language for general programming applications, power, aims and features, computation, data manipulation, efficient use of computing power and time, modification, indexing, indirect addressing, translation, program listing; computer installation software including comparison of operating systems, detailed treatment of job control language, range of utilities and other support software. Compiler Language Programming, including a business-oriented language or a technically-oriented language, either of which will be treated in much less detail than for Computer Programming EDP600.

References: Manufacturers' manuals as required.
COMPUTER PROGRAMMING EDP640

A course of one hour per week for two semesters.

Prerequisites: Nil.

Syllabus:
Introduction to Programming:
Problem definition and solution using algorithms defined by logic diagrams such as flowcharts, structure diagrams and decision tables; the benefits of modular and structured programming methods.

Programming Techniques:
- the need for adequate program documentation and techniques to achieve this; 'forced self-documentation' possibilities;
- introduction to secondary storage data structures and file processing;
- division of a program into logically separate and hierarchically structured modules which are either 'manager' — or 'worker' — oriented;
- test data selection, use of trace facilities and general debugging techniques.

Programming Languages:
BASIC
ANSI FORTRAN IV

References:
Manufacturers' Programming Reference Manuals to be decided.

COMPUTER SYSTEMS EDP641

A course of one hour per week for two semesters.

Prerequisite: Nil.

Syllabus:
Operating Systems:
- definition of operating systems;
- the evolution from simple, batch orientation through developmental stages to complex batch-streaming and/or multiple-access, on-line orientation;
- the objectives of a typical, modern operating system, its functions and its constituent components;
- the study of a typical, modern operating system job control language;
- an overview of the facilities offered by a typical, modern operating system.

Computing Systems:
- investigation of criteria for selection of hardware and software.
- specification of requirements for purchasing purposes.

References:
Manufacturers’ operating systems reference manuals to be decided.
COMPUTER PROGRAMMING EDP690

A course of three hours per week for one semester.

Syllabus: This unit is designed to familiarise students with computers and to acquire an ability to write simple computer programs. Topics covered will include: configuration of a computer system; analysis of problems and flowcharts; programming with a high level language (FORTRAN, ALGOL or COBOL).

References:

Manufacturers' manual as required.

Reading lists and lecture materials will be issued during the course.

COMPUTER SCIENCE MAT208

A course of two hours per week for two semesters.

Prerequisite: Mathematical Methods MAT101.

Syllabus: Analog computer techniques, its theory and mathematical applications. Digital computer equipment and its logic; formats of data and instructions; elementary assembly language programming. Structural programming and algorithms using PASCAL.

References:


CIT Computer Centre Users Handbook.

Others to be advised.

COMPUTER SCIENCE EDP281

A course of four hours of lectures and two hours of tutorials per week for two semesters.

Prerequisite: Mathematical Methods MAT101.

Syllabus: Introduction to computer equipment and its logic; formats of data and instructions; algorithms, addressing modes and techniques, programming; flowcharting, documentation and program check out. The development of the architecture of computing systems, and techniques of organisation; the development of hardware technology; current and possible future technologies and their effect upon architecture.

References:


COMPUTER SCIENCE MAT308

A course of two hours lectures and one hour tutorial per week for two semesters. Half unit value.

Prerequisite: To have passed, or to be taking concurrently, Computer Science MAT208.
Syllabus: Boolean algebra; addressing modes and techniques; advanced assembly language programming, operating systems; data structures. 

References: To be advised.

**COMPUTER SCIENCE PHY308**

Only for students undertaking the Alternative Stream in Physics. 
A course of one hour lecture and one tutorial per week for two semesters. 
**Prerequisite:** Computer Science MAT208. 
**Syllabus:** Mini and micro-computers and their uses; modern electronic technology; communications equipment; protocol and interfacing. 
**References:** To be advised.

**COMPUTER SCIENCE PHY309**

A course of two hours lectures and one hour tutorial per week for two semesters. *Half unit value.* 
**Prerequisite:** To have passed, or be taking concurrently, Computer Science MAT208. 
**Syllabus:** The development of the architecture of computing systems, and techniques or organisation; the development of hardware technology. An introduction to Systems Analysis.

**COMPUTER SCIENCE EDP381**

A course of four hours of lectures and two hours of tutorials per week for two semesters. 
**Prerequisite:** Computer Science EDP280. 
**Syllabus:** Analog computation, its theory and techniques and applications; systems programming, translation techniques, macro-generation, program relocation and loading; file structure, their management and manipulation, COBOL programming; on-line systems, design, case studies. 
**References:** 

**COMPUTER SYSTEMS EDP620**

A course of four hours per week for one semester. 
**Prerequisites:** Required entrance level. 
**Syllabus:** Review the latest developments in computer hardware — in the areas of the CPU, mass storage devices and input/output equipment; review the latest developments in software packages — data entry, file organisation application etc.; consideration of the implications of these
developments on the design of information systems; consideration of trends in these areas with a view to prediction of the future.

References:

Manufacturer documentation of both hardware and software.
Research papers.

COMPUTER SYSTEMS EDP641
A course of one hour per week for two semesters.
Prerequisite: Nil.

Syllabus:
Operating Systems:
• definition of operating systems;
• the evolution from simple, batch orientation through developmental stages to complex batch-streaming and/or multiple-access, on-line orientation;
• the objectives of a typical, modern operating system, its functions and its constituent components;
• the study of a typical, modern operating system job control language;
• an overview of the facilities offered by a typical, modern operating system.
Computing Systems:
• investigation of criteria for selection of hardware and software.
• specification of requirements for purchasing purposes.

References:
Manufacturers’ Operating Systems Reference Manuals to be decided.

COMPUTER TECHNOLOGY ART495
A course for degree students of two hours per week for two semesters, plus one hour tutorial per week for one semester. This subject may constitute the theme for the degree research paper.
Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication.

Syllabus: Programming: concepts of programming, formal methods of describing input. Systems software, operating systems, compilers and packages. Students will be required to write and run programs.
Equipment: The architecture, software, and equipment components of minicomputers, methods of interfacing with typesetting, photocomposition, printing, visual display and plotting equipment.
Assessment: The assessment of the research paper to be by the examination panel. Assessment will also be on a progressive basis if necessitated by the nature of the work undertaken.
COMPUTERISED BUSINESS SYSTEMS ACC260
A course of four hours per week for one semester consisting of two hours of lectures plus one two-hour seminar for the first half of the course, and for the second half two two-hour seminars.
Prerequisites: All second year accounting core units either completed or taken concurrently.
Syllabus: This course will cover the application of the computer to the business environment and particularly the design and implementation of business systems from the point of view of the auditor, the accountant and the marketer and their roles in planning the application. Case studies of business systems will be the major vehicle of learning in the latter half of the course, utilising the school's computer laboratory.

CONCRETE STUDIES ART215
A course of three hours per week for one semester for degree students.
Prerequisite: Nil.
Syllabus: This subject will introduce students to concrete as a ceramic material and demonstrate its application over a wide range of architectural, studio and industrial uses. Practical studio classes will be held in conjunction with lectures and demonstration classes.
Assessment: There will be an assessment of student work at mid-semester and the end of the semester by the examination panel and the lecturer in charge of the subject.

CONSTRUCTION AND ADVANCED SURVEYING CIV315
A course of three hours per week for two semesters.
Prerequisite: Surveying CIV103.
Syllabus: Cadastral and topographic surveys; engineering surveys; investigation, surveys, preparation of site plan and setting out surveys; hydrographic surveys; methods of sounding and location of soundings; introduction to photogrammetry; solving problems relating to the above topics. Examination of the techniques and equipment used in engineering works: Excavation and earthmoving, rock drilling and blasting, tunnelling, piling, hoisting, paving material production and concrete handling.
Assessment: To be based on examination at each semester.
CONSTRUCTION PLANNING CIV672
A course of lectures and discussion sessions of two hours per week.

Syllabus: Job planning, preliminary and detailed, scheduling of operations, bar charts, critical path methods. Job estimates. Project organisation, the resident engineer, labour, plant and material control and costing, job financing, cost indices. Job safety, industrial relations, demarcation disputes. Day labour and contract options, contract documents, legal considerations, arbitration.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:
Australian Federation of Construction Contractors, various publications.

CONTEMPORARY ACCOUNTING PROBLEMS ACC671
A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: Recent developments in the theory and practice of financial accounting, with an emphasis on problems encountered by the practicing accountant and on areas of controversy. Selected topics, which may vary from one semester to another, will be examined in depth. They include: accounting for leases, R&D expenditure, foreign operations, extractive industries, business segments, inter-company investments, labour fringe benefits, taxation, management forecasts, etc.

References: To be advised.

CONTEMPORARY BUSINESS ADM111
A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: The course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraints under which they operate. The various stakeholders in contemporary business are considered. Student discussion is at all times encouraged and developed.
Assessment: Assessment will be continuous throughout the semester based on assignments.

References:

CONTEMPORARY ISSUES IN ECONOMICS AND FINANCE FIN331
A course of four hours per week for one semester.
Prerequisites: Economic Policy Towards the Firm FIN371 and Monetary Theory FIN233.
Syllabus: Because of the nature of this subject, this syllabus will vary depending on current policy problems existing at the time of offering the subject. Examples of potential areas of study would be: international realignment of currencies, and their effects on financial decision-making; EFTS developments; impact of price level changes; patterns of development of our existing financial institutions, wealth-maximisation models applied to financial institutions; and the dynamic environment in which financial institutions must operate.
References: To be advised.

CONTEMPORARY PHYSICS PHY330
A course of two hours per week for two semesters.
Prerequisites: To be admitted to the final year of the Bachelor of Engineering (Mechanical) course. This course is designed to give engineers an appreciation of the use of Physics in a modern society.
Assessment: The assessment will be a combination of report and examination (approximately equal weight).

CONTROL SYSTEMS ELE340
A course of three hours per week for two semesters.
Syllabus: The control system: open loop, closed loop, block diagram representation, continuous time and discrete time systems.
Analysis of continuous time systems, second order response, transfer

References:

CORPORATE FINANCIAL POLICY AND STRATEGY ACC675

A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The evaluation of computerised financial models in solving corporate financial planning problems. Participants will interactively build models and use sensitivity analysis to suggest additions.
References:
CAS, Financial modelling package.
INFONET, A guide to FLARES — financial analysis and reporting system, Infonet, 1975.

CORPORATE LAW FIN319

A second year degree subject with four hours of class contact per week for one semester.
Prerequisites: Business Law FIN113.
Syllabus: Historical background; the corporate entity, its formation and constitution, kinds of company, liability for wrongs; corporate finance, the prospectus, loan and share capital; management and control; minority protection; trading in securities.
References:
Details to be announced during the first class of the semester.

CORPORATE SECRETARIAL PRACTICE FIN617

A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course comprises two segments:
The Administrative Function in Business and Government: Management fundamentals; investigations, planning co-ordination, control, communication, forecasting, budgeting, committees; departmental organisation; record maintenance, security; system analysis and design; documents and form design; office equipment and layout; management responsibility and EDP; credit management; insurance; business names, patents, trade marks, copyright; export and import procedures; the law and procedure of meetings.
References:
Other references to be advised.

The Law and Procedure of Meetings: Private and public meetings; conduct, notice, quorum, agenda; rules of debate; notions, amendments, addendums, proxies; defamation; terms; minutes; company meetings — directors, members, creditors; Stock Exchange requirements as to meetings of listed companies.

References:

CORPORATE STRATEGY ADM668
A course of three hours per week for one semester.
Prerequisite: A pass in at least five of the units offered for the Graduate Diploma in Accounting and Finance.

Syllabus: Introduction, the objectives of business enterprise, decision making, the concept of corporate strategy; corporate planning models; determination of corporate strategy; implementation of strategy; concept of financial mobility; case studies.

References:

CRAFT DRAWING/DESIGN ART136 & ART137
A course for students undertaking the Craft Major of the Fine Art Degree Course.
ART136 Six hours per week for Semester One
ART137 Six hours per week for Semester Two

Prerequisites: Nil.

Drawing Syllabus: This aspect of the syllabus is designed to equip the student with a wide range of fundamental skills in drawing and to provide the foundation for later specialisation and progress in major areas. Many exercises will be closely involved with design studies.

Design Syllabus: The aim of this subject is to integrate two-dimensional and three-dimensional forms into a comprehensive design study. Design Study requires the student to comprehend and apply a terminology through which he can implement his own artistic expression.
Assessment: Progressive assessment by a lecturer and assessment by a panel at mid-semester and at the end of each semester.

References: To be advised.

CRAFT DRAWING/DESIGN ART236 & ART237

ART236  Six hours per week for Semester One
ART237  Six hours per week for Semester Two

Prerequisite: Craft Drawing/Design ART136 & ART137

Drawing Syllabus: The syllabus is designed to develop skills acquired during the first year of the course. There are two main study areas: (i) the human figure and (ii) general drawing. There will be different tutorial emphases, depending on the student's major study, eg. Mechanical Drawing.

Design Syllabus: This subject encourages the further development of artistic ideas and expression, and relates to studies already undertaken in Materials and Technology, Silversmithing and Jewellery, Glass Studies, and Ceramics. It includes a study of ergonomics to enable students to develop proficiency in solving design problems.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.

References: To be advised.

CRAFT DRAWING/DESIGN ART336 & ART337

ART336  Six hours per week for Semester One
ART337  Six hours per week for Semester Two

Prerequisite: Craft Drawing/Design ART236 & ART237

Drawing Syllabus: The emphasis is on particular techniques and media which relate to the student's area(s) of study.

Design Syllabus: The syllabus is designed to provide a synthesis of studies undertaken in earlier design units, and Materials and Technology units. It includes the study of more complex design problems, and encourages an awareness of the responsibility of the designer to be responsive to social and community needs.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester. In both Drawing/Design, students are expected to develop a program which relates to their major subject area.

References: To be advised.

CRAFTS IN SOCIETY ART138 & ART139

A course consisting of a one hour lecture and a one hour tutorial per week for students undertaking the Craft Major of the Fine Art Degree Course.

ART138  Two hours per week for Semester One
ART139  Two hours per week for Semester Two

Prerequisite: Nil.
Syllabus: This course examines the role played by Art/Crafts in the sociological, economic and aesthetic development of civilisations. It traces the development of Art/Crafts in Western Society and culture, and the relationship of the Artist/Craftsman to the emergence of the visual arts.

Assessment: By assignments throughout the year, and class tests.

References: To be advised.

CRAFTS IN SOCIETY ART238 & ART239
A course for Fine Art degree students consisting of a one hour lecture and a one hour tutorial per week.
ART238 Two hours per week for Semester One
ART239 Two hours per week for Semester Two

Prerequisites: Crafts in Society ART138 & ART139.

Syllabus: This course continues the historical study of crafts covered in the first year of the course. It examines the connection between artistic thought and practice, and scientific thought and technology, together with an historical survey of these connections.

Assessments: Class assignments throughout the year, and a final essay on the particular medium in which the student intends to major. The essay will constitute 35% of the year's marks, and class assignments 65%.

References: To be advised.

CUSTOMER BEHAVIOUR MKT221
A course of four hours per week.

Prerequisite: Marketing and Society MKT111.

Syllabus: Concepts from the behavioural sciences relevant to understanding the buying behaviour of both consumer and industrial buyers. The consumer, the development of buyer behaviour theories, contribution of the social sciences in understanding buyer behaviour, the consumer decision process, concepts in buyer behaviour, industrial buying, techniques in buyer research.

References: To be advised.

DATA PROCESSING EDP110
Four hours per week for one semester.

Syllabus: Structure of data, compiler languages and facilities, use of commercially oriented language in developing computer solutions, designing problem solutions, file handling (sequential and direct) in representative business processes.

Assessment: Practical programming assignments. Unit tests.
References:
Manufacturers' manuals as required.

DATA PROCESSING EDP170
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Analysis of business systems; the range of data processing equipment; basic computer programming, including flowcharting, use of a high level language and interactive computing.
References: To be advised.

DATA PROCESSING EDP270
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP170.
Syllabus: Problem solving by computers, using a business oriented language; general programming techniques; program processing; an overview of facilities offered by computing systems, particularly data base and packages.
References: To be advised.

DATA PROCESSING EDP271
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP170.
Syllabus: An introduction to general systems theory; information systems; introduction to an EDP systems study; systems development including constraints, output design, input design, file design, run design, clerical procedure design, forms design; standards and documentation; systems and programming specifications; an understanding of such techniques as real-time, data base information retrieval.
References: To be advised.

DATA PROCESSING EDP275
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP170.
Aim: To familiarise students with a commercial programming language and general programming techniques; develop programs interactively; become familiar with features offered by most computer operating systems.
Syllabus: Program design tools and techniques; COBOL language features including direct access file handling; interactive program development; use of operating system features — file handling, editing, copying — the operating system job control language.

Assessment: Assignment work and examination.

**DATA PROCESSING EDP276**

A course of four hours per week for one semester.

*Prerequisite:* Data Processing EDP170.

*Aims of unit:*

To enable the student to understand the role of the systems analyst/designer in the commercial environment.

To provide the student with the major tools of the systems analyst/designer.

*Syllabus:* Concepts of information and its relevance to running a company; the systems analysis/design/implementation of a life cycle; basic computer hardware and its relevance to systems design; systems analysis techniques.

Systems design; output design, input design, file design, run design, clerical procedure design; standards and documentation; systems and programming specifications.

An understanding of terms such as real-time systems, data base management systems.

*References:*


*Assessment:* Assignment work and examination.

**DATA PROCESSING EDP370**

A course of four hours per week for one semester.

*Prerequisite:* Data Processing EDP271.

*Syllabus:* Mass storage, information systems, telecommunications; real-time; database; information retrieval; case study research involving projects in selected areas.

*References:*


**DATA PROCESSING EDP371**

A course of four hours per week for one semester.

*Prerequisite:* Data Processing EDP276.
Syllabus: Data, data structures, database, data base applications. Telecommunications, computer networks, distributed processing. Systems analysis, systems documentation. The computer system and the information system for management. Security and the computer based system.

Assessment: One significant project (50%) Unit test (50%).

References:
KROENKE, David, Database Processing, SRA, 1977.

DATA PROCESSING EDP680
A course of three hours of classes per week for one semester.

Prerequisites: Nil.

Syllabus: Business systems: a review of the significance of and need for processing; the data processing cycle; basic business operations. Electronic data processing systems: basic types of computers; elements of an EDP system — hardware, software, staffing; management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program listing and debugging, program documentation.

References: To be advised.

DATA PROCESSING EDP681
A course of one and a half hours of classes per week for one semester (for students in the Graduate Diploma in Secretarial Studies).

Prerequisites: Nil.

Syllabus: Business systems: a review of the significance of, and need for data processing; the data processing cycle; basic business operations. Electronic data processing systems: basic types of computers; elements of an EDP system — hardware, software, staffing; management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program listing and debugging, program documentation.

References: To be advised.

DATA TRANSMISSION ELE362
A course of three hours per week for one semester.


References:
GOODYEAR, C. C., Signals and Information, Butterworths, 1971.

DECISION MAKING TECHNIQUES MAT662
A course of three hours per week for one semester.
Syllabus: This unit is designed to provide an awareness and appreciation of the importance of quantitative analysis to decision making.
Topics covered will include: linear programming with special reference to allocation and transportation problems; waiting time policy and queueing problems; planning and scheduling with reference to networks, CPM and PERT.
Emphasis will be given to physical distribution problems.
References:
WAGNER, Principles of Management Science, Prentice-Hall.

DESIGN ART115
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will be taught in close relation with Ceramic Design Theory and Practice 2 and Ceramic Design Drawing 2. It will consist of a series of lectures and studio classes dealing with an introduction to the basic elements of design. The subject will be treated broadly but will also be directed towards the particular needs of ceramic design students.
Assessment: This subject will be assessed with Ceramic Design Drawing 2 at midsemester and at the end of the semester by the examination panel and a separate mark will be given for each subject. There will be cumulative assessment also throughout the semester.

DESIGN ART214/ART225
A course of two hours per week for one semester for degree and diploma students.
Prerequisite: Design ART115.
Syllabus: This subject will complement the lectures and studio classes covered in Design 1, and will relate to areas of instruction which will be studied concurrently in Ceramic Drawing 4 and Ceramic Design Theory and Practice 4. It will direct the students to a more critical awareness of the purpose of design and the work sequence necessary for the solution of design problems.
Assessment: This subject will be assessed with Ceramic Design Drawing 4 at midsemester and at the end of the semester by the examination panel, and a separate mark will be given for each subject. There will be cumulative assessment also throughout the semester.
DESIGN ART307
A course of two hours per week for one semester.
Prerequisite: Design ART214.
Syllabus: This subject will complement the lectures and studio classes covered in Design 2, and will relate to areas of instruction which will be studied concurrently in Ceramic Drawing 5 and Ceramic Design Theory and Practice 5. It will direct the students to a more critical awareness of the purpose of design and the work sequence necessary for the solution of design problems. This subject will encourage students to explore the properties of the material they have chosen to work with in their major studies and will require a restatement of design elements and principles.

DESIGN CIV316
A course of four hours per week of lectures and design office work for two semesters.
Syllabus: Lectures will cover the theory and design methods required for the proportioning of timber, structural steel, reinforced and prestressed concrete structural members and connections. Project work will relate to the planning, evaluation, design and detailing of structural systems with particular reference to currently accepted practice.
Assessment: To be based on mid-year and final examinations, together with assignment work submitted throughout the year.
Cement & Concrete Association of Australia, Australian reinforced concrete design handbook, 2nd ed.

DESIGN CIV420
A course of seven hours per week of lectures and design office work for two semesters.
Syllabus: Lectures to cover design of engineering projects as a whole with reference to function, site, aesthetic requirements, alternative solutions and decision of best alternative. Design office work will consist of design of large projects related to the elective chosen by the student.
Assessment: To be based on project work and other material presented during the year.
References: To be advised.

DESIGN ELE110
A course of four hours per week for each semester.
Graphic Communication 1
Syllabus: The principle of engineering, drawing, as laid down in Australian Standards; basic knowledge of geometry; training in sketching; simple drafting including details, assembly and layouts; first and third angle orthographic projections and isometric projection.

References:

Graphic Communication 2
Syllabus: Standard graphical symbols and codes, schematic diagrams, block diagrams, industrial and domestic wiring diagrams and specifications including S.A.A. regulations, control circuit diagrams, printed circuits production and circuits layouts.

References:
BSI BS/3939, *Graphical Symbols for Electrical Power, Telecommunications and Electronic Diagrams*.

**DESIGN ELE210**
A course of two hours per week for each semester.

Design 1
Syllabus: Electronic components, heat sinks, design of basic semi-conductor circuits, equalisation network design.

Design 2
Syllabus: Computer software structuring, computer hardware systems and terminology, assembly language programming, computer memory, hardware memory, hardware and software development for microprocessors. Assessment: Continuous assessment by assignment and test.

References:

**DESIGN ELE310**
A course of two hours per week for two semesters.

Design 3

Design 4
Syllabus: Speed control and starting circuits for DC and AC motors.
Transformer and rotating machine design. Economics of design. Insulators and cables, including thermal problems.

References:

DESIGN ELE410
A course of five hours per week for two semesters.
There is no prescribed syllabus for the project subjects. A student will work individually or in a team to investigate an industrial research or design problem, starting from the stage of defining the problem to the presentation of a final report.

DESIGN PROJECTS ELE628
A course of four hours per week for one semester.
Either one major design project or several lesser projects may be undertaken during the semester.
The major project or lesser projects will incorporate as many of the following features as possible: Electrical plant and services protection, plant safety and reliability and maintenance schedules, technical and economic selection of equipment.
Assessment: To be based on a written report and project work.

DIFFERENTIAL EQUATIONS AND DATA ANALYSIS MAT606
A course of 45 hours lectures/tutorials.
Syllabus: Initial value problems (linear and non-linear): Taylor series, line multistep and Runge-Kutta methods. Extension to higher order systems at stiff ordinary differential equations. Boundary value and eigenvalue problems: finite difference, shooting, collocation, variational (Rayleigh-Ritz) and Galerkin methods.
References:
The need and choice of approximating function. Collocation, Taylor, least squares, minimax, rational functions and spline approximations. Data analysis (including fast Fourier transform). Statistical tests of 'goodness of fit'.
References:

DIGITAL COMPUTER EQUIPMENT EDP642
A course of lectures and tutorial work of one hour per week.
References:

DIGITAL COMPUTER EQUIPMENT ELE681
A course of four hours per week.
Prerequisite: Mathematics MAT151 or equivalent.
Syllabus: Logic for computing circuits; information storage circuits; input and output media; protocols and standards for interfacing; hardware interface including elements of digital-analog conversion, analog-digital conversion, multiplexing; microprocessor hardware and software.
References:
Motorola Semiconductor Products Incorporated, Applications and reference material apropos M6800.

DIGITAL ELECTRONICS ELE350
A course of three hours per week for two semesters.
References:
DIGITAL INFORMATION PROCESSING ELE450
A course of four hours per week for one semester.
Syllabus: Macro assembly for microprocessors; compilers and interpreters; structured languages, analysis and design; operating systems; database concepts; algorithmic processes; diagnostic design; multi-processor systems.
References:

DIGITAL INFORMATION PROCESSING ELE674
A course of three hours per week for one semester including lectures, laboratory and tutorials.
Assessment: One written examination together with performance in laboratory and assignment work.
References:
Manufacturers' Reference and Programming Manuals.

DIGITAL LOGIC AND COMPONENTS ELE651
A course of two hours per week for one semester, including lecture, laboratory and tutorial.
Assessment: One written examination together with performance in laboratory and assignment work.
References:
Manufacturers' Data and Application Manuals.
204
DIGITAL SYSTEMS ELE451
A course of four hours per week for one semester.
References:

DISTRIBUTION SYSTEMS MKT398
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing & Society MKT111.
Syllabus: The distribution mix; channels of distribution and trends in their development; elements, operation and marketing implications of physical distribution; design, development and planning of distribution systems, including their adaptation to change; the administration of distribution systems; the selection, motivation, and development of members of the distribution system.
References:

DRAWING ART141
A course for degree students of six hours per week for two semesters.
Prerequisites: Nil.
Syllabus: This area of study is designed to give the degree student a wide range of fundamental skills in the drawing area. It will impart knowledge and develop competence in the handling of drawing techniques and media leading to later specialisation and progress in major areas.
Assessment: Progressively by the assessment panel during the year.

DRAWING ART162
A course of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: During the first year of the course the emphasis is on acquiring the basic skills and concepts of drawing, using the human figure, still life, landscape and genre.
Assessment: Progressively by the assessment panel during the year.
DRAWING ART241
A course for degree students of four hours per week for two semesters.
Prerequisite: Drawing ART141.
Syllabus: This area of study will be an extension of first year drawing and will expand previous skills. It will be divided into two study areas: the study of the human figure and general drawing.
Assessment: Progressively by the assessment panel during the year.

DRAWING ART262
A course of three hours per week for two semesters.
Prerequisite: Drawing ART162.
Syllabus: The basic skills and concepts of drawing are reinforced. Students are also encouraged to search for their own individual means of interpreting forms and to become more self motivated.
Assessment: Progressively by the assessment panel during the year.

DRAWING ART341
A course for degree students of four hours per week for two semesters.
Prerequisite: Drawing ART241.
First semester
Syllabus: During this semester the emphasis will be on techniques and media in direct relationship to their major area of study or studies.
Second semester
Syllabus: The drawing folio submitted for the final assessment should show the personal development of the candidate in the drawing area and, in addition to that, must complement the work of the major study area or areas of the final semester.
Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

DRAWING ART362
A course of three hours per week for two semesters.
Prerequisite: Drawing ART262.
Syllabus: In this unit of drawing the emphasis is on the individual development of creativity and expression. The students in this year as in previous years, are involved with a variety of media and concepts to allow their drawings to form a strong relationship with the major study area.
Assessment: Progressively by the assessment panel during the year.

DRAWING ART382
A course of three hours per week.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: The senior student should have a sensitive appreciation of his materials. He should have an awareness of what is meant by creative drawing and how he is to express himself in terms of his major area of study.

Assessment: Assessments of folio at mid-year and end of year.

References: To be advised.

THE ECONOMIC ENVIRONMENT AND THE RETAIL INDUSTRY FIN133
A course of four hours per week for one semester.
Prerequisites: Nil

Syllabus: This course provides students with an understanding of Australia's economic environment and how it impinges on the retailing sector. It covers economic systems, business organisations, government objectives, policies and activities that have an impact on the retail industry, aggregate demand and economic instability. It will be taught through lectures, tutorials and special research projects.

References:

ECONOMIC POLICY TOWARDS THE FIRM FIN371
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.

Syllabus: An overview of government instrumentalities which effect operations of the firm. A study of three to four current economic issues such as: mineral resources policy, prices and incomes policy, government credit management policy; the degree of protection in Australia and its effects on resource allocation; urban problems and policies toward decentralisation.

References: To be advised.

ECONOMICS FIN294
A course of two one-hour lectures and two hours of tutorial work per week for two semesters.

Prerequisites: Nil.

Syllabus: Macroeconomics: analysis of the forces determining the level of economic activity in the Australian economy, in particular the role of government and international trade.
Microeconomics: the theory of the firm and its behaviour in various
market structures; the organisation of firms, conditions of demand, costs of production and price variables.

Assessment: Assignments, class tests, final examination.
References: To be advised.

ECONOMICS FIN295
A course of two one-hour lectures and two hours of tutorial work per week for two semesters.

Prerequisites: Nil.

Syllabus: Macroeconomics: analysis of the forces determining the level of economic activity in the Australian economy, in particular the role of government and international trade. Microeconomics: the theory of the firm and its behaviour in various market structures; the organisation of firms, conditions of demand, costs of production and price variables.

Assessment: Assignments, class tests, final examination.
References: To be advised.

ECONOMICS FIN272
A course of three hours per week for one semester.

Prerequisites: Nil.


References: To be advised.

ECONOMICS FIN396
A course of four hours of class work per week for two semesters.

Prerequisite: Economics FIN295.

Syllabus: The topics to be covered will be chosen from the following areas of applied economics: tariffs and trade, money and banking, business forecasting, economic growth, public finance, labour relations and labour economics, industrial economics.

Assessment: Assignments and class tests.
References: To be advised.

ECONOMICS FOR MANAGEMENT FIN652
A course of three hours per week for one semester.

Prerequisites: While there are no formal prerequisites students are expected to have a sound basic knowledge of economic theory.

Syllabus: The task of the manager; objectives of the firm. A study of three major areas of managerial concern such as analysis of economic
conditions; money markets and monetary policy; international trade and industry assistance; location theory and environmental constraints; benefit cost analysis.

References:

ECONOMICS RESEARCH FIN375


*Syllabus:* A minimum of two case studies will be undertaken by students under the guidance of staff members. Students will be required to participate in seminar discussion and analysis of case studies. The case studies will involve the preparation and presentation of:
- A comprehensive report on relevant economic factors to assist management to determine effective strategy with respect to some hypothetical business problem.
- A critical analysis of relevant economic factors to assist in the development of a mission by a firm to a government agency or tribunal on a hypothetical issue affecting the firm’s operations.

*References:*
No specific texts or references will be given. Students will be expected to seek out relevant data and to refer to journals, papers and texts as necessary.

EDITING AND PUBLISHING ADM669

A course of one and a half hours per week of lectures, tutorials and workshop for one semester (for students in the Graduate Diploma in Secretarial Studies).

*Prerequisites for PS5 Students:* Nil.

*Syllabus:* A detailed history of the publishing and printing industry underpinning discussion of the modern book. The functions of the various specialists in a publishing house are analysed (commissioning editor, house editor, designer, production manager and sales manager). The study of modern publishing is focussed on Australia, and the place of the book in a multi-media society is considered. A practical course in copy editing and proof reading is followed in tutorials.

*Assessment:* There will be two projects and a two-hour formal examination at the end of the semester.

*Reference:*
EFFECTIVE TRANSCRIPTION ADM667
This is a course of six hours per week for one semester.
Prerequisite: Basic Shorthand ADM663 and Basic Typewriting ADM664.
Syllabus: This course will consist of practical shorthand writing and transcription of notes into accurate mailable typewritten matter. Students should develop the ability to record vocational material dictated at approximately 100 words per minute and to transcribe this material at no less than 30 words per minute.
Assessment: Assessment will be based on class exercises and practical assignments.
Reference:

ELECTRICAL AND ELECTRONIC DESIGN ELE211
A course of two lectures and two hours practical work per week.
Prerequisites: Electrical Engineering ELE100, Design ELE110 and concurrently Electrical Engineering ELE202 and Electronics ELE231.
Project Work: Each student should complete a number of minor projects with relevant design and adequate sketches of normal drawing office standard. The emphasis should be on calculation, design and clear ruled sketches.
Assessment: Continuous assessment by assignment work and test through the year.
References:
BOOTH, T. L., Digital Networks and Computer Systems.
COPPER DEVELOPMENT ASSN., Copper for Busbars, 1954.
FAIRCHILD, TTL Data Book.
FAIRCHILD, TTL Applications Book.

ELECTRICAL ENGINEERING ELE100
A course of six hours per week including lecture, tutorial and laboratory work.

**Laboratory and Assignment Work:** Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

**Assessment:** Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

**References:**


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**ELECTRICAL ENGINEERING ELE101**

A course of three hours per week including lecture, tutorial and practical work throughout the year.

This subject covers basic circuit theory as an introduction to Electronics ELE232, and also gives an introduction to electrical power circuits and machines with an emphasis on the applications applicable to mechanical engineers.

**Prerequisites:** Nil.

**Syllabus:** The electric circuit, resistance, capacitance and inductance. The solution of simple magnetic circuit problems. The AC circuit, use of phasors, power, volt-amps and reactive volt-amps. The DC machine, motors, generators, speed-control. The AC machine, induction and synchronous motors, single and three-phase. The universal motor. The transformer. Power production and distribution, rectification, protection, metering.

**Laboratory and Assignment Work:** Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examinations.

**Assessment:** Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

**Reference:**


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**ELECTRICAL ENGINEERING ELE202**

A course of two lectures and two hours practical work per week for one year.

**Prerequisites:** Electrical Engineering ELE100.


Laboratory and Assignment Work: A series of experiments and assignments related directly to the theory covered in the course must be satisfactorily passed before the student is allowed to take the written examination.

Assessment: Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

References:

ELECTRICAL ENGINEERING ELE203
A course of two hours per week of lectures and laboratory work.

Syllabus: DC electric circuits, resistance, capacitance and inductance. The solution of simple electric and magnetic circuit problems. AC electric circuits and use of phasors. The basic theory of DC machines and speed-control. The basic theory of AC machines. Transformers, power production, distribution and illumination.

Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

Assessment: Two written examinations, one taken at mid-year and one taken at the end of the year, together with performance in laboratory and assignment work.

Reference:

ELECTRICAL ENGINEERING ELE315
Four hours per week for two semesters.

Syllabus: Electrical circuits, machines, electric supply, switching, signals, illumination, transducers, electronic processing of signals, monitoring and recording, control and feedback.

Assessment: Based on one written examination at the end of semester together with laboratory and assignment work.

References:

212
ELECTRICAL MACHINE PERFORMANCE ELE621

A course of four hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.

References:
RAMSHAW, R. S., Power Electronics, thyristor controlled power for electric motors, Chapman & Hall, 1975.

ELECTRICAL MACHINES ELE320

A course of four hours per week for two semesters.

First semester


Second semester


References:

ELECTRICAL PROJECT ELE313

A course of three hours per week of practical work. Generally one project is undertaken during the year. The project may be of
an investigational, research or constructional nature in which some electrical problem is considered in detail.

Assessment: To be based on written report and project work.

ELECTROMAGNETIC THEORY ELE360
A course of three hours per week for one semester.

Syllabus: Maxwell’s equations and their applications to wave propagation, transmission lines, striplines, waveguides, microwave devices, microwave networks, optical fibres.

References:

ELECTRONIC PROJECT ELE314
A course of three hours per week for practical work.
Generally one project is undertaken during the year. The project may be of an investigational, research or constructional nature in which some electrical problem is considered in detail.

Assessment: To be based on a written report and project work.

ELECTRONICS ELE230
A course of four hours per week for one semester.

Syllabus: Diode circuits and models. Principles of operation and models of bipolar, MOSFET and JFET transistors; biasing, techniques for bipolar and FET transistors. Linear integrated circuits, introduction to operational amplifiers.

References:

ELECTRONICS ELE231
A course of two lectures and two hours practical work per week.

Prerequisites: Electrical Engineering ELE100.

Syllabus: Semi-conductor theory — electron theory of solids, electron energy bands, conductivity due to electrons and holes, mobility. Fermi energy in semiconductors, drift and diffusion, diffusion length and recombination time. The p-n junction, the diode equation, capacitances.

Diode circuits and models. Principles of operation and models of bipolar, MOSFET and JFET transistors, biasing circuits. Amplifier transfer functions and frequency response.
**Laboratory and Assignment Work:** A series of experiments and assignments related directly to the theory covered in the course must be satisfactorily passed before the student is allowed to take the written examination.

**Assessment:** Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

**References:**

**ELECTRONICS ELE232**

The course of two lectures and two hours practical work per week for one semester is designed to provide an understanding of, and ability to use, electronic equipment for the measurement and control of mechanical quantities.

**Prerequisite:** Electrical Engineering ELE101.

**Syllabus:** The representation of mechanical variables by electrical signals, the processing of electrical signals. Transducers, recorders and display devices. The principles of feedback and control.

**Laboratory and Assignment Work:** Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examinations.

**Assessment:** Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

**References:**

**ELECTRONICS ELE330**

A course of three hours per week for two semesters.

**First semester**

**Syllabus:** Operational amplifier circuits. Discrete amplifier configuration. Frequency response. Feedback in amplifiers.

**Second semester**

**Syllabus:** Wideband amplifiers. Tuned amplifiers. Noise. Oscillators. Large signal amplifiers.

**References:**
ELECTRONICS ELE331
A course of two lectures and two hours practical work per week.
Prerequisites: Electronics ELE231 and Electrical Engineering ELE202.
Syllabus: Multistage amplifiers, feedback, wideband, tuned and power amplifiers, DC regulators, linear integrated circuits, pulse forming and logic circuits, industrial electronics.
Laboratory and Assignment Work: A series of experiments and assignments related directly to the theory covered in the course must be satisfactorily passed before the student is allowed to take the written examinations.
Assessment: Two written examinations, one taken in mid-year and one taken at end of year, together with performance in laboratory and assignment work.
References:

ELECTRONICS FOR EDP ELE241
A course of two hours of lectures, one tutorial per week and two hours practical work on alternate weeks for two semesters.
Prerequisite: HSC Physics.
Assessment: Two written examinations, one taken at mid-year and one taken at end of year together with performance in laboratory and assignment work.
References:

ELECTRONICS FOR EDP ELE351
A course of two hours of lectures, one tutorial per week and two hours practical work on alternate weeks for two semesters.
Prerequisites: Electronics ELE241 or equivalent.
Syllabus: Digital codes, combinational and sequential logic analysis and design, data transmission, mass storage hardware. Microprocessors: internal organisation, addressing modes, I/O and interrupts, support devices, system configuration. Microprocessor based system development.
Assessment: Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.
References:

ELEMENTARY COMPUTER PROGRAMMING EDP205
A course for degree students of two hours per week for one semester.
Prerequisite: First Year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by students majoring in the liberal studies area but may not be available every year. The aim will be to provide an understanding of elementary programming techniques which could be used by artists' configurations or gallery assistants for surveys. This is considered to be important in the light of increased use of computers in visualisation and the conceivable use of computers in art gallery surveys in the near future.
Assessment: By assignment.
References: To be advised.

EMPLOYEE RELATIONS AND PERSONNEL DEVELOPMENT ADM321
A course of four hours per week for one semester.
Prerequisites: Management and People in Organisations ADM113.
Syllabus: Career planning and management succession, training and development, improving productivity; employee relations — issues, awards, practices and procedures, including the role of management and unions; personnel administration, recruitment, selection, performance appraisal, motivation and counselling.
References: To be advised.

ENERGY CONSUMPTION PATTERNS ENY102
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Processes of fuel utilisation; sectors of consumption; laws of energy conversion; elementary energy analysis; transportation and transmission of energy. The consumption pattern in Australia: historical development; energy sources and end-uses; trends and projections; impact of conservation measures. International comparisons: Australia and countries of different agricultural, industrial and economic patterns. Socio-economic analysis: economic forces, lifestyles and values; social impact of energy uses in transport, urban planning and large industries. Environmental impacts: resource depletion, pollution, changes in ecosystems.
Assessment: Assignments and class tests.
References:


ENERGY POLICY IN AUSTRALIA ENY103
Two hours per week for one semester.
Assessment: Assignments and class tests.
References:

ENERGY POLICY OPTIONS ENY104
Two hours per week for one semester.
Syllabus: Energy future studies: selected examples. The high-growth option for Australia: future implications of current policies and trends; resource limitations; impact of major decisions; lead times for new technologies; lifestyles, social structures and employment. The sustainable society option: role of renewable energy sources; scale of organisation; appropriate technologies; employment and socially useful work. Problems of energy policy change: institutional arrangements limiting options for change; effect of existing large-scale projects; current community initiatives.
Assessment: Assignments and class tests.
References:

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**ENERGY RESOURCES ENY101**

Two hours per week for one semester.

Syllabus: The assessment of energy resources: historical development of resource utilisation; role of economics and technology; static and dynamic resource models. Energy in the biosphere: earth's energy balance; ecological cycles; human modification of ecosystems. The non-renewable resources: geographical distribution of resources; trade patterns; reserves, geology and economics of oil, coal, natural gas, uranium, oil shale and tar sands. The renewable sources of energy: potential and economics of energy from the sun, wind, tides, waves, biological fuels, hydro and geothermal sources; nuclear fusion; the storage of energy. Global politics of energy resources: control and marketing of resources; role of OPEC, energy companies and governments.

Assessment: Assignments and class tests.

References:


**ENGINEERING IND103**

Seven hours per week for one semester.

Syllabus:

ENGINEERING FUNDAMENTALS (2 hours/week)
The engineer; his place in society, job role, social responsibility, ethics, the industrial engineer. Problem solving bases, generation and evaluation of alternatives, selection criteria, investigation techniques, presentation of results.

Instrumentation: measurement, errors, interpretation of results.

COMPUTER PROGRAMMING (1 hour/week)
Introductory computer programming, algorithms, flowcharting, language levels, BASIC coding, introduction to the way in which programs are executed, practice involving simple examples.

ENGINEERING DRAWING (4 hours/week)
Basic principles; scales, orthographic projection, details, sections, dimensioning, tolerancing, symbols used in welding, pipework systems, electrical circuits. Sketching. Drawing office practice.

Assessment: By assignments and reports.

References:


ENGINEERING DESIGN CIV101
A course of four hours per week of lectures and drawing office work for two semesters.
Assessment: To be based on project work, reports and other material presented during the year.
References:

ENGINEERING DESIGN IND203
Four hours per week for two semesters.
Syllabus: The phases of design (feedback and iterative aspects); the need analysis (input analysis) as an aid to defining the problem, various methods for creative thinking-inversion, analogy, model formulation including application of solid mechanics and machines theory to design of real components with static and dynamic loads, detail design procedure.
Design principles; factors of safety (ignorance and uncertainty) design stresses, shock and energy loads, avoiding fatigue failure, endurance limit, reduction of stress concentration, modification of Goodman diagram.
Design of details; keys for shafts, bolted and welded joints, pressure vessels including a general introduction to AS 1210, design of shafts to AS 1403, selection of belt (flat vee) and chain drives including belt conveyors, selection of bearings including both ball or roller types and boundary lubricated type.
Design of systems; plant, selection and rating various materials handling systems including conveyors, fork lift trucks, cranes.
Assessment: By final examination, mid-semester tests and design assignments. Each will carry a substantial proportion of the marks.
References:
Manufacturers’ catalogues.
Australian Standards AS 1250 — Structural Code
AS 1418 — Crane and Hoist Code
AS 1403 — Shaft Code
AS 1131 — and AS 1163 Steel Sections
PABLA — Design Sheets (UKAEA) for plant layout.
ENGINEERING DESIGN MEC111

A course of four hours per week over one semester.

Prerequisite: Engineering Drawing MEC110.

Syllabus: Functional and spatial design through the use of layouts and assembly drawings. Influence of basic manufacturing processes on produced shape. Design and specification of machine elements. Miscellaneous linkages, fluid power components and circuits. Methods of approach to creative design. The subject provides practice in advanced layout drawing, creative design, design synthesis for common engineering components.

Design Office Practice: Design projects will carry substantial marks, and must be completed satisfactorily before a student is allowed to sit for the final examination.

References:


ENGINEERING DESIGN MEC210

A course of six hours theory and supervised design practice per week, for one semester.

Prerequisites: Engineering Design MEC111, Mechanics of Solids MEC230 must be taken concurrently.

Syllabus: Design procedures for function, safety and servicing, from concept to detail design and drawing simple machines and components. Use of mathematical models. Selection of materials, factors of safety and shock loads. Secondary design problems (accidental loads, structural instability, redundant constraint).


Design Office Practice: Students will be required to submit a specified number of fully-documented design projects and assignments during the year. These carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.

References:

Manufacturers' Catalogues, (bearings, drives, and components).

**ENGINEERING DESIGN MEC310**
A course of two hours supervised design practice per week in first semester and two hours of lectures with two hours of supervised design practice per week in second semester.

*Prerequisites:* Engineering Design MEC210. Students must also have attempted Mechanics of Solids MEC230, Mechanics of Machines MEC220.


*Design Office Practice:* This will include at least three design projects involving several disciplines. Design projects carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.

*References:*

**ENGINEERING DESIGN MEC410**
A course of seven hours per week throughout the year.

*Prerequisites:* Entry standard for degree year as prescribed in handbook.

*Syllabus:* A major design project involving a complex engineering system, under the auspices of an industrial organisation and CIT. Layout planning, specification for contracts and selection of thermal or fluid plant will be involved, as well as detailed investigation of selected design problems.

*References:*
Company manuals as provided by an industrial organisation concerned.
Others as advised.

**ENGINEERING DRAWING MEC110**
A course of four hours per week for one semester.

*Prerequisites:* As prescribed under Admission Requirements for first year.
Syllabus: Line techniques; scales, proportion; multiview drawing including orthogonal projection methods; pictorial sketching; machine drawing: detailing, sectioning, dimensioning; tolerancing, surface and welding symbols, assembly and layout drawings. Application to basic machine elements using standard engineering drawing conventions.

Drawing Office Practice: Drawing projects will carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.

References:
AS 1100, Parts 1 to 9 (SAA).

ENGINEERING MATERIALS MEC140
A course of four hours of lectures per week and two hours of laboratory work per week, for one semester.
Prerequisites: As prescribed under Admission Requirements to first year.

Syllabus: Structure: atomic and crystal structure of solid materials. Chemical bonding of solids.
Phase transformation: solidification of metals, physical chemistry and thermodynamics of phase diagrams. Phase Rule.
Deformation and fracture: behaviour of crystalline solids, mechanical testing, mechanical properties of solids.

References:

ENGINEERING MATERIALS MEC216
Five hours per week for one semester.

Syllabus: Crystal structure of metals, phase transformation, deformation, annealing, fracture, mechanical properties, phase diagrams including iron-carbon diagram. Strengthening mechanisms, corrosion, metallic materials, polymers, failure mechanisms, environmental resistance, weathering and flammability. Polymer foams and fibre reinforcement adhesives, materials selection, testing, ceramics.
Assessment: Assignments, laboratory work and a final examination.

References:

ENGINEERING MATERIALS MEC240
A course of four hours of lectures per week and two hours of laboratory work per week, for one semester.

Prerequisites: Engineering Materials MEC140 or equivalent.


Reference:

ENGINEERING MATERIALS MEC340
A course of four hours per week of lectures related to the theoretical and practical aspects of the course for one semester.

Prerequisites: Engineering Materials MEC240 or equivalent.


References: To be advised.

ENGINEERING MATERIALS MEC440 (Elective)
A course of three hours per week of lectures/laboratory work for one semester.
Prerequisites: As prescribed under Progression Through the Course.

Syllabus: Fracture: occurrence and types, Griffiths Theory, toughness and brittleness in metals, temper brittleness. Failure of metals: theories and mechanisms of hydrogen embrittlement, stress corrosion, fatigue, corrosion fatigue, creep, high temperature fatigue and thermal fatigue. Polymers: the effects of processing on structure and properties, fibre reinforcement; joining methods; degradation; recycling. Materials selection: value analysis, selection of materials based on design, fabrication and application.

References: To be advised.

ENGINEERING ORGANISATION MEC352

A course of two hours per week for two semesters. Principles of Management and Organisation — first semester


Management of Production — second semester


ENGINEERING PRACTICAL MEC617

Laboratory work: two hours per fortnight for one semester.

Syllabus: The laboratory work will involve experiments on journal bearings, thrust bearings, oil pumps and oil systems, measurement of
surface finishes, wear measurement and the like. The project work can be industry or college-based in which the student undertakes work on his own, but suggested by his supervisor or work of his own choosing provided it is approved by his supervisor.

ENGINEERING PRACTICES MEC151
A course of four hours of lectures and practical work per week for one semester.
Prerequisites: As prescribed under Admission Requirements to first year.
Syllabus: Elementary machine shop, welding and electric wiring practice.

ENGINEERING PRACTICES MEC250
A course of four hours of lectures and practical work per week for one semester.
Prerequisites: Engineering Practices MEC151.
Syllabus: Advanced welding processes. Surveying: introduction to the principles of location, linear and angular measurement. Levelling: use of theodolite, compass level and other basic instruments. Pattern-making, core making, machine moulding and casting design. Works visits to a variety of engineering works.
References:
A large number of other relevant texts are available in the library and should be consulted.

ENGINEERING PROJECTS MEC400
A course of four hours per week of investigational work. This will be in any two of the areas of solids, machines, materials, fluids or thermodynamics (one semester each).
Syllabus: The object of this unit is for the student to complete a task under conditions more like those to be met in industry. He is given an objective to achieve; he has to manage the resources available to him in the best possible manner; and he has to communicate his results satisfactorily to his supervisor. Students will be assessed both individually and collectively on the basis of their performance throughout both semesters, and on the standard of their written and oral reports.

ENGINEERING PSYCHOLOGY PSY110
Two hours per week for one semester.
Syllabus: The contribution of experimental psychology to the design of man-machine systems; models of man as a system component (anthropometric, transducer, information transmitter, decision maker).
Introduction to the more general models of man as a member of a work group and of an organisation.

Assessment: One test and one major OR two minor assignments during the semester.

References:
MURRELL, HYWEL, Men and Machines, Essential Psychology Series, Unit E4, Methuen & Co., 1976.

ENGINEERING SCIENCE MEC299
A course of four hours theory per week for two semesters.
Prerequisites: A pass in Mathematics MAT102 and Physics PHY125.
Syllabus: Electrical: electrical sources and elements; electrical circuits; electrical measurement; non-sinusoidal wave forms; steady state AC circuits, transformers.
Mechanical: An introduction to mechanical engineering problems and their solution; concepts of statics; internal forces in parts; deflection, strain energy and impact; plane stresses including principal stresses; kinematics; dynamics and vibration.
Assessment: Two written examination papers; one at mid-year and one at the end of the year, together with performance in assignment work.
References: To be advised.

ENGINEERING SCIENCE MEC399
A course of six hours theory per week for two semesters.
Prerequisite: A pass in Engineering Science MEC299.
Syllabus: Civil: the principles of analysis and design of structural elements; beams, including beams of two materials and pre-stressed beams, simple and continuous beams; short and long columns; joints using simple and moment connections; frameworks and massive structures; arches and postal frames; the flow of water in pipes and channels, pipework systems, network analysis.
Electrical: network and analysis; switching algebra; power systems; principles of electrical machines.
Mechanical: first and second laws of thermodynamics; heat transfer, conduction and radiation; properties of fluids, hydrostatics, fluid dynamics. Reynold's no., continuity, Bernoulli equation, fluid friction and pipe flow problems.

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT ADM267
A course of four hours per week for one semester.
Prerequisite: Substantial completion of the first two years of a Bachelor of Business program.
Syllabus: A course designed to assist participants to understand the elements of entrepreneurship and small business management. Topics covered include the personal characteristics of entrepreneurs, marketing and financial planning for a new venture, development of feasibility studies and business plans, philosophies of successful entrepreneurs. A special feature of this program will involve the participants working in groups of four on the conduct of a feasibility study and the development of a business plan for a new venture. They will be provided with the opportunity to present business plans to a group of financiers and/or venture capitalists for evaluation.

References:
ENGLISH, J., How to Organise and Operate a Small Business in Australia, George Allen and Unwin, 1981.

ENVIRONMENTAL AND ARCHITECTURAL DESIGN
ART494
A course for degree students of two hours per week for two semesters with an additional one hour tutorial for one semester. This subject may constitute the theme for the degree research paper.
Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication.
Syllabus: The basis of modern architecture and the development of the functionalist movement. Discussion of problematical questions in modern city planning. This will form the basis of studies concerning the architectural and urban use of signage and information as they apply to these two fields.
Assessment: The research paper is to be assessed by the examination panel. Assessment will also be made on a progressive basis found necessary by the nature of the work undertaken.

ENVIRONMENTAL ECOLOGY CHE199
A course for one semester of four hours per week of lectures and tutorials plus field trip of five days.
Prerequisites: Nil.
Syllabus: This course deals with current environmental issues. After a short introduction on the history of human impact on the earth, topics dealt with include issues such as growth of human populations, energy consumption, resource depletion, forestry and forest resources, pollution, nature conservation and uranium mining.
Assessment: By written assignment, tutorial papers and participation.
References: To be advised.
ENVIRONMENTAL ENGINEERING CIV204
A course of three hours per week of lectures and discussion throughout the year.


*Assessment:* To be based on examination at the end of each semester, together with assignment work submitted throughout the year.

*References:*

ESTATE PLANNING FIN693
A course of three hours per week for one semester.

*Prerequisite:* Nil.

*Syllabus:* Establishing estate planning objectives: the relationship between estate planning and tax savings; the use of gifts — outright, with tags, gift duty, State and Federal; what property is subject to probate and estate duties — actual estate, notional estate, stamp duty; what vehicles can be used — partnership, co-ownership, companies, trusts — discretionary or otherwise.

*References:*
Australia, *Estate Duty Assessment Act*.
Australia, *Gift Duty Assessment Act*.
Victoria, *Gift Duty Act*.

EVOLUTION OF IDEAS AND VISUAL COMMUNICATION ART397
A course for degree students of three hours a week for two semesters.

*Prerequisite:* Successful completion of second year Graphic Design Studies, or entry into the degree course.

*Syllabus:* The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments in the communications media, and implications for the future are outlined.

*Assessment:* This subject will be assessed by the presentation of one class paper and written or audio-visual assignments as considered necessary. Evaluation will be by the lecturer concerned, subject to approval by the examination panel.

*References:* To be advised.
FIGURATIVE DRAWING ART316
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed as an elective study for those students who wish to develop their drawing skills and extend their experience so that drawing may be used as a means of artistic expression in its own right, or as a principal tool to further design investigation in their main area of study.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

FIGURATIVE DRAWING ART443
A further development of Figurative Drawing to be taken for three hours per week. This subject will be taught on a tutorial basis. Students will use the studios and facilities of the drawing section to work on an individual drawing program.
Prerequisite: Figurative Drawing ART316.
Syllabus: Individual programs of work will be prepared by the students in consultation with the lecturers in charge of Figurative Drawing and Ceramic and Design Theory and Practice. As this is the final level of drawing studies the work will be assessed not only for its artistic merit but for the part it plays in assisting the creation of work in the main study. In general, students will not be encouraged to produce highly finished drawings merely for the sake of exhibition. The drawings will be assessed together with the finished work of which they are a result.
Assessment: Folio work will be assessed in conjunction with the practical work produced in Ceramic Design Theory and Practice by the examination panel and two lecturers in charge of the subjects. This will be done at mid-semester and at the end of the semester.

FILM ART383
A course for Diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: This involves the participation in the production of projects directly related to the study (eg production of group film).
Assessment: By assignments throughout the year.
References: To be advised.
FILM AND TV GRAPHICS ART386
A course of lectures and projects for four hours per week for two semesters.
Prerequisite: Pass in the second year of Graphic Design Studies.
Syllabus: An advanced study of Graphic Design for film and television.
Assessment: Projects only.
References: To be advised.

FINANCIAL CONTROL & INFORMATION SYSTEMS
ACC322
A course of four hours per week for one semester.
Prerequisites: Business Analysis MAT165 and Accounting Principles in Business ACC196.
Syllabus: Components of retail information systems; evaluation of current systems; the development of computerised systems, particularly P.O.S. terminals; the interpretation and consolidation of financial and stock data including application in different types of retail organisations.
References: To be advised.

FINANCIAL INSTITUTIONS LAW FIN215
A course of four hours per week for one semester.
Prerequisites: Business Law FIN111 and FIN113.
Recommended text:

FINANCIAL MANAGEMENT ACC262
A course of four hours per week for one semester.
Evaluation and formulation of an integrated, dynamic approach to corporate financial planning and model building. Four hours class contact per week for one semester.
Evaluation and formulation of an integrated, dynamic approach to corporate financial planning and model building. Four hours class contact per week for one semester.

**Prerequisite:** Successful completion of Accounting and Finance ACC360.

**Syllabus:** Determination and evaluation of optimal investment and financing strategy through time; extension of cost of capital analysis to incorporate taxes and growth; derivation of investment cut-off rates where capital structure is variable. Evaluation of the use of integrated corporate models; sensitivity analysis with regard to expected return and risk.

**References:** To be advised.

**FINANCIAL MANAGEMENT ACC667**

A course of three hours per week for one semester.

**Prerequisites:** Financial Management ACC681.


**References:**


**FINANCIAL MANAGEMENT ACC674**

A course of three hours per week for one semester.

**Syllabus:** Integration of corporate investment, financing and dividend policy functions within the wealth maximisation objective. Development of analytical skills in the specialised areas of valuation, takeovers and mergers; sensitivity analysis.

**References:**


**FINANCIAL MANAGEMENT ACC681**

A course of two hour lectures and a one hour tutorial per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Basic accounting principles. The construction and interpretation of annual financial reports. Management accounting techniques, particularly in the areas of costing and budgeting.

**References:**

**FINANCIAL MANAGEMENT OF OPERATIONS ACC670**

A course of three hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Production system controls — bill of material data base manipulation, dependent and independent inventory systems, scheduling, job design, quality control.

**References:**

**FINANCIAL REPORTING ACC672**

A course of weekly three hour seminars for one semester.

**Prerequisites:** Nil, but a prior study of advanced financial accounting at undergraduate standard will be assumed.
Syllabus: In depth examination at an advanced level of selected accounting concepts and accounting practices which underlie or have evolved from the preparation and presentation of accounting reports. Topics areas will include: reporting objectives and standards setting, valuation and costing systems, research into the decision usefulness of public information, multi-dimensional reporting.

References:

FINITE ELEMENT ANALYSIS CIV606
A course of lectures and tutorial work of two hours per week.
Syllabus: Introduction to the finite element method; energy principles, approximate solutions, the Rayleigh-Ritz method, displacement finite element approach. Membrane elements, isoparametric elements, plate bending and shell elements. Practical application of the finite element methods.

References:

FINITE ELEMENT ANALYSIS MAT608
A course of 45 hours lectures/tutorials.
Syllabus: Construction of the equations for an element. The assembled matrix for the system. Inclusion of boundary conditions. Derivation of finite element equations by: physical, variational (Rayleigh-Ritz); weighted residuals (Galerkin, least squares) and energy balance methods. Relative merits and limitations of each. Elements and interpolation functions. Transient and non-linear problems. Singularities.

References:

FLUID DYNAMICS MEC610
A lecture course of one hour per week for one semester on the principles of fluid dynamics which are essential to lubrication.

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FOLIO OF WORK ART384
The folio of work consists of the presentation of specified work done in the areas of study in the Graphic Design diploma course.

Prerequisite: 80% attendance in all subjects of the Graphic Design diploma.

Assessment: The folio will be assessed at mid-year and end of year by a panel of lecturers in charge of specific areas and the results are subject to approval by the Head of the Department of Art and Design. A fail in the folio indicates a fail in the overall performance during the first or second half of the year. Only in exceptional circumstances can a student who has failed in one subject be granted a pass in his folio and the Head of Department must be satisfied that such a pass is justified.

FURTHER NUMERICAL TOPICS MAT610
A course of 45 hours lectures/tutorials.

Syllabus: A selection from the following topics:

Numerical solution of integral equations.
Classification. Relation between integral and differential equations (Green's function). Fredholm equations (a selection of the following: separation of variables; quadrature; collocation; Galerkin; least-squares; iteration; variational).

Reference:

Numerical optimisation techniques.

References:

Numerical analysis in industry.
Specific examples from invited experts.

References:
Text and journal articles as selected by the lecturer.

GALLERY MANAGEMENT ART276
A course for degree and diploma students of two hours per week for two semesters.

Prerequisite: First year of degree or diploma course in Fine Art.

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year.
The subject is designed to provide an insight into the range of problems encountered in operating art galleries both large and small.
Emphasis will be placed on practical matters but interest will be developed in the changing roles and significance of art galleries and museums in the 20th century.

Assessment: By assignment.
References: To be advised.

GENERAL DESIGN ART142
A course for degree students of six hours per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of this subject is to integrate two-dimensional and three-dimensional forms into a comprehensive design study. Through practical exercises the students will be made aware of the following factors: design is not merely an intuitive process; design is based on order; design works through the interactions of relationships such as proportions of form and of colour. Design study requires the student to comprehend and apply a terminology through which he can implement his own artistic expression intelligently.
Assessment: Progressively by the examination panel.
References: To be advised.

GEOLOGY ART208
A course of one hour per week for one semester for Ceramic Design students.
Prerequisites: Nil.
Syllabus: This subject will introduce students to the occurrence and properties of natural materials used in ceramics. As well as lectures there will be excursions and field work.
Subject matter will include: methods of obtaining raw materials, and geological and geographical distribution of ceramic materials.
Assessment: Students will be required to compile and present assignments as specified by the examination panel.

GEOLOGY CIV206
A course of two hours per week of lectures and tutorials for two semesters. In addition, four field excursions will be conducted during the year.
Syllabus: Fundamental geological concepts, crystallography and mineralogy, petrology, structural geology, geomorphology, basic elements of the geology of Victoria. Practical work; examination of the common minerals and rocks, geology map exercises, introductory air-photo interpretation.
Assessment: To be based on examinations at the end of each semester together with assignment work submitted throughout the year.
References:

**GEOTECHNICAL ENGINEERING CIV682**
A course of lectures, discussion and practical work of three hours per week for one semester.
*Prerequisites:* Nil.

**GLASS STUDIES ART134 & ART135**
A course for students undertaking the Craft Major of the Fine Art Degree Course.
ART134 Six hours per week for Semester One
ART135 Six hours per week for Semester Two.
*Prerequisites:* Nil.
*Syllabus:* Producing designs, suitable for production in glazes, cartoon making, pattern cutting, leading, use of tools, etc. Kiln firing, cementing, slumping, cold glass techniques, engraving, sand blasting.
*Assessment:* Assessment will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester.
*References:* To be advised.

**GLASS STUDIES ART216**
A course of three hours per week for one semester
*Prerequisites:* Nil.
*Syllabus:* This subject will introduce students to glass as a ceramic material and demonstrate its application over a wide range of domestic and industrial uses. This introductory unit will concentrate on basic aspects of glass blowing and cold glass working. Practical studios will be held in conjunction with lectures. The lecture program will deal with glass constituents and the theory of glassmaking.
*Assessment:* There will be an assessment of student work at mid-semester and at the end of the semester by the examination panel and the lecturer in charge of the subject.
GLASS STUDIES ART234 & ART235
ART234 Nine hours per week for Semester One
ART235 Nine hours per week for Semester Two
Prerequisites: Glass Studies ART134 & ART135.
Syllabus: During the first semester emphasis will be given to painting on glass. In the second semester, the emphasis will be on the construction of domestic panels, including the use of paint and/or techniques developed with hot glass, in particular with resin and oil bound sand forming processes.
Assessment: This will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester. The number of assignments to be completed will depend on size and complexity.
References: To be advised.

GLASS STUDIES ART334 & ART335 or ART338 & ART339
ART334 Twenty-four hours per week for Semester One
ART335 Twenty-four hours per week for Semester Two
ART338 Twelve hours per week for Semester One
ART339 Twelve hours per week for Semester Two
Students wishing to specialise in Glass Studies will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Glass Studies and Silversmithing and Jewellery.
Prerequisites: Glass Studies ART234 & ART235.
Syllabus: Prior to starting this final year, each student must submit a written work plan, setting out aims to be achieved and techniques to be used. Students may choose to concentrate on a monumental work; on a folio with historical/traditional bias; or on a folio of innovative character. (Independence and self-motivation will be encouraged.)
Assessment: Assessment will be by a presentation of work, and interview with an examination panel. A private survey of glass-art/stained glass, in the form of a slide library, must be submitted with the folio presentation. In addition the student will be required to mount an exhibition of his year’s work.
References: To be advised.

GLAZING AND DECORATING TECHNIQUES ART114
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will introduce students to a wide variety of glazes and techniques suitable for use in a studio situation. It will also be a practical outlet for much of what is taught in Ceramic Methods of Production 1 and 2. Students will learn how ceramic designs of other countries and periods, and those connected with industry, have developed certain glaze and decorating techniques.
**Assessment:** There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

**GLAZING AND DECORATING TECHNIQUES ART204**
A course of three hours per week for one semester.  
*Prerequisite:* Glazing and Decorating Techniques ART114.  
*Syllabus:* This subject will cover most aspects of glazing and decorating. Areas of study will include techniques associated with engobe, underglaze and overglaze decoration. Salt glazing and work with lustres and enamels will be covered.  
*Assessment:* There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

**GOLD AND SILVERSMITHING ART145**
A course for degree students of three hours per week for one semester.  
*Prerequisite:* Nil.  
*Syllabus:* This subject will be basically a material and media study to introduce the student to the fundamental problems involved in his work. It will aim to induce a general appreciation, curiosity, understanding and affinity for the subject.  
*Assessment:* Progressively by the examination panel.  
*References:* To be advised.

**GOLD AND SILVERSMITHING ART159**
A course of three hours per week for two semesters.  
*Syllabus:* Students learn basic techniques and working methods related to casting, use of fabrication and forming in several metals, and methods of finishing, use of 'pickles', chemical oxidants and the properties of various metals and solders. Students are instructed in the safe and efficient use of hand-tools and machinery. Preliminary drawing and sketches are required to ensure an understanding of the fundamental design principles involved in designing and making jewellery and hollow-ware.  
*Assessment:* Progressive assessment of work throughout the year, together with the major study.

**GOLD AND SILVERSMITHING ART245**
A course for degree students of six hours per week for two semesters.  
*Prerequisite:* Goldsmithing and Silversmithing ART145.  
*Syllabus:* Students will be introduced to new media and processes, knowledge of which in conjunction with exploratory and experimental studies is necessary to form a basic appreciation of the subject. Concurrent with the development of skills, techniques, and experience,
students will develop design consciousness and inventiveness necessary to practise at a professional level. Regular weekly lectures and demonstrations will be given in methods of production, workshop routine, and aspects of safety. A program of visits to galleries, exhibitions and factories will be used in conjunction with lectures in design and history of the subject. A folio of designs together with relevant drawings and notebooks will be required with finished work.

Assessment: Progressively by the examination panel during the year.

References: To be advised.

GOLD AND SILVERSMITHING ART259
A course of three hours per week for two semesters.

Syllabus: Students elect to study some aspect of jewellery or silversmithing that interests them. They design and make a number of objects that continue their technical development and foster aesthetic judgements; these are based on knowledge from the previous year’s study, or encompass an area of interest new to the student such as lost-wax casting, gem setting, enamelling, or the use of precious metals. Students are encouraged to become competent craftsmen but are given freedom to develop personal ideas and styles. Design aesthetics are initiated through workshop drawings for their proposed projects.

Assessment: Progressive assessment of work throughout the year, together with the major study.

GOLD AND SILVERSMITHING ART359
A course of three hours per week for two semesters.

Prerequisite: Gold and Silversmithing ART259.

Syllabus: A continuation in greater depth of the work of first and second years.

Assessment: Progressive and final folio assessments.

GOLD AND SILVERSMITHING ART369
A course for fine art degree students consisting of 12 or six hours per week for two semesters.

Prerequisite: Gold and Silversmithing ART245.

First semester

Syllabus: During this semester it is envisaged that students will develop a bridging between their two study areas, eg. a liaison between goldsmithing and silversmithing and ceramics; or goldsmithing and silversmithing and printmaking. As the student develops an empathy for design in this subject it is anticipated that he will specialise in techniques appropriate to his needs. He will also be encouraged to use contemporary techniques and materials in association with traditional techniques and materials where they are appropriate to design needs.

Second semester

Syllabus: During the first semester of the final year of study the student will present a program of work for approval by the examination panel.
The program will detail the work which the student intends to undertake during the second semester. The student will be required to select and present a folio of his year's work.

**Assessment:** The degree folio assessed by the examination panel progressively and at the end of the second semester.

**References:** To be advised.

**GOVERNMENT IN AGRIBUSINESS MKT661**

A course of three hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** The Australian public sector and agribusiness — an overview. The role of the Australian public sector within the major sectors of agribusiness. Foreign agricultural policies which influence Australian agribusiness. Seminars on the major Australian industries within agribusiness.

**References:**


Working Group on All Aspects of Rural Policy in Australia, AGPS Canberra, 1974.

**GRAPHIC DESIGN ART381**

Lectures and project studies for seven hours per week for two semesters.

**Prerequisite:** Pass in Graphic Design studies second year.

**Syllabus:** A series of lectures and projects on design co-ordination, group planning, information design, documentary merchandising and other major aspects of design. A student selected program (approved by the department) of specialised design studies within one of the following areas: advertising design, publication design, animation design.

**Assessment:** Diploma folio assessed by the examination panel progressively, and at the end of the second semester.

**GRAPHIC DESIGN THEORY ART181**

A course for degree and diploma students of two hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** Introduction to the design process and communication theory. Study of measurement; qualitative and quantitative measurement. Introduction to grids and organisational structures; organisational method as applied to type and image. Alphabet and the drawn letter. Networks, nets, net organisations and variants. Colour theory; systems, Munsel, Ostwalt, ISCC-MBS; scientific principles of light/colour, optics; how we see colour, eye, nervous system, brain. Subtractive and additive
primaries, secondaries, tertiaries, print. Some applications of colour; colour coding, colour as sign. Image and the nature of information in picture form; various types of image and their application. Graphs, charts and statistics. Introduction to symbols and symbol application.

Assessment: This will be on a progressive basis with final review by examination panel at end of the year.

References: To be advised.

GRAPHIC DESIGN THEORY ART281
A course for degree and diploma students of two hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: Introduction to media theory, audience evaluation; suitability of media for specific purposes. Picture as instruction, picture as icon; emotive use of imagery. Visual/verbal analogues. Methods and concepts related to visual persuasion; some ethical questions related to mass-media usage. Semiotic theory; sign communication, sign categories, pict, pictomorphs, pictophrases, pictures. Readability and legibility in type, visual skid, reading patterns; information analysis of verbal material, hierarchical structures in information design. Organisational tools and structures in information design; flow charts, rank order charts, metric and arrow diagrams. Corporate identity programs, organisational method; analogues, army, tribal, team, state; traditional and modern use of symbol as identity.

Assessment: This will be on a progressive basis with final review by examination panel at end of the year.

References: To be advised.

GRAPHIC DESIGN THEORY ART391
A course for degree students of two hours per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies, or entry to the degree course.

Syllabus: Project based studies relating support studies to practical work in semiotics and linguistics.

Assessment: This will be on a progressive basis with final review by examination panel at end of year.

References: To be advised.

GRAPHIC DESIGN THEORY ART491
A course for degree students of two hours per week for two semesters.

Prerequisites: Satisfactory completion of the third year degree studies in Graphic Communication.

Syllabus: Professional practice for the graphic designer in business. Presenting work to clients, costing and accounting. The law of libel, copyright, statutory regulations regarding advertising material. The design of educational visual-aid material. An introduction to the
methods employed in cartography in the display of point-located visual material.
Concepts, principles and theories of communication introduced as an integral part of practical graphic design project work.
Assessment: This will be on a progressive basis with final review by examination panel at the end of the year.

HIGHWAY AND TRAFFIC ENGINEERING CIV317
A course of two hours per week including some field work for two semesters.
Assessment: To be based on examination at end of each semester along with coursework submitted throughout the year.
References:
ARRB various publications.
CRB, Road and freeway design manuals.
NAASRA, Geometrical design of rural roads, urban roads and freeways.

HIGHWAY CONSTRUCTION CIV680
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Assessment: To be based on submitted assignments and open book examination at the end of the semester.
References:
NAASRA and SRA publications to be advised during the course.
HIGHWAY DESIGN CIV671
A course of lectures and discussion sessions of two hours per week.
Syllabus: Geometric design and standards for the various road classes, design speed and economic implications, capacity, mid-block intersection designing, channelisation, rotary, signalised, grade separated. Safety considerations, human factor engineering, road furniture. Earthworks, manual and computer analysis.
Assessment: To be based on a series of submitted assignments during the semester.
References:
ARRB, CRB and NAASRA publications to be advised during the course.

HIGHWAY DESIGN CIV683
A course of lectures, discussion sessions and project work of three hours per week.
Prerequisite: Highway Design CIV671
Assessment: To be based on submitted assignments throughout the semester.
References:
NAASRA and SRA publications to be advised during the course.

HISTORY OF ART ART147
A course of three hours per week for two semesters.
Syllabus: This subject is to be taken by all students in the first year as a related study. It will be devoted to tracing the major developments in western art in the period prior to the 19th century. This will involve a study of the art and culture of the Classical, Medieval and Renaissance periods. The course will emphasise the inter-relationship of art and culture and involve the student in a study of the ways in which mythology, religion and philosophy relate to the development of content and artistic form.
Assessment: By assignments and class tests.
References: To be advised.

HISTORY OF ART ART167
A course of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in HSC Art, or an approved equivalent study.
Syllabus: The content for this course will be chosen from periods prior to
the 19th century. Various themes will be developed, from historic evidence, and through visual appreciation.

Assessment: By assignments throughout the year and class tests based on the content of the year's course.

References: To be advised.

HISTORY OF ART ART247
A course for degree students of two hours of lecture work and a one hour tutorial per week for two semesters.

Prerequisite: History of Art ART147.

Syllabus: This subject is to be taken by all students in the second year of the course as a related study. It will be devoted to tracing, throughout the history of western art, the descriptive mode of image making. This will involve the study of classical civilisations, the Renaissance and selected periods from the Renaissance to the present day. Thus emphasis will be thrown on the implications of the eye in production of visual images and involve the student in study of aspects such as the development of humanism, scientific thought, the perception and codifying of the visual image and the concepts of ideal beauty and visual truth. This thematic approach will thus continue to trace the durable and dynamic elements that seem to persist in artistic expression.

Assessment: By assignment and class tests.

References: To be advised.

HISTORY OF ART ART269
A course of one hour lecture and one hour tutorial per week.

Prerequisite: A pass in History of Art ART167 or an approved equivalent study.

Syllabus: A series of lecture programs based on more advanced study of visual form in the fine arts, in the 19th and 20th centuries.

Assessment: By assignments throughout the year and class tests based on the content of the year's course.

References: To be advised.

HISTORY OF ART ART277
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.

Prerequisite: First year of the Bachelor of Arts (Fine Art).

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. This subject will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of the works of the period concerned, detailed reference will be made to the comparative methods of historians and writers who have contributed to the scholarship of that era.

Assessment: By assignment and class tests.

References: To be advised.
HISTORY OF ART ART287
A course of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in History of Art ART167 or an approved equivalent study.
Syllabus: A series of lecture programs based on more advanced aspects of visual form, with an emphasis on aesthetics and design. An interrelated historical and contemporary study with reference to visual communication skills of the past.
Assessment: By research assignments throughout the year and class tests based on the content of the year's course.
References: To be advised.

HISTORY OF ART ART347
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisite: History of Art ART247.
Syllabus: This subject is offered for two semesters as a compulsory related study for all degree students. The content of the course will emphasise aesthetic theories and the interrelationship of art, artists, and society in the 20th century. During the first semester the student will present a program of work for approval by the examination panel. This program will include a substantial research project requiring a high standard of scholarship in the History of Art, in the form of a dissertation. Students will be advised regarding choice of subject matter and research techniques at the end of course ART247 and will be given tutorial assistance through course ART340 as an aid to their research. The dissertation will be presented to the examination panel at the end of the second semester.
Assessment: By dissertation.
References: To be advised.

HISTORY OF ART ART367
A course of a one hour lecture and a one hour tutorial per week.
Prerequisites: A pass in History of Art ART269 and completion of the second year of the Fine Art course.
Syllabus: A series of lecture programs on themes of contemporary relevance for a student finalising his course. Emphasis will be on aesthetics, communication, society and the individual, projected towards the specialised interest of the fine artist.
Assessment: On the submission of a class paper and a substantial research paper which may be accompanied by audio-visual information.
References: To be advised.

HISTORY OF ART ART377
A course for degree students, consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisite: A pass in History of Art ART247 and completion of the second year of the Fine Art degree course.

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The program of lectures and tutorial meetings will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of major works of the time, a detailed study will be made of primary sources and the comparative methods of historians and writers who have contributed to the evaluation and analysis of art within the cultural context of the period.

Assessment: By assignment and class tests.

References: To be advised.

**HISTORY OF ART ART387**

A course of a one hour lecture and one hour tutorial per week.

Prerequisites: A pass in History of Art ART287 and completion of the second year of Graphic Design studies.

Syllabus: A series of lecture programs on themes of contemporary relevance for a student finalising his or her course. Emphasis will be on aesthetics, communication, society and the individual, projected towards the special interest of the graphic designer.

Assessment: On the submission of a class paper and a research project which may be accompanied by audio-visual information.

References: To be advised.

**HUMAN BEHAVIOUR IN MARKETING MKT211**

A course of four hours per week for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: Introduction to consumer behaviour, the individual, personality, attitudes, attitudes change, culture, social influences, family influences, diffusion and adoption, decision processes, market segmentation, consumerism.

References: To be advised.

**HUMAN BIOLOGY CHE188**

A course of two hours of lectures and two hours of practical work per week for one semester.

Prerequisites: Nil.

Syllabus: Origin of humans, structural elements of the human body, physiology of muscle, neurophysiology, circulatory and excretory systems, endocrine system, reproductive system, human development.

Assessment: Continuous, based on tests, essays and practical reports.

References: To be announced.
HUMAN COMMUNICATIONS HUM192

Three hours per week comprising lectures, tutorials and workshops for one semester.

Prerequisites: Nil.

Syllabus:
Communication Elements
- The nature of the communication
- Communication models.

Language and Communication
- Elements of grammar and punctuation.
- Essentials of effective writing.

Communication Dimensions
- Intra/Interpersonal Communication
- Small group communication.
- Formal and informal meetings.

Communication in Public
- Persuasion and decision making.
- Speech delivery and general presentation.

Communication Technology
- New systems.
- Implications of technological developments.

Assessment: Assigned exercises, tutorial papers and a final test.

References:

HUMAN RESOURCES ACCOUNTING ACC678

A course of one three-hour seminar per week for one semester.

Prerequisite: Nil.


References:

HUMAN STUDIES HUM196

Five hours per week, consisting of two hours of typewriting and three hours of Language Communication Studies for two semesters.

Prerequisites: Nil.

Syllabus: Typewriting — Development of basic keyboard competence and familiarity with the operation of the typewriter.
Manuscript and report typing including: proofreading signs, quotations, footnotes, statistics, outlines, contents, bibliographies and appendices, letter typing and placement. Acquisition of a typing speed of 25-30 w.p.m. on a five minute writing, with five or fewer errors. Acquisition of methodical work patterns.
Communication — a practical emphasis and designed to increase competency in communication skills.

- Verbal and non-verbal communication.
- Communication process.
- Effective letter and report writing.
- Group processes; meetings and interviews: structured and unstructured contexts.

**Assessment:** Assessment for the typewriting component will be cumulative; assessment for the communication studies by oral and written exercises, assignments and tests.

**References:** To be advised.

**HUMAN STUDIES HUM296**

Three hours per week over two semesters.

**Prerequisites:** A pass in first year Graphic Design studies.

**Syllabus:** Communication Studies — This unit aims to examine some of the inter-relationships between mass communication and mass society, the potential of the media to influence attitude, opinion and action, and the techniques by which the media do this. Topics to be studied will include: the characteristics of mass communication, Wright’s functional analysis of mass communication, the mass media and culture, communication and social stratification, self and society as determined by communication. The psychology and sociology of advertising together with the advertisers’ use of the media will also be examined.

**Assessment:** Cumulative with a formal examination.


**HUMAN STUDIES HUM396**

Three hours per week for two semesters.

**Prerequisite:** Satisfactory completion of second year Graphic Design studies, or entry to the degree course.

**Syllabus:** This course provides a comprehensive study of the way individuals and social groups communicate; it examines the various ways in which different categories of information are diffused and communication strategies absorbed. Human and artificial systems of communication are compared and the barriers and limitations of these are examined.

**Assessment:** Cumulative with a formal examination.


**HUMAN STUDIES HUM496**

Two hours per week for two semesters with an additional one hour tutorial or supervision for one semester.
Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication.


Assessment: Research paper.

References: To be advised.

HYDRAULICS CIV208

A course of three hours per week of lectures, tutorials and laboratory work for two semesters.


Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.

References:

HYDRAULICS CIV312

A course of two hours per week of lectures, tutorials and laboratory work for two semesters.

Syllabus: Flow in open channels; flow states, the hydraulic jump, flow resistance. Controls in open channels, channel transitions, bed and wave models. Flow measurement, sediment transport. Hydraulic machines.

Assessment: To be based on examinations at the end of each semester.

References:

HYDROLOGY AND DRAINAGE CIV677

A course of lectures and discussion sessions of one hour per week.

Syllabus: Hydrologic analysis, rainfall-runoff estimation and probability, flood control methods. Hydraulic analysis, flow in various conduits, control structures, culvert design, scouring effects. Erosion and sedimentation control. Drainage, surface and sub-surface design.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

ILLUMINATION ELE322
A course of three hours per week for one semester. This unit may be selected in place of Electromagnetic Theory.


Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

Assessment: Each unit will be assessed by one written examination together with performance in laboratory and assignment work.

References:
KEITZ, Light Calculations and Measurements, Philips Technical Library.

ILLUSTRATION ART388
A course for diploma students of four hours per week for two semesters.

Prerequisite: Pass in the second year of the Graphic Design course.

Syllabus: A study of the problems of illustrations, of the work of prominent illustrators, advanced media techniques and applications. Advanced illustration project related to advertising or publication (or both).

Assessment: Progressive and total folio assessment.

References: To be advised.

INDUSTRIAL ENGINEERING IND101
Four hours per week for one semester.

Syllabus: History of Engineering and Management. The history of engineering and management from ancient civilisation up the Hawthorne studies in the 1920s. The social and economic environment in which concepts of management evolved.
The contributions of Adam Smith, Arkwright, Poor, McCallum, Taylor, Gilbreth and others and their effect on modern management theory and practice.

Assessment: By assignments and projects.

References:

INDUSTRIAL ENGINEERING IND102

Five hours per week for one semester.

Syllabus: Introduction; definitions of scope of motion and time study, historical development, limitations, work methods design, process analysis, activity charts, operation analysis, micromotion study, hand motions, motion economy, mechanisation.

Work measurement; recording and measuring existing methods, time studies, equipment, rating factors, time standards.

Predetermined time systems; introduction, motion-time analysis, MTM, BMT, MSD, MODAPTS, use of the techniques in particular situations.

Human factors; work sampling, physiological work measurement, fatigue, practice, motivation, incentives, job enlargement.

Assessment: By assignments, laboratory reports and a formal examination.

References:

INDUSTRIAL ENGINEERING IND201

Four hours per week for one semester.

Syllabus: Historical development: the roles of O and M, EDP, and IE and their respective interfaces in an organisation.

The project life cycle including survey; analysis, design, implementation, maintenance and review; project management.

Systems analysis including theory and practice relating to the classical and structured methodologies, and relevant tools and techniques suitable for use in automated and/or manual systems for investigation, analysis and logical design.

Systems design including suite design for automated and/or clerical procedures, detailed program and/or clerical procedure design; file and/or data base design; input and output design; systems controls; hardware and software considerations.

Implementation including program and/or clerical procedure construction; initial data collection and file creation; system testing; cutover; maintenance and review.

Work measurement and control as applicable to clerical functions and their productivity.
Human considerations, management and user support, education, audit aspects.

Assessment: Assignment work and unit tests.

References:

**INDUSTRIAL ENGINEERING IND202**

Four hours per week for one semester.

*Syllabus:* Casting processes; sand, permanent mould, die, shell, centrifugal and investment castings.
Mechanical workings; cold working and hot working of metals, forging, rolling, extrusion, drawing and sheet metal working, explosive forming.
Powder metallurgy; compacting and sintering principles, applications of powder metallurgy. Welding and allied processes; force, gas and electric welding, welding metallurgy, heat affected zone, weld cracking, testing of welds.
Surface hardening; flame hardening, induction hardening, carburising and nitriding.
Surface finishing; electroplating principles, electroforming, electromachining, chemical plating, electroless plating, hot dipping, anodising processes.
Decorative coatings.
Manufacturing processes for plastics, rubbers and ceramics.
Machining processes; make cutting, shaping, planing, drilling, turning and related operations, boring, milling and broaching, thread and gear cutting.
Non-destructive testing; dye penetrants, magnetic particles, ultrasonic, eddy current and radiography.

Assessment: Classwork and a final examination.

References:

**INDUSTRIAL ENGINEERING IND301**

Four hours per week for one semester.

*Syllabus:* Probability distributions; an examination of theoretical models and their applications in industry. The distributions considered will include: binomial, hypergeometric, geometric, Poisson, uniform, exponential, gamma, normal, log-normal and Weibull.
Inference; an examination of the underlying philosophy of point estimation, interval estimation and hypothesis testing. The application of these concepts to problems concerning the population mean and proportion. Distribution free tests of location and equivalence of two populations.
Test the agreement of theoretical model to observed data.

*Assessment:* By assignments, case studies and formal examination.

*References:*


**INDUSTRIAL ENGINEERING IND302**

Four hours per week for one semester.


Absorption costing. Process and job costing. Flow or costs, production and inventory control systems. Standard costing and variances from standard as a control of mechanism.

Control of service department costs. Cost allocation. Relevant costs. Engineering appraisals of costs.

*Assessment:* By assignment and a final examination.

*References:*


GARRISON, R. H., *Managerial Accounting*.

**INDUSTRIAL ENGINEERING IND303**

Four hours per week for one semester.

*Syllabus:* Human physical and mental capacities in relation to task performance; anthropometric, anatomical and physiological capabilities, visual perception, control design, design of displays, sources and types of error.

Skill and stress; effects of task and environmental stress on performance. Specific stresses; noise, heat and cold, distraction, information overload. Motivation and incentives; job analysis and job design, job enlargement, job satisfaction.

*Assessment:* One major assignment and a final examination.

*References:*


INDUSTRIAL ENGINEERING IND304
Four hours per week for one semester.
Syllabus: Segmented reporting, fixed costs, direct and common costs, breakdown of sales, inventory evaluation, contribution approach. Profit planning, budgeting, budget period, human relations, sales forecasting, sales budget, production budget, materials budget, administration budget, cash budget, zero-based and program budgeting.
Flexible budgets and overhead analysis. Control of decentralised operation; information flow, investment profit, management performance, rate of return, transfer pricing, opportunity cost. Capital budgeting and investment decisions. Analysis and evaluation of projects.
Assessment: By assignments and a final examination.
References:
GARRISON, R. H., *Managerial Accounting*.

INDUSTRIAL ENGINEERING IND305
Four hours per week for one semester.
Syllabus: Concepts of quality control and acceptable sampling; Shewhart control charts; Cu-sum techniques. Linear regression, Markov chains; structure and properties of the chain, time dependent and steady state behaviour. Sample survey, design and analysis of experiments.
Assessment: By assignments, case studies and formal examination.
References:

INDUSTRIAL ENGINEERING IND401
Four hours per week for one semester.
Syllabus: The computer as an aid to manufacture; data, CAD/CAM, programming. Numerical control principles. Multiple axis systems; relative and absolute addressing. Systems for translating manufacturing needs into computer commands — plug board, line following and tape controlled systems; robots. Automatic data collection systems;
instrumentation systems. Automatic control principles in manufacture — stepping systems and feedback systems. Economics of computer aided manufacturing systems. CAD/CAM systems — Gerber, HCS and other commercial systems. Social issues in computer aided manufacture (CAM) — transfer of skill, retraining and effects on motivation and morale.

Assessment: One three hour examination and a mid semester test.

References:
Reading from the current literature.

INDUSTRIAL ENGINEERING IND402

Four hours per week for one semester.

Syllabus: Organisation of the production control function; operations planning and scheduling, inventory control in production. Forecasting Production Needs — techniques of forecasting moving average methods, regression analysis, interpretation of forecasts; effects of risk and uncertainty on decisions. Aggregate scheduling; resource allocation for men and machines and its influence on cost; sequencing and scheduling control systems — Gantt chart; assembly line balancing method. Inventory Control Systems; procurement and stock control costs; minimisation methods including demand and lead time variations. Materials requirement planning. Job sequencing and planning; progress control in the production sequence; reporting systems. Computer systems in production control — NC Interactive Manufacturing Control System. Distribution models and routing.

Assessment: One three hour examination.

References:

INDUSTRIAL ENGINEERING IND403

Five hours per week for one semester.

Syllabus: Management: This subject surveys the nature and influence or major variables in co-operative achievements, viz., environment, structure, technology and psycho-social factors. The main streams of organisation theory will be reviewed and evaluated, the elements and administrative significance of organisation behaviour examined, and attention directed to phases of the administrative process. Industrial Relations: The influence of environment, personality and industrial relations institutions on the behaviour of labour and management.

Assessment: By assignments and projects.

References:

256
INDUSTRIAL ENGINEERING IND404

Five hours per week in semester one and four hours per week in semester two.

Syllabus: The student is required to integrate industrial engineering concepts in the design of productive systems. Students are required to work in industry on productivity oriented projects covering technological, administrative, management, physical distribution problems as either separate or as integrated problems. Designs so produced are to be presented as formal reports and assessed, wherever possible, in collaboration with engineers in organisations external to CIT. Considerable emphasis is to be placed on the standard report presentation.

Topics to be covered both in lectures (one hour per week throughout the year) and the design projects include: process types, production flow analysis, labour issues, aggregate scheduling, inventory control, facility selection, technology change and strategies for its introduction, manufacturing strategy, new projects, inventiveness, costing, appraisal and analyses, production engineering aspects, management structures, labour relations, accountancy, sales, research, marketing, the total scene.

Students are to be encouraged to visit companies and seek out their own individual projects as a matter of policy to encourage student initiative and entrepreneurship.

Assessment: By assignment.

References:

INDUSTRIAL ENGINEERING IND405

Six hours per week for one semester.

Syllabus: Nature of management science, decision theory and trees. Linear programming, simplex method, duality, transportation problem, sensitivity analysis, cost ranging, right hand side ranging, integer programming and quadratic programming, general nonlinear programming, dynamic programming, stochastic programming; project scheduling, critical path method, program evaluation and review technique, project management, Gantt barcharts, cost/resource graphs, inventory systems; queueing system, queueing models, service times, service discipline, single server queueing model.

The simulation process and business complexity, simulation and analogue models, characteristics of simulation models; probability
distributions, pseudo-random number generation, inverse transformations, convolution, Monte Carlo simulation; identifying subsystems and variables, process generators validating the model; experimental design analysis of variance gaming, simulation languages, GPSS, DYNAMO.

Assessment: Five minor assignments and a final examination.

References:

INDUSTRIAL ENGINEERING IND406

Four hours per week for one semester.

Syllabus: Process evaluation and problem solving for pollution based on the quality control film Right First Time.

Major environmental problems for Industry;
- Land — solid and liquid waste disposal, land fill, land use.
- Water — thermal pollution, waste loads to water and sewage.
- Air — thermal and toxic emissions to air.
- Noise and radiation.
- Resources — changing resource patterns, change effluence characteristics.
- Health effects to the community.

Common methods of monitoring and analysis associated with waste disposal to land, water, air, noise, radiation and health.

Assessment: By written assignments and tests.

References:
There is no text for this subject but references will consist of the various relevant acts and regulations, and transcripts from various statutory body inquiries.

INDUSTRIAL MANAGEMENT MEC350

A course of two hours per week for two semesters.

Principles of Management and Organisation — first semester


References:

CIT Lecture Notes: The Principles of Industrial Management, Part I.
Management of Production — second semester


References:
HARRY, M., Production Management, Hutchinson, 1972.
CIT, Principles of Industrial Management, Part 2.

INDUSTRY ANALYSIS FIN382

A course of four hours per week for one semester.
Prerequisite: Studies in the Economics of Australian Industry MKT347 must either precede or be taken concurrently with this unit.
Syllabus: The structure and operation of the mining, manufacturing and tertiary sectors of the Australian economy, including an analysis of each sector’s significance in the future development of the Australian economy. An analysis and evaluation of the extent and significance of overseas investment in these sectors, government minerals and energy policies, trade practices legislation. An in-depth study by each student of the structure, conduct and performance of an industry operating in the Australian economy including the preparation of a demand/supply forecast for the industry. For this study each student will engage in independent research under the supervision of a member of staff.

References: To be advised.

INFORMATION STORAGE AND RETRIEVAL EDP623

A course of four hours per week for one semester.
Prerequisite: Required entrance level.
Syllabus: Investigation of information structures and study of the technique of storing and accessing various structures; review of existing approaches and future trends for database structuring and access, eg. hierarchic, network and relational databases and query languages.

References:
Relevant research papers.
INFORMATION STORAGE AND RETRIEVAL EDP630
A course of four hours per week for one semester.
Prerequisite: Information Storage and Retrieval EDP623.
Syllabus: Detailed study of the role of the database administrator function especially the design, operation and control of the database (including security and integrity considerations); the relevance of company structure to the design of the information system and use of the computer; a study of distributed processing aspects and the problems and advantages associated with distributed databases.
References:
Relevant research papers.

INFORMATION STORAGE AND RETRIEVAL EDP631
A course of four hours per week for one semester.
Prerequisite: Information Storage and Retrieval EDP630.
Syllabus: Detailed study of ‘query’ languages including both natural languages and designed ‘query’ packages; detailed study of approaches to information retrieval including such aspects as ‘key word’.
References:
Relevant research papers.

INFORMATION STORAGE AND RETRIEVAL EDP634
A project involving the presentation and submission of a paper of approximately ten thousand words.
Prerequisite: Information Storage and Retrieval EDP631.
Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of information storage and retrieval.
References: To be advised.

INSTITUTIONAL INVESTMENT MANAGEMENT FIN665
A course of three hours per week for one semester.
Prerequisite: Nil.

260
Syllabus: Description and analysis of the financial markets — money markets and liquidity adjustment — capital markets and flow of funds — evaluation of financial market performance.

References: To be advised.

INSTRUMENTATION ELE440
A course of four hours per week for one semester.


References:

INTERNATIONAL ECONOMICS FIN348
A course of four hours a week for one semester.
Prerequisite: Microeconomics FIN271.

Syllabus: Basic principles of trade theory. The patterns of international trade — composition and direction. Principles and institutions of the international monetary system. The World Monetary System in the 1970s, international fluctuations in business activity and inflation and their effect on Australia; overseas investment. The multinational company. Australia’s balance of payments. Australian protection and assistance policies and their effect upon trade and resource allocation including the role, operations and attitudes of the Industries Assistance Commission.

References: To be advised.

INTERNATIONAL FINANCIAL MANAGEMENT FIN333
A course of four hours per week for one semester.
Prerequisite: Monetary Theory FIN233.

Syllabus: Application of financial management principles to the financial decisions of multi-national corporations, and the manner in which financial institutions aid this decision making. Consideration of the impact of exchange rate uncertainty, differing rates of inflation, and different taxation systems on the capital budgeting and working capital management decisions of the firm with operations in several nations, and the financial institution’s role in this. Review of sources of funds for
multi-national operations, including Euro-currency and bond markets, retained earnings of the parent company and its foreign subsidiaries, and various national markets.

References: To be advised.

INTERNATIONAL MARKETING MKT243
A course of four hours class contact for one semester.
Prerequisites: Marketing and Society MKT111, Marketing Management MKT311.
Syllabus: The organisation of international marketing programs. Adapting to foreign marketing conditions. Environmental influences on international marketing. International marketing intelligence. International product policy, distribution, promotion. Export procedure. Each student will complete an individual in-depth study into an aspect of the subject.
References:

INTRODUCTION TO COMPUTER THEORY/STATISTICAL METHOD AND PRACTICE ART395
A course for degree students of two hours a week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design studies, or entry to the degree course.
Syllabus: Anatomy of computers; what they are not; what they are; attributes of computers. Representation of data: computer arithmetic including representation of values by symbols, non-positional and positional systems i.e., decimal, octal, hexadecimal, binary, grouped binary; the character set, representation of characters in traditional and computer media form, methods of conversion. Computer equipment: central processing unit; input units; output units, off-line units including decollators, guillotines, envelope inserters and sealers, card and paper punches, key tape units, microfilm, etc.; interfaces with other equipment such as typesetting, photo composition, and printing equipment.

INTRODUCTION TO DIGITAL SYSTEMS ELE352
A course of two hours of lectures and two hours of laboratory work per week for one semester.
Syllabus: Digital codes for numerical variables and characters; combinational and syndronous sequential logic analysis and design; digital data transmission. Microprocessors: addressing modes and the
instruction set, input-output, support devices, system hardware design, development systems.

Assessment: One three hour examination at the end of the semester, continuous assessment of laboratory and assignment work.

References:

INVESTIGATION PROJECT CIV422
A nominal two hours per week for two semesters devoted to an original study, supported by laboratory work, field work or literature search, related to an area of special interest to the student.

Assessment: To be based on a typewritten report submitted at the end of the year.

INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT FIN663
A course of three hours per week for one semester.

Prerequisite: Successful completion of ACC674.
Syllabus: Yield patterns in the Australian capital markets, security analysis and valuation, forecasting, portfolio construction and management.

References: To be advised.

INVESTMENT AND PORTFOLIO MANAGEMENT FIN363
Four hours class contact per week for one semester.

Prerequisite: Successful completion of Accounting and Finance ACC360.
Syllabus: Evaluation, formulation and implementation of a flexible portfolio policy and management. Yield patterns in the Australian capital market, value analysis and selection of securities, forecasting, portfolio theory, construction and management.

References: To be advised.

KILN DESIGN AND CONSTRUCTION ART224
A one hour lecture to be followed by a two hour practical class.

As a result of this subject, the students will have a better understanding of kiln management and use which will give them the necessary background to operate a studio kiln.
The design and construction of kilns will be approached through a series of lectures and practical classes. This subject will be of one semester's duration and will be taken by diploma students in the final semester of their course.

Assessment: Assessment will be based upon group projects. Students will also be required to present for a written examination at the end of the semester. A pass in both areas will be required.

KILN AND FURNACE DESIGN AND CONSTRUCTION ART309
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will be approached through a series of lectures and practical classes. It will enable students to acquire a knowledge and understanding of kilns designed for use by the studio potter and furnaces suitable for the glass craftsman. The students will gain insight into kiln and furnace construction and management. This study will give them the necessary background to operate equipment safely and effectively.
Assessment: This will be based upon group projects. Students will also be required to present for a written examination at the end of the semester. A pass in both areas will be required.

LABOUR RELATIONS ADM334
A course of four hours per week for one semester.
Prerequisites: Microeconomics FIN271 and Organisational Behaviour and Performance ADM231
Syllabus: The influence of environment, personality and industrial relations institutions on the behaviour of labour and management.
References:
Journal of Industrial Relations and other periodicals.

LAND USE PLANNING CIV423
A course of two hours per week, mainly lectures, for two semesters.
Syllabus: Interaction and competition between land use types. The interaction between transport facilities and land use. Provision of services and the relevance of civil engineering to town, regional and national planning within a social, economic and political framework.
Assessment: To be based on examinations at the end of each semester and on assignments submitted throughout the year.
References:

LAW FIN311
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Business Law FIN113.
Syllabus: Product development; protection and liability; competitive relations and promotional activities; restrictive practices; debt recovery.
References: To be advised.

LAW FOR PHYSICAL DISTRIBUTION MANAGERS FIN611
A course of four hours a week class contact for one semester.
Prerequisites: Nil.
Syllabus: To provide an appreciation of the law relating to physical distribution with emphasis on carriage of goods, bailment, channels of distribution, Bills of Lading and Bills of Exchange.

LEGAL PROCEDURES I FIN151
A course of two hours per week for one semester.
Prerequisite: Australian Legal and Economic Systems FIN150.
Syllabus: An understanding of the legal terminology and concepts in conveyancing, family law, corporate affairs, business names and criminal litigation.

LEGAL PROCEDURES II FIN254
A course of four hours per week for one semester.
Prerequisite: Legal Procedures I FIN151.
Syllabus: A detailed working knowledge of the civil legal procedure and forms involved in legal work in Victoria: the parties and documents involved in civil litigation work, the structure of the courts and the role of solicitors and barristers.
References: Supreme Court Rules, County Court Rules, Justices Act and Rules. Other references to be advised.
LEGAL PROCEDURES III FIN255
A course of four hours per week for one semester.
Prerequisite: Legal Procedures II FIN254.
Syllabus: A detailed working knowledge of procedures and forms in regard to conveyancing, opening a file, arranging for search of title, letters to clients and solicitors, arranging settlement and costing out.
Other references to be advised.

LEGAL STUDIES HUM125
A course of three hours per week for one semester (part-time): four hours per week (full-time).
Prerequisites: Nil.
Syllabus: An introduction to the sociology of law and legal systems emphasising the Australian common law pattern but with comparative studies of other systems where appropriate. Particular emphasis will be given to the development of the law as an instrument of social control and recent reforms and changes in the legal system in which reference will be made to concepts of legally enforceable social rights, the provision of legal aid and alternative legal procedures to the traditional adversary system.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LEGAL STUDIES HUM127
A course of three hours per week for one semester (part-time): four hours per week (full-time).
Prerequisite: Legal Studies HUM125.
Syllabus: A study of some specialised areas of criminal law including crimes without victims; compensation for crimes; the unmaking of criminal law; political crimes and civil liberties; administrative sanctions and redress (eg, ombudsmen); legal rights of law officers; concepts of deviance and crime; interpretation of criminal statistics and the role of community agencies in the treatment of offenders.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LEGAL STUDIES HUM223
A course of three hours per week for one semester (part-time): four hours per week (full-time).
Prerequisites: Legal Studies HUM125 and HUM127.
Syllabus: A detailed study of two broad areas of substantive law —
  a. the law of persons, covering personal capacity, status and
     responsibility (e.g., citizenship, family law, privacy) and
  b. the law of property, covering such areas as fraud, embezzlement,
     negotiable instruments, hire purchase and allied transactions. In each
     case, the possible involvement and role of the police officer will be
     examined.
Assessment: A combination of cumulative work and formal exam-
ination.
References: To be advised.

LIGHTING SERVICES ELE625
A course of two hours per week for one semester including lectures, labo-
ratory and tutorials.
Syllabus: Light production, incandescent, low and high pressure mercury
vapour, sodium vapour lamps, special light sources. Lighting equipment,
 fittings and control schemes, lighting calculations and cost estimates.
Interior and exterior lighting installations.
Assessment: One written examination together with performance in
laboratory and assignment work.
References:
HENDERSON, S. T. & MARSDEN, A. M., Lamps and Lighting, Arnold, 
KEITZ, H. A. E., Light Calculations and Measurements, Philips 
Australian Standards Association, Interior Lighting and the Visual 

LINEAR ALGEBRA MAT603
A course of 45 hours lectures/tutorials.
Syllabus: Introduction to numerical analysis and computational errors.
Relative merits of methods w.r.t. efficiency and accuracy for large
systems. Special algorithms for sparse systems, including symmetric.
Computation of eigenvalues and eigenvectors: Mises' power method
(dominant eigenvalue) and its extension. Eigenvalues of a real symmetric
matrix. Homogeneous systems.
All methods will be illustrated by case studies involving computer
usage.
References:
DAHLQUIST, G. & BJORCK, A., Numerical Methods, Prentice-Hall, 
1974.
FORSYTHE, G. & MOLER, C. B., Computer Solution of Linear
WILKINSON, J. H., Rounding Errors in Algebraic Processes,
WILKINSON, J. H., The Algebraic Eigenvalue Problem, Clarendon 
LITERATURE HUM170

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: A study of prose, poetry and drama designed to illustrate relationships between literature and society between approximately 1600 and 1800. A fundamental academic aim of the course is to develop a framework of critical concepts, which may be applied in textual analysis and evaluation, undertaken in the light of the historical circumstances in which the texts were produced.

Assessment: Cumulative, by essays and tutorial papers.

References: To be advised.

LITERATURE HUM171

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: A course which looks at the development in theory and practice of literature that occurred in the 19th century. An attempt will be made to isolate some of the factors which precipitated and/or hastened this change and determined the direction it would take. In essence, this course presents a study in romantic thought and expression which existed alongside realistic approaches, especially in fiction, throughout the century. The causes of the modern movement will be explored.

Assessment: Cumulative, by essays and tutorial papers.

References: Students should be familiar with the writings of some of the following: Charles Dickens, William Wordsworth, George Eliot and Thomas Hardy.

LITERATURE HUM172

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: This is a course in popular literature: an introduction to the study of the popular novel since about 1850, specialising in the novel of mystery and suspense. Students will be expected to read widely and critically and to relate the changing trends in popular fiction of this time to the evolution of modern society.

Assessment: Cumulative, by essays and tutorial papers.

References:
COLLINS, W., The Moonstone.
DICKENS, C., The Mystery of Edwin Drood.

A wide reading of the works of John Le Carré, Dorothy Sayers, Michael Innes and Georges Simenon would also be an advantage.
LITERATURE HUM270
A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171 or approved equivalents.

Syllabus: The Dramatist as Social Critic. Eight plays are chosen from classical Greek drama to modern drama. Each play will be studied over two weeks, the first week spent looking at historical and social background, the second consisting of play-readings and critical discussion with theatrical information. The aim is to encourage students to see the wider social implications of staged drama; plays grow out of, and make comment on, their particular culture. Students will be expected to develop their skills in historical and philosophical research, and will be guided to participate in reading aloud and develop theatrical skills through workshop sessions.

Assessment: Essays, research for tutorial papers, practical stagecraft and participation in an acted reading of one of the plays at the end of the semester. Teamwork is essential in the assessment.

References: To be advised.

LITERATURE HUM271
See HUM272 below.

LITERATURE HUM272
A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171 or approved equivalents.

Syllabus: A course in Australian literature from the beginnings in the convict era, bush-balladists, the 'diggings' and first settlement, through the formative period of Australian styles and themes to modern writing. Students will look at important writers from these periods, including Henry Lawson, Marcus Clarke, George Johnston, Patrick White, Judith Wright, and David Williamson. There will be selected texts for detailed study within this survey. The aim is to encourage a critical appreciation of Australian literature by understanding its development historically. Workshop sessions will develop the student's own writing skills through critical readings and creative work.

Assessment: By essays, seminars, and class exercises, with a strongly theoretical and conceptual emphasis.


LITERATURE HUM273
See HUM274 below.

LITERATURE HUM274
A course of four hours per week for lectures and tutorials for one semester.
Prerequisites: HUM170 and HUM171 or approved equivalents.

Syllabus: A study of contemporary writers drawn from Australian, American, English and European literature. The aim is to introduce students to new writers, to develop independent critical awareness and to encourage creative writing by students. Writers discussed will include Ted Hughes, Thom Gunn, Sylvia Plath, Patrick White and David Williamson, with others to be specified at the beginning of the semester. Play and poetry readings will be a feature of this course.

Assessment: By essays, seminars and class exercises, with a strongly theoretical and conceptual emphasis.

References: To be advised.

LITERATURE HUM277
See HUM278 below.

LITERATURE HUM278
A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171, or approved equivalents.

Syllabus: This course is a study of the development of Australian literature from its colonial origins to the development of self-conscious nationalism in the 1890s. The core areas will include:

- colonial ballads;
- the development of the novel, especially the works of Marcus Clarke, Rolfe Boldrewood, Tom Collins, Henry Handel Richardson, Miles Franklin;
- shorter forms of fiction selected from the works of Henry Lawson and Steele Rudd;
- The Sydney Bulletin.

Assessment: Cumulative, by essays and tutorial papers.

Reference:

LOGIC DEVICES AND SYSTEMS ELE623
A course of four hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.
References:

LUBRICATION MEC471
A course of three hours of lectures per week for one semester.

Syllabus:
Types of lubrication — hydrodynamics, hydrostatics, elasto-hydrodynamics and boundary transition.
Properties of lubricants — viscosity, density, etc.
Lubrication theory — Navier-Stokes equation and continuity equations, Reynolds equation.
Boundary lubrication.
Lubricant rheology.
Friction, wear and cutting processes.
Bearing design.
Modes of failure of plane bearings, rolling contact bearings and gears.
Bearing materials.
Oil systems, thermal effects in bearings.

LUBRICATION MEC618
A lecture course of two hours per week in one semester and one hour per week in the next semester.

Syllabus: Lubricant types — fluid-film, elastohydrodynamic, mixed and boundary transitions.
Lubricant properties — viscosity, density, etc. methods of evolution, additives.
Chemical properties — classification, storage and handling.
Lubrication practice — water and steam turbines, gas turbines, gears and drives, hydraulic transmissions, compressors, machine tools, mobile plants, cutting oils, grease lubrication, metal rolling operations. Off-shore lubrication and lubrication in hostile environments. Seals. Fire and explosions.
Theories — (1) fluid film lubrication: Navier-Stokes and continuity equations, Reynolds equation. Solutions for two dimensional iso-viscous incompressible flow, thrust and journal bearings and cylindrical contacts. (2) boundary lubrication.
Lubricant rheology.
Lubrication in production engineering.
Lubrication in maintenance engineering.
MACHINE ANALYSIS ELE420
A course of four hours per week for one semester.
References:

MACHINE HEALTH MONITORING CHE621
A course of two hours per week for two semesters.
Prerequisite: This unit can only be studied in combination with the Applied Science Practical CHE622.
Syllabus: It is designed to provide an understanding of the operation of a wide range of scientific instrumentation which can be used to monitor the performance of machine components. The course covers the essential principles of each technique and details of the means by which data gathered in this way can be used to diagnose faults and predict impending failures. The range of instrumentation available are illustrated by the following sample: Spectrometric methods of oil analysis, Ferrography, Electron microscopy, Capacilance, Temperature profiles, Vibration analysis, X-ray fluorescence, Viscometry, simple methods of debris analysis.
References: To be advised.

MACHINES ELE220
A course of four hours per week for one semester.
Laboratory: Experiments on transformers and rotating machines (industrial and experimental types).
References:
MACROECONOMICS FIN171

A course of two one-hour lectures and two hours of tutorial work per week for one semester. Tutorial work is broken down into workshop and discussion sessions.

Prerequisites: Nil.

Syllabus: Analysis of movements in and determinants of the major components of aggregate demand: consumption, investment, government, exports, imports. An evaluation of government policies and their effects on full employment, price stability and external viability in the context of the Australian economy.

All students must purchase CIT published student manuals.

References: To be advised.

MACROECONOMICS FIN297

A course of three hours of class work per week for one semester.

Syllabus: The nature and operation of the Australian economy with particular reference to areas relevant to mechanical engineers. Analysis of changes in and determinants of the major components of aggregate demand and consideration of government policies likely to achieve economic stability.

Assessment: Assignments and class tests.

References: To be advised.

MACROECONOMICS FIN653

A course of three class hours per week for one semester.

Syllabus: This subject is designed for students to acquire knowledge and general understanding of: the nature and operation of the Australian economy; the changing characteristics of industry in Australia; the market characteristics of the Australian economy; the impact of government policies towards business; location theory; urban transportation and transport networks.

References: To be advised.

MANAGEMENT ACCOUNTING ACC261

A course of one one-hour lecture and three hours tutorial and case work per week for one semester.

Prerequisite: Completion or concurrent study of Accounting and Finance ACC350.

Syllabus: The aim of this subject is to develop an advanced appreciation of financial planning in relation to organisation goals and objectives, resources employed, return on investment, and profit plans.
Topics covered include corporate goals and objectives, management evaluation of alternative profit-resource plans, input-output accounting, human resource planning and control, recruitment and training costs, compensation schemes.

References: To be advised.

MANAGEMENT ACCOUNTING SYSTEMS ACC293
A course of four hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Nature and development of accounting; principles of methods of recording; accounting reports; effect of concepts and conventions on recording and reporting; subsidiary ledgers: debtors, creditors, inventory, fixed assets; elementary costing: job and process costing; historical and standard costing; introduction to budgeting and budgetary control; introduction to auditing.

References: To be advised.

MANAGEMENT ACCOUNTING SYSTEMS ACC294
A course of four hours per week for two semesters.

Prerequisite: A satisfactory stage of development in the course.


References:
SEILER, R. E., Principles of Accounting — a managerial approach, Chas. E. Merril, 1967.

MANAGEMENT ACCOUNTING SYSTEMS ACC395
A course of four hours per week for two semesters.

Prerequisite: Management Accounting Systems ACC294.

Syllabus: A detailed study of the physical and accounting problems associated in the principal areas of business data flows: inventory; debtors and sales; creditors and purchasing; payroll; production management; costing systems. A study of accounting controls: cash procedures and liquidity controls; control of manufacturing operations; internal control systems; ledger systems and accounting reports; audit requirements and procedures.
References:

**MANAGEMENT AND PEOPLE IN ORGANISATIONS ADM113**

A course of four hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* The course gives students an understanding of the human resource aspects of retailing, and the management of people. It examines individual differences in people, the integration of people to organisations, group processes, motivation and leadership. It identifies the managerial functions of planning, organising, leading and controlling, relating these to the retail environment. It will be taught using lectures, tutorials and case work.

*Preliminary reading:*

*References:*
Text and case book to be advised.

**MANAGEMENT DECISION MAKING ADM261**

A course of four hours per week for one semester.

*Prerequisite:* Organisational Behaviour and Performance ADM232.

*Syllabus:* This elective subject is designed to extend student awareness of the central role of decision making in managerial activities and the administration of work organisations. Simulation exercises and case study materials are utilised to develop practical skills in problem solving and use of managerial decision making techniques.

*References:* To be advised.

**MANAGEMENT ENVIRONMENT ADM337**

A course of four hours per week for one semester.

*Prerequisite:* Process of Management ADM236.

*Syllabus:* This core subject within the Administration degree course has been designed to develop student sensitivity to and awareness of future problems in the management of work enterprises, in the light of current and projected work environments.

*References:*


**MANAGEMENT INFORMATION SYSTEMS ADM338**

A course of four hours per week for one semester.

*Prerequisites:* Data Processing EDP170 and Organisational Behaviour and Performance ADM232.

*Syllabus:* The aim of this subject is to develop an awareness of the role of the administrative office manager in the blending of people and machines into a smoothly operating information complex. The subject will be studied in the general context of communication networks and office systems theory and will also specify telecommunication technologies, the inter-relationship of office functions and a range of leadership techniques.

*References:* 


**MANAGEMENT OF CHANGE ADM262**

A course of four hours per week for one semester.

*Prerequisite:* Organisational Behaviour and Performance ADM232.

*Syllabus:* This elective subject develops and extends student awareness of practical problems in coping with and adapting to organisational change. Emphasis is placed on examining techniques for describing and anticipating change, as well as evaluating strategies for effective management of planned changes within work organisations.

*References:* A comprehensive list of reference materials will be provided during the first week of classes. This will include a wide range of journal references, as well as resource materials from the Productivity Promotion Council of Australia.

**MANAGEMENT OF PRODUCTION MEC353**

A course of two hours per week for one semester.

*Syllabus:* The work of a manager, principles of plant location, principles of factory layout, storekeeping, principles of purchasing and raw material procurement, job standards, methods of production planning, methods of inspection and quality control, basic methods of personnel management and training, principles of business correspondence.

*Assessment:* Continuous assessment by assignment and test.
References:

MANAGEMENT PLANNING ACC673
A course of three hours per week for one semester.
Syllabus: The objective of this subject is to develop skills in designing and evaluating planning, control and information systems. Topics covered include divisional accounting, segment profitability; accounting for the marketing production, personnel functions and human factors in information system design, management by objectives, and use of the computer for management planning and control.

References:
Further references to be advised.

THE MANAGEMENT PROCESS ADM641
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The subject is designed to provide an appreciation of the wider implications of marketing decision making and the development of marketing strategies in an organisational and behavioural context. Topics covered include the evolution of organisation and management theory, individuals and work, groups and work, the decision making process, the organisation communication process, planning and controlling, the integration of organisational and individual needs.

References:
MANAGERIAL ACCOUNTING ACC602

A course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Performance evaluation techniques and costs for decision making.

References:

MARKETING MKT292

A course for degree and diploma students of two hours per week for two semesters.

Prerequisite: A pass in first year Graphic Design studies.


Assessment: Assessment will be by written assignment and end of year examination.

References: To be advised.

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MARKETING AND RETAILING MKT134
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This course provides an understanding of marketing principles and practices in Australia and their relevance and application to retailing. It will cover the marketing concept, the development of marketing strategies, planning, the application of control and evaluation of the marketing effort, the role and evolution of retailing, and marketing in the retail industry. It will be taught using lectures, tutorials, special projects and case studies.
References:

MARKETING AND SOCIETY MKT111
A course of four hours per week comprising two one-hour lectures, one hour tutorial and one hour seminar.
Prerequisites: Nil.
Syllabus: Three hours class work to be devoted to providing students with a practical introduction to the nature and scope of marketing; the marketing concept; market research and the market; customer motivation and behaviour; the product, its distribution, pricing and promotion; planning, controlling and evaluating the marketing effort. One hour seminar to be devoted to consideration of the impact of marketing on a changing society.
References: To be advised.

MARKETING COMMUNICATION STRATEGIES MKT626
A course of three hours class work and three hours private assignment work for one semester.
Prerequisite: Marketing Theory and Practice MKT616.
Syllabus: Importance of promotion; role of communication in promotional strategy; elements of the promotional mix; establishing the promotional budget; promotional strategy; consumer behaviour; advertising promotion and the law; advertising and society.
References:
MARKETING CONTROLLERSHIP ACC292
A course of two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.

Prerequisite: Accounting and Finance ACC102.

Syllabus: The subject aims to give marketers an appreciation of the financial implications of marketing decisions. Topics covered include the use of accounting information by marketers, cost-volume profit analysis and incremental profit analysis for decision making. The relationship between marketing strategies, financial resource requirements and the cost of capital will be investigated. Responsibility accounting and management control strategies to evaluate the marketing effort will be reviewed.

References:

MARKETING FINANCIAL CONTROL ACC680
A course of two hours lectures and one hour tutorial per week for one semester.

Prerequisites: Nil.

Syllabus: To enable students to interpret accounting data and reports, and to identify and develop financial information necessary to plan and control the marketing effort.

Reference:

MARKETING FOR FINANCIAL INSTITUTIONS FIN337
A course of four hours class work per week.

Syllabus: Detailed analysis of marketing decision-making, the link between corporate planning and marketing objectives. Marketing management in practice, with particular emphasis on Australian financial organisations. The role of marketing research.

References:
MARKETING FUNDAMENTALS MKT195
A course of two hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: This subject aims to provide a knowledge of marketing practice and terminology as currently used in business. Introduction to various decisions facing the marketing executive in pricing, promotion, distribution, product policy and marketing planning.
References: To be advised.

MARKETING IN FOREIGN ENVIRONMENTS MKT634
A course of two one-hour lectures and one one-hour tutorial per week for one semester.
Prerequisite: Marketing Theory and Practice MKT616.
Syllabus: The distinctions in overseas marketing, environmental influences; marketing intelligence; marketing mix implications; export procedure. Case work will be used where appropriate.

MARKETING LAW FIN317
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: The successful completion of the common first year.
Syllabus: The focus on the course will be upon the current Trade Practices Act and an examination of the legal control of restraint of trade, monopolisation, exclusive dealing, mergers and price discrimination and the problems raised by these phenomena in the national economic context. The legislation will be discussed from the viewpoints of government, businessman and lawyer. Legislation relating to justification of prices and consumer protection with the allied problems of product liability and techniques of marketing will also be examined.

MARKETING MANAGEMENT MKT311
A course of four hours class work for one semester.
Prerequisite: Marketing and Society MKT111.
Syllabus: The development of appropriate market strategies and plans for a range of products, through the use of cases. This course builds on the theories explored in MKT111 and sharpens the student's ability to analyse, evaluate and implement successful changes in the marketing mix. Product portfolio analysis is also examined. A theoretical grounding in sales management and promotion will be helpful to the student undertaking this unit.

Text:

References: A number of cases available from the CIT Bookroom.

MARKETING MANAGEMENT MKT312
A course of four hours class work for one semester.
Prerequisite: Marketing and Society MKT111.
Syllabus: The development of corporate marketing strategies; marketing planning procedure and administration; evaluation and control in marketing planning; Australian case studies in corporate marketing planning and strategy. Concepts of product management; designing a product strategy; monitoring existing products; developing new products.

References:

MARKETING PLANNING AND CONTROL MKT344
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing and Society MKT111.
Syllabus: The marketing planning function and types of marketing plans; the development of corporate goals and corporate marketing strategies to meet those goals; marketing planning procedures and the integration of marketing plans into corporate plans; the administration of planning; evaluation and control in marketing planning; analysis and compilation of marketing plans in practice.

References: To be advised.

MARKETING PRINCIPLES AND PRACTICE MKT691
A course of one and a half hours per week for one semester (for students in the Graduate Diploma in Secretarial Studies).
Prerequisites: Nil.

Syllabus: Marketing and its place in business; the role and importance of marketing research; consumer behaviour and analysis; specialised functions in marketing including distribution, promotion and pricing;
practical studies demonstrating the application of marketing principles.

References:

MARKETING RESEARCH AND FORECASTING MKT342
A course of four hours class work per week for one semester.
Prerequisites: Marketing Research Methods MKT212 and Business Statistics MKT217.
Syllabus: This course takes the prerequisite subject MKT212 on to an advanced level. The emphasis is on the logic of analysis and techniques associated with data analysis and marketing information systems. The course also covers the development of market specific models oriented towards forecasting.
References:

MARKETING RESEARCH AND FORECASTING MKT612
A course of three hours class work per week for one semester.
Prerequisite: Statistics for Marketers MAT661.
Syllabus: Nature and scope of marketing research, methodology in marketing research, sources of information, questionnaire design, sampling techniques, interpretation and analysis of data, managing the marketing research process, forecasting, specialised areas of marketing research.
References: To be advised.

MARKETING RESEARCH METHODS MKT212
A course of four hours per week for one semester.
Prerequisites: Human Behaviour in Marketing MKT211 and Business Statistics MAT164.
Syllabus: Introduction, importance to marketing, decision process, problem identification, planning and overseeing a research project, sources of information, questionnaire design, sampling, research reporting, advertising research, observation techniques, group interviews, depth interviews, managing marketing research.
References: To be advised.
MARKETING RESEARCH PRACTICE MKT629
A course of three workshop hours per week for one semester.
Prerequisite: Marketing Research and Forecasting MKT612.
References: To be advised.

MARKETING RESEARCH TECHNIQUES MKT367
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing and Society MKT111 and Business Statistics MAT164.
Syllabus: The course aims to provide students with an understanding of tools and techniques of marketing research applicable to consumer and industrial marketing. Purposes of marketing research; planning a project; formulating the problem; marketing information systems; primary and secondary sources of information; bias; data analysis; questionnaire design; attitude research; test marketing; forecasting; the research report.
References: To be advised.

MARKETING THEORY AND PRACTICE MKT616/MKT671
A course of three hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The marketing concept and corporate objectives and strategies; the marketing environment; marketing decision making and problem solving; designing the marketing strategic mix; planning, controlling and evaluating the marketing effort.
References:

MATERIALS AND TECHNOLOGY ART130
A course of one hour laboratory workshop and one hour lecture for one semester for students undertaking the Craft Major of the Fine Art Degree.
Prerequisites: Nil.
Syllabus: The subject is taught by the Department of Mechanical Engineering. It is designed to complement the major design and workshop
disciplines offered in the Craft Major by acquainting students with the fundamental nature and structure of matter. Topics include: atomic structure and its relationship to properties of metals, plastics and ceramics; survey of materials, their properties and areas of application; testing of materials — hardness, tensile, inflammability, optical properties, colour stability and acoustic properties.

Assessment: Laboratory assignment. Written assignment. Cumulative tests.

References: To be advised.

MATERIALS AND TECHNOLOGY ART131
A course for Fine Art Degree students of one hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.

Prerequisite: Materials and Technology ART130.

Syllabus: The objective of this course is to further develop the students' familiarity with the properties and behaviour of metals. Topics include: cold working and recrystallisation of metals; basic phase changes in simple two alloy systems; heat treatment of plain carbon steels — annealing, normalising, hardening; temper colours; stress analysis of simple structures.

Assessment: Laboratory assignment. Written assignment. Cumulative tests.

References: To be advised.

MATERIALS AND TECHNOLOGY ART230
A course for Fine Art Degree students of one hour laboratory workshop and one hour lecture for the semester. Teaching Department: Mechanical Engineering.

Prerequisite: Materials and Technology ART131.

Syllabus: The objective of this course is to further extend the students' understanding of the properties and behaviour of materials with particular reference to failure of materials and how these failures can be overcome by good design and correct materials selection. Topics include: failure of materials; finishing of metal components; materials joining processes.

Assessment: Laboratory assignment. Written assignment. Cumulative tests.

References: To be advised.

MATERIALS AND TECHNOLOGY ART231
A course for Fine Art Degree students of one hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.

Prerequisite: Materials and Technology ART230.
Syllabus: The objective of this course is to extend the student's understanding of the structure and properties of materials in ceramics, glass and concrete. Topics include: properties and testing of concrete, design of concrete mixes; solidification of metals-casting processes; sand, shell investment and die casting.

Assessment: Laboratory assignment. Written assignment. Cumulative tests.

References: To be advised.

MATERIALS SCIENCE MEC142
A course of two hours of theory per week and two hours of laboratory per month, throughout the year.


Magnetic properties of materials: paramagnetism, diamagnetism, ferromagnetism.


Dielectrics: polarisation and polarisability as functions of frequency. Complex permittivity and dielectric loss. Ferro electricity, piezo electricity, electrolysis and electrolytic protection.

References:
KELSEY, C. A., Materiaals Science in Engineering, Merrill, 1968.

MATHEMATICAL METHODS MAT101
A course of five hours per week for two semesters.

Prerequisite: An HSC mathematics or equivalent TOP mathematics.


References:


**MATHEMATICAL METHODS MAT205**

A course of three hours per week for two semesters. Credit will not be given for both this subject and Applied Mathematics MAT201.

*Prerequisite:* Mathematical Methods MAT101.

*Syllabus:* The methods units of Applied Mathematics MAT201; viz: Vector field theory, Fourier series and partial differential equations, special functions, Laplace transforms, reduction formulae.

*Reference:*


**MATHEMATICAL MODELLING AND APPROXIMATIONS I MAT604**

**MATHEMATICAL MODELLING AND APPROXIMATIONS II MAT609**

A course of 90 hours of lectures/tutorials.

*Syllabus:*

Mathematical modelling of physical systems.

Introduction. Formulation of the governing equations of problems. Approximate formulation of problems by approximation of governing equations and/or boundary conditions. The role in modelling of: dimensional analysis, similarity and non-dimensional parameters, order-of-magnitude-analysis, laboratory and computer analogues.

Each of the sections above will be introduced in the context of case studies leading to the equations and systems of equations to be studied in other subjects of the course. The case studies will be taken from a wide variety of physical systems.

Approximate analytical methods which extract limited information about the general nature of the problem without actually obtaining a 'complete solution'. Graphical methods (isoclines and curvatures methods). Phaseplane solutions. Perturbation methods. Approximate methods as a prelude to computer solutions.

The need and choice of approximating function. Taylor, minimax, rational functions.

*References:*


MATHEMATICS MAT102
A course of four hours per week for two semesters.
Prerequisite: An HSC mathematics or equivalent.
References:
Statistics (two hours per week): Probability; expectation; discrete probabilistic models; empirical distributions and sampling statistics; continuous random variables; probability density functions; inference concerning means, variances, proportions; introduction to distribution-free methods; simple linear regression (emphasis given to applications in Applied Science and Engineering).
References:

MATHEMATICS MAT110
A course of five hours per week for two semesters.
Prerequisite: A VISE mathematics or a TOP mathematics.

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Assessment: By assignments and formal examination at the end of each semester.

References:

MATHEMATICS MAT131/MAT141/MAT151
A course of five hours per week for two semesters.
Prerequisites: An HSC mathematics or equivalent.

References:
CIT, Mathematics MAT131/141/151, 1982.
CIT, Basic Notes, 1982.

MATHEMATICS MAT209
This subject is designed for students who are undertaking the alternative stream in Physics. It comprises two hours per week for two semesters. Prerequisite: Mathematical Methods MAT101.
References: To be advised.
MATHEMATICS MAT210
A course of five hours per week for two semesters.
Assessment: By assignments, case studies and formal examinations at the end of each semester.
References:

MATHEMATICS MAT231
A course of five hours per week for two semesters.
Prerequisite: Mathematics MAT131.
Syllabus: Co-ordinate geometry: conics, polar co-ordinate, quadric surfaces, multiple integration.
Matrices: eigenvalues, partitioning, inversion.
Vector calculus: line integrals, surface integrals, gradient, directional derivative, divergence and curl in cartesian co-ordinates.
References:

MATHEMATICS MAT241
A course of five hours per week for two semesters.
Prerequisite: Mathematics MAT141.
Syllabus: Laplace transforms: definition, derivation of standard transforms, shift theorems, Heaviside expansion formulae, application to solution of linear differential equations, step and delta functions and their transforms.
Fourier series: Euler formulae, orthogonality, odd and even functions, general period, half range expansions.
Series solution of ordinary differential equations: Bessel's equation and Bessel functions, Legendre's equation and Legendre functions. Partial differential equations: arbitrary functions, separation of variables, applications.
Vector analysis: triple products, multiple integrals, Jacobians.
Vector differential calculus: grad, div and curl and the Laplacian operator.
Vector integral calculus: line, surface and volume integrals, divergence theorem, Stokes' theorem and Green's theorems.
Transformations of co-ordinates with emphasis on cartesian, cylindrical and spherical co-ordinates.
Numerical analysis: errors, zeros of functions, solution of systems of equations, polynomial approximation, numerical differentiation, numerical quadrature, numerical solution of differential equations.
Probability: basic definitions, subjective, logical and empirical probability, conditional probability, probability of composite events.
Treatment of data: frequency distributions, measures of central tendency and dispersion.
Probability distributions: discrete random variable, continuous random variable; binomial, hypergeometric, Poisson, negative exponential, normal, gamma, Weibull, $\chi^2$ and Rayleigh distribution.
Model building: fitting a distribution to data, use of probability paper, $\chi^2$ goodness of fit test, linear regression analysis.
Inference: sampling distribution of mean, point and interval estimates of parameters for normal and binomial distributions, sample size for desired distribution.
Hypothesis testing: basic concepts and applications.

References:

MATHEMATICS MAT251
A course of four hours per week for full-time students for two semesters.
Prerequisite: Mathematics MAT151.
Syllabus: Laplace transforms; definition, derivation of standard transforms, shift theorems, application to solution of linear differential equations, step and delta functions and their transforms. Heaviside expansion theorems.
Fourier series: restricted to period 2.
Vectors: triple products; gradient, divergence and curl in cartesian co-ordinates; line integrals, surface integrals, divergence theorem, Stokes' theorem.
Co-ordinate geometry: plane polar co-ordinates including curve sketching, angle of recedence and applications, area, arc length, transformation to and from cartesian co-ordinates; introduction to cylindrical and spherical co-ordinates.
Multiple integration: formation and evaluation of double integrals in cartesian and polar co-ordinates.
Statistics: probability, reliability, data reduction including the use of BMD computer packages, descriptive measures, expected value and variance, discrete and continuous distributions, model fitting, central limit theorem, confidence intervals, quality control.
Numerical analysis: errors, zeros of functions, solution of systems of equations, interpolation, numerical quadrature.

References:
CIT, Mathematics MAT251, 1982.

MATHEMATICS MAT309
This subject is designed for students who are undertaking the alternative stream in Physics. It comprises a course of one hour per week for two semesters.
Prerequisites: MAT209.
Syllabus: Fourier transforms and applications to solutions of partial differential equations.
Vector analysis: gradient, divergence, curl and integral theorems. Introduction to Calculus of Variations: derivation and application of Euler-Lagrange equation. Further application to problems involving various types of constraints.
References: To be advised.

MATHEMATICS MAT331
A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT231.
Syllabus: Continuum mechanics: tensor notation, integral theorems of Gauss, Stokes and Green, analysis of stress and strain, generalised Hookes Law. Complex variable: differentiation and integration theorems, conformal mapping.

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Partial differential equations: solution by separation of variables, Legendre functions, Bessel functions, boundary value problems including solution by complex mappings.
Statistics: testing goodness-of-fit of probability models to empirical data; simple and multiple linear regression including tests of significance for parameters and predicted values; Markov chains with applications to traffic flow models and storage models; estimation of extreme values; sampling procedures.

References:

MATHEMATICS MAT341
A course of four hours per week for one semester.

Syllabus: Cartesian tensors: summation convention, transformation laws, special tensors, basic operations, applications in electro-magnetic field theory.
General tensors: contravariant and covariant vectors, basic operations, covariant differentiation of vectors and tensors, Christoffel symbols, applications of tensors in linear network analysis.
Complex calculus: differentiability of elementary functions, Cauchy-Riemann equations, complex integrals, Cauchy's theorems, Laurent series, conformal transformations with application to solution of boundary value problems.

References:

MATHEMATICS MAT351
A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT251.

Syllabus: Functions of several variables: multiple integrals, Jacobians. Fourier series: arbitrary period, half-range series. Partial differential equations: arbitrary functions, separation of variables, applications to heat conduction, vibrations etc. Ordinary differential equations: first order, solution by variation of parameters, linear second order with variable coefficients, solution by series. Bessel's equation and Bessel functions, Legendre's equation and Legendre functions.
Matrices: algebra of matrices, special matrices, eigenvalues and eigenvectors, reduction to diagonal form with applications, eg. principal axes.


References:

**MATHEMATICS MAT451**

A course of 48 hours. This is an elective subject.

**Prerequisites:** A completed current Diploma of Mechanical Engineering. Before enrolment, a student’s mathematical background must be discussed with the Head of Department of Mechanical Engineering.

**Syllabus:** A selection of the following topics will be offered: Continuum mechanics; tensor notation, analysis of stress and strain, generalised Hooke’s Law; Viscous fluids, Lagrangian and Eulerian description, Continuity, Navier Stokes equations.

The Wave Equation: applications to vibrations, tidal waves in a canal, etc. Special functions: Fourier series in complex form; double Fourier series; Bessel functions; orthogonal curvilinear co-ordinates.

Numerical methods: Finite differences, numerical quadrature, numerical solution of ordinary and partial differential equations.

Potential Flow: Bernoulli’s theorem, irrotational motion, velocity potential and stream function, simple 2D flows, lift and drag on a cylinder with circulation.

Complex variables: differentiation and integration theorems, conformal mapping and applications.

**References:** To be advised.

**MATHEMATICS MAT651**

A course of two hours per week for one semester.

**Aim:** To provide students with appropriate skills in mathematical modelling techniques and methods of solution of equations relevant to the application of mathematics to the physical problems of fluid flow, heat conduction and elasticity.

**Syllabus:** Revision of general methods of solution of ordinary and partial differential equations.

Mathematical modelling of problems in fluid flow, heat conduction, elasticity, etc.

Particular solutions of these problems for a given set of conditions corresponding to typical lubrication situations.

Dimensional analysis techniques.

**References:** To be advised.

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MATHEMATICS AND NUMERICAL METHODS MAT621
A course of one three-hour session per week for two semesters.
Prerequisite: First year degree diploma mathematics in Science, Engineering or an equivalent standard. Some knowledge of FORTRAN programming is desirable but not essential.
Syllabus: The depth and extent of treatment will be governed largely by the needs and interests of the class. The course will include lectures and practical work selected from the following topics:
Mathematical methods: Determinants and matrices, polynomial approximations, Chebychev and other orthogonal polynomials, harmonic analysis, Laplace transforms, Boolean algebra, partial differential equations, vector calculus, complex variables and conformal mapping; numerical methods: zeros of polynomials, non-linear equations, linear algebraic systems, non-linear systems, interpolation, differentiation and quadrature.

MATHEMATICS AND STATISTICS MAT121
A course of five hours per week, either full-time or part-time, for two semesters.
Prerequisite: HSC Mathematics (General, Pure or Applied) or equivalent.
References: To be advised.

MATHEMATICS AND STATISTICS MAT122
A course of five hours per week, either full-time or part-time, for two semesters.
Prerequisites: Leaving Mathematics I, or equivalent.
Syllabus: Data description: presentation and reduction of data; samples and populations. Calculus: differentiation and integration; integration by parts; applications to optimisation, probability. Probability: concepts of

References:

MATHEMATICS AND STATISTICS MAT221
A course of four hours per week for two semesters.
Prerequisite: Mathematics and Statistics MAT121, or equivalent. A student who obtained a good grade in MAT122 may be admitted, but will be required to attend an extra hour per week in the first semester.
References: To be advised.

MATHEMATICS AND STATISTICS MAT222
A course of four hours per week for two semesters.
Prerequisite: Mathematics and Statistics MAT122 or Mathematics and Statistics MAT121.
Syllabus: Inventory management, distribution theory, forecasting techniques, linear programming, simulation, dynamic programming.

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Considerable emphasis will be given to business and industrial applications, and to use of computer packages.

References: To be advised.

**MATHEMATICS AND STATISTICS MAT321**

A course of four hours per week for two semesters.

*Prerequisite:* Mathematics and Statistics MAT221.

*Syllabus:* Reliability: series, parallel, j-out-of-k, standby redundant systems; frequentist estimation of reliability; exponential model; Gamma, Weibull, other models. Numerical analysis: solution of equations; concepts of conditioning; difference operators; difference equations; numerical integration. Multi-variate data analysis: matrix algebra in regression analysis; inference about parameters and contrasts; step-wise multiple regression; practical model building; use of packages. Some of: principal component analysis, factor analysis, discriminant analysis, cluster analysis, multi-dimensional scaling. Forecasting: review of simple linear regression; growth models; exponential smoothing; autoregression, moving average models; Box Jenkins models; use of packages. Decision theory: minimax, Bayes strategies; expected value of perfect information; sensitivity analysis; applications to inventory. Dynamic programming: discrete deterministic problems; use of package; Markov decision processes; applications to inventory. Systems measurement: measurement techniques; model building, calibration and validation; application of work in inference, design of experiments and queues to performance evaluation. Design and analysis of experiments: choice of distribution, error reduction techniques; analysis techniques.

*References:*


**MEASUREMENT AND INSTRUMENTATION ELE655**

A course of two hours per week for one semester, including lectures, laboratory and tutorials.

*Syllabus:* Measurement concepts: limit and probable errors, error analysis.

Process variables: transducers and transmitters for important variables such as displacement, motion, pressure, temperature, flow. Signal condition and manipulation: amplifiers, bridge circuits; mathematical manipulation; linearising; voltage-to-frequency; analogue-to-digital and digital-to-analogue conversion.
The nature and sources of noise: accurate measurement in the presence of noise — filtering, averaging, correlation; common mode rejection; cabling — grounding, shielding, isolation, crosstalk; human factors in data display.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
Analogue Devices — Non-Linear Circuits Handbook.

MEASUREMENTS AND FIELD THEORY ELE240

A course of four hours per week for one semester.

Syllabus: Fields: Coloumb's Law and Gauss' Law, electric potential, Poisson's and Laplace's equations, capacitance and dielectrics, magnetic induction, Biot-Savart and Amperes Law, magnetic materials, displacement current, Maxwell's equations in integral form. Measurements: SI system, potentiometric methods, the oscilloscope, ammeters and voltmeters, bridge methods of impedance measurement, power measurement, the operational amplifier.

References:

MEASUREMENT AND INSTRUMENTATION ELE655

A course of two hours per week for one semester, including lectures, laboratory and tutorials.

Syllabus: Measurement concepts; limit and probable errors, error analysis. Process variables: transducers and transmitters for important variables such as displacement, motion, pressure, temperature, flow. Signal condition and manipulation: amplifiers, bridge circuits; mathematical manipulation; linearisation, voltage-to-frequency; analogue-to-digital and digital—to—analogue conversion. The nature and sources of noise: accurate measurement in the presence of noise — filtering, averaging, correlation; common mode rejection; cabling — grounding, shielding, isolation, crosstalk; human factors in data display.

Assessment: One written examination together with performance in laboratory and assignment work.
MECHANICAL ENGINEERING PROJECT MEC300

A course of three hours per week of investigational work which may be in any one of the areas of solids, machines, materials, fluids or thermodynamics.

Prerequisite: This subject must be studied concurrently with the third subject in the relevant branch of engineering science.

Syllabus: The object of this unit is to provide a 'bridge' between the Institute and industry, by giving the student an opportunity to investigate in depth an engineering problem of current interest to industry, or to carry a large scale Institute-based investigation project to a conclusion.

Students will be assessed both individually and collectively on the basis of their performance throughout the year, and on the standard of their written and oral reports.

MECHANICS CIV102

A course of three hours per week of lectures, tutorials and laboratory work for two semesters.


References:

MECHANICS IND115

Five hours per week for one semester.

Syllabus: Forces and equilibrium, truss behaviour, stresses and strains, beams, bending, bending moment and shear force diagrams, deflections of beams by integration.

Columns; buckling phenomenon, Euler load, effective length, design formulae.

Torsion; torque, stress and angle of twist in circular shafts, torque computation from horsepower and requirements.

Assessment: Class tests and formal examination at the end of the semester.
References:

MECHANICS IND215

Five hours per week for one semester.
Syllabus: Particle mechanics; rectilinear and curvilinear motion, analytic and graphical solutions, Newton’s second law, units, free body diagrams, dynamic equilibrium, D’Alembert’s principle, linear momentum, impulse impact, restitution, energy methods. Rigid body dynamics; moment of inertia, inertia torque, angular momentum and angular impulse, centre of percussion, friction, applications to screws, energy methods, mechanisms. Dynamics of machines; simple gear trains, belt drives, clutches, brakes and dynamometers, flywheels, rotational balancing, vibration. Assessment: Class tests and formal examinations at the end of the semester.

References:

MECHANICS OF FLUIDS MEC270.

A course of two hours of lectures per week and two hours of laboratory work per month for one semester.
Prerequisite: Satisfactory completion of the first year of the degree in Electrical Engineering.
Syllabus: Fluid properties, fluid statics and kinematics. Basic equations of flow, momentum of fluids. Flow in closed circuits. Dimensional analysis and similarity, the analysis of the experiments. Centrifugal pumps and compressors.
References:

MECHANICS OF FLUIDS MEC370

A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Thermodynamics MEC260.
References:

**MECHANICS OF FLUIDS MEC470**

A course of lectures and laboratory work of four hours per week for one semester.

*Prerequisites:* As prescribed under Progression Through the Course.


*Laboratory Work:* Boundary layer measurements in a wind tunnel; journal bearing investigation. Centrifugal compressor performance.

*References:*

**MECHANICS OF MACHINES MEC120**

A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.

*Prerequisites:* As prescribed under Standards of Admission to first year.

*Syllabus:* Kinematics of particles; rectilinear and curvilinear motion-analytical and graphic solutions. Kinetics of particles; Newton’s second law, units, concept of dynamic equilibrium, concept of free body diagrams, non uniform acceleration. Kinematics and kinetics of rigid bodies; moment of inertia, mechanisms, velocity diagrams, instantaneous centre method, external forces. Linear and angular momentum of particles and rigid bodies, impulse and impact, centre of percussion. Friction; laws of dry friction, applications, including screws. Energy, work and power.

*Laboratory Work:* Laboratory work must be completed satisfactorily before candidates will be allowed to sit the final examination.
References:

MECHANICS OF MACHINES MEC220
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Machines MEC120.
Syllabus: Clutches and thrust bearings, uniform wear and uniform pressure, disc and cone clutches; Brakes, band and shoe types; Balancing of rotating bodies, balancing machines; Turning moment diagrams, indicator diagrams, flywheels; Belt drives, centrifugal and driving tensions, vee pulleys, creep, power transmitted; Kinematics of toothed gearing; Gear trains, simple compound and epicyclic, acceleration effects in geared systems; Cams, graphical and analytical methods.
Laboratory Work: Laboratory work must be completed satisfactorily before candidates will be allowed to sit for the examination.
References:

MECHANICS OF MACHINES MEC320
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Machines MEC220.
Syllabus: Kinematics, acceleration diagrams, inertia effects in mechanisms; gyroscopic couple and stabilisation, balancing of rotating and reciprocating masses; vibration of single degree-of-freedom systems, introduction to two degree-of-freedom systems; introduction to digital control elements and systems.
Laboratory Work: Such work must be completed satisfactorily before candidates will be allowed to sit for the final examination.
References:
A course of four hours of lectures per week for one semester.

Prerequisites: As prescribed under Progression Through the Course.


References:

MECHANICS OF SOLIDS CIV207

A course of four hours per week of lectures, tutorials and laboratory work, for two semesters.


Assessment: To be based on examinations at the end of each semester.

Reference:

MECHANICS OF SOLIDS MEC130

A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.

Prerequisites: As prescribed under Admission Requirements to first year.

Syllabus: External force systems; plane statics, light plane frames, heavy frames, simple three-dimensional force systems. Internal forces in beams and shafts; thrust, shearing force, bending moment, twisting moment. Analysis of stress and strain; load-deflection relationships, relationship between stress and strain, elastic constants, strain energy. Application of Strength of Materials Theory: thin walled pressure vessels, simple connections (riveted and welded), compound bars, thermal strain, bending of beams, deflection of beams (Moment Area Method), eccentric loading of the rods and short struts, torsion of circular shafts.

References:
MECHANICS OF SOLIDS MEC230
A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.
Prerequisite: Mechanics of Solids MEC130.
References:

MECHANICS OF SOLIDS MEC330
A course of four one-hour lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Solids MEC230.
References:

MECHANICS OF SOLIDS MEC430
A course of three one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.
Prerequisites: As prescribed under Progression Through the Course.


References:
TODD, J. D., Structural Theory and Analysis, Macmillan.

MEDICAL TERMINOLOGY ADM275
A course of three hours per week for one semester.
Prerequisite: Biological Sciences ADM172.
Syllabus: Introduction to medical terminology, anatomical terminology — cells and tissues; planes and surfaces. The body as a whole. The skin and breast. Musculoskeletal system. Cardiovascular system. Respiratory system. In all units both medical and surgical procedures will be covered with common diagnostic tests (Pathology and Radiology).
Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.
Text:
References:
EVANS, D. N. D., Special Tests and Their Meanings, Faber & Faber, 1971.
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorlands Pocket Medical Dictionary.

MEDICAL TERMINOLOGY ADM276
A course of three hours per week for one semester.
Prerequisite: Medical Terminology ADM275.

In all units, both medical and surgical procedures will be covered with common diagnostic testing (Pathology and Radiology). Medical Terminology will be reinforced in Private Secretarial Practice ADM274.

Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.


EVANS, D. N. D., Special Tests and Their Meanings, Faber & Faber, 1971.
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorlands Pocket Medical Dictionary.

METAL FABRICATION ART310
A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This study is designed for students who are specialising in concrete studies. It will give them a knowledge of the cutting, forming and fabrication of metal. Students will be made aware of the properties of various metals and alloys, but metallurgy will not be treated in depth. An introduction to sheet-metal work, welding, blacksmithing and foundry studies will be taught and demonstrated by trade instructors. The workshop sessions will be augmented by visits to foundries and relevant toolmaking and engineering workshops. Metal Fabrication will not be taken as a subject in isolation.

Assessment: There will be a written examination at the end of the semester.

METAL STUDIES ART319
An elective for Ceramic Design degree students to be taken for three hours per week.

Prerequisites: Nil.

Syllabus: This subject is designed for students who wish to extend their artistic experience into a further three-dimensional study which has strong possibilities for relationship with the main study areas of glass and clay. Students will be encouraged to explore the subject for its particular qualities, but in addition they will be required to produce some work in metal which will extend the design possibilities for making pieces in their main study.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

METAL STUDIES ART446
A further development of Metal Studies ART319 to be taken for three hours per week. Students will be introduced to a broader range of materials and processes.
Prerequisite: Metal Studies ART319.
Syllabus: Students may elect to study in one or more of the following processes:
Mechanical methods of forming; use of spinning lathe, safety aspects, imitation of shapes available for lathe use, methods of manufacturing lathe forms and single piece and multiple piece forms, formulae for developing metal blanks, spinning technique.
Hand methods of forming; correct tool handling, types of stakes both steel and lead filled, types of hammers both high raising and planishing. Scope of handmade forms.
Shapes best suited to high raising method. Formulae for developing metal blanks, high raising techniques.
Electroforming; safety aspects, types of solutions. Electroforming on metallic and non-metallic surfaces. Methods used, safety aspects and types of solutions.
Repousse; types of hammers and punches, metals suited to this method.
Chasing; types of hammers and punches, design limitations.
Etching; safety precautions, ground for etching, acids and metals suited to each other.
Enamelling; Cloisonne, Champleve, Plique a jour; safety aspects, enamelling techniques and limitations.
Metal fabrication; riveting, screwing and welding; electric, gas and spot.
Wherever possible, Metal Studies is to work as an adjunct to Ceramic Design Theory and Practice.

METHODS OF PRODUCTION AND MATERIAL STUDIES ART249
A course for degree students of two hours per week for one semester.
Prerequisite: First year (Bachelor of Fine Art).
Syllabus: This subject will include the study of art methods, techniques and materials. The purpose will be to enlarge knowledge and stimulate interest in disciplines that the student has not had contact with previously. The lectures will be given by specialists in the Institute, or by invited guest lecturers.
Assessment: Presentation of class papers.

MICROCOMPUTER TECHNOLOGY EDP150
A course of one hour of lecture and two hours of practical work per week for one semester.
Prerequisite: HSC Physics or equivalent.

Syllabus: Introduction to Boolean logic, combinational circuit design and sequential circuit design. Elementary circuits will be designed and programs written to control a simple device attached to a microcomputer. Constraints imposed on software design will be examined along with programming methods to handle interrupts and multitasking segments. A hardware circuit requiring significant microcomputer control will be designed and the required software to control the circuit written. A comparison of software controls and hardware control.

References:
Manufacturers' handbooks as required.

MICROECONOMICS FIN271
A course of four hours per week for one semester.
Prerequisites: Nil.
References: To be advised.

MICROECONOMICS FIN276
A course of two one-hour lectures and two hours of tutorial work per week for one semester.
Prerequisites: Nil.
Syllabus: The central problems of every economic system; the model of a simple market economy and its relevance to the contemporary Australian economy. Factors determining the demand for commodities and the costs of production. The analysis of conduct and performance in purely competitive, oligopolistic and monopolistic markets. Government policy towards business.
References: To be advised.

MILESTONES IN CONTEMPORARY SCIENCE PHY228
A course of four hours per week for one semester, consisting of lectures, tutorials and seminars for general studies and business students.
A course of two hours per week for two semesters, consisting of lectures, tutorials and seminars for Applied Science/Engineering students.
Prerequisites: Nil.

Syllabus: An overview of the process of science via readings in some milestones in contemporary science eg. the Nobel Awards. Also to examine the social and economic implications of science on contemporary society and vice versa. Scientists as human beings and debates on the social responsibilities of scientists. The course is to be learner-orientated rather than instructor-orientated. Students will be allowed a reasonable amount of freedom in the choice of topics for assignment work.

Assessment: Written assignments, oral presentation and class participation.

References: To be advised.

MODELLING AND MOULDMAKING ART116

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject will give students an understanding of the processes used in the production of ceramics. Skills in modelling and mouldmaking will be developed by a series of exercises and experiences. The techniques acquired will be used in studio pottery and in the preparation of mould work associated with concrete and glass studies.

Assessment: Cumulative assessment of the work by the lecturer in charge of the subject.

MODERN COMPUTER SYSTEMS EDP302

A course of four hours of lectures per week for two semesters.

Prerequisites: Systems EDP201, Computer Programming EDP200.


References: Manufacturers’ manuals as required.

MODERN COMPUTER SYSTEMS EDP353

A course of four hours of lectures per week for two semesters.

Prerequisites: Systems EDP251, Computer Programming EDP250.

Syllabus: Social implications of computers; systems theory and cybernetics. Equipment: Review of latest releases from minicomputer and mainframe computer companies. Programming: Recent developments in software including loaders, assemblers, compilers, and operating systems; latest developments in programming approaches, tools and techniques.

References: To be advised.
MODERN COMPUTER SYSTEMS EDP606
A course of four hours of lectures per week for two semesters.
Prerequisites: Systems EDP602, Computer Programming EDP600.
Syllabus: Information Systems I: Real-time systems; typical applications, hardware and software requirements, design techniques, system development and implementation; social implications of computers; systems theory and cybernetics.
Equipment: Computer architecture including historical and theoretical aspects, hardware processes, modern technology.
Programming: Recent developments in software including loaders, assemblers, compilers, and operating systems; latest developments in programming tools and techniques.
References:
Other references to be advised.

MONETARY THEORY FIN233
A course of four hours per week for one semester.
Prerequisites: Money and Capital Markets FIN231 and Macroeconomics MKT171.
Syllabus: The nature of money, theories of supply of and demand for money in both closed and open economy models. Analysis of the open economy, with particular reference to the impact on monetary policy of different exchange rate regimes. Transmission of monetary phenomena to the real sector. Recent monetary history.
References:
Journal articles to be advised.

MONEY AND CAPITAL MARKETS FIN231
A course of four hours per week for one semester.
Syllabus: The role of the financial sector as a supplier of surplus savings for investment projects. The structure of the Australian Capital Market, the motivations within it and how they function. An introduction to portfolio theory in the context of interest rate determination.
References:
Various relevant articles, Reserve Bank Publications.
MURAL DESIGN ART163
A course of three hours per week for two semesters.
Syllabus: The main aim of the mural studies area is to give students a knowledge of design in architectural environments and to deepen such knowledge over three years of study through practical application. To this end students are first introduced to the manipulation and analysis of a wide range of materials including wood, metal, plastic, glass and fibres. Since manual skills are to be developed, co-ordination of design and manufacture is emphasised. Following a series of small-scale problem-solving exercises involving flat surfaces, collages, relief surfaces and three-dimensional objects, students are required to execute one major project which will express an understanding of the potential qualities of the materials employed and include such design factors as harmony and unity. Each exercise, and the major project, should be supported with working drawings, renderings and/or models. Assessment: Progressive assessment of folio throughout the year together with the major study.

MURAL DESIGN ART263
A course of three hours per week for two semesters. Syllabus: The main aim during this year of study is to design projects which are closely related to an architectural or natural environment (actual situations) and are executed in a manner suitable for commissioned work. A number of topics, work situations and methods of solving particular problems are discussed and students execute one mural in a technique of their own choice (welding, resincasting, woodcarving, graffito — emulsion, painting, etc.). Progressive stages of work are discussed individually with the lecturers concerned. All final projects are accompanied by folios of work showing the total development of the respective murals over the year. Assessment: As for Mural Design ART163.

MURAL DESIGN ART363
A course of three hours per week for two semesters. Syllabus: During this last year of study, students are encouraged to develop their own work program and working discipline, which should lead to great artistic independence and maturity. At the end of the academic year, every student is required to submit one completed mural project — including notes and information of research done, contacts with industry, and all relevant data supporting the final mural design which is based on the student's particular line of development, and which must also be designed for a specific purpose. The difference between second and third year achievements is one of quality of execution and depth of studies completed. Tutorials and discussions between lecturers and individual students in regard to design and technical problems is the basis for assessing satisfactory progress rate during the year. A minimum standard is
measured by the student’s ability to work independently, the maturity of his work, industry shown and research undertaken.

**Assessment:** As for Mural Design ART163.

**N**

**NAVIGATIONAL AIDS ELE470**

A course of four hours per week for one semester.

**Syllabus:** Basics of navigation — co-ordinate frames, dead reckoning, great circle and celestial navigation; internal navigation; Doppler navigation; radio navigation aids — ADF, VOR, DME, Omega and LORAN C; satellite navigation systems.

**References:**
- IEEE, *Transactions on Aerospace and Electronic Systems*.

**NETWORK ANALYSIS ELE201**

A course of four hours per week for one semester.


**Laboratory:** Experiments of an investigative nature related to the topics of the course.

**References:**

**NETWORK SYNTHESIS ELE400**

A course of four hours per week for one semester.


**Prescribed texts:**
References:

**NON-LINEAR SYSTEMS AND NUMERICAL CALCULUS**

**MAT605**

A course of 45 hours lectures/tutorials.

*Syllabus:* Zeros of non-linear equations: Approximating and refining techniques for real zeros. Extension of complex zeros. Special techniques for polynomials, including location of all zeros, real or complex.

Non-linear systems: Fixed point theorem and iterative techniques. Convergence, accuracy and comparison of methods.

*References:*


*References:*

**NUMERICAL ANALYSIS CIV607**

A course of lectures and tutorial work of two hours per week.

*Syllabus:* Solution of linear equations; Gauss-Jordan reduction, Jordan method of successive transformations, Gaussian elimination, skyline and wave front solvers, Choleski method.

Eigenvalue solutions; vector iteration including deflation, transformation methods (Jacobi and Householder), polynomial iteration including simplified approximations.

Solution of non-linear equations by Newton-Raphson method, including derivation of the Jacobian by forward differencing; solution by the method of steepest descent.

Finite differences; forward, backward and central differences, error terms interpolation, extrapolation, solution of DE's, initial and boundary value problems.

*References:*
NUMERICAL ANALYSIS AND COMPUTATION TECHNIQUES MAT652

A course of one hour per week for one semester.

Aim: To introduce students to some of the techniques that are used in obtaining useful analytical data about the performance of various types of bearings and in other tribological situations.


References: To be advised.

OFFICE MANAGEMENT ADM237

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Evaluation of administrative techniques with emphasis on effective supervision; clerical methods improvement, establishment of work standards and an appreciation of work simplification; objectives of office planning and layout; principles of forms and design and records control. Selection and maintenance of office equipment; understanding and appreciation of functions and operation of office equipment. The office of the future.

Assessment: Based on class tests and assignments.

References:
KLEINSCHROD, W. et al., Word Processing: operations, applications and administration, Bobbs-Merrill, 1980.

OFFICE MANAGEMENT ADM247

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: To provide an introduction to the functions and problems of the modern business office with the emphasis on principles of office administration and control; processing, communicating and storing data, and the evaluation of administrative techniques.
Assessment: Assessment will be progressive through assignments, case studies and final examination.

References:

OFFICE PROCEDURES ADM662
A course of one one-hour seminar per week for one semester.
Prerequisite: Nil.
Syllabus: This course consists of a study of modern office procedures. Students will obtain instruction in the selection, operation and maintenance of duplicating, tabulating and recording equipment. Discussion will be held on office planning and layout, management of stores, records management and office communications.
Assessment: Assessment will be continuous and based on class discussion and assignments.

References:

OPERATING SYSTEM SOFTWARE ELE658
A course of two hours per week for one semester, including lectures, laboratory and tutorials.
Assessment: One written examination together with performance in laboratory and assignment work.

References:
ORGANISATIONAL BEHAVIOUR AND MANAGEMENT
ADM621
A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject is concerned with the nature of formal organisations, and administrative factors affecting their performance. Leading theories of organisation will be reviewed, the influence of behavioural, technological and environmental variables examined, and the role of the manager analysed and discussed.
Reference:

ORGANISATIONAL BEHAVIOUR AND PERFORMANCE
ADM222
A course of two one-hour lectures and one two-hour tutorial per week for one semester.
Prerequisites: This subject has no prerequisite and is a core subject for diploma students.
Syllabus: This subject deals with the individual in the organisation with an emphasis on the relationships between the individual and different types of organisation. Relationships between the individual and the group are examined both from an individual and group viewpoint. Consideration is also given to motivation and perception.
References:

ORGANISATIONAL BEHAVIOUR AND PERFORMANCE
ADM223
A course of two one-hour lectures and one two-hour tutorial per week for one semester.
Syllabus: This subject develops the concepts, skills and knowledge developed in the previous subject (ADM222) dealing with group cohesion, group conflict/resolution, and the problems of leadership within a changing environment. A number of elective topics including worker participation and job enrichment are covered depending on student demand.
References:
ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM231

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

Syllabus: This subject is about what happens in organisations. The initial viewpoint is from that of the individual. How do we learn? What do we see? Is what we see reality, or only what we want to see? What motivates us? Is what motivates us the same or similar to that which motivates others? Most of our working lives are spent in some form of group relationship. What causes some groups to be effective and others less effective?

References:

ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM232

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

Prerequisite: Organisational Behaviour and Performance ADM231 should normally be completed before this unit is taken.

Syllabus: This unit continues directly on from ADM231 and is continuous from a learning viewpoint. The subject examines groups dealing with individual and group response to leadership. Power, is it a factor in relationships within an organisation? What impact does the technical system have upon behaviour. Management and decision making. Organisation conflict. Organisation change and contingency management.

References:
PAINTING ART144
A course for degree students of three hours per week for one semester. 
Prerequisite: Nil. 
Syllabus: During the semester the emphasis is on the acquisition of basic skills related to painting. To achieve these skills various projects including head and figure studies, analysis of colour, design, form and space are pursued. 
Assessment: Progressively by the assessment panel during the semester.

PAINTING ART151/ART152
ART151 Twelve hours per week for two semesters. 
ART152 Six hours per week for two semesters. 
Prerequisite: TOP, HSC or equivalent, together with the approval of the selection panel. 
Syllabus: Studio Practice comprises a sequential development throughout the year which deals with basic problems concerned with colour, design, surface, space and form. Projects are planned so that they provide a foundation of skills for the following years. 
Assessment: Progressively by the assessment panel during the year.

PAINTING ART164 (Elective)
A course of three hours per week for two semesters. 
Prerequisite: Nil. 
Syllabus: During this year the emphasis is on the acquisition of the basic skills related to painting, for example, the understanding of acrylic and oil paints and the preparation of grounds and supports. To achieve these skills various projects including head and figure studies, analysis of colour, design, form, and space are pursued. This course is designed to relate closely to concepts in the major study area and broaden the student’s concepts relating to that area. 
Assessment: Progressively by the assessment panel during the year.

PAINTING ART244
A course for degree students of six hours per week for two semesters. 
Prerequisite: Painting ART144. 
Syllabus: Studio Practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. It is envisaged that during this year students will be encouraged to develop a relationship between their two major study areas. 
Assessment: Progressively by the assessment panel during the year.
PAINTING ART251/ART252
ART251 Twelve hours per week for two semesters
ART252 Six hours per week for two semesters.
Prerequisites: Painting ART151, ART152 or equivalent.
Syllabus: Studio Practice is concerned with the application and extension of knowledge acquired in first year painting, together with a structured program of studies.
Assessment: Progressively by the assessment panel during the year.

PAINTING ART264 (Elective)
A course of three hours per week for two semesters.
Prerequisite: Painting ART164.
Syllabus: As in first year painting there is an emphasis on fundamental disciplines in relation to colour and compositions. Further studies are made of traditional and contemporary methods of painting through projects that involve spatial and surface tensions and the analysis of line and tone.
Assessment: As for Painting ART164 (Elective).

PAINTING ART344
A course for degree students of twelve or six hours per week for two semesters.
Prerequisite: Painting ART244.
First semester
Syllabus: A third year degree student enrolling in this subject as a twelve hour unit is undertaking a single major study in painting for the first time during the course. As a six hour unit it must be combined with another major study of the same duration. At all stages through the year individual development is related to the diversity of experience the degree student has been faced with in earlier years of the course. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, of landscape, still life or abstraction. Opportunities for work in many such areas are constantly available.
Second semester
Syllabus: During the first semester of the final year of study the student will present a program of work for approval by the examination panel. This program will detail the work which the student intends to undertake during the second semester. The student will be required to select and present a folio of his year's work.
Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

PAINTING ART351/ART352
ART351 Twelve hours per week for two semesters.
ART352 Six hours per week for two semesters.
Prerequisites: Painting ART251, ART252 or equivalent.
Syllabus: Third year painting is the culmination of the previous two years of study. At all stages through the year individual development is encouraged. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, of landscape, still life or abstraction. Opportunities for work in many such areas are constantly available.

Assessment: Diploma folio assessed by the examination panel progressively and at the end of the second semester.

PAINTING ART364 (Elective)
A course of three hours per week for two semesters.
Prerequisite: Painting ART264.

Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach to painting. This individuality is encouraged at all stages during the year and relates closely to the development of the student in their major study area.

Assessment: Progressively by the assessment panel during the year.

PARTIAL DIFFERENTIAL EQUATIONS MAT607
A course of 45 hours of lectures/tutorials.


References:

PAVEMENT DESIGN CIV676
A course of lectures and discussion sessions of one hour per week.


Assessment: To be based on a series of submitted assessments throughout the semester.
References:
Australian Asphalt Paving Association, ARRB, Cement and Concrete Association, NAASRA, and SRA publications to be advised during the course.

PERSONNEL ADMINISTRATION ADM266

A course of four hours per week for one semester.
Prerequisites: Organisational Behaviour and Performance ADM231 and Organisational Behaviour and Performance ADM232.
Syllabus: Personnel management: history, definitions, aspects of line and staff. Scientific management and human relations schools. Requirements for personnel staff. Personnel administration: how personnel departments organise, operations, role in training and development and industrial relations.
Personnel forms — design and importance. Safety — basic considerations. Welfare and social — the role of personnel activities; management.
References: To be advised in the first week of classes.

PERSONNEL ADMINISTRATION ADM613

Three hours per week for one semester.
Syllabus: Personnel management: defined and analysed, history, aims, major functions, personnel departments — traditional roles and areas of specialisation, ie. administration: eg record keeping, employment, training, industrial relations.
Employment process: recruitment and selection — strategies and techniques, termination, law of employment.
Training: concepts of training, education, development — methods available determining training needs, measuring effectiveness.
Personnel records: types of records, useful statistics.
Performance appraisal: rationale and techniques.
Wage and salary administration: concepts, methods, motivational aspects, salary information and courses, role of fringe benefits, superannuation.
Industrial relations: Australian history, framework of legislation, Commonwealth and State industrial legislation.
Contemporary problems and trends.
Assessment: By assignments.
References:
CHRUDEN, H. J. & SHERMAN, A. W., Personnel Management,
South-Western, 1972.
FLIPPO, E. B., Principles of Personnel Management, 2nd ed.,
Journals: Personnel Practice Bulletin, Personnel Management, Work and
People.

PERSONNEL ADMINISTRATION ADM631
A course of three class contact hours per week.
Prerequisite: Nil.
Syllabus: This unit will examine the nature and significance of personnel
management. Topics will include: behavioural basis of personnel
management; goal conflicts; leaderships; coping with change; wage and
salary administration, unions and arbitration; awards and collective
bargaining; counselling; selection; training and development; manpower
planning.
References:
BEACH, D. S., Personnel: the Management of People at Work,
Mifflin, 1970.
ISAAC, J. E. & FORD, G. W., Australian Labour Relations; Readings,
Journals: Personnel Management, Personnel Psychology, Work and
People.

PERSONNEL FUNCTION ADM622
A course of one and a half hours per week for one semester (for students in
the Graduate Diploma in Secretarial Studies).
Prerequisite: Nil.
Syllabus: Students will be introduced to a range of personnel practices and
techniques including manpower planning, recruitment, selection and
assessment; compensation schemes; training and development, and
industrial relations. Emphasis will be placed throughout on contemporary
issues and developments in personnel management.
References:
BEACH, D. S., Personnel: the Management of People at Work,
CHRUDEN, H. J. & SHERMAN, A. W., Personnel Management,
South-Western, 1972.
FLIPPO, E. B., Principles of Personnel Management, McGraw-Hill,
1966.
Journals: Personnel Management, Personnel Practice Bulletin, Personnel
Psychology, Work and People.
PHILOSOPHY HUM151
A course of four hours per week of lectures and tutorials for one semester.
**Prerequisites:** Nil.

**Syllabus:** The aim of the subject is to provide an introduction to philosophy in general and to the philosophy of religion in particular. This is attempted by an appraisal of logical methods of examining high level and complex arguments and by analysing some of the arguments and clarifying some of the concepts used in religious talk. If the subject is successful, students will have increased their capacity to get to grips with tricky logical problems and will have kindled an imaginative insight into some of the intellectual, spiritual and emotional needs of most of mankind.

**Assessment:** Continuous throughout the semester. There will be two compulsory tests in addition to essay and tutorial work. An examination may be held at the discretion of the lecturer.

**References:**

PHOTOGRAPHIC DESIGN ART389
A course for diploma students of four hours per week for two semesters.
**Prerequisites:** Pass in the second year of Graphic Design, including Photography.

**Syllabus:** Projects are selected for students within the areas of advertising, publication or film-TV-graphics and relate to specific problems of visual communication. This course also includes a study of colour, light and optics as related to the technologies of print and film.

**Assessment:** Progressive and total folio assessment.

**References:** To be advised.

PHOTOGRAPHY ART148
A course for degree students of three hours per week for one semester.
**Prerequisites:** Nil.

**Syllabus:** This will be an introduction to the elementary theory of photography and associated optics.

**Assessment:** Progressively by the examination panel during the semester.

**References:** To be advised.

PHOTOGRAPHY ART161
A course of three hours per week for two semesters.
**Prerequisites:** Nil.

323
Syllabus: This basic unit is designed to introduce students to the disciplines necessary for photography. Photographic theory and practice in darkroom and studio situations is pursued; for example, the elementary theory of photography and optics, sensitometry, basic chemistry, camera technique and processing. A study of photographic concept of image and structure enables the technique to support the creative process.

Assessment: Progressive assessment of work throughout the year, together with the major study.

References: To be advised.

PHOTOGRAPHY ART261

A course of three hours per week for two semesters.

Prerequisite: Photography ART161 or equivalent.

Syllabus: Further development of perceptual skills unique to photography. Exploration of lighting and space as defined and revealed through different lenses. More emphasis is placed on technique; for example, the sensitisation of various supports and photographic derivative techniques.

Assessment: Progressive assessment of work throughout the year, together with the major study.

References: To be advised.

PHOTOGRAPHY ART317

An elective for Ceramic Design degree students to be taken for three hours per week.

Prerequisites: Nil.

Syllabus: This subject is designed for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that students will be taught photographic recording skills. Where possible, subject matter will be selected from students' main areas of interest. Technical aspects of photography will be taught only as a means of achieving the stated aims. The theoretical studies will be of a more elementary nature related to the immediate needs of students.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

References: To be advised.

PHOTOGRAPHY ART361

A course for diploma students of three hours per week for two semesters.

Prerequisite: Photography ART261 or equivalent.

Syllabus: At this level colour techniques are studied in more depth at both darkroom and studio stages, as well as location work. Students work in various areas such as the use of photography in exhibitions and in relation to communication problems that may occur in publishing.
Assessment: Progressive assessment of work throughout the year, together with the major study.

References: To be advised.

PHOTOGRAPHY ART444
A further development of Photography ART317 to be taken for three hours per week. Students will be encouraged to use photography in a creative way and to seek possible applications to image development and decoration which will support their main study.

Prerequisite: Photography ARTS 17.

Syllabus: This subject will be taught in a one hour lecture and demonstration class followed by a two hour practical studio and darkroom session.
It will involve the further explanation of principles of photography, sensitised materials, mechanical and optical controls over image formation, laboratory processing, print finishing, including the basic principles of colour photography.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PHYSICAL ASTRONOMY PHY226
A course of three hours per week for two semesters.

Prerequisites: To have attempted the first year of the Applied Science multidiscipline course.

This subject is a half point elective of interest to all science students and especially to prospective teachers. It is available to multidiscipline students in degree and diploma courses. The course includes the use of telescopes and the planetarium.

Syllabus: Basic concepts of astronomy, including use of star charts and catalogues; theory of space, time, matter and gravitation; measurement techniques, telescopes, detectors, instrumentation; the space program; Earth and the solar system; solar and stellar astronomy including stellar evolution, gravitational collapse, novae, pulsars, black holes; galaxies; quasars; cosmology.

Reference:

PHYSICAL DISTRIBUTION MKT641
A course of three class contact hours per week for one semester.

Prerequisite: Business Statistics MAT661 or equivalent.

Syllabus: Australian business logistics, marketing distribution interface, marketing distribution channels, transportation elements, transportation management, warehouse management, inventory management, packaging, containerisation, material handling.

References:
PHYSICAL DISTRIBUTION MKT642
A course of three class contact hours per week.
Prerequisite: Physical Distribution MKT641.
Syllabus: Measures of PD performance, logistical communication, automated order processing, distribution audit, customer service standards, logistical co-ordination-forecasting, material management-procurement, logistical organisation, government regulation of freight transport, future logistics developments.
References:
In addition to prescribed texts for MKT641,

PHYSICAL DISTRIBUTION MKT643
A course of three class contact hours per week for one semester.
Prerequisite: Physical Distribution MKT642.
Syllabus: A number of topics covered in Physical Distribution – MKT641 and MKT642 will be selected for in-depth study in order to cater for special interests of the candidates and significant new developments in the field. Emphasis will be placed upon the management, design and control of the systems studied.
References:

PHYSICAL DISTRIBUTION MKT644
A course of three class contact hours per week for one semester.
Prerequisite: Physical Distribution MKT643.
Syllabus: This unit is centred on the project that each candidate has undertaken during the year. A seminar session each week serves as a forum on current developments in physical distribution as well as for inter-relation on the individual projects.
References:
Particular emphasis will be placed upon current issues of Physical Distribution related periodicals, a partial list of which follows:
MKT246
A course of four hours class contact per week for one semester.
Prerequisite: Business Statistics MAT 164.
Syllabus: The course covers the essentials of business logistics. Physical distribution and supply as a major management function. The elements of a business logistics system. The role of purchasing and supply management. Transportation and the concept of door to door freight forwarding. How physical distribution and supply relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.
Assessment: Continuous throughout the semester based on class participation, assignments, and final examination.
References:

PHYSICS PHY110
A course of two hours theory per week and two hours laboratory work per fortnight for two semesters.
Prerequisites: It is desirable that students should have passed Physics and at least one branch of Mathematics at Year 12 level.
Syllabus: Wave phenomena, including fundamental ideas on vibrations; waves and the wave equation; interference; diffraction; polarisation; optical techniques. A selection from physics of measurement; contemporary physics; energy resources; quantum physics and ionisation physics.
Reference:
HALLIDAY, D. & RESNICK, R., Physics, combined edition, Wiley.

PHYSICS PHY120
A course of three hours theory per week and three hours laboratory work per week, plus one hour tutorial per week for two semesters.
Prerequisite: (Recommended) TOP Physics or HSC Physics.
Syllabus: Electrical measurement, waves and optics, field theory, energy, AC and electronics and modern physics.
References:
SEARS, F., ZEMANSKY, M. & YOUNG, H., University Physics, Addison Wesley.
WEIDNER, R. & SELLS, R., Elementary Classical and Modern Physics, Allyn & Bacon.
Second year Laboratory Manual must be purchased.
PHYSICS PHY125
A course of three hours of lectures and one hour of tutorials per week plus two hours of laboratory work per fortnight for two semesters. This subject is for civil engineering degree students.
Prerequisites: (Recommended) TOP Physics or HSC Physics.

PHYSICS PHY170
A course of two hours theory per week and two hours laboratory work per fortnight for two semesters. This subject is for electrical engineering students.
Prerequisites: (Recommended) TOP Physics or HSC Physics.
Syllabus: Selected topics in wave phenomena, quantum physics and physical measurement.

PHYSICS PHY201
This subject is a compulsory core subject for all Diploma of Applied Science students.
A course of four hours theory per week plus four hours laboratory work per week.
Prerequisite: A pass at the first year of the course to admit to second year of the diploma.
Syllabus: Instrumentation, vacuum technology, modern physics, materials and x-rays, photography, AC and analogue electronics.

PHYSICS PHY202
This subject is for students majoring in Physics in the Diploma of Applied Science.
A course of two hours theory per week plus three hours of laboratory work per week.
Prerequisite: As for Physics PHY201.
Syllabus: Acoustics, optics, digital electronics, microprocessor instrumentation.
References: As for Physics PHY201.
PHYSICS PHY205

Five hours per week for two semesters.

Syllabus: Wave phenomena, fundamental ideas on vibration, waves and wave equations.
Review of geometrical optics, interference, diffraction, polarisation, optical technique.
Theories and types of measurements; errors and uncertainties, fundamental and subsidiary standards, quantitative error analysis, practical examples.
Classical laws and the correspondence principle; particle and wave duality, uncertainty principle, Bohn theory and spectra, quantised states, emission and absorption spectra, spontaneous and stimulated emission, stimulated absorption coherence, population inversion and optical pumping, holography.
Sources of energy; transformation and conservation, nuclear reactions, fission and fusion, chemical energies fossil fuels, other energies.
Fields; gravitation, electrical and magnetic fields, definitions of field strengths.
Assessment: By means of tests, assignments, laboratory work and a written examination at the end of each semester.
References:
RESNICK, R. & HALLIDAY, D., Physics, Wiley.

PHYSICS PHY215

A course of four hours theory per week and two hours laboratory work per week for one semester. This subject is for mechanical engineering students.

Prerequisites: (Recommended) TOP Physics or Higher School Certificate Physics.


Reference:
HALLIDAY, D. & RESNICK, R., Physics, combined edition, Wiley.

PHYSICS PHY250

A course of three hours theory and two hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

Prerequisite: Physics PHY201.

Syllabus: AC and network theory, field theory, quantum physics, acoustics, nuclear physics, optics.

References:
As for PHY201 together with
EISBERG, R. & RESNICK, R., Quantum Physics, Wiley.
PHYSICS PHY260

A course of two hours theory and three hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

Prerequisite: PHY120.

Syllabus: Vacuum physics, instrumentation, solid state, digital electronics, analogue electronics. Introduction to microprocessors.

References:
KITTEL, C., Introduction to Solid State Physics, Wiley.

Second Year Laboratory Manual must be purchased.

PHYSICS PHY270

A course of two hours theory per week and two hours laboratory work per fortnight for one semester. This subject is taken by second year students in the Bachelor of Engineering (Electrical) course.

Prerequisite: Physics PHY170.

Syllabus: Crystal structures and x-ray diffraction. Electron theory of solids; the free electron theory of metals, electron energy bands; conductivity due to electrons and holes, mobility, concept of effective mass.
Semiconductors: types of semiconductors; Fermi energy in semiconductors; drift and diffusion; the continuity equation; diffusion length and recombination time; the p-n junction in equilibrium; the diode equation; junction capacitances; junction transistors. Semiconductor devices. Magnetic and superconducting properties of materials.

References:

PHYSICS PHY280

A course of four hours theory per week and two hours laboratory work per fortnight for one semester. This subject is specially designed for those second year students in the Bachelor of Engineering (Electrical) course who have not taken Physics PHY170 in the first year by electing to study for a joint degree in Bachelor of Business.

Prerequisites: Nil.

Syllabus: Same as Physics PHY270 plus selected topics in Waves and Optics and Modern Physics.

References:
RESNICK & HALLIDAY, Physics, combined edition, Wiley.
WIEDNER & SELLS, Elements of Modern Physics, Allyn & Bacon.
PHYSICS PHY301
This subject is compulsory for all students undertaking the Diploma of Applied Science.
A course of two hours theory per week plus three hours per week of laboratory work.
Prerequisite: A pass in Physics PHY201.
Syllabus: Instrumentation, materials, nuclear physics, spectroscopy.
References: To be advised.
The Third Year Laboratory Manual must be purchased.

PHYSICS PHY302
This subject is for students majoring in Physics in the Diploma of Applied Science.
A course of three hours per week of theory and four hours per week of laboratory work.
Prerequisites: Passes in Physics PHY201 and Physics PHY202.
Syllabus: Electronics and interfacing, acoustics, optics, field theory.
References: To be advised.
The Third Year Laboratory Manual must be purchased.

PHYSICS PHY350
A course of four hours theory per week and six hours laboratory per week. This subject is taken by students doing Bachelor of Applied Science course.
Prerequisites: Physics PHY250 and Physics PHY260.
Syllabus: Electronics, field theory, materials, acoustics, computer interfacing, nuclear physics, optics, advanced instrumentation.
Reference: Third Year Laboratory Manual must be purchased.

PLANNING FOR TRANSPORTATION SYSTEMS CIV670
A course of lectures and discussion sessions two hours per week.
Syllabus: The role of road transport, institutional constraints, mobility, sources of funds. Economic factors, project analysis and financing, highway cost allocation, pricing policies. Government policies, social goals, the planning process, trip generation, distribution and assignment. Public opinion, role of pressure groups, environment impact, preparation of statements. Surface and sub-surface investigation, sampling and reporting.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:
ARRB, CBOR, CRB and NAASRA publications to be advised during the course.
POLICE STUDIES HUM121
A course of three hours per week for one semester (part-time).
Prerequisites: Nil.
Syllabus: The subject examines the nature and operation of formal organisations, concentrating on the evolution of organisation theory and organisation analysis. Particular attention will be directed to the bureaucratic model, to the formal structure of large organisations, to the setting and achievement of goals and to systems approaches. It is an introduction to the principal models developed by practising administrators and by scholars in their efforts to understand the 'world of work' with particular reference to police organisations.
Assessment: A combination of cumulative work and formal examination.
References:

POLICE STUDIES HUM123
A course of three hours per week for one semester (part-time).
Prerequisite: Police Studies HUM121.
Syllabus: Individual and group behaviour that emerges within the formal structure of police organisations. The problems faced by the police administrator in enforcing law and maintaining order, particularly the question of administrative discretion. Styles of policing, police accountability and the problems of reconciling the protection of individual rights with the protection of the community.
Assessment: A combination of cumulative work and formal examination.
References:

POLICE STUDIES HUM221
A course of three hours per week for one semester (part-time).
Prerequisites: Police Studies HUM121.
The police officer's perception of his professional role. Principles of police administration as a guide to practice, eg. authority and responsibility, leadership, etc. The changing nature of police management; the development of administrative skills for handling tasks (problem solving, planning and research, budgeting) and for handling people (counselling, personnel management and selection). Police community relations. The perception of the policeman's role by groups in society (eg. juveniles, migrants, deviants, etc).
Assessment: A combination of cumulative work and formal examination.
POLICY MAKING IN FINANCIAL INSTITUTIONS FIN335
A course of four hours per week for one semester.
Prerequisite: Monetary Theory FIN233.
Syllabus: Managers of financial institutions are charged with the continuing responsibilities of planning, execution, and control of their organisation's operations. Examination is made of the problems encountered in a wide range of ongoing activities of financial institutions including asset and liability management, investment portfolio management as a fiduciary, and lending decisions. Frequently, quantitative techniques are introduced and discussed as proven aids in specific decision-making situations. Emphasis will be given to major factors relevant to long-run strategies planning, such as technological developments, the regulatory environment and prospects for change, and possible sources of new competition.
References:

POLITICAL STUDIES HUM153
Four hours a week for one semester.
Prerequisites: Nil.
Syllabus: The course is designed as an introductory unit in political studies. Some of the main topics to be discussed are the nature of the political system, power, authority, legitimacy, political socialisation and culture, political participation, liberal democracy, socialism, political violence and revolution.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References:
MACRIDIS, R. C., Contemporary Political Ideologies, Winthrop, 1980.

POLITICAL STUDIES HUM154
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This is a course in political ideas. The syllabus will cover such areas as political language and argument, political sovereignty, obligation and freedom, equality, justice and liberty.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.

References:

POLITICAL STUDIES HUM250
Four hours per week for one semester.
Prerequisites: HUM153 and HUM154 or approved equivalents.
Syllabus: This is a study of the historical development of the Australian Commonwealth and its constituent states and territories from Federation to 1966. It examines the political, social and economic forces which make for both diversity and uniformity in the nation state.
Assessment: Continuous throughout the semester based on essays, tutorial paper and class participation. There may be an examination (at the discretion of the lecturer in charge).
References:

POLITICAL STUDIES HUM251
See Political Studies HUM250.

POLITICAL STUDIES HUM252
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154 or approved equivalents.
Syllabus: This is a course in Australian Politics. It will have two related themes.
• Whether or not Australia can be classed as a liberal democracy. This will involve some comparisons with the UK and the US.
• The distribution of political power in Australia. The focus will be primarily on politics at the national level, but State and local politics will not be ignored.
Apart from the themes already mentioned, topics will include Australian political culture, political ideology in Australia, parliamentary system, party system, elections and political participation, the constitution and civil liberties.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.
POLITICAL STUDIES HUM253
See Political Studies HUM252.

POLITICAL STUDIES HUM254
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154 or approved equivalents.
Syllabus: The course will examine the internal and external pressures operating on Chinese society and culture (1800-1949) leading to the transformation from empire to nation state, with the object of establishing an understanding of the relationship between tradition and change in society.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination (at the discretion of the lecturer in charge).
References:
Part I — Imperial China. Part II — Republican China.

POLITICAL STUDIES HUM255
See Political Studies HUM254.

POLITICAL STUDIES HUM256
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154, or approved equivalents.
Syllabus: This is a course in Chinese politics. It will include detailed studies of Mao Ze dong, land and social reform, the Cultural Revolution, the roles of the People's Liberation Army and the Chinese Communist Party. The course will focus around the debates about the nature of modernisation in contemporary China.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES HUM257
See Political Studies HUM256.

POLITICAL STUDIES HUM258
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154, or approved equivalents.
Syllabus: This is a course in Indian politics. It will include detailed studies of caste and village politics, the relationship between tradition and modernity, political integration and disintegration, the political elite, and social and economic change. The course will focus on the nature and impact of social change in contemporary India.

Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References:

POLITICAL STUDIES HUM259
See Political Studies HUM258.

POLITICAL STUDIES HUM260
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154, or approved equivalents.
Syllabus: This is a course in Australian State Politics. It will include detailed analysis of the functions of State governments and comparative studies of State electoral systems, State party systems, leadership styles, and relationships to local government authorities.
Assessment: Continuous throughout the semester, based on essays, tutorial papers, and class participation. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES HUM262
Four hours a week for one semester.
Prerequisites: HUM153 and HUM154 or approved equivalents.
Syllabus: This course examines the politics of industrial relations within the Australian context. Subjects covered will include: the Government, the State and industrial relations; structures of employee/employer organisations; political ideology and industrial relations; trade union involvement in political and social issues; unions and political parties; worker participation.
The themes of the course will be conflict and democracy in industrial relations.
Assessment: Continuous throughout the semester based on essays and class participation. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES HUM350
Four hours a week for one semester.
Prerequisite: HUM153 and HUM154 or approved equivalents.
Syllabus: This is a course in political philosophy: an examination of the arguments advanced by some major philosophical theorists in their discussions about such political issues as society and types of social regulation, rights, justice and the distribution of wealth, civil disobedience, punishment and democracy.

Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References:

POLITICAL STUDIES HUM351
See Political Studies HUM350.

POLITICAL STUDIES HUM352
Four hours a week for one semester.
Prerequisite: HUM153 and HUM154 or approved equivalents.

Syllabus: This course examines three major aspects of international relations.
1. Interdependence and sovereignty of nations (nation state, imperialism, foreign aid, transnational bodies, etc.).
2. War and weapons (causes and nature of war, nuclear strategy, arms control, etc.).
3. Domestic determinants of foreign policy (case studies of selected countries).

Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

POLITICAL STUDIES HUM353
See Political Studies HUM352.

POLITICAL STUDIES HUM360
A course consisting of personal supervision and one two hour seminar per week and the completion of a research project during one semester.
Prerequisites: Completion of a minor in Political Studies.

Syllabus: The preparation and presentation of a research paper of 6000—8000 words on an approved topic. (Supervision will be provided.) Attendance at a weekly seminar on the methodology of political science, political philosophy and history.

Assessment: Continuous throughout the semester based on research paper and seminar participation.

References: To be advised.
POLYMER CHARACTERISATION CHE612
A course of eight hours per week for one semester for lectures and practical work.
Prerequisite: Polymer Structure and Synthesis CHE611.
Syllabus: Molecular weight average distributions, relation to reaction mechanism and conditions of synthesis. Experimental methods of measurement of molecular weights and molecular weight distributions, including osmometry, light-scattering, ultracentrifuge, viscosity, end group analysis, solution methods, gel permeation chromatography. Particle size distribution in relation to industrial uses. Identification and analysis of polymers and additives using the techniques of UV, IR and NMR spectroscopy, including refractometry and reflectance methods, high resolution, $^1$H and $^{13}$C and broad line NMR techniques, X-ray diffraction, photo-electron spectroscopy, electron microscopy. Mass spectrometry, gas-liquid chromatography and combinations thereof. Thermogravimetric methods, chemical methods of analysis.

POLYMER DEGRADATION AND THERMODYNAMICS CHE613
A course of eight hours per week for one semester for lectures and practical work.
Prerequisite: Polymer Characterisation CHE612.

POLYMER PROCESSING CHE614
A course of eight hours per week for one semester for lectures, project work and field trips.
Prerequisite: Polymer Degradation and Thermodynamics CHE613.

POLYMER STRUCTURE AND SYNTHESIS CHE611
A course of eight hours per week for one semester for lectures, practical work and field trips.
Prerequisite: A relevant degree, diploma or equivalent.


Thermosetting and thermoplastic polymers. Molecular networks, packing amorphous and crystalline polymers. Nature and significance of crystal melting point and glass transition temperature, first and second order transitions, factors influencing TG Crystallites and amorphous phases.


POWER SYSTEM EQUIPMENT ELE423

A course of four hours per week for one semester.

Syllabus: Surge phenomena, insulation co-ordination and high voltage testing. Protection, non-unit and unit protection schemes. Relays, protective transformers, comparators and semi-conductor devices. Power system communications. Switchgear, principles, types, rating and testing.

References:


POWER SYSTEM PERFORMANCE ELE620

A course of four hours per week for one semester including lectures, laboratory and tutorials.

Syllabus: Power System operation, distribution systems, load flow studies, reactive power compensation and voltage control, and economics. Analysis of symmetrical and unsymmetrical faults, steady-state, dynamic and transient stability. Surge phenomenon, insulation co-ordination, hv testing and safety organisational procedures.

Assessment: One written examination together with performance in laboratory and assignment work.
References:
Australian and International Standards.

POWER SYSTEMS ELE321

A course of four hours per week for one semester.
References:

POWER SYSTEMS DYNAMICS ELE422

A course of four hours per week for one semester.
References:

POWER UTILISATION ELE421

A course of four hours per week for one semester.
power. Input power and power factor. Harmonics, output voltage control, inverted operation. Variance frequency invertors. Rectifier faults, protection against externally and internally generated surges. Convertors for HV DC transmission.

References:

POWER UTILISATION ELE424
A :course of four hours per week for one semester.
Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.
Assessment: Each subject will be assessed by one written examination together with performance in laboratory and assignment work.
References:
RAMSHAW, R. S., Power Electronics, thyristor controlled power for electric motors, Chapman & Hall, 1975.

PRACTICAL APPLICATION MKT432
To qualify for the award for the Associate Diploma in Retail Management students are required to submit two formal reports per semester in their final year. Each report will critically examine the syllabus of a chosen semester unit taught during the course and its practical application to retail management. Students will provide material in the form of illustrative cases together with recommendations by which the particular units can be updated or improved for future teaching purposes.
Assessment: The PQ grading will apply.

PRACTICAL WORK EXPERIENCE ADM240/ADM241
A program of work experience of two full days per week during the final semester of the course.
Prerequisite: Satisfactory completion of the first three semesters of the Associate Diploma in Private Secretarial Practice (Medical or Legal).
Syllabus: Students will be required to work in approved employment during the final semester(s) of the course. Any organisation which is representative of the medical or legal environment may be selected for practice experience.

Assessment: Students will be visited by staff during this employment and will be evaluated by the supervising employer in conjunction with staff. Assessment will be based on contribution to the work of the organisation and the ability of the student to fit satisfactorily into the medical or legal environment. The PQ grading will apply.

PRESERVATION, RESTORATION, CONSERVATION
ART278

A course for degree and diploma students of two hours per week for two semesters.

Prerequisite: First year of degree or diploma course in Fine Art.

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area, and may not be offered every year but each student will have the opportunity to choose it within the duration of his course. The most important aspect of this subject will be the presentation of practical measures taken within galleries for the preservation and restoration of works of art and the practical application of some of these processes by the students. The subject will also include reference to major undertakings throughout the world, by international experts, in the fields of archaeology, restoration and conservation.

Assessment: By assignment.

References: To be advised.

PRINCIPLES OF ECONOMICS FIN310

Four hours per week for one semester.

Syllabus: The tasks of an economic system, Australia and the world economy, the model of a simple market economy, inflation and unemployment, the Australian financial system. Government policy towards business.

Assessment: Class tests and assignments, final examination.

References:
PRINCIPLES OF MANAGEMENT MEC354

A course of two hours per week for one semester.

Syllabus: Historical introduction, principles of ownership, principles of management structures; principles of finance, government financial and economic controls, basic industrial relations, principles of budgeting and accounting, principles of human relations.

References:

PRINCIPLES OF MARKETING MKT291

A course of two hours of lectures and two hours of tutorials per week throughout the year.

Prerequisite: A satisfactory stage of development in the course.

Syllabus: Marketing in the economy and management’s role in marketing; marketing research; consumer demand, motivations and buying patterns; the product, distribution structure and channels; pricing; the communications mix; planning, controlling and evaluating the marketing effort; decision making in marketing and marketing application through case studies.

Assignment work: Apart from normal assignment work, one major assignment requiring a practical investigation of a specific area of marketing.

References:

PRINCIPLES OF MARKETING MKT393

A course of two one-hour lectures and two one-hour tutorials per week throughout the year.

Prerequisite: Principles of Marketing MKT291.

Syllabus: The areas of promotion and sales management are studied in depth together with specialised marketing activities such as the marketing of services, industrial marketing and retailing. Stress is placed on theoretical application to practical assignments, case studies and simulated management games.

References:

**PRINCIPLES OF PURCHASING MKT655**

A course of three hours per week for one semester.

*Syllabus:* This unit discusses the basic principles, functions and techniques in purchasing. Topics will include:

- role of purchasing and its contribution to an organisation;
- objective in purchasing — right quality, right quantity, right time, right price;
- value analysis and evaluation of alternative including make or buy;
- influence of governmental policies on purchasing — sales tax and trade practice;
- international purchasing — tariffs, foreign exchange alignment, import licensing and quotas, transport modes, etc;
- long term buying — assurance of sources of supply, trade-offs of current advantage vs. long term needs;
- futures buying and hedging — materials availability and cost trend analysis and forecasts;
- scheduling and interpretation of forecast demand;
- buying procedures — quotations, negotiations, invoicing, record keeping;
- administrative organisation — personnel, information systems, etc;
- ethics.

This unit will be treated in the context of an integrated physical distribution system with special reference to transport, storage, materials handling, inventory control, etc.

*References:*


**PRINT ART182**

A course of six hours per week for two semesters.

*Prerequisites:* Nil.

Development of alphabet through Greek, Roman, Gothic, Old Face, Transitional, Modern, Slab-Serif, Sans-Serif. Type nomenclature. Text faces, headline and display faces. Grids and organisational structures. Proof correction, instructions, symbols.

PRINT ART282
A course of five hours per week for two semesters.
Prerequisite: Print ART182.
Syllabus: Lectures and practical graphic design work in advanced typography and printing methods. Book production methods, choice and specification of paper. Readability and legibility of typematter.
Assessment: This will be on a progressive basis combined with a written paper at the end of each semester.
References: To be advised.

PRINT AND AUDIO-VISUAL TECHNOLOGY ART392
A course for degree students of four hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design studies, or entry to the degree course.
Syllabus:
Print: Lectures and practical design work related to signage and typography in architectural and urban use, typographic constraints and techniques in computersetting, typographic consideration in computer based input and output.
Audio-Visual Technology: Lectures and practical work related to the educational use of audio-visual aids. Basic principles of modern education theory, information systems in teaching, teacher and pupil requirements, media resources, audience analysis. Practical studies in planning, budgeting, scripting, directing and producing an audio visual program.
Assessment: This will be on a cumulative basis, with final review by a panel at the end of the year.
References: To be advised.

PRINTMAKING ART146
A course for degree students of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: During this semester the main concern lies in providing a great breadth of contact with printing media on an exploratory basis. A further aim will be to promote confidence in workmanship through a methodical approach to workshop routine. The student will come in contact with a new range of tools and will have a multiple choice of materials with inherent potential for the printmaker. The study will stimulate inventiveness and arouse curiosity in the student who, on a step by step basis, will increase his technical knowledge as well as his knowledge of the rudiments of production-methods and their historical backgrounds. It will be a study that will provide a platform on which the student can
build the competence, specialisation and mastery that will be achieved during the following years of study.

*Assessment:* Progressively by the assessment panel during the semester.

**PRINTMAKING ART154/ART155**

ART154 Twelve hours per week for two semesters
ART155 Six hours per week for two semesters.

*Prerequisite:* TOP year or HSC or equivalent, together with the approval of the selection panel.

*Syllabus:* Studio practice comprises a sequential development throughout the year which deals with basic problems concerned with mark, surface, space and structure. Projects are planned so that they provide a foundation for skills for the following years.

*Assessment:* Progressively by the assessment panel during the year.

**PRINTMAKING (Elective) ART165**

A course of three hours per week.

*Prerequisites:* Nil.

*Syllabus:* During this course the emphasis is on the acquisition and exploration of skills relating to autographic printmaking processes, etching, intaglio, lithography, screen printing, wood and linocuts. The course is designed to relate closely to concepts in the major study area and broaden the students' concepts relating to that area.

*Assessment:* Progressively by the assessment panel during the year.

**PRINTMAKING ART246**

A course for degree students of six hours per week for two semesters.

*Prerequisite:* Printmaking ART146.

*Syllabus:* This year of study will be devoted to specialising in one of the following areas: etching, lithography or screen printing. During the first semester students will be made familiar with all techniques and will have to produce some work in each discipline. During the second semester students will specialise in one of the above media. It is envisaged that during this year students will be encouraged to develop a relationship between their two major study areas.

*Assessment:* Progressively by the assessment panel during the year.

**PRINTMAKING ART254/ART255**

ART254 Twelve hours per week for two semesters.
ART255 Six hours per week for two semesters.

*Prerequisite:* Printmaking ART154 or equivalent.

*Syllabus:* The studio practice is concerned with the application and extension of knowledge acquired in first year. Printmaking, together with a structured program of studies has been divided into three categories.
These categories include the following disciplines: a study of two or three-dimensional multiples; the exploration of the possibilities of printing techniques within the range of contemporary printmaking.

Assessment: Progressively by the assessment panel during the year.

PRINTMAKING (Elective) ART265
A course of three hours per week.
Prerequisites: Printmaking ART165 or equivalent.

Syllabus: An advanced study of autographic processes such as intaglio, etching, lithography, screen printing, and all photographic processes relating to these techniques. The course is designed as a continuation of Printmaking ART165, and as such relates to the major study areas.

Assessment: As for Printmaking ART165.

PRINTMAKING ART318
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.

Syllabus: This subject is designed for those students who wish to extend their artistic experience into an area which is not entirely related to their main study program. It is intended that experience in printmaking will be a means of furthering students' awareness of colour, pattern and texture as they are applied in a two-dimensional area of design.

This study will deal with various printing processes, concentrating upon the potential of the various media rather than encouraging specialisation in one of them.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PRINTMAKING ART346
A course for degree students of 12 hours or six hours per week for two semesters.

Prerequisite: Printmaking ART246.

First semester

Syllabus: A third year degree student enrolling in this subject as a 12 hour unit is undertaking a single major study in printmaking for the first time during the course. (As a six hour unit it must be combined with another major study of the same duration.) At all stages through the year individual development is related to the diversity of experience the degree student has been faced with in earlier years of the course. During the first semester of the third year students will explore various media: etching, lithography, lino and wood cuts, continuing or extending these to suit individual needs.

Second semester

Syllabus: During the first semester of the final year of study the student will present a program of work for approval by the examination panel.
The program will detail the work which the student intends to undertake during the second semester. The student will be required to select and present a folio of his year's work.

_Assessment:_ Degree folio assessed by the examination panel progressively and at the end of the second semester.

**PRINTMAKING ART354/ART355**

_ART354_ Twelve hours per week for two semesters.

_ART355_ Six hours per week for two semesters.

*Prerequisite:* Printmaking ART254, or equivalent.

*Syllabus:* Third year printmaking is the culmination of the previous two years of study and individual development together with an extension of technical knowledge acquired during the first two years of the course, is the basis of the program. This program also includes paper making, three-dimensional multiples and the exploration of printing techniques available to contemporary printmakers.

_Assessment:_ Diploma folio assessed by the examination panel throughout the year and at the end of second semester.

**PRINTMAKING (Elective) ART365**

A course of three hours per week.

*Prerequisite:* Printmaking ART265, or equivalent.

*Syllabus:* An advanced study of projects by the student in consultation with his lecturers. The students are encouraged to communicate their personal ideas while working within their own chosen technique. Students relate printmaking to their major areas.

_Assessment:_ Progressively by the assessment panel during the year.

**PRINTMAKING ART445**

A further development of Printmaking ART318 to be taken for three hours per week. Students will however be concerned mainly with etching and lithography, although additional silk-screen printing will be encouraged.

*Syllabus:* Etching and lithography will be taught as parallel units to enable students to apply their experience gained in a broader way. Wherever possible, Printmaking is to work in close relationship with Ceramic Design Theory and Practice.

_Assessment:_ There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

**PRIVATE SECRETARIAL PRACTICE ADM143**

A course of eight class hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* An overall view of private secretarial work including an analysis of the secretarial profession and the role of the secretary in the business
world. An intensive study, using the functional approach, of the theory of Pitman Shorthand.

References:

PRIVATE SECRETARIAL PRACTICE ADM144
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM143.
Syllabus: A continuation of the introduction to the principles and practices of executive assisting procedures with studies in editing procedures, business documents, conference and social functions, travel arrangements and meeting procedures.
A review of the principles of Pitman Shorthand and an examination of their application to a general vocabulary while developing notetaking skill.
Laboratory Facilities: Students are expected to use programmed materials in the stenographic laboratory to supplement class work.
References: As for ADM143.

PRIVATE SECRETARIAL PRACTICE (LEGAL) ADM255
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM144.
Syllabus: Introduction to legal shorthand and typewriting of legal documents with practical work timed to coincide with terminology taught in the subject Legal Procedures II. Reception duties, making appointments, telephone techniques, ethics and etiquette necessary in a legal office, time management, introduction to legal filing, consultation, professional confidence and secrecy, and client interviewing.
References:

PRIVATE SECRETARIAL PRACTICE (LEGAL) ADM256
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice (Legal) ADM255.
Syllabus: Extension of legal shorthand practised parallel with categories taught in Legal Procedures III. Legal correspondence, legal documents — particularly relating to conveyancing, committee work, agendas, minutes, financial arrangements suitable for a legal office, job seeking and job success.
References:
As for Private Secretarial Practice (Legal) ADM255.
PRIVATE SECRETARIAL PRACTICE (MEDICAL) ADM273
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM144.
Syllabus: Introduction to medical shorthand and medical typewriting with categories timed to coincide with terminology as taught in the subject Medical Terminology. Reception and appointments, telephone, ethics and etiquette in the medical office. Introduction to medical filing, publicity, consultation, professional confidence and secrecy, acceptance of patients, chaperoning. Medical correspondence, addressing doctors, scientific papers, manuscripts. Medical case histories and reports. Introduction to medical machine transcription.
Assessment: Assessment will be on the basis of class tests, assignments and final special tests.
Text: LANGDON, A., The Australian Medical Secretary — A Course of Medical Secretarial Assignments, CIT, 1981.
References:

PRIVATE SECRETARIAL PRACTICE (MEDICAL) ADM274
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM273.
Syllabus: Extension of medical shorthand practised parallel with categories taught in Medical Terminology. Medical correspondence, scientific papers, manuscripts. Committee work; agendas, minutes; admission of patients, booking theatre. Medical statistics and research, references and resources, biographic material. Medical records. Forms and documents in a medical office. Job seeking and job success.
Assessment: Assessment will be on the basis of class tests, assignments and final speed tests.
References:

PROCESS CONTROL MEC380
A course of four hours per fortnight of lectures related to the theoretical and practical aspects of the course and one hour per week of experimental work for one semester aimed at the development of the theory and practice of process plant control.
Prerequisites: Mathematics MAT251, Mechanics of Machines MEC220 and the student must have attempted Electronics ELE232.
Syllabus: Modelling of engineering components and systems in process plant. The time response of process plant systems subjected to various
input and load disturbances. The matching and performance of industrial control valves in lines. Industrial three term process plant controllers. Stability of control systems using harmonic and root locus analysis. Design and adjustment of control systems to meet process plant specifications. Tuning techniques. Adaptive gain, techniques and applications. Laboratory work. This must be completed before candidates will be allowed to sit for the final examination.

References:

PROCESS CONTROL AND IDENTIFICATION ELE653
A course of four hours per week for one semester including lectures, laboratory and tutorials.

Syllabus: Control criteria: stability; observability; controllability; system error; gain and phase margins; integral criteria; controllers for process control. Compensation: design of forward and feedback path controllers for continuous S.I.S.I. systems using root locus; design of state variable tuning techniques. Adaptive gain, techniques and applications, feedback control laws: use of z transform techniques for compensation of discrete system.

Assessment: One written examination together with performance in laboratory and assignment work.

References:

PROCESS MODELLING ELE650
A course of four hours per week for one semester, including lectures, laboratory and tutorial.


Assessment: One written examination together with performance in laboratory and assignment work.
References:

PROCESS OF MANAGEMENT ADM236
A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM232.
Syllabus: This core subject within the Administration degree course introduces an applied action framework for examining managerial activities and the development of process skills involved in the practical management of organisational operations. Detailed consideration is given to exploring, planning, organising and control issues.
References:
DRUCKER, P. F., The Effective Executive, Pan Paperback.

PROCESS SIMULATION ELE652
A course of two hours per week for one semester including lectures, laboratory and tutorials.
References:

PRODUCT MANAGEMENT MKT343
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing and Society MKT111.
Syllabus: The product planning function and organisational structures for product management, including analysis of the product manager’s role; the nature, importance and development of product policies; monitoring, reviewing, revitalising and deleting existing products; developing new
products from idea generation to test marketing and commercialisation; control of new product, analysis through the use of case studies and simulated management games.

References: To be advised.

PRODUCT MANAGEMENT MKT627

A course of two hours of lectures and one hour of tutorials per week for one semester.

Prerequisite: Marketing Theory and Practice MKT616.

Syllabus: The product management system; the concept of the product manager; his role, responsibilities and scope of function; the management of innovation; developing product strategies and brand positioning policies; managing and monitoring existing products; rejuvenating and rationalising the product line; developing, testing, and launching new products; legal, social and environmental considerations in new product development; development of product line marketing plan and relationship to corporate marketing planning process.

References:
HARVARD BUSINESS REVIEW, Market Planning and Strategy Series, (Parts I-V).

PRODUCTION CONTROL MAT441

A course of two hours per week for one semester.

Syllabus: Overview of decision problems in production control and scheduling. Formulation as a linear programming model and graphical analysis. Basic concepts for general LP model solution. Simplex procedure and computer solution; sensitivity analysis. Case studies in production control, utilising LP models and computer solution. Transportation and Assignment models. Introduction to demand forecasting, and basic inventory models.

References:
LEWIS, C. D., Scientific Inventory Control, Butterworths.

PRODUCTION TECHNOLOGY MEC150

A course of one lecture (two hours) and two hours practical work per week for one semester. Works visits are also made.


Syllabus: Basic metrology, principles and methods of measurement, sources of error, surface texture measurement. Interchangeable manufacture — principles of gauging, selective assembly, statistical quality control. Metal cutting theory — models of the cutting
process, effect of tool angles and cutting speed on power consumption and tool life; tool materials and tool wear; economic aspects of machining conditions. Production methods - automatic lathes, numerically-controlled machines, non-traditional processes (e.g. investment casting), methods of gear manufacture.

References:

PROFESSIONAL COMMUNICATION HUM190
Two hours per week for two semesters or four hours per week for one semester. The subject will be presented primarily by means of tutorials and workshops.

Prerequisite: Nil.


Assessment: Oral and written exercises, assignments and tests.

Prescribed textbook:

PROFESSIONAL PRACTICE (FINE ART) 1 ART150
A course of three hours per week for two semesters.

Prerequisite: Enrolment in the Diploma of Art and Design (Fine Art).

Syllabus: This is a detailed and formal study of materials and processes relating to painting, printmaking, sculpture and drawing. Particular emphasis will be on areas not normally covered in the practical studio sessions such as colour studies, drawing systems and supports and grounds.

Assessment: Progressively by assignments.

Recommended text:

PROFESSIONAL PRACTICE (FINE ART) 2 ART250
A course of three hours per week for two semesters.

Prerequisite: Professional Practice (Fine Art) 1.

Syllabus: In addition to the study of materials relating to major studies in the Fine Art diploma course, an investigation will be made of the professional responsibilities of the fine artist. This will include such areas
as mounting an exhibition, galleries and dealers, preparation, presentation and permanence of art works.

Assessment: Progressively by assignment and class papers.

PROFESSIONAL PRACTICE (FINE ART) 3 ART350
A course of three hours per week for two semesters.

Prerequisite: Professional Practice (Fine Art) 2.

Syllabus: This subject will provide the opportunity for final year students to experience and evaluate the role of the fine artist in society. It will cover a broad range of activities such as materials studies in industry, arranging exhibitions, teaching in the community and in-depth studies of individual processes and materials relating to the major study area.

Assessment: Progressively, and where appropriate, by assignments and class papers.

PROFESSIONAL PRACTICE ART385
Graphic Design Course
A course of lectures for two hours per week for two semesters.

Syllabus: A study of the structure of the design profession including advertising agencies, studio practice, freelance practice, design groups and design consultant services.
A consideration of the problems of art direction, estimating, and the ethical issues that confront the designer.
A short study of business methods applicable to the design studio.

Assessment: One two-hour written paper, together with notebook and assignments as required.

References: To be advised.

PROGRAMMING EDP282
A course of two hours lectures and one hour tutorial per week for two semesters.

Prerequisite: A pass in Mathematical Methods MAT101.

Syllabus: Algorithms, flowcharting technique and a complete study of the FORTRAN language; some introduction to the way in which programs in the language are executed and use of this knowledge to improve the design of programs; major application and practical work including numerical evaluation of integrals, matrix operations, numerical solution of differential equations, iterative techniques, statistical methods and least-squares fitting; introduction to the use of routines developed by other computer users; use of packages of programs.


PROGRAMMING EDP382
A course of two lectures and one hour tutorial per week for two semesters.
Prerequisite: Programming EDP282, or a satisfactory stage of development in programming.

Syllabus: Study of high and low level programming languages and their application in various kinds of computing problems. Depending upon experience and background students will concentrate upon two or three of the following languages: COBOL and its use in business systems and file manipulating operations; PL/1 and its use in business and/or scientific areas; ALGOL and its use in iterative process; PLAN or HP assembly-language use as an example of a low-level language.

References: To be advised.

PROGRAMMING SYSTEMS EDP624

A course of four hours per week for one semester.

Prerequisite: Required entrance level.

Syllabus: A general examination of languages in terms of structure, scope and extent of data, etc.; an examination of languages recently introduced such as ALGOL 68 and PASCAL; a study of a specific technique such as list processing or compiler writing together with a language designed for that application (eg LISP, SNOBOL, BLISS).

References:
Language manuals as required.

PROGRAMMING SYSTEMS EDP628

A course of four hours per week for one semester.

Prerequisite: Programming Systems EDP624.

Syllabus: Data communication systems: a review of the concepts involved in data transmission; communication codes and message protocol; transmission modes and line discipline; the role of multiplexors, concentrators and front-end processors; programming assignments involving the handling of priorities, re-entrant code, interrupt processing, timing constraints; specific systems such as message and packet switching.

Microprogramming: Concepts; hardware, logic and control and memory control units; micro-instructions, execution, microprograms; micro-programming languages and software support systems; applications and examples.

References:
PROGRAMMING SYSTEMS EDP629
A course of four hours per week for one semester.
Prerequisite: Programming Systems EDP628.
Syllabus: Software management: software — range available, packages, suppliers, evaluation, purchase, testing, patching, implementation, reliability, presentation to users, documentation, monitoring and maintenance. Performance measurement: the monitoring of system performance by hardware and software techniques; determination of bottlenecks by examination of operating systems, handling of channel queues, device contention, etc.; critical analysis of system accounting data; use of predictive techniques.
References:

PROGRAMMING SYSTEMS EDP633
A project involving the presentation and submission of a paper of approximately 10,000 words.
Prerequisites: Programming Systems EDP629.
Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of programming systems.
References: To be advised.

PROJECT CIV673
An industrially based project involving an advanced design or review, or an experimental investigation together with a 5000 word report, which is to be submitted at the end of the year.
Assessment: To be based on a typewritten report submitted at the end of the year.

PROJECT CIV681
As Project CIV673 above.

PROJECT ELE659
Four hours per week for one semester.
Instrument and measurement plant behaviour. Propose a plant model. Identify the model parameters. Specify a control objective. Design a suitable controller. Implement the controller, using either high level languages or at microprocessor level as appropriate on simulated plant. Construct and test an appropriate interface to the plant. Allocate several software/hardware tasks (eg controller, status, alarming, data logging) and run on real-time operating-system. Implement and test on plant.
PROJECT ELE679
A course of four hours per week for two semesters.
Syllabus: To complete either one major project or several minor projects which unify the various subjects of the course. The normal project will include as many of the topics as possible from the following:
Instrument, measure and model plant behaviour. Design and implement a controller using either simulation on a large computer or construction on a microprocessor system.
Assessment: To be based on a report submitted at the end of the year.

PROJECT MEC619
The project can be in any area of tribology, preferably taken from industry. It involves the student in one hour per fortnight consultation with his supervisor in the third semester and three hours of supervised project work in the fourth semester.
Syllabus: The object of this unit is to give the student experience of problems to be met in industry. He is given an object to achieve; he has to manage the resources available to him in the best possible manner; and he has to communicate his results satisfactorily to his supervisor.
Assessment: Students will be assessed on their performance throughout the semester and on the standard of their written and oral reports.

PROJECT MANAGEMENT MEC450
A course of lectures of two hours per week for one semester.
Prerequisites: As prescribed under Progression Through the Course.
References: To be advised.

PROJECT MANAGEMENT MEC631
A course of three hours per week of evening study for one semester.

PROJECT MANAGEMENT MEC632
A course of three hours per week of evening study for one semester.

PROJECT MANAGEMENT MEC633
A course of three hours per week of evening study for one semester.

PROJECT MANAGEMENT MEC634
A course of three hours per week of evening study for one semester. 
Syllabus: Case study.

PROJECT TECHNOLOGY MEC635
A course of three hours per week of evening study for one semester. 

PROJECT TECHNOLOGY MEC636
A course of three hours per week of evening study for one semester. 
Syllabus: Codes. Stress analysis background to statutory codes. Control systems.

PROJECT TECHNOLOGY MEC637
A course of three hours per week of evening study for one semester. 

PROJECT TECHNOLOGY MEC638
A course of three hours per week of evening study for one semester. 

PROJECT CIV673
An industrially based project involving an advanced design or review, or an experimental investigation together with a 5000 word report, which is to be submitted at the end of the year. 
Assessment: To be based on a typewritten report submitted at the end of the year.

PROJECT CIV681
An industrially based project involving an advanced design or review, or an experimental investigation together with a 5000 word report, which is to be submitted at the end of the year. 
Assessment: To be based on a typewritten report submitted at the end of the year.

PROMOTIONAL STRATEGY AND COMMUNICATION MKT261
A course of two hours of lectures and two hours of tutorials per week for one semester. 
Prerequisite: Marketing and Society MKT111.
Syllabus: The role of marketing communication within the total marketing mix. The tools of marketing communication; advertising, personal selling, sales promotion and publicity/PR. The nature of marketing communication and management of this process.

References: To be advised.

**PROMOTIONAL THEORY AND PRACTICE MKT241**

A course of two one-hour lectures and two one-hour tutorials per week for one semester.

**Prerequisite:** Marketing and Society MKT111.

**Syllabus:** Introduction to promotional theory. Its role within the total marketing mix. The elements of promotion; advertising, personal selling, sales promotion and publicity/PR.

**References:** To be advised.

**PROTECTION PRINCIPLES ELE624**

A course of two hours per week for one semester including lectures, laboratory and tutorial.

**Syllabus:** Characteristics, construction and operating principles of protection current transformers and voltage transformers, accuracy class, standard specifications. Protection relays, types, classification, testing, standard specifications. Philosophy of protective relaying, overcurrent, earth fault, time/current grading, differential and distance protection.

**Assessment:** One written examination together with performance in laboratory and assignment work.

**References:**


*Australian and International Standards.*

**PSYCHOLOGY PSY101**

Five hours per week, for one semester, including lectures, tutorials and laboratory sessions.

**Prerequisites:** Nil.

**Syllabus:** An introduction to the study of human behaviour including methodology, learning, memory and perception, and sleep.

**Assessment:** Cumulative assignments and a final examination.

**References:**


PSYCHOLOGY PSY102
Five hours per week, for one semester, including lectures, tutorials, and laboratory sessions.

Prerequisite: Psychology PSY101.

Syllabus: An introduction to the study of social psychology, personality and abnormal psychology, with further work in the area of research and methodology and the application of statistical methods.

Assessment: Cumulative assignments and a final examination.

References: As for PSY101.

PSYCHOLOGY PSY201
Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.

Prerequisites: Psychology PSY101 and PSY102, and either Statistics MAT171 and MAT172, or equivalent.

Syllabus: Biological and developmental foundations of behaviour. The physiological bases of behaviour; genetic inheritance; the structure of the central nervous system; brain and behaviour; the autonomic nervous system; sensory processes.

Human development: the interaction of genetic and environmental factors; the importance of early experience; agencies of socialisation; maturation and learning; language acquisition and function; psycho-linguistics; cognitive development with special reference to the work of Piaget.

Skilled performance: learning and motivation in relation to skilled performance; component processes and performance capacities; the measurement of skills; the skilled operator and the limits to his efficiency; specific examples from industry; general relevance to a technological society.

Statistical methods: principles of good research design; hypothesis testing and estimation; applications of binomial, Poisson, and chi-squared distributions; use of programmed calculators.

Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

References:

PSYCHOLOGY PSY202
Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.

Prerequisite: Psychology PSY201.

Central themes: Personality and interpersonal behaviour.

Syllabus: Personality: nomothetic and ideographic approaches; type v. trait analysis; clinical and experimental techniques; the determinants and structure of personality; a comparative study of major theories; abnormality and maturity.
Interpersonal behaviour: the nature of social attraction; motivation for interpersonal relationships; person perception and the influence on the self concept of interpersonal experiences; non-verbal communications; theories and techniques of social communication, including rumour and prejudice; attitudes and attitude change; group processes; leaders and leadership; interpersonal factors in performance.

Statistical methods: other applications of chi-squared distribution; correlational techniques including uses of Fisher’s z transformation; tests on two sample means; use of computer.

Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

References:

PSYCHOLOGY PSY301

Five hours per week for one semester, including lectures, tutorials and practical skills training.

Prerequisite: Psychology PSY202.

Central theme: Applied Psychology.

Syllabus: Psychological assessment and classification: theory and practice of psychological assessment including the use of test and non-test data; test construction; concepts of validity and reliability; published tests in print; administration of psychological tests; prediction of performance; limitations of statistical prediction; professional ethics.

Education and Training: the identification of training needs, developing objectives, course planning, the selection of instructional methods in relation to objectives and learner characteristics, evaluation of learning outcomes. Theories of learning, with emphasis on learner-centred approaches, problems and issues relating to adult learners.

Human factors in industry; perceptual factors in human performance; man-machine and man-man interaction in industry; task analysis and job simplification; the human component in systems; design and development of new systems.

Assessment: Cumulative, based on short tests, assignments, tutorial papers and participation in training seminars.

References: To be advised.

PSYCHOLOGY PSY302

Five hours per week for one semester, including lectures, tutorials and practical skills training.

Prerequisite: Psychology PSY202.

Central theme: Applied Psychology.

Syllabus: The person and the organisation. Theories of organisation; group behaviour and organisation communication; job satisfaction and
morale; factors affecting output; status and authority in organisations; styles of leadership; communication; motivation and organisational climate; conflict in organisations.

Vocational development: theories of vocational development; vocational development as a process of personal growth; the value of tests and other information-gathering devices in vocational counselling and guidance. Personnel psychology: performance evaluation and staff development; personnel management and the management of personnel; employer-employee relations; employee attitudes; the contribution of personnel management to productivity; organisation development and action research; problems confronting the change agent.

Assessment: Cumulative based on short tests, assignments, projects, essays and tutorial papers. An examination may be included.

References:

**PSYCHOLOGY PSY303**

Two hours per week for one semester.

Prerequisite: Psychology PSY202.

Central theme: Work experience.

Syllabus:
- The student is required to obtain actual work experience equivalent to five weeks of full-time employment.
- His employment should involve him in a work group of reasonable size (four or more) in an organisational structure of at least moderate complexity (more than one level of supervision).
- The tasks he carries out should involve interactions with other people.
- In general, his work should be non-professional, and should expose him directly to the kinds of factors which characterise working life for most workers (relationships with authority figures, group work norms, interdependence as well as specialisation of tasks).
- The student is also required to attend weekly two-hour group discussions, in which various aspects of 'self in relation to work' will be explored. The objectives of these group discussions include: developing the student's awareness of the nature of work environments (eg. kinds of organisational structures and processes, work roles, job demands); exploring the interactions between the individual and his work environment; exploring oneself (expectations, interests, aspirations and other attributes of the self); and developing the student's communication skills.

Note 1: students who are unable to secure employment will be expected (after appropriate training) to interview employed people about the issues listed above.
Note 2: students with appropriate work experience will be exempted from the work experience components of this unit, but will be required to attend the weekly group discussions.

Assessment: Based on participation in group activities, and on measures of skill gains.

References: To be advised.

PSYCHOLOGY PSY304

Five hours per week for one semester, including lectures, tutorials and practical work.

Prerequisite: Psychology PSY202.

Central theme: Theory, research and experimental design.

Syllabus: Theory and systems in psychology; the historical development of psychological methodologies; schools of psychology; the philosophy of the physical sciences and its bearing on psychology; theory construction; a critical evaluation of psychology as a 20th century behavioural science; current issues and developments.

Statistical methods: random, stratified, cluster, and two-stage sampling methods; non-parametric and parametric one-way and two-way analysis of variance; selected comparisons among multiple groups; linear regression analysis.

Assessment: A combination of tests, assignments and a final examination.

Reference:

PSYCHOLOGY PSY305

Five hours per week for one semester, including lectures, practical sessions and seminars.

Prerequisite: Psychology PSY302.

Syllabus: Origins and characteristics of Community Psychology; individual and social psychology; conceptions of social intervention; the evaluation of change; change and alternative institutions; change and community organisations; intervention hypotheses.

Assessment: Cumulative, by essay, seminar presentation and performance in practical sessions.

References: To be advised.

PSYCHOLOGY PSY401

Advanced Psychological Assessment and Classification

Six hours per week for one semester.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: At the completion of this subject students will be able to:
1. critically evaluate and select assessment procedures to achieve specified purposes;
2. apply and utilise assessment procedures and monitor their effectiveness with a minimum of supervision from an experienced psychologist.

Syllabus:
   The theoretical rationale of assessment procedures and tests. Reliability, validity and validation procedures. Critical review and evaluation of tests and of underlying assumptions. Development of skills for the administration, interpretation, and reporting of tests and test results. Intelligence, ability and achievement tests; personality tests; diagnostic and vocational assessment procedures.
3. Classification systems: Objectives and types of classification systems, psychometric, organisational and other factors affecting classification decisions. Organisational and individual decision making. During the second half of the semester, students will be encouraged to pursue chosen areas of interest in more depth.

Teaching methods: Seminar/discussion, lectures, guided study groups and practical classes to develop assessment skills.

Assessment: Cumulative, based on short tests, assignments and practical exercises.

References: To be advised.

PSYCHOLOGY PSY402
Changing Behaviour
Six hours per week for one semester.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:
1. To examine theories about behaviour change, at the levels of: the individual; the small group; the organisation; and society/culture.
2. To identify and develop a conceptual framework within which various change theories may be accommodated.
3. To develop students’ skills as ‘change agents’.

Syllabus:
1. Theories about changing behaviour: Theory-building and criteria of a ‘good’ theory. Communalities and differences in theoretical foundations, objectives and techniques of various approaches to attitude and behaviour change especially those which are applied in psychotherapy; group work, Organisation Development, and community intervention and development programs. Review of research into the effectiveness of these approaches. Examination of values and ethical issues which are implicated in attempts to change behaviour.
2. Skills training; Introduction to counselling, encounter group leadership; Organisation Development strategies and mechanisms; community interventions.

Assessment: Assessment may be based on one or more of the following: written assignment; contributions to seminars; tests. Details of assessment are finalised with students at the beginning of the subject.

References:

**PSYCHOLOGY PSY403**

Multivariate Data Analysis.

Three hours per week over two semesters.

Prerequisites: See Graduate Diploma in Applied Psychology.

It is expected that students will have an understanding of the use in psychological research of the common types of univariate and bivariate data collection, description, and analysis, including analysis of variance, correlation and regression analysis.

General objectives: To understand and be able to use the main multivariate techniques in psychological research. The course is largely based on computer work.


Assessment: Assessment involves periodic short written assignments (reporting analysis of data) and reviews of the student’s practical exercises.

References: To be advised.

Students must also own a pocket calculator and at least one general statistics book such as SNEDECOR, G. W. & COCHRAN, W. G., *Statistical Methods*, 7th ed., Iowa State University Press, 1980.

**PSYCHOLOGY PSY404/PSY405**

Professional Experience

Two placements, each of 25 working days in a professional (psychology) agency, under the direct supervision of a qualified psychologist. Placements are arranged by the Department of Applied Psychology.

In addition two-hour seminars are held fortnightly to discuss issues relevant to placements.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:

1. to acquaint students with some of the professional roles undertaken by applied psychologists and the settings in which they do so;
2. to introduce students to the use of concepts, knowledge, skills and techniques in 'real-life' settings;
3. to acquaint students with the various ethical and legal issues encountered in applied work; and,
4. to give students some basic professional skills (such as administering and scoring psychological tests, assisting in applied research, or conducting interviews).

Syllabus: In the seminar program associated with the placements, the following topics are explored: the nature of the organisation; the nature of psychologists’ roles in the organisation (eg. primary objectives, organisational structure and ‘climate’, boundaries, relationships with its external environment); analysis of the conceptual frameworks and methods used in the psychology unit; analysis of legal and ethical responsibilities and pitfalls.

Assessment: Assessment based on the report which each student is required to write concerning his or her placement experiences.

References:
(Other references will be specified at the beginning of the semester.)

PSYCHOLOGY PSY406

Applied Research Project
A research-based unit with fortnightly seminars of two hours’ duration over two semesters.
Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: To ensure that students become familiar with the planning and conduct of a piece of applied research, and with the written and oral presentation of research findings.

Syllabus: Issues covered in the seminar program include: how to identify a research area and a particular problem or question; ethical issues in research; use of library and other resources for research purposes; preparing and presenting research proposals.
Specific methodological, research design and data analysis issues are discussed in individual consultations with the student’s supervisor. Since the unit PSY403 (Multivariate data analysis) deals with research design and data analysis issues which are likely to be highly relevant to the applied research project, students are normally advised against enrolling in PSY406 until they are concurrently enrolled in or have completed PSY403.

Assessment: Assessment based on (a) a progress report, in which the student presents a complete research proposal; and (b) a final report, in journal article form, which states the research issue, outlines previous research and theory bearing on the research issue, describes the research design and data analysis methods, presents the findings, and comments on their significance.

References: See PSY403. Additional references will be specified at the beginning of the first semester.
PUBLIC ADMINISTRATION ADM265
A course of four hours per week for one semester.
Prerequisites: Organisational Behaviour and Performance ADM231 and ADM232.
References: To be advised.

PUBLIC HEALTH ENGINEERING CIV313
A course of two hours of lectures and class work per week for two semesters.
Assessment: To be based on a mid-year examination and a final examination.

PURE MATHEMATICS MAT203
A course of six hours per week for two semesters.
Prerequisites: Mathematics MAT101, Mathematics MAT102.
References:

PURE MATHEMATICS MAT303
A course of six hours per week for two semesters.
Prerequisite: Pure Mathematics MAT203.
Syllabus: Uniform convergence. Uniform convergence of sequence of...
functions. Theorems on continuity, differentiation and integration. Extension to infinite series of functions. Uniform convergence of infinite integrals with a parameter.


Geometry: Projective geometry; duality, perspectivity of triangles, projectivities, harmonic sets, conics, poles and polars.

Affine geometry: parallelism, types of conics, perpendicularity, circles.


Transformations on vector spaces. Functionals on a vector space and differentials.

Optimisation methods: Examples of optimisation problems from various fields showing how many problems can be viewed as optimisation of a functional on an appropriate space.

Unconstrained problems, the Gateaux differential, application to problems in \( \mathbb{R}^n \), steepest descent methods, Euler-Lagrange equations with applications. Constrained problems, geometric approach to Lagrange multipliers for equality type constraints in \( \mathbb{R}^n \), inequality constraints, Kuhn-Tucker conditions.

Introduction to the method of dynamic programming.

References:

**QUANTITATIVE ANALYSIS IN MARKETING FIN681**

A course of three hours per week for one semester.

Prerequisite: Statistics for Marketers MAT661 or equivalent.

Syllabus: Appreciation of quantitative methods useful in marketing problems. Methods discussed will include assignment, transportation, linear programming, decision analysis and regression techniques. Correcting data for seasonal and trend effects. Elementary forecasting.

References: To be advised.
A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars, or alternatively four hours of class instruction.

Prerequisites: Accounting and Finance ACC102 and Business Statistics MAT164.

Syllabus: The aim of this subject is to provide students with the opportunity to develop knowledge and facility in the use and application of quantitative techniques for management decision making. Topics covered include probability theory as an aid to decision making, linear programming, transportation, and network models.

References:

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: The course is concerned with a survey of the quantitative techniques available to management. Topics covered will include the use of probability in decision making, business forecasting techniques, inventory analysis and linear programming.

References:
To be advised.

A course of lectures and discussion sessions of two hours per week.

Prerequisites: Nil.

Syllabus: Planning authorities and procedures. The origins of modern urban planning. Theories of urban planning. Case studies. The interaction between transport and urban land-use planning. Techniques for urban and regional planning.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:
RELATED DRAWING I ART153
A course of three hours per week for two semesters.
Prerequisite: Enrolment in the Diploma of Art and Design (Fine Art).
Syllabus: Drawing and studies for major works related to painting, printmaking and sculpture are the principal concerns of this subject. Emphasis will be placed on the development of ideas, observational studies and drawing as an end in itself. The formal aspects of materials, processes and techniques will be incorporated in these studies.
Assessment: Progressively by the assessment panel during the year.

RELATED DRAWING II ART253
A course of three hours per week for two semesters.
Prerequisite: Related Drawing I ART153.
Syllabus: There will be a continued emphasis on the broad range of drawing activities associated with the major study area. Drawing as a means of developing ideas for major works will encompass photography, conventional and experimental techniques, and three dimensional studies.
Assessment: Progressively by the assessment panel during the year.

RELATED DRAWING III ART353
A course of three hours per week for two semesters.
Prerequisite: Related Drawing II ART253.
Syllabus: In addition to the primary functions of the development of ideas and documentation, Related Drawing at this level will provide the opportunity for students to investigate drawing as a means of expression parallel to their major study.
Assessment: Progressively by the assessment panel during the year.

RESEARCH PAPER ADM661
A course of two semesters of individually supervised research. No formal classes are timetabled.
Prerequisites: Nil.
Syllabus: Students are required to prepare an original research paper which either researches critically and evaluates the operations of an organisation or investigates a problem area and provides a solution.
References: To be advised.

RETAIL DISTRIBUTION AND INVENTORY MANAGEMENT MKT331
A course of four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT134.
Syllabus: The purposes of the course are to develop an understanding of the nature and consequences of distribution decisions in retail operations and to provide an appreciation of the interactions between distribution
and other activities in retail organisations. Specific topics will concern site selection and location, the relationship between distribution and customer service, the specific elements in distribution operations and overall distribution policy including warehousing and transportation. Assessment will be continuous, based on assignments and class work.

References:

RETAIL MANAGEMENT MKT233
A course of four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT134.
Syllabus: Merchandise management overview, the buying function, merchandise mix decisions, researching and forecasting consumer demand and retail sales, developing merchandise plans, budgeting (O.T.B. planning), model stocks and basic stock concepts, retail inventory method and merchandise control, sourcing and selecting suppliers, selecting new products, resource relationships and negotiation.
References:
NRMA, Buyers Manual.

RETAIL MANAGEMENT MKT245
A course of four hours class work per week for one semester.
Prerequisite: Marketing & Society MKT111. (Normally to be taken in conjunction with MKT345.)
Syllabus: The development of retailing; the Australian retail industry and its environment; merchandise planning, merchandise control and distribution including stock balance, dollar inventory and unit stock control; pricing merchandise; selling and sales promotion.
Text:
References:
RETAIL MANAGEMENT MKT334
A course of four hours per week for one semester.
Prerequisite: Retail Management MKT233.
Syllabus: Analysis of decision making and problem solving techniques; practical application of the principles to retail case studies drawing together input from previous units.
References: To be advised.

RETAIL MANAGEMENT MKT345
A course of four hours class work per week for one semester.
Prerequisite: Marketing and Society MKT111. (Normally to be taken in conjunction with MKT245.)
Syllabus: Personnel management including training, development, motivation, remuneration and evaluation; allocation and utilisation of space; establishment of the retail business, location, store layout and organisation; budgeting and the setting of profit targets, retail accounting systems.
References:
ACCA News — September, 1976.

RETAIL PROJECT MKT431
To qualify for the award of Associate Diploma in Retail Management a major project must be submitted. The project will be undertaken over a period of two semesters to provide students with an opportunity to integrate their studies, to advance the knowledge of retail management theory and practice, and to provide tangible evidence of the student’s capabilities as a result of undertaking this award. Students will select a topic in conjunction with the Subject Leader. It will require the development of a hypothesis or the identification of a problem, research of the subject, collection and analysis of data, and formulation of conclusions and recommendations for formal presentation. The topic may be either a major problem faced by the retail organisation employing the student with employer’s co-operation or a macro retail management issue.
Assessment: The PQ grading will apply.

RETAIL PROMOTION MKT234
A course for four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT 134.
Syllabus: The retailing mix and the role of promotion; developing promotional strategies; advertising including media and agency selection and evaluation; in-store promotion, display and layout strategies; retail sales management and sales productivity; direct mail and catalogues.
References:
BUSKIRK, R. H., Retail Selling, Canfield Press, 1975.
GENTILE, R. J., Retail Advertising: a management approach, Chain Store Pub., 1976.

RETAILING AND CONSUMER LAW FIN121
A course of four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Types of retail sales and implied conditions and warranties; Commonwealth Trade Practices Act; Victorian Goods Act and Consumer Protection Act as they relate to retailing; pricing and advertising; theft, fraud and security.
References:
Consumer Protection Act.
Small Claims Tribunal Act.
Ministry of Consumer Affairs Act.

SAFETY ENGINEERING IND407
Four hours per week for one semester.
Syllabus: Definitions and concepts, accident causation and strategies for safety, chains of causes and effects, the system approach, man-machine-environment systems and the analysis of accident conditions, analytical methods of risk assessment (fault tree analysis, failure mode and effect analysis).
Principles of accident prevention; the methodology of safety, comparison with classical methods of accident prevention, system redundancy.
Safety programs, the epidemiological approach to accident prevention, accident statistics, the role of multi-dimensional statistics, assessing priorities, the design of practical programs.
Risk management for quality and quantity assurance; the use of the results
of accident research and prevention programs in the management of manufacturing and transport companies, etc.

Assessment: By assignments and a final examination.

References:
National Safety Council publications.

SALES MANAGEMENT MKT242
A course of four hours class contact per week for one semester.
Prerequisite: Marketing and Society MKT111.

Syllabus: The role of selling and sales management in marketing today: organising the field force, selecting, recruiting, training and motivating the field force, sales forecasting, budgeting and planning, evaluation of sales territories and sales performance. Strong emphasis is also placed on the demonstration and understanding of the techniques and concepts used in selling today, and of the basic formula for selling.

References: To be advised.

SALES MANAGEMENT MKT628
A course of two hours of lectures and one hour of tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT671.

Syllabus: The nature, role and scope of sales management; the sales organisation; the selection, recruitment, training and development of salesmen; the motivation, compensation and evaluation of salesmen; the sales process; sales forecasting and estimating market potential; sales budgeting and profitability; planning sales territories; determining sales quotas and the optimum allocation of sales effort and resources. The course includes one major assignment to demonstrate students' thorough understanding of the sales management concept and their ability to cope more effectively with sales management problems.

References:

SALESMANSHIP AND SALES FORCE MANAGEMENT MKT341
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing and Society MKT111.
Syllabus: The role of selling and sales management in marketing: organising line field force, selecting, recruiting, training and motivating the field force, sales forecasting, budgeting and planning, evaluation of sales territories and sales performance. Emphasis is also placed on the techniques and concepts used in selling.

References: To be advised.

SCIENCE AND CIVILISATION PHY128
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Nil.
Syllabus: The scientific culture — Man’s ideas of the nature of the earth and the universe. The scientific method, scientific models. Communications — Methods of communication, music, electronics, vision, colour, photography. Energy sources and resources — Discussion of energy sources and resources available to man. How energy is converted from one form to another, pollution effects of energy. The earth and man-made materials — The structure of solids, liquids and gases. Man made materials. Recycling and reclamation of materials.
Assessment: Assessment will be by written assignment work and by project.
At least one major project will be given.
References: To be advised.

SCIENCE FOR ART PHY107
A course for degree students of two hours per week for one semester.
Prerequisite: TOP or HSC or equivalent.
Syllabus: This will be an introduction to basic scientific methods with subjects that will be of primary or secondary importance to the artist. This subject may not be available every year.
Assessment: By assignment.
References: To be advised.

SCULPTURE ART157/ART158
ART157 Twelve hours per week for two semesters.
ART158 Six hours per week for two semesters.
Prerequisite: TOP or HSC or equivalent, together with the approval of the selection panel.
Syllabus: Studio practice comprises a sequential development throughout the year and deals with the basic problems of aesthetic expression of ideas resolved through the making of objects or the recording of concepts. These relate to either shape, plane, volume and texture or the juxtaposition of ideas within a recorded presentation ie. audio-visual, photo, written.
Assessment: Progressive assessment of work throughout the year.
SCULPTURE (Elective) ART166
A course of three hours per week for two semesters.
Syllabus: Students are encouraged to develop ideas through making objects of a permanent or non-permanent nature and are further required to follow these ideas through to a complete solution by presenting the object or the concept through an objective questioning as opposed to pure emotion. Basic elements such as plane, shape and volume coupled with theoretical juxtaposition are learnt. Students are encouraged to use many different media such as metal, resin, wood, paper, found objects, recorded sound, light and photography. Workshop drawings and sketches develop the student's communicative ability to express ideas prior to the construction of his work. The course is designed to relate closely to concepts in the major study area and broaden the student's concepts relating to that area.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART248
A course for degree students of six hours per week for two semesters.
Prerequisite: First year of the Bachelor of Arts (Fine Art).
Syllabus: Studio practice is concerned with a broad coverage of techniques and media rather than an excellence in a particular area. It is envisaged that during this year students will be encouraged to develop a relationship between their two major study areas.
Assessment: Progressively by the assessment panel during the year.
References: To be advised.

SCULPTURE ART257/ART258
ART257 Twelve hours per week for two semesters.
ART258 Six hours per week for two semesters.
Syllabus: Studio practice is concerned with the application or extension of knowledge gained in first year Sculpture, together with a structured program of studies as follows: studies of problems associated with materials and methods such as polyester resins, fabrication, moulding and casting; plaster-carving, casting and mouldmaking, metal-casting, polishing and plating.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE (Elective) ART266
A course of three hours per week for two semesters.
Syllabus: Greater emphasis is placed on the generation of ideas and personal exploration suited to the needs of students. The study of new materials and methods of working with them continues and students work in such materials as stone, glass, cast metal and plastic welding.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART348
A course for degree students of 12 or six hours per week for two semesters.
Prerequisite: Sculpture ART248.

First semester
Syllabus: A third year degree student enrolling in this subject as a 12 hour unit is undertaking a single major study in sculpture for the first time during the course. As a six hour unit it must be combined with another major study of the same duration. At all stages through the year individual development is related to the diversity of experience the degree student has been faced with in earlier years of the course. Allowance will be made for a degree of specialisation but a broadening of technical media experience is considered essential.

Second semester
Syllabus: During the first semester of the final year of the study the student will present a program of work for approval by the examination panel. The program will detail the work which the student intends to undertake during the second semester. The student will be required to select and present a folio of his year's work.
Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

SCULPTURE ART357/ART358
ART357 Twelve hours per week for two semesters.
ART358 Six hours per week for two semesters.
Prerequisites: Sculpture ART257, ART258, or equivalent.
Syllabus: Third year sculpture is the culmination of the previous two years of study. It is expected that a student has developed specific interests and sound techniques that enable a deliberate working procedure.
Assessment: Diploma folio assessed by the examination panel progressively and at the end of the second semester.

SCULPTURE (Elective) ART366
A course of three hours per week for two semesters.
Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach. Sculpture in this context may be seen as an extension of the student's major study area or as a spirited diversion from it.
Assessment: Progressively by the assessment panel during the year.

SECRETARIAL STUDIES ADM133
A course of five hours per week for one semester.
Prerequisites: Nil.
Syllabus: The role of the secretary in the changing business office; sources of information, business documents, planning and organising time. The secretary's personal effectiveness and development, telecommunications, effective oral presentation, and receptionist techniques. Production of typewritten data with suitable presentation at 35-40 wpm. Composition at the typewriter with emphasis on quality and speed. Typing of tables,
display materials; rough drafts, reports, business papers, reproduction materials.

Assessment: Based on class tests and assignments.

References:

SECRETARIAL STUDIES ADM134
A course of five hours per week for one semester.

Prerequisite: Secretarial Studies ADM133.

Syllabus: The exposition of the principles of the Pitman shorthand system, and their application to the relevant vocabulary. Development of sufficient shorthand skill to attain a minimum speed of 60 wpm for three minutes on dictated, unpreviewed material. Instruction will be in the Pitman 2000 system but students who have sufficient expertise in another system will be encouraged to continue speed development in that area. Development of pretranscription English skills for the secretary, typewriting data produced at approximately 45 wpm.

Assessment: Based on class tests and assignments.

References:
Workbooks 1 & 2 for *Shorthand for Today*.

SECRETARIAL STUDIES ADM235
A course of five hours per week for one semester.

Prerequisite: Secretarial Studies ADM134.

Syllabus: Development of proficiency in shorthand and typewriting to a level which will enable students to cope with a variety of integrated business tasks. Typewriting data produced at approximately 55 wpm and shorthand note-making at 90 wpm.

Assessment: Based on class tests and assignments.

References:

SECRETARIAL STUDIES ADM331
A course of five hours per week for one semester.

Prerequisite: Secretarial Studies ADM235.

Syllabus: Integration and co-ordination of skills and secretarial knowledge. Composition of written communications from oral
instructions. Initiation of correspondence. Development of expertise in shorthand note-taking applied to oral instructions regarding the execution of tasks; taking from dictation letters, memoranda, reports, notation of special instructions; reporting conferences and taking minutes of meetings. Development of shorthand, typewriting and transcription rates of a minimum of 100 wpm, 55 wpm and 20 wpm respectively.

Assessment: Based on class tests, assignments and major project.

References:
Other references to be announced.

SECRETARIAL STUDIES ADM332
A course of five hours per week for one semester.

Prerequisite: Secretarial Studies ADM331.

Syllabus: Graduated practical work assignments related to complete administrative responsibility in both large and small offices. Assignments will be structured to integrate tasks demanding increasing skill in shorthand, typewriting and stenography, the application, where appropriate, of the principles of office management and communication expertise, and a selection of complex secretarial problems associated with five major office functions: office administration, personnel requirements, statistical internal and external relations and personal assistance to the executive. The development of shorthand, typewriting and transcription skills to a minimum of 120 wpm, 60 wpm and 25 wpm respectively.

Assessment: Based on class tests, assignments and major project.

References: To be advised.

SIGNALS AND LINEAR SYSTEMS ELE200
A course of four hours per week for one semester.

Syllabus: Transform methods: Fourier and Laplace transforms, s-plane representation; the convolution summation and the convolution integral; transform domain consequences of convolution; power in signals and correlation functions.

Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

Assessment: Each subject will be assessed by one written examination together with performance in laboratory and assignment work.

References:

SILVERSMITHING AND JEWELLERY ART132 and ART133
A course for students undertaking the Craft Major of the Fine Art Degree Course.

ART132 Six hours per week for Semester One
ART133 Six hours per week for Semester Two.

Prerequisites: Nil.

Syllabus: Students will work in copper, copper alloys, silver, stainless steel, and other materials used by the jeweller and silversmith. Projects are structured to impart specific fundamental techniques, but allowance is made for individual freedom in design. Emphasis is placed on the safe and correct methods of tool use; their care and maintenance; and excellence in craftsmanship.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and the end of each semester.

References: To be advised.

SILVERSMITHING AND JEWELLERY ART232 and ART233

ART232 Nine hours per week for Semester One
ART233 Nine hours per week for Semester Two.

Prerequisites: Silversmithing and Jewellery ART132 and ART133.

Syllabus: Students will be taught additional new techniques such as lost wax casting, enamelling, gem setting, electroplating and electroforming. There will also be an emphasis on further developing skills acquired during the first year of the course.

Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.

References: To be advised.

SILVERSMITHING AND JEWELLERY ART332 and ART333 or ART330 and ART331

ART332 Twenty-four hours per week for Semester One
ART333 Twenty-four hours per week for Semester Two.
ART330 Twelve hours per week for Semester One
ART331 Twelve hours per week for Semester Two.

Students wishing to specialise in Silversmithing and Jewellery will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Silversmithing and Jewellery and Glass Studies.

Prerequisites: Silversmithing and Jewellery ART232 and ART233.

Syllabus: The student will be expected to initiate his own projects, in
consultation with staff. Students will be guided in setting up their own workshop, and be given assistance in making specialist tools to add to their professional kit of tools. A significant part of his final year's presentation will include a major design undertaking.

**Assessment:** Progressively at mid-semester and at the end of each semester. In addition the student will be required to mount an exhibition of his year's work in an appropriate setting. A final interview by staff will be conducted at the exhibition.

**References:** To be advised.

**SIMULATION TECHNIQUES MAT666**

A course of three hours per week for one semester.

**Syllabus:** This unit introduces the theory and concepts of simulation models. Special references will be made to the design of models for physical distribution systems.

**References:**

Journal articles will be referred to during the course.

**SKELETAL FRAME ANALYSIS CIV603**

A course of lectures and tutorial work of two hours per week.

**Syllabus:** Review of matrix analysis of structures; general stiffness method, direct stiffness method, flexibility method. Review of plastic theory of structures; elastic-plastic analysis, use of linear programming, variable repeated loads. Stability analysis, non-linear frame behaviour. Structural dynamics.

**References:**

**SMALL-COMPUTER SOFTWARE ELE654**

A course of four hours per week for one semester including lectures, laboratory and tutorials.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
Manufacturers’ reference and programming manuals.

SOCIAL MARKETING MKT251
A course of four hours lectures and tutorials for one semester.
Prerequisites: Satisfactory performance in four compulsory core units in second year.
Syllabus: Understanding the non-profit market. The application of marketing principles of non-profit organisations; conducting a marketing analysis; development of the marketing program; administrating and controlling the marketing elements. The application of marketing principles through case studies of a variety of non-profit organisations.
References:

SOCIAL ORGANISATION SOC392
A subject for graphic design degree students of two hours a week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design studies or entry to the degree course.
Syllabus: This unit describes the central role of organisations in social development. It reviews the evolution and rationale of theories of organisation in the 20th century. It examines the influence of human factors on organisational performance.
The organised society: the reciprocal development of organisations and ideologies in recent history, in the context of organisation as a social tool.
The evolution of theories of organisation: the evolution of theoretical responses to emergent organisational needs over the past 70 years, considered as both functions of accelerating change and determinants of modern organisational characteristics.
Organisational behaviour: the critical significance of the human variable in organised action; some data and theories on organisational behaviour, and behavioural aspects of organisational control.
Bureaucracy — instrumentality and obsolescence: the rationale and characteristics of the bureaucratic model; dysfunctions and modifications of bureaucracy; a systems perspective on organisational change.
Assessment: Progressive assessment by essays, tests and classwork.
References: To be advised.

SOCIAL ORGANISATION SOC491
Three hours per week for one semester.

Syllabus: This unit is designed to acquaint candidates with the sociological perspective on group structures and organisation theory, and with factors involved in social change. Topics will include: concepts of sociology; social institutions; group dynamics; formal and informal organisations; power, authority and leadership; technology and social change.

References:

SOCIAL PSYCHOLOGY PSY392
A subject for graphic design students of two hours a week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design Studies or entry to the degree course.

Syllabus: The course is designed to introduce the student to psychology as a behavioural science, both as a subject that is intrinsically worthwhile and, more particularly, as one that has very definite relevance to a person involved in the interpretation and expression of human ideas and experience in a social context. To this end the course will cover those component areas of psychology necessary for a clear understanding of the subject and which form the basis for an intelligent application to one's own particular discipline. Integrative and interpretative systems will be introduced only where they impinge on the study of art and the behavioural questions relevant to the art student.

References: To be advised.

SOCIAL SCIENCE HUM291
Four hours per week for one semester.

Syllabus: The course has two segments: psychology and sociology. In the psychology segment students will be introduced to some of the basic concepts in psychology and their relevance to an understanding of human behaviour. The sociology segment consists of a general introduction to the science of society with the objective of acquainting students with concepts, theory and knowledge accumulated in sociology.

Assessment: By class papers and assignment work. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.
SOCIAL SCIENCE HUM391
Two hours a week for two semesters.
Prerequisite: Social Science HUM291.
Syllabus: This is a course in Australian government and foreign policy. The course examines the federal system, the nature of the party and electoral systems, the function of Parliament and politicians, cabinet and the Prime Minister, and the role of the public service in the formation of government policy. The second part of the course examines the domestic and international forces that help determine Australia's foreign policy.
Assessment: By class papers and assignment work. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

SOCIOLOGY SOC102
Four hours per week (one lecture, one tutorial, one workshop) for one semester.
Prerequisites: Nil.
Syllabus: Introduction to sociology. Basic sociological concepts and social institutions are examined under three main headings, (a) becoming a member of society, (b) the individual and social structure, (c) the person in mass society. Concepts and institutions examined include socialisation, the family, education, work and unemployment, the urban community and the structure and consequences of mass society.
Assessment: Cumulative, based on papers, workshop reports and tests.
References: To be advised.

SOCIOLOGY SOC104
Four hours per week (one lecture, one tutorial and one workshop) for one semester.
Prerequisite: Sociology SOC101/SOC102.
Syllabus: Introduction to sociological perspectives and research. The nature and relevance of sociological perspectives, such as: functional, symbolic interaction, social action and conflict, as shown in studies of deviance, social stratification, religion and social change. An overview of the research process; introduction to research design; use of qualitative and quantitative data in social research; constructing and interpreting contingency tables.
Assessment: Cumulative, based on papers, workshop reports and tests.
References:

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SOCIOLOGY SOC190
Two hours per week for one semester (one lecture, one tutorial).
Prerequisites: Nil,
Syllabus: Introduction to sociology; sociology as a science; its development, subject matter, relationship with other social sciences, and methods of inquiry. Major sociological concepts and perspectives. Culture, socialisation, roles, norms and values, institutions (eg. family, education, religion), social and technological change. The relevance of such sociological concepts to understanding the origin and development of different emphasis in the arts and sciences.
Assessment: Cumulative, based on tests, assignments and tutorial reports.

SOCIOLOGY SOC201
A subject for diploma students.
See Sociology SOC202.

SOCIOLOGY SOC202
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester. (Note: students cannot claim credit for both this subject and Communication Studies HUM204.)
Prerequisites: SOC102 and SOC104.
Assessment: Cumulative, consisting of one essay, one book review, a contribution to workshop sessions and one test.
References:

SOCIOLOGY SOC203
A subject for diploma students.
See Sociology SOC204.

SOCIOLOGY SOC204
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Immigration and minority relations. The course presents different models of ethnic relations. The answers to a series of questions will be explored. Do ethnic groups have distinctive cultures? Why have ethnic groups become politicised? How are immigrants distributed within the class structure of Australian society? In answering questions such as those listed above students will be asked to draw on a range of relevant theoretical and research literature. Ethnic minorities in Australia; their situation in law, education, industry, unions, the community. Community studies and special projects in the Melbourne area.

Assessment: Cumulative, based on one tutorial paper, an essay and research project.

References:

SOCIOLOGY SOC205
A subject for diploma students.
See SOC206.

SOCIOLOGY SOC206
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Community organisation. Community organisation as an approach to social change; change strategies: locality development, social planning, social action; locality as a base for 'people power', community power structures; impact of wider decision making bodies; participation, group formation, neighbourhood development; issues and controversies: ideology, politicisation of community work, personal and structural change.

Assessment: Cumulative, one major essay and a research project on a local community.

Reference:

SOCIOLOGY SOC207
A subject for diploma students.
See Sociology SOC208.

SOCIOLOGY SOC208
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Sociology of organisations. The nature of organisational society

Assessment: Cumulative, consisting of a tutorial paper, an essay and a case study.

References: To be announced.

**Sociology SOC209**

A subject for diploma students.


**Sociology SOC210**

A subject of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC101/SOC102 or SOC103/SOC104.

Syllabus: Social theory and methodology. The course presents some of the theoretical and methodological issues underlying various schools of thought within sociology. These schools of thought are approached through the work of particular theorists. Functionalism is studied through the work of Emile Durkheim, phenomenology through the work of Max Weber and Alfred Schutz, and the conflict theory is approached through Karl Marx's writing.

Assessment: Cumulative, based on one tutorial paper, reading reviews and a test.


**Sociology SOC211**

A subject for diploma students.

See Sociology SOC212.

**Sociology SOC212**

A subject for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Sociology of youth. Identity crises in adolescence. Perspectives on adolescent socialisation. Changing attitudes and values of young people in modern society, and their effect on social institutions such as the family, education, religion and social organisations. Points of tension between generations. Peer group interaction and heterosexual relationships. Group life of adolescents. Youth employment and unemployment,
and the school-work relationship. Recreational patterns of young people. Youth sub-cultures and counter cultures. Theories of juvenile delinquency and delinquent sub-cultures.

Assessment: Cumulative, based on one tutorial paper, a project report and two tests.

References:

SOCIOMETRY SOC213
A subject for diploma students.
See Sociology SOC214.

SOCIOMETRY SOC214
A subject for degree students of four hours per week (two lectures, one two-hour tutorial) for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, based on two essays and one tutorial paper.

References:

SOCIOMETRY SOC215
A subject for diploma students.
See Sociology SOC216.

SOCIOMETRY SOC216
A subject for degree students of four hours per week (one lecture, one seminar, one tutorial) for one semester.

Prerequisites: SOC102 and SOC104.

Syllabus: Industrial Sociology; historical summary of the origins of industrialism, developing patterns of industrial growth and conflict; theoretical perspectives to be considered include those of Marx, Durkheim, Weber, Merton, C. Wright Mills, Fromm, Marcuse,
Galbraith; substantive topics include: alienation, the growth and power of the corporation, the effects of technology, environmental issues, the energy crisis and post-industrial society. Australian material will be used where possible.

Assessment: Cumulative, consisting of two essays, one tutorial paper, and one test.


**SOCIOMETRY SOC218**

A subject for degree students of four hours per week (one lecture, one tutorial, one seminar) for one semester.

Prerequisites: Sociology SOC102 and SOC104

**Syllabus:** The Sociology of Prisons. Historical development of punishment and penal institutions. Remand, trial and imprisonment. The effects of 'isolation' and 'deprivation'; prison populations and social class; resocialisation and techniques of coping in a total institution; deterrence and rehabilitation; parole, release, recidivism.

Assessment: Cumulative, based on one seminar paper, one long essay, and class exercises.

**Preliminary Reading:**


**Prescribed Texts:**


**SOCIOMETRY SOC301**

A subject for diploma students.

See Sociology SOC302.

**SOCIOMETRY SOC302**

A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

**Syllabus:** Sociology of deviance and social control. Introduction to the field of study — definition and nature of the concept of social deviance. What constitutes the field of study? Theoretical approaches: (a) psychological approaches (eg. psychoanalytical, behavioural); (b) sociological approaches — structural-functionalism, ecological, anomie theory, symbolic interactionist/labelling/social phenomenological and conflict perspective. Examination of empirical studies related to different deviant categories, eg. mental illness, delinquency, criminality, etc.
Cross-cultural comparisons of deviant phenomena. Study of agents of social control in Australian society, eg. law enforcement agencies, psychiatric institutions, etc.

*Assessment:* Cumulative, based on one tutorial paper, four short papers, and one test. Students failing to meet requirements will sit for an examination at the end of the course.

*References:* To be advised.

**Sociology SOC303**

A subject for diploma students.

See Sociology SOC304.

**Sociology SOC304**

A subject for degree students of four hours per week, (two lectures, two tutorials) for one semester.

*Prerequisites:* Sociology SOC102 and SOC104.

*Syllabus:* Urban sociology. Theoretical approaches to urbanisation — Weber, the Chicago School, rural-urban contrasts, Simmel, etc. Social structure of the city (class, status, ethnicity). Urban managerialism and housing classes. Power and the distribution of scarce urban resources — Harvey, Pahl, etc. Spatial inequality. Implications of the theoretical approaches for modern urban planning and urban policy. Focus on urbanism in Australia.

*Assessment:* Cumulative, based on one tutorial paper, three short papers and one long essay.

*References:* To be advised.

**Sociology SOC305**

A subject for diploma students.

See Sociology SOC306.

**Sociology SOC306**

A subject for degree students of four hours per week (one lecture, two-hour seminar).

*Prerequisite:* Sociology SOC102 and SOC104.

*Syllabus:* Sociology of Welfare. The relationship between welfare ideology, models, welfare practice and its political and organisational context; approaches to social policy, consumer needs, patterns of welfare delivery; analysis of poverty from three major perspectives, examination of welfare policy and delivery in selected fields: aged, child care, unemployment, battered women and children, alcoholism and drug abuse and health care.

*Assessment:* Cumulative, consisting of one major essay, one tutorial paper and one book review.
References:

**SOCIOLOGY SOC309**
A subject for diploma students.
See Sociology SOC310.

**SOCIOLOGY SOC310**
A subject of four hours per week (lectures, one tutorial, two workshops) for one semester. The course also entails supervision of a research design. Research designs developed in this course may be implemented in SOC352 if approved.

*Prerequisites:* Sociology SOC101/SOC102 and Statistics MAT171.

*Syllabus:* Social research methods. Social research in its historical, social and sociological contexts — a brief history of social research methods; social research as a social process; values, ethics and social research; sociological theory and evidence; different theoretical perspectives and their significance for methods used.

The methods of social research — an overview of the research process; selecting and formulating a research problem; designing and administering a study; research strategies; techniques for the collection and measurement of data; recording, processing, analysing and presenting data; interpretation of results and conclusions; writing a report.

*Assessment:* Cumulative, consisting of one research design, a tutorial paper and class exercises.

*References:* To be advised.

**SOCIOLOGY SOC311**
A subject for diploma students.
See Sociology SOC312.

**SOCIOLOGY SOC312**
A subject for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

*Prerequisites:* Sociology SOC102 and SOC104.

Assessment: Cumulative, based on one tutorial paper, a project report and two tests.

References:

SOCILOGY SOC313
A subject for diploma students.
See Sociology SOC314.

SOCILOGY SOC314
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Social stratification. Analysis of sociological perspectives on social inequality. The dimensions of class, status and power. The origins and evolution of various theories of stratification, and analysis of their contemporary relevance. Empirical approaches, their strengths and weaknesses. Stratification in Australian society, and in Europe and the Third World. As one unifying theme, particular attention will be given to past and present debates about the place and function of the working class in various class structures.
Assessment: Cumulative, consisting of one essay, one tutorial paper, one book review and a contribution to workshop sessions.
References:

SOCILOGY SOC349
A subject for diploma students which entails either individual research or group research requiring approximately four hours tuition, consultation and supervision per week.
Prerequisites: Sociology SOC101, SOC103 and three subsequent units in sociology. The student must have a research design approved by the Applied Sociology Department before enrolment in this subject.
Syllabus: Research Practicum. Final year students will implement a research design already approved on an individual basis or participate in a group research project. In both cases 10 hours out-of-class field work and
research will be required. Course work involves an examination of the interdependent relationships between the various stages of research concurrently with the construction and implementation of a research design for investigating a sociological problem. 

Assessment: In the case of individual research, students will submit individual reports for examination. Students participating in group research will be assessed on their participation in the project, seminar papers and the final research report.

**SOCILOGY SOC350**

A subject for final year degree students which entails individual library study under supervision on a topic of the student’s choice, the submission of a dissertation, and participation in problem centred seminars. It is possible for a student to write a dissertation in an area not previously studied. Such a student may be required to attend lectures and tutorials in that area (where assistance in the choice of a topic will be offered). The equivalent of four hours per week tuition.

**Prerequisites:** SOC102, SOC104, MAT171, and at least five upper division sociology subjects, the last of which may be taken concurrently with this subject. The student who is not attending lectures and tutorials in the topic area will be required to submit before enrolment an outline of the topic and indicate the range of the literature review.

**Syllabus:** Dissertation: a thorough and careful analysis of literature on a sociological topic. The topic should be well defended and focused on a particular problem or issue reflecting empirical, conceptual, theoretical, methodological or applied concerns, or on a particular theorist, controversy or development.

**Assessment:** A dissertation of approximately 12,000 words to be submitted for examination, or, in the case of the student who is required to attend lectures and tutorials, a dissertation of approximately 8000 words.

**References:** To be advised.

**SOCILOGY SOC351**

A subject for final year degree students which entails participation under supervision in a group research project nominated by the Applied Sociology Department. Four hours class contact per week with the supervisor and the research team.

**Prerequisites:** SOC102, SOC104, MAT171, SOC310 (wherein a research design has been successfully completed by the student), and at least four upper division subjects, the last of which may be taken concurrently with this subject.

**Syllabus:** Group research practicum. Class examination of the various stages of research; the construction and implementation of a research design for investigating a sociological problem. Students will be required to carry out the field work and write up the research report.
Assessment: Students will be assessed on their contribution to the project and to the final research report of approximately 8,000 words.

References: To be advised.

**SOCIOMETRY SOC352**

A subject for final year degree students which entails the implementation and completion of a research project initiated by one or more students, regular consultation with the supervisor, and participation in problem centred seminars. The equivalent of four hours per week tuition.

**Prerequisites:** SOC102, SOC104, MAT171, SOC310 (wherein a research design has been successfully completed by the student) and at least four upper division sociology subjects, the last of which may be taken concurrently with this subject.

The student(s) must have their research design approved by the Applied Sociology Department before enrolment in this subject.

**Syllabus:** Student initiated research practicum. The student(s) carry out the field work which culminates in a research report.

**Assessment:** One research report of approximately 8,000 words to be submitted for examination.

**References:** To be advised.

**SOCIOMETRY SOC401**

A part time subject of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Community education theory. Theoretical and ideological perspectives underlying community education; identification of developments in community education in USA, UK and Australia; emerging aims and objectives in community education in Victoria; values and assumptions of differing strands in community education in Victoria; social policy and community education; social and cultural factors in education achievement; social context and implications of community education.

**References:**


**SOCIOMETRY SOC402**

A part time subject of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Human growth and development. Humanistic models of man; the process of learning and development; the style of personality and motivational patterns; the concept of self and identity; social processes in human growth; social structure and socialisation; social action and interaction; family and work processes; barriers to autonomy; anomie and alienation; social stratification; prescribed social roles.
References:

**SOCIOLOGY SOC403**

A part time subject of two hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example effective listening, information diffusion, sensitivity training.

*References:* To be advised.

**SOCIOLOGY SOC404**

A part time subject of two hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Community education — neighbourhood centre. Community/ neighbourhood centres in community education; origin and growth of learning centres; aims and programs of learning centres; philosophy of education of learning centres; role of centres in educating wider community; community involvement and community resource utilisation in community centres; issues raised by community/neighbourhood centres; access to education; political economy of education; integrated services to meet total educational needs; relationship between formal and informal learning systems as a feature of continuous education; special needs of adults returning to study; case studies of learning centres and community education programs in Victoria.

*Reference:*

**SOCIOLOGY SOC405**

A part time subject of two hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Community education — school and community. The school in Contemporary Australian Society. Overview of formal education in Australian society, role of school, types of schools, role of pupils, parents, teachers and school principals, key issues in Australian education; school in the community. Nature of local communities, tasks of schools, community participation in decision making processes, recent research
on school and community; school developments with particular reference to influence of schools commission, varieties of school/community interaction, ideology in school/community relations, approaches to linking school and community, the community school; comparative review of developments in UK, USA and Scandinavia.

References:

SOCIOLOGY SOC406
A part time subject of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Processes in community education. Communication: the basic element of social behaviour, verbal/non-verbal, message composition, social exchange; confrontation, cross cultural communication; implications of language for community education. Group dynamics: perception of the other and group development, the patterns of interaction and emotional conditions, task orientation and problem solving; decision making strategies and conflict resolution. The influence process: leadership styles and effective management, team building and morale maintenance; design, conduct and evaluation of learning influences. Program development: initiation, modification, termination, evaluation; usage of audio-visual equipment in programs.

Reference:

SOCIOLOGY SOC407
A part time subject of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Administration in community education. Administrative styles; organisational processes: goal setting, policy making; management processes: committee formation, staff selection, fund raising and budgeting, meeting procedure, keeping records, documenting programs; research methods: assessment of community needs, fact finding, action research; community relations: building of community, community resources; audio-visual usage and maintenance.

References:
SOCIOLOGY SOC408
A part time subject of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Community development. Sociology of urban community; social and cultural change; community power structures; community resource distribution; social policy and community; community development as process rather than program; concept of self help in community problem solving; community development strategies; roles of community development worker; case studies.
References:

SOCIOLOGY SOC409
A part time subject of two hours per week for one semester.
Prerequisites: Nil.
References:
Towards the Learning Society, ACE, Aust., 1975.

SOCIOLOGY SOC410
A part time subject of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Interpersonal and socio-cultural communication. Interpersonal communication relationships: settings — interpersonal, interpersonal group, organisational and public; face to face and mediated situations, selection of teaching-learning approaches, cross cultural communication; group communication: leader role, the individual, effects upon motivation produced by the group situation, the generation of energy, the directing of this energy to task matters in a co-ordinated way, problem solving, decision making strategies; mass media and mass society: characteristics of modern society, media forms, media content, role, place and structure of mass media organisations within society, the function of mass media in social change.
References:


**SOCIOLOGY SOC411**

A part time subject one day per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Community education practice (fieldwork). Placements at a number of centres and agencies involved in fieldwork. A fieldwork report will be required from each student.

**SOCIOLOGY SOC412**

A part time subject of two hours per week for one semester.

*Prerequisites:* All other subjects listed in course guide for the Graduate Diploma in Community Education.

*Syllabus:* Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example, effective listening, information diffusion, sensitivity training.

*References:* To be advised.

**SOCIOLOGY SOC421**

A part time subject of three hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Organisational structures and processes in welfare systems. This unit will utilise the open systems model of welfare organisations as a framework to explore:

- **Input:** the welfare industry, consumers, resources.
- **Transformation process:** management, administration, social policy and planning, budgeting and accounting, innovations.
- **Output:** products, services, rewards; service delivery and withdrawal; public welfare tasks; policy, program and service definition; program research and evaluation.

*Assessment:* A written assignment relating to an analysis of a welfare agency using the open systems framework.

*References:*


SOCIOLOGY SOC422
A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Assessment: Group problem-solving exercises.
References:

SOCIOLOGY SOC423
A part time subject of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Welfare Administration. Historical Development of Welfare Administration, definitions, concepts; relating the organisation to the environment and negotiating permeable boundaries within and between systems; transforming the uncertainty of the environment into economic and technical rationality necessary for goal attainment; relations with other organisations — co-operation, program collaboration, consultation, inter-organisational conflict; translating the welfare philosophy and values into organisational processes; planning for change; communication systems; funding sources.
Assessment: Written assignments.
References:

SOCIOLOGY SOC424
A part time subject of three hours per week.
Prerequisites: SOC421 or SOC422.
Syllabus: Budgeting and accounting: finance analysis — cost accounting techniques, budget and balance sheets, control systems; estimates, rating and accounting procedures, expenditure monitors; budgeting for functions and programs in non-profit organisations; sunset legislation; sources of funds; fund raising; cash flows; functional accounting.
Assessment: Class exercises.
References:
ANTHONY, R. N. & HERZEINGER, R. E., Management Control in Non-Profit Organisations, Irwin and Irwin-Dorsey Ltd., Illinois, 1975.
VCOSS, Working Paper on Funding (2 papers).
VCOSS, Accountability — Responsive and Responsible Management.

SOCIOLOGY SOC425
A part time subject of one hour per week for two semesters.
Prerequisites: SOC421 or SOC422.
Syllabus: Project design and initiation: the formulation and construction of a project design to be determined in relation to the student's learning needs and interests and resources available in the course.
Assessment: Evaluation of student's project design.
References: To be determined.

SOCIOLOGY SOC426
A part time subject of three hours per week.
Prerequisites: SOC421 or SOC422.
Syllabus: Social policy and planning: policy and program formulation: use of different models of need, co-ordination and rationalisation, capacity to transfer resources, operationalising aims and objectives, use of social indicators; policy and program implementation — translating micro experiences of practitioners into operationally effective programs; task, process and organisation. Assessment: policy and program outcome — techniques of assessing policy, project and program outcome; processes involved in continuation, change or termination of programs.
Assessment: Written assignments.
References:

SOCIOLOGY SOC427
A part time subject of three hours per week for one semester.
Prerequisites: SOC421 or SOC422.
Syllabus: Program evaluation and research in welfare: measuring efficiency and effectiveness, meeting pressures for accountability; measuring and monitoring need. Formulation of problem, decisions about information needed; sources of information, methods of data collection, processing, analysis, monitoring criteria for service, patterns of referral and allocation; action research; evaluation services; methods and skills of information analysis and retrieval; relationship between internal and external monitoring and evaluation.
Assessment: Class exercises in using research techniques and evaluating programs.
References:

SOCIOLOGY SOC428
A part time subject of three hours per week for one semester.
Prerequisites: SOC421 or SOC422.
Syllabus: Management in Welfare. Integrating and co-ordinating input to output; staff management: supervising, training, controlling, protecting, enabling and facilitating, working with superiors, terminating contracts; performance standards, work definition and work control; translating micro experiences of practitioners into operationally effective program proposals; team work, delegation, inter-disciplinary co-ordination, autonomy and accountability within the organisation; new management approaches in welfare — shared management, co-operative management, collectives; meetings — purpose, preparation, time allocation, avoidance of unnecessary meetings.
Assessment: Written assignments and group exercises.
References:

SOCIOLOGY SOC429
A part time subject of one hour per week for one semester and four hours per week for one semester.
Prerequisites: SOC421 and SOC422.
Syllabus: This subject is the culmination of the project begun earlier in SOC425, and will include the presentation of a final report.
Assessment: 8000-10,000 words project report.
References: To be determined.

SOIL AND ROCK ENGINEERING CIV421
A course of four hours per week of lectures, tutorials and laboratory classes for two semesters.
Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.
References:
SOIL MECHANICS CIV310

A course of two hours per week and laboratory work for two semesters.

**Syllabus:** Nature and origin of soil; identification testing and classification. Clay mineralogy; mineral structure, soil properties. Compaction of soil; control, equipment, soil stabilisation. Effective stress, pore pressure measurement. Seepage; permeability, flow analysis. Consolidation; compressibility, rate analysis. Stress in soil; stress-strain characteristics, failure theories, test methods, distribution of stress, stability analysis.

**Assessment:** To be based on examinations at the end of each semester and assignment and reports submitted throughout the year.

**References:**

**Standards Association Codes:**

SPECIAL ASSIGNMENT MKT635

To qualify for the award of Graduate Diploma in Marketing, each student is required to submit a major assignment of 10,000 words minimum on a subject relating to either a macro or micro marketing issue. This major assignment provides the student with the opportunity to advance marketing knowledge, especially with regard to Australian practices in marketing management. Furthermore, this subject is the culmination of studies in Marketing at the Graduate Diploma level and provides tangible evidence of the knowledge and ability gained by the student.

**Assessment:** The PQ grading will apply.

STAINED GLASS AND RELATED STUDIES ART168

A course of three hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** This course has been designed to extend the student's range of artistic expression into the mediums of coloured and stained glass. As a study it is flexible and suitable to the artist and craftsman alike. The first year deals with the design and manufacture of stained glass panels. This will involve both theory and practice.
Aspects to be studied: the design, the cartoon, the cutline, the leadline, glazing and finishing. Progressively exercises will be based on the student's development in terms of skills and understanding.

Assessment: Assessment of work will be on a progressive basis, subject to folio presentation at mid-year and end of year.

STAINED GLASS AND RELATED STUDIES ART268

A course of three hours per week for two semesters.

Prerequisites: Successful completion of Stained Glass and Related Studies ART168.

Syllabus: Extension of traditional stained glass into additional techniques: painting and staining, acid-etching, sandblasting, alternative ways of leading, and double-glazing. Further development of designing and cartooning, with emphasis on architectural glass.

Assessment: Assessment of work will be on a progressive basis, subject to folio presentation at mid-year and end of year.

STAINED GLASS AND RELATED STUDIES ART368

A course of three hours per week for two semesters.

Prerequisites: Successful completion of Stained Glass and Related Studies ART268.

Syllabus: Autonomous work will be encouraged. This may take the form of preparation of panels for exhibitions or pursuing glass as an extension of architecture. In both situations emphasis is placed on developing ideas, formalising designs and rendering colour cartoons. Students may also choose to investigate three-dimensional use of glass in conjunction with metal work, ceramics or wood structures or with epoxy laminations and epoxy-casting.

As well, fusing of glass (kiln-fused) may be explored and incorporated in the manufacture of two dimensional panels or three-dimensional structures.

Assessment: Assessment of work will be on a progressive basis, subject to folio presentation at mid-year and end of year.

STAINED GLASS TECHNIQUES ART326

An elective for Ceramic Design degree students to be taken for three hours per week.

Prerequisites: Nil.

Syllabus: This subject is designed as an elective study for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that it will complement — in particular — the hot and cold working of glass. It will also further the awareness of design through coloured light. In addition it will extend the capacity of the student to design for a specific purpose and utilise ideas for ceramic decoration by adapting them for inclusion into stained glass panels.
Practical sessions will be concerned with tools and their purpose, the cutting of glass, the preparation of lead, soldering, cementing and cleaning. Students will learn to adapt ideas for glass and produce layouts and cartoons.

Assessment: There will be an assessment of work in progress at mid-semester by the examination panel and the lecturer in charge of the subject and an assessment of completed folio and glasswork at the end of the semester.

**STAINED GLASS TECHNIQUES ART426**

To be taken for three hours per week. A further development of Stained Glass Techniques taken in Semester 6 and the use of paints, stains and patinas.

Prerequisite: Stained Glass Techniques ART326

Syllabus: A circular, autonomous panel will be designed and executed. It may be based on an interpretation of stylised, organic forms derived from designs utilised in ceramic work; or the study of an antique panel may be used as a basis for re-formulation of a design suitting a circular panel.

Assessment: There will be an assessment of work in progress at mid-semester by the examination panel and the lecturer in charge of the subject and an assessment of completed folio and glass work at the end of the semester.

**STATISTICS MAT171**

A course of five hours per week for full-time students, or four hours per week for part-time students, for one semester.

Prerequisites: Nil.

Syllabus: A course in descriptive statistics for students with a non-mathematical background, looking at data collection, representation and reduction. This includes an introduction to sampling, tabular and graphical representation of data, measures of location and dispersion, empirical probability and probability distribution. An introduction to the concept of significance testing will be given.

References:


MAT171 Notes and Exercises, CIT, 1982.


**STATISTICS MAT172**

A course of five hours per week for full-time students, or four hours per week for part-time students, for one semester.

Prerequisite: Statistics MAT171.
**Syllabus:** A course in inferential statistics designed to give a selection of statistical tools useful in social science analysis. This includes point and interval estimation, tests of hypothesis about location, dispersion, correlation and equality of two populations.

**References:**
MAT172 Notes and Exercises, CIT, 1982.

**STATISTICS MAT173**
A course of five hours per week for one semester.

**Prerequisite:** Year 12 mathematics or approved equivalent.

**Syllabus:** This course is in descriptive and inferential statistics based on an empirical study of data taken from the areas of the social sciences. An introduction to the basic mathematical requirements for further studies is made.

Topics covered include:
Methods of data collection, representation and reduction.
Elements of probability, an introduction to random variables.
Distribution of sample mean.
Normal distribution — use of probability papers.
Scaling — standard scores, ranks, percentiles, normal scores.
Estimating — point and interval.
Hypothesis testing concerning location, dispersion and correlation.
Matrix algebra — basic operations.
Calculus — integration as required for probability and moment calculations, differentiation as required for maximum likelihood.

**References:**

**STATISTICS MAT174**
A course of five hours per week for one semester.

**Prerequisite:** Statistics MAT173 (or equivalent).

**Syllabus:** This course is designed to follow on from the empirical and mathematical basis introduced in MAT173, and to support further statistical analysis.

Topics covered include:
Random variables and their basic properties.
Theoretical distributions — binomial, Poisson, normal, log normal.
Hypothesis testing: dispersion, correlation and equality of two populations, power of a test, sample size for required strength.
Measures of association.
Regression — linear and introduction to polynominal regression.
Distribution free tests.
References:

**STATISTICS MAT271**

A course of five hours per week for one semester.  
**Prerequisite:** Statistics MAT174 (or Statistics MAT172 for selected topics).  
**Syllabus:** Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, sampling*, measures of association*, distribution free methods*, estimation, multiple linear regression, multivariate data analysis.  
(*may be taken by a student with a good pass in MAT172)  
Details of topic content available from the Mathematics Department.  
**References:** as for MAT273.

**STATISTICS MAT272**

A course of five hours per week for one semester.  
**Prerequisite:** Statistics MAT174 (or Statistics MAT172 for selected topics).  
**Syllabus:** Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, sampling*, measures of association*, distribution free methods*, estimation, multiple linear regression, multivariate data analysis.  
(*may be taken by a student with a good pass in MAT172)  
Details of topic content available from the Mathematics Department.  
Topics chosen may not include those taken in MAT271.  
**References:** as for MAT274.

**STATISTICS MAT273**

A course for degree students of five hours per week for one semester.  
**Prerequisite:** Statistics MAT174 (or Statistics MAT172 for selected topics).  
**Syllabus:** Two topics from the following list will be taken by each student: ANOVA I*, sampling*, measures of association*, distribution free methods*, estimation, multiple linear regression, multivariate data analysis.  
(*may be taken by a student with a good pass in MAT172)  
Details of topic content available from the Mathematics Department.  
**References:**  

**STATISTICS MAT274**

A course for degree students of five hours per week for one semester.  
**Prerequisite:** Statistics MAT174 (or Statistics MAT172 for selected topics).

**Syllabus:** Two topics from the following list will be taken by each student:  
(*may be taken by a student with a good pass in MAT172)

Details of topic content available from the Mathematics Department.  
Topics chosen may not include those taken in MAT273.

**References:**

**STATISTICS MAT371**

A course of five hours per week for one semester.  
**Prerequisite:** Statistics MAT174.

**Syllabus:** Two topics from the following list will be taken by each student:  
ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory.

Details of topic content available from the Mathematics Department.  
Topics chosen may not include those taken in MAT271 and MAT272.  
**References:** As for MAT373.

**STATISTICS MAT372**

A course of five hours per week for one semester.  
**Prerequisite:** Statistics MAT174.

**Syllabus:** Two topics from the following list will be taken by each student:  
ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory.

Details of topic content available from the Mathematics Department.  
Topics chosen may not include those taken in MAT271, MAT272 and MAT371.  
**References:** As for MAT373.
STATISTICS MAT373
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174.
Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory.
Topics chosen may not include those taken in MAT273 and MAT274.
Details of topic content available from the Mathematics Department.
References:

STATISTICS MAT374
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174.
Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory.
Details of topic content available from the Mathematics Department.
Topics chosen may not include those taken in MAT273, MAT274 and MAT373.
References: As for MAT373.

STATISTICS AND OPERATIONS RESEARCH MAT202
A course of six hours per week for two semesters.
Prerequisites: Mathematical Methods MAT101 and Mathematics MAT102 or approved equivalent.
Syllabus: Statistics: while ensuring that fundamental concepts are adequately developed due emphasis will be given to relating to realistic problems in data analysis.
Distribution theory, joint distributions, distributions of functions of random variables, moment generating functions; estimation procedures and properties of point estimators; hypothesis testing including likelihood ratio, power function. Neyman-Pearson lemma and an introduction to Bayesian inference; quality control and acceptance sampling; introduction to design and analysis of experiments; non-parametric procedures. Multiple regression analysis, theoretical background and
effective use of suitable computer packages; introduction to reliability.
Operations Research: linear programming and variants, with management applications and computer oriented case studies; critical path analysis.

References:

STATISTICS AND OPERATIONS RESEARCH MAT302

A course of six hours per week for two semesters.


Syllabus: Statistics: probability theory; occupancy problems, probability generating functions, convolutions, random sums, compound distributions, transforms. Experimental design and analysis; general principles of design, review of basic designs, factorial designs, variance stabilisation. Stochastic processes; basic concepts, analysis of first order Markov chains. Order statistics; distributions, estimation; extreme value statistics. Sample survey design and analysis; simple random sampling, stratification, optimal allocation, ratio and regression estimation, cluster sampling. Decision analysis; decision trees and expected value of information.

Operations Research: Simulation; models and the scientific method, classification of models, synthetic data generator, simulation methodology, system simulation, design of experiments.
Inventory; rationale for inventory modelling, development and application of prototype models for deterministic and stochastic demand.
Forecasting; moving average and exponential smoothing, adaptive response rate forecasting, comparison of forecasting procedures.
Queueing; development and application of prototype models including multiserver, general service time and machine interference models. Where appropriate the study of a topic will be supported by computer oriented case studies. Students are also required to carry out an independent study of a topic such as dynamic programming, non-linear programming, game theory.

References:

**STATISTICS FOR MARKETERS MAT665**
A course of three hours per week for one semester.
*Syllabus*: A course in basic statistics designed for post graduate students in the field of marketing. The topics to be covered include: descriptive statistics, empirical distributions, probability distributions, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term forecasting and least squares curve fitting techniques.
*References*: To be advised.

**STRATEGIC PLANNING ADM340**
A course of four hours per week for one semester.
*Prerequisite*: Management Environment ADM337.
*Syllabus*: This core subject within the Administration degree course introduces students to the importance of planning considerations in the development of organisational policy. Emphasis is placed on exploring business objectives and evaluating outcomes from Australian corporate planning decisions. Policy issues are explored through extensive use of the case study method.
*References*: To be advised during first week of classes.

**STRUCTURAL MECHANICS CIV311**
A course of three hours per week of lectures, tutorials and laboratory work.
*Syllabus*: Analysis of statically determinate structures. Principle of virtual displacements; deflection of structures, influence lines. Analysis of statically indeterminate structures; general methods, slope deflection equations, moment distribution, statically and kinematic indeterminancy, flexibility and stiffness methods of analysis; application to continuous beams and frames. Plastic theory of structures.
*Assessment*: To be based on examinations at the end of each semester.
*References*:

**STRUCTURAL MECHANICS CIV419**
A course of three hours per week of lectures, tutorials and laboratory work.
*Syllabus*: Energy methods in structural analysis; matrix methods.
Influence lines for hyperstatic structures. Limit analysis; yield line theory. Structural dynamics. Stability of structures.

Assessment: To be based on examinations at the end of each semester.

References:

**STRUCTURAL MECHANICS CIV424**

A course of two hours per week.

Syllabus: A selection of topics will be taken from: plates and shells; small deflection theory, Navier and Levy solutions for plates, introduction to large deflection theory, introduction to membrane theory of shells. Finite Element Methods; plane stress and plane strain, plate bending elements, higher order and isoparametric elements. Practical applications. Plastic Design Methods; plastic theory of structures, minimum weight design, optimisation methods, non proportional loading, alternating plasticity, incremental collapse. Computer aided plastic design of frames.

Assessment: To be based on coursework and examinations at the end of each semester.

References:

**STUDIES IN THE ECONOMICS OF AUSTRALIAN INDUSTRY FIN347**

A course of four hours per week for one semester.

Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.

Syllabus: Agriculture in the Australian economy: the structure and operation of agricultural markets in Australia; the Australian labour market: an analysis and evaluation of those labour market considerations which most directly influence the business decisions of firms: the Australian financial sector: the structure and operation of the Australian financial sector with an emphasis on recent developments and future prospects.

References:

**STUDIO DESIGN AND MANAGEMENT ART217/ART226**
A course of one hour per week for one semester for degree and diploma students.

*Prerequisites:* Nil.

*Syllabus:* This subject will develop students’ capacity to adapt a rational approach to work processes and planning. It will meet their future needs as studio potters and acquaint them with some of their responsibilities as possible manufacturers or employers. It will direct their attention to the sources of information and assistance available.

*Assessment:* The lecturer in charge will set an assignment to cover the areas discussed during the semester.

**STUDIO PRACTICE/PROFESSIONAL ACTIVITIES ART393**
This is a design workshop for degree students and consists of 12 hours a week for two semesters.

*Prerequisite:* Satisfactory completion of second year Graphic Design Studies, or entry to the degree course.

*Syllabus:* Students will undertake projects and design briefs for industry. All projects will be controlled by the lecturer in charge who is responsible for all financial transactions. Students will always work at CIT unless permission to work elsewhere is obtained from the lecturer in charge. Attendance in the design studio during the timetabled hours is mandatory.

*Assessment:* Assessment will be by a panel of examiners at the end of each semester.

*References:* To be advised.

**STUDIO PRACTICE/PROFESSIONAL ACTIVITIES ART493**
This is a design workshop for degree students of 14 hours per week for two semesters.

*Prerequisite:* Satisfactory completion of the third year degree studies in Graphic Communication.

*Syllabus:* Students will undertake projects and design briefs for industry of a more complex nature than in ART 393. Here the student will be required to be more involved in decision making and, as much as possible, be in complete control of the project in organising and subcontracting the necessary talents needed for the successful completion to the design brief.

Students will work at CIT unless permission to work elsewhere is obtained from the lecturer in charge of that year. Attendance in the design studio during the timetabled hours is mandatory. During this time the lecturer will be available for consultation and advice.
Assessment: Assessment will be by a panel of examiners at the end of each semester.

References: To be advised.

SURFACE MECHANICS, FRICTION AND WEAR
MEC611/612/613
A lecture course of one hour per week in one semester, two hours per week in the next semester and one hour per week in the third semester.

Syllabus: Nature of surfaces. Surface finish measurement.
Classification and theory of wear mechanisms.
Contact elasticity. Plasticity.
Relation between wear and microstructure.
Surface failure and wear — pitting, fretting, scuffing, thermal stresses.
Wear prevention by hard facing, spray facing and wear plates.
Selection and classification of hard facing materials.
Materials for wear-resistance and low friction.
New materials, alloy tungsten carbides, nitrides, silicon carbide. Wear problems in Australian industry.

SURVEYING CIV103
A course of lectures and computation practice of two hours per week and two hours per week field work for two semesters.

Syllabus: Chain and compass surveying; techniques and recording. Levelling; construction and use of engineers’ level; field procedures. Traversing and tacheometry; instruments and procedures; preparation of plans; contouring. Surveying for transverse and longitudinal sections; curve theory. Elementary topographic surveying.

Assessment: To be based on examinations at the end of each semester.

References:
WILSON, R. S. P., Land Surveying, McDonald & Evans, 1971.
Field Book.
CIT, Exercises in Surveying Computations I.

SWITCHGEAR ELE622
A course of four hours per week for one semester including lecture, laboratory and tutorials.

Syllabus: Switching and circuit breakers, circuit interruption principles, effect of circuit configuration. Circuit breaker types, characteristics, operating mechanisms, control requirements, rating, testing and standard specifications. Fuse types, characteristics, co-ordination discrimination, combination fuse switches and standard specifications.

Assessment: One written examination together with performance in laboratory and assignment work.
References:

Australian and International Standards.

SYSTEM PROTECTION ELE626
A course of four hours per week for one semester including lecture, laboratory and tutorials.
Syllabus: Protection applications: Busbars, generators, transformers, motors, power networks, distribution systems, rectifier and conversion equipment. Auto-reclosing, system stability, attended and unattended power supplies.
Assessment: One written examination together with performance in laboratory and assignment work.
References:
Applied Protective Relaying, Westinghouse, 1975/76.
Manufacturers’ Application Literature.

SYSTEMS EDP101
A course of four hours of lectures and a one-hour tutorial per week for two semesters.
Prerequisite: HSC (or equivalent).
Syllabus: Introduction to modern computer hardware — numbering systems, data representation, CPU, and secondary storage and I/O technologies; familiarisation with an assembler language to complement CPU study; investigation of the features of operating systems and commonly used utilities and packages; introduction to the main types of data file organisation; overview of data communication.
References:

Manufacturers manuals as required.

SYSTEMS EDP102
A course of four hours of lectures and practical work per week for two semesters.
Prerequisite: Required HSC (or equivalent) course entry.
Syllabus: Communication skills of an analyst/designer — with technologists and business (user) people; Introduction to systems.
Information floor around a typical business, detailed investigation of
typical business applications; use of computers in business systems;
introduction to systems analysis and systems design principles and
techniques.

References:
BREADMORE, R. G., Organisation and Methods, Hodder and
ELIASON & KITTS, Business Computer Systems and Applications, 2nd
GORE, M. & STUBBE, J., Elements of Systems Analysis, W. C. Brown,
1976.

SYSTEMS EDP201
A course of five hours lectures per week for two semesters.
Prerequisites: Systems EDP101, Computer Programming EDP100,
Systems EDP102.
Syllabus: Structured analysis, structured design, and data analysis
approaches to system development; database concepts — database
models, physical implementation of a database example; data
communication concepts — hardware and software for teleprocessing.
References:
FITZGERALD & EASON, Fundamentals of Data Communications,
YOURDON & CONSTANTINE, Structured Design, Yourdon Press,
1978.
DE MARCO, Structured Analysis and System Specification, Yourdon
Manufacturers manuals as required.

SYSTEMS EDP251
A course of four hours lectures and a one-hour tutorial per week for two
semesters.
Prerequisites: Systems EDP101, Computer Programming EDP100,
Systems EDP102.
Syllabus: Systems Design II: Techniques for preventing and detecting
errors in computer systems and for recovery from error and system
failure. Computer security measures.
Case Studies II A: to support theory of subject.
Computer Equipment II: data communications; basic concepts of data
communication, equipment, techniques, services available in Australia,
teleprocessing systems.
Storage and Retrieval I: physical and logical file structures. Data Base
Management Systems.
References:
KROENKE, D., Database Processing, Science Research Associates,
1977.


**SYSTEMS EDP301**

A course of five hours of lectures per week for two semesters.

*Prerequisites:* Systems EDP201, Computer Programming EDP200.

*Syllabus:* Database and query etc. languages.
Practical work involving loading and using a DBMS. Database administration, data dictionary, distributed database.
Real time systems — telecommunication facilities, design techniques, real time system development, testing and cutover.
MIS and modelling — MIS facilities, inventory models, simulation techniques. Systems theory — feedback and control, the role of the computer in control. Industrial experience — 'real' projects undertaken by small groups of students.

*References:*

Manufacturers manuals as applicable.

**SYSTEMS EDP351**

A course of four hours of lectures and a one-hour tutorial per week for two semesters.

*Prerequisites:* Systems EDP251, Computer Programming EDP250.

*Syllabus:* Systems Analysis II A: a study of current techniques for systems analysis with particular emphasis on the practice of these techniques and the performance of a system study.
Systems Design III: advanced systems design techniques including recent developments, eg structured design, on-line dialogues.
Information Systems I: real-time systems; typical applications, hardware and software requirements, design techniques, system development and implementation.
Case Studies III A: a major case study involving all phases of a system study.

*References:*

SYSTEMS EDP352
A course of three hours of lectures and a one-hour tutorial per week for two semesters.
Prerequisites: Systems EDP251, Principles of Statistics or equivalent, and Computer Programming EDP250.
Syllabus: Project Management; queueing analysis for real-time computer systems. Introduction to systems theory. Systems documentation techniques.
Information Systems II A: conceptual foundations, structure and development; operational data processing and management decision making systems; development of an integrated management information system and organisational implications; an appreciation of model building as an approach to solving MIS problems and treatment of some basic modelling techniques.
References:
IBM, Analysis of Some Queueing Models in Real-time Systems.

SYSTEMS EDP602
A course of four hours per week for two semesters.
Prerequisites: A relevant diploma, degree or equivalent qualification.
Syllabus: Introduction to systems: the business as an information system, functions required in typical business systems order entry, invoicing, debtors, creditors, stock. Computerisation of such systems.
Computer Equipment I: an introduction to modern computer hardware and the principles governing its construction and operation.
Systems Design I: the design of EDP systems with particular emphasis on techniques for design of files, input and output data, computer runs and clerical procedures. The process of systems design and the system study.
Case Studies I: a practical unit to be taken in conjunction with System Design I: a series of life-like problems will be posed for which students will prepare solutions using the design techniques discussed.
References:

SYSTEMS EDP603
A course of four hours per week for two semesters.
Prerequisites: Systems EDP602, Computer Programming EDP600.

Syllabus: Systems Design II: internal control and the system life cycle; accuracy controls in batch, real-time, telecommunications, and database systems; journalling and file scanning; restart and recovery for batch and on-line real-time systems; fraud; auditing; initial data collection and file creation; system testing and implementation; hardware controls. Computer Equipment: data communications; basic concepts of data communication, equipment, techniques, services available in Australia, teleprocessing systems.
Case Studies IIB: to give practical work on theory of subject.
Storage and Retrieval I: physical and logical file structure, data base management systems.

References:


SYSTEMS EDP604
A course of four hours per week for two semesters.

Prerequisites: Systems EDP602, Computer Programming EDP600, Systems EDP603.

Syllabus: Information Systems IV: the use of, and the objectives of, a generalised data management system. Data models and concepts; review of current database management systems.
Systems Analysis I: introduction to systems analysis; organisation and management; approaches to systems analysis; problem definition; collecting the facts; recording the facts; evaluation of the facts; determining alternative solutions; reporting; review.
Information Systems II A: conceptual foundations, structure and development; operational data processing and management decision making systems; development of an integrated management information system and organisational implications; an appreciation of model building as an approach to solving MIS problems and treatment of some basic modelling techniques.
Case Studies III: practical experience provided in analysis and design.

References:


SYSTEMS EDP605
A course of three hours of lectures and a one-hour tutorial per week for two semesters.
**SYSTEMS ENGINEERING CIV309**
A course of two hours per week of lectures and tutorials for two semesters.

*Syllabus:* Linear programming problems; graphical solutions; rigid plastic minimum weight design. Solution of linear equations; Gauss-Jordan reduction. Simplex method; rules for maximisation and minimisation. Computer programming of the revised Simplex method. Kuhn-Tucker optimality conditions. The Lagrangian function and duality; solution of the dual problems. Sensitivity analysis. Nonlinear problems; first and second-order gradient techniques; stepwise linear solutions; SUMT.

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**SYSTEMS ANALYSIS CIV686**
A course of lectures and discussion sessions of two hours per week.

*Prerequisites:* Nil.

*Syllabus:* Mathematical, linear, non-linear and dynamic programming methods and applications. Queueing, random, Markov.

*Assessment:* To be based on submitted assignments and an open book examination at the end of the semester.

*References:* To be advised.

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**SYSTEMS ANALYSIS AND DESIGN EDP691**
A course of three hours per week for one semester.

*Syllabus:* This unit introduces the basic concepts of computer based system designs. Topics covered will include: system components; file management and design with special reference to payroll; invoicing; debtors; stock control; production control; system design; construction and testing.

*References:*

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**Prerequisites:** Systems EDP602, Computer Programming EDP600.

*Syllabus:* Model building in systems; linear programming — use of LP package; the inventory model for order quantities, order point; network analysis — use of PERT package; simulation — use of ECSL package; queueing for real-time computer systems.

*References:*
IBM, *Analysis of Some Queueing Models in Real-time Systems*.
IBM, *An Introduction to Linear Programming*.
IBM, *Impact — Inventory Management Program and Control Technique*.

Assessment: To be based on an examination at the end of each semester and assignment work submitted throughout the year.

Reference:

**SYSTEMS THEORY EDP621**

A course of four hours per week for one semester.

Prerequisite: Required entrance level.

Syllabus: Underlying concepts of management information systems organisation, management and decision making. Changing information requirements of the business organisation and the implications for information systems design, especially the interface between management and system development. Consideration of both classical management information systems and decision support systems with emphasis on tailoring information systems to management. Discussion of current issues in MIS (eg. adaptability, decentralisation/centralisation). Study of 'live' systems.

References:

Related Research Papers:
Preliminary Reading:

**SYSTEMS THEORY EDP625**

A course of four hours per week for one semester.

Prerequisite: Systems Theory EDP621

Syllabus: General System Theory as an attempt to integrate science; systems thinking; review of Systems Modelling as a means of studying complex systems with emphasis on Systems Dynamics; use of DYNAMO as a means of allowing management to investigate the consequences of decisions on a model before applying them to a real world system.

References:
Related Research Papers.
SYSTEMS THEORY EDP626
A course of four hours per week for one semester.
Prerequisite: Systems Theory EDP625.
Syllabus: A study of structures of information control systems; the laws of cybernetics and their relevance to control in a management information system; a detailed cybernetic study of a real world problem; current issues in systems theory.
References:
Related Research Papers.

SYSTEMS THEORY EDP632
A project involving the presentation and submission of a paper of approximately 10,000 words.
Prerequisite: Systems Theory EDP626.
Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of systems theory.
References: To be advised.

TAXATION LAW FIN393
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Corporate Law FIN319
Syllabus: The taxable subject; income recognition; nature of income; classes of income; trading stock; assessable income and exempt income; allowable deductions; special classes of taxpayers including trusts, partnerships and companies, primary production; objections and appeals.
References: To be advised.

TAX PLANNING FIN395
A course of four hours class contact per week for one semester made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Taxation Law FIN393.
Syllabus: Tax planning with particular reference to legal decisions affecting trusts, partnerships, companies, tax avoidance, residence, source, objectives and appeals.
References: To be advised.

**TAX PLANNING FIN691**
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Common techniques used in tax planning; the use of various forms of taxpaying entities — partnerships, trusts, interposed companies; the special problems of private companies; taxation of dividends — problems concerning rebates; loss companies — utilisation of past losses; tax problems of international and offshore operations — international agreements; the use of superannuation and other fringe benefits for employees; tax planning for senior executives; what of s.260.
References: To be advised.
The relevant statutes.

**TECHNICAL AND ILLUSTRATIVE DRAWING ART284**
A course for degree students of four hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design studies.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

**TECHNIQUES OF FORECASTING MAT663**
A course of three hours per week for one semester.
Syllabus: This unit is designed to introduce students to concepts of tactical and strategic forecasting.
Topics will include: time series and trend analysis; moving average; Askowitz method; exponential smoothing. The strength and limitations of objective forecasting methods will be emphasised.
References:
CHISHOLM & WHITTAKER, Forecasting Methods, Irwin.
Mathematical Trend Curves — An Aid to Forecasting, (ICI Monograph), Oliver & Boyd.
Short Term Forecasting, (ICI Monograph), Oliver & Boyd.
Journal articles will be referred to during the course.
TECHNIQUES OF MATERIALS HANDLING MKT645
A course of three hours per week for one semester.
Syllabus: This unit will discuss and analyse work study methods as applied to materials handling and design of equipment; characteristics and functions of materials handling equipment; warehouse design and materials handling; automation and control. A number of industrial visits is envisaged.
References:
HULETT, M., Unit Load Handling, Gower Press, 1970.
Journal articles will be referred to during the course, particularly in the field of automation and control.

THERMODYNAMICS MEC160
A course of four hours per week of lectures and two hours per week of laboratory work for one semester.
Syllabus: This subject is an introduction to applied thermodynamics and deals with general terminology, definitions and units, properties of fluids, relationships between thermodynamic properties and energy transfers in the form of heat and work for systems and control volumes, heat transfer by steady state conduction and convection, instrumentation and IC engine testing and performance. Consideration is given throughout to the practical aspects of the common types of thermodynamic machinery such as boilers, turbines, condensers and IC engines.
References:

THERMODYNAMICS MEC260
A course of four hours per week of lectures and two hours of laboratory work per week for one semester.
Prerequisite: Thermodynamics MEC160.
Syllabus: This subject extends the work covered in Thermodynamics MEC160 on control volume analysis and heat transfer. The First Law is
extended to the analysis of reacting systems. The Second Law of Thermodynamics and its consequences and applications to thermal power plant is presented. Physical similarity and dimensional analysis are introduced.

References:

**THERMODYNAMICS MEC261**

A course of two hours per week of lectures and two hours per fortnight of laboratory work, throughout the year.

**Prerequisite:** Completed first year of a Diploma of Engineering (Electrical).

**Syllabus:** The aim of this subject is to acquaint students with the theory and practice behind the design and operation of thermodynamic machinery relevant to the field of electric power generation. It covers general terminology, properties of fluids, laws of thermodynamics, steam and gas turbine power cycles and plant, operation and control of axial flow turbines and heat transfer by conduction, convection and radiation.

References:

**THERMODYNAMICS MEC262**

A course of two hours per week of lectures and two hours per month of laboratory work for two semesters.

**Semester 1 — Syllabus:** This subject is an introduction to the fundamentals of applied thermodynamics. It deals with basic concepts and definitions, properties of fluids, the First Law of Thermodynamics applied to systems and control volumes, the implications of the Second Law of Thermodynamics and entropy.

**Semester 2 — Syllabus:** The thermodynamic analysis of gas and vapour power cycles, the use of temperature-entropy, and enthalpy-entropy diagrams. Practical aspects of gas and steam turbine plant, conventional and nuclear steam generators, condenser plant, refrigeration and air conditioning plant.

References:
THERMODYNAMICS MEC263
A course of two hours per week of lectures related to the theoretical and practical aspects of the course for one semester.
Syllabus: This subject is aimed at developing background knowledge in the areas of applied thermodynamics with which a civil engineer has contact. It covers general concepts and terminology, properties of perfect gases, the First Law of Thermodynamics, work and heat transfer. Emphasis is given throughout to the practical aspects of thermodynamic machinery such as I.C. engines, reciprocating compressors and air-conditioning plant.
Reference:

THERMODYNAMICS MEC360
A course of four hours per week of lectures and two hours of laboratory work per week, for one semester.
Prerequisite: Thermodynamics MEC260.
Syllabus: This subject deals with the extended application of the laws of thermodynamics to thermodynamic machinery and covers availability, compressible flow through nozzles and blade passages of axial flow turbines, steam and gas turbine power plant, psychrometry and air-conditioning, process heating and refrigeration, combustion phenomena in I.C. engines and heat transfer by forced and natural convection, by radiation and by conduction.
References:

THERMODYNAMICS MEC460
A course of four hours per week of lectures for one semester.
Prerequisite: As prescribed under Progression Through the Course.
References:

**THERMO-FLUIDS MEC315**

Four hours per week for two semesters.

*Syllabus:* Properties of fluids; thermodynamics properties of simple compressible substances, thermodynamic property tables, ideal and perfect gas approximations. Control volume analysis; applications of the continuity, momentum and first law of thermodynamics equations to control volumes involving compressible and incompressible flows. Second Law of Thermodynamics; efficiency limit for cyclic engines operating between thermal energy reservoirs at fixed temperatures, thermodynamic temperature, entropy, temperature-entropy and enthalpy-entropy property diagrams, available energy, applications to thermodynamic power and refrigeration plant. Psychrometry; thermodynamic properties of air-water vapour mixtures, psychometric chart, applications to air conditioning and comfort conditions. Heat Transfer; fundamentals of heat transfer by conduction, convection and radiation, applications to heat exchanger design. Dimensional analysis; principles of similarity and dimensional analysis, planning of experiments and interpretation of experimental data, application to internal and external flows, rotodynamic machinery and convective heat transfer. Instrumentation; measurement of pressure, temperature, flow and power. Practical applications of engineering measurement to fluid power plant. 

*Assessment:* By assignment, class tests and examinations at the end of each semester.

*References:* 

**THESIS PM FIN601**

This requirement only applies to students who have enrolled in the course before 1978.

*Assessment:* The PQ grading will apply.

**THREE DIMENSIONAL DESIGN ART185**

A course of three hours per week for two semesters.

*Prerequisites:* Nil.

*Syllabus:* Basic geometric shapes and structures. Origami and other paper folding techniques. Paper and card constructs, tensile and compressed strengths of materials. Mathematical rules of stability in three-dimensional structures; link and apex theorem. Spaceframes and
universal space families; space filling solids; two-dimensional and three-dimensional tesselations. Introduction to ergonomics; ergonomic factors involved in three-dimensional design situations; measurement and man.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

THREE DIMENSIONAL DESIGN ART285
A course of three hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design studies.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

THREE DIMENSIONAL MODELLING ART105
A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject will introduce students to the problems associated with visualising and producing a three-dimensional object using additive and subtractive methods. Students will gain experience in modelling which in turn will help them to decorate ware and produce forms which can subsequently be produced from a sprig-mould, a press-mould or be slip-cast.
Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

TRAFFIC ENGINEERING CIV674
A course of lectures and discussion sessions of two hours per week.
Syllabus: Traffic characteristics and surveys. The theory of traffic flow, gap and queueing theory. Control measures and regulations. Traffic signals, vehicle activated, linking and computer control. Accident studies and significance. Lighting. Parking, standards, management and use as
traffic restraint. Pedestrians, cyclists, public service and commercial vehicles, priority advantages, car pooling, future solutions.

Assessment: To be based on an open book examination at the end of the semester.

References:

TRAFFIC ENGINEERING CIV691
A course of lectures and discussion sessions of two hours per week. 
Prerequisite: Traffic Engineering CIV674.


Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:

TRAFFIC FLOW THEORY CIV685
A course of lectures and discussion sessions of two hours per week. 
Prerequisites: Nil.


Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:

TRANSPORT ECONOMICS AND SPATIAL ANALYSIS CIV654
A course of three class hours per week for one semester. 
Syllabus: This unit is designed to survey studies in the economics of transportation and location theory. Topics will include cost and pricing in transport; rates and regulations; traffic and cities; project appraisal methods; regional analysis; geomarket and georeference; location theory, decentralisation; urban development.
References:

TRANSPORTATION ENGINEERING CIV689
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Modal split, integrated multi-mode systems and interchanges, roads (public, private) parking and terminal facilities, airways and airports, railways, mass transit systems. Pipelines. Inter and intra modal competition, system costs and subsidies. Safety, energy, capacity, flexibility considerations. Freight handling, depot location. Future transport systems.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

TUTORIAL FOR RESEARCH GUIDANCE ART340
A course for degree students of one hour per week for two semesters.
Prerequisite: second year of the Bachelor of Arts (Fine Art).
Syllabus: This tutorial is offered to all students in their third year but it is more specifically designed for those majoring in areas other than theoretical ones. This tutorial would be devoted to such things as research technique, written and oral expression of ideas, the development of ideas and communication skills.

TYPEWRITING ADM141
Aim
To introduce the alpha-numeric typewriter keyboard for students who have no previous typewriting experience.
Prerequisites: Nil.
Duration: Five hours per week for one semester.
Assessment: Assessment is progressive and based on assignments and class tests.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Syllabus: An intensive course which concentrates on teaching students a
thorough mastery of the typewriting keyboard including the acquisition of correct touch and manipulating techniques. Concentration will be placed on speed and accuracy development through the use of timed writings and pacing techniques. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 30-35 wpm.

References: To be advised.
Selection of typewriting texts available in the secretarial laboratory.

TYPEWRITING ADM142

Aim
To develop further the skill of typewriting and apply that skill to a variety of office typing tasks.

Prerequisite: Typewriting ADM141.

Duration: Five hours per week for one semester.

Assessment: Assessment is progressive and based on assignments and class tests.

Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

Syllabus: Correct techniques for operation of the typewriter, speed and accuracy in typing letters, business forms, tabulation problems, manuscripts, and reproduction masters, concentration on further development of typewriting speed through the use of timed writings and pacing technique. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 35-40 wpm.

References: To be advised.
Selection of typewriting texts available in the secretarial laboratory.

TYPEWRITING ADM180

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This course is designed to meet the needs of students who require personal typewriting skills, viz., development of a basic keyboard competence on both manual and electric typewriters; instruction in tabulation, display, manuscript and correspondence typing; acquisition of a typing speed of 30 wpm on a five-minute timed writing with a maximum of five errors.

References: To be advised.

WATER MANAGEMENT CHE604

A course of six hours per week for one semester.

Prerequisite: Water Pollution CHE603.

WATER POLLUTION CHE603
This subject consists of six hours per week for one semester for lectures, discussions, practical work and field trips.

WATER RESOURCES CIV314
A course of two hours per week of lectures and tutorials for two semesters.
Assessment: To be based on examinations at the end of each semester together with assignment work submitted throughout the year.
References:

WATER RESOURCES CIV425
A course of two hours per week of lectures and tutorials for two semesters.
Syllabus: Water law, reservoirs, municipal and industrial water supplies, irrigation, hydro-power. Drainage, flood control. Economics, planning of water resource systems.
Assessment: To be based on assignment work submitted throughout the year.
References:

WATER SCIENCE CONCEPTS CHE601
A course of ten hours per week for lectures, discussions and practical work for one semester.
Prerequisite: A relevant degree, diploma or equivalent.

Syllabus: Students will be required to study appropriate sections, depending on their qualifications.


Mathematical principles (30 hours): Statistical concepts, distributions, hypothesis testing, variance. Design of experiments, linear regression analysis, use of computer programs.

Social issues (30 hours): Methodological and ethical issues in measurement of public opinion. Sociological perspectives and value judgements. Group processes, mass meetings. Social movements, the public domain, social institutions, legal and industrial systems.

WATER SCIENCE PROJECT CHE605

Four hours per week for two semesters for formal planning, discussion and seminars.

Prerequisite: Water Systems CHE602.

Syllabus: This subject is intended to provide experience in team approaches to problem solving in a multidisciplinary situation. Students will be trained in research methodology, in the organisation of a coherent report, and in the presentation of the results and conclusions of their project.

WATER SYSTEMS CHE602

A course of lectures, practical work and field excursions of ten hours per week for one semester.

Prerequisite: Water Science Concepts CHE601.


WELFARE FIELD WORK AND PRACTICE HUM235

Thirty-eight days of practical experience per semester, plus a two-hour seminar per week.

Prerequisites: Welfare Studies HUM131 and HUM133.

Syllabus: The organisational setting. Working in an office. Welfare Practice: the course provides the student with the opportunity to develop, in conjunction with other units of study, the skills necessary in
negotiating with committees, community groups, the official bodies in the planning, administration and implementation of specific welfare programs.

Field work: the student will participate in supervised agency based projects of the kind traditionally recognised as 'field work training' but these will be varied and reinforced by on-campus strategies designed to develop the student's personal and professional sensitivity and capacity.

Assessment: Students are required to report orally, to maintain a logbook, and where requested to present self-evaluating written reports on their learning experiences.

References: To be advised.

WELFARE FIELD WORK AND PRACTICE HUM237

Thirty-eight days of practical experience per semester, plus a two-hour seminar per week.

Prerequisite: Welfare Field Work and Practice HUM235.

Syllabus: Community development: students should gain a working knowledge of a range of community development and action research strategies, and develop interviewing skills suitable for data collection in social surveys.

Case work: to gain a working knowledge of case-work procedures including forming and terminating client/worker contracts, transfer or referral of clients, confidentiality, recording, etc.

Assessment: Students are required to report orally, to maintain a logbook, and to present self-evaluating written reports on their learning experiences.

References: To be advised.

WELFARE LAW HUM135

Four hours each week for one semester.

Prerequisite: Nil.

Syllabus: The sources of Australian Law; the role of courts; sentencing and the role of the welfare worker; the law relating to families and children, landlords and tenants, consumers, employees, mental health and hospitals, citizens' rights, policing and bail, imprisonment and probation, administrative and appeals tribunals and the processes available for enforcement of welfare rights, special groups, eg. women, migrants, homosexuals, death and inheritance; sources of legal assistance.

References: To be advised.

WELFARE PSYCHOLOGY HUM239

Four hours per week, including lectures, tutorials and group sessions, for one semester.

Prerequisites: Psychology PSY101 and PSY102.

Syllabus: The sources of Australian Law; the role of courts; sentencing and the role of the welfare worker; the law relating to families and children,
landlords and tenants, consumers, employees, mental health and hospitals, citizens' rights, policing and bail, imprisonment and probation, administrative and appeals tribunals and the processes available for enforcement of welfare rights, special groups, eg. women, migrants, homosexuals, death and inheritance; sources of legal assistance.

Students will have a choice of participation in 'self-awareness' groups, involvement in self-discovered and approved group experience outside the Institute, or taking part in staff-led seminars and/or research projects in the area of group and inter-personal relationships.

Assessment: Cumulative assessment by use of seminar/tutorial papers; research papers and case study reports.

References: To be advised.

WELFARE SOCIOLOGY HUM241

Three hours each week, including lectures and seminars, for one semester.

Prerequisites: Sociology SOC101 and SOC103.

Syllabus: Patterns of welfare ideologies; the development and practice of welfare administration. The organisational setting and management perspectives.
The welfare worker's role as an agent of social control vs agent of social change. Sociological perspective of power and its relationship to welfare considerations. The community. The concepts of community; the strategies and methods of community organisation.

Assessment: Cumulative assessment by means of seminar papers, essays, and group or individual practical papers.

References:

WELFARE STUDIES HUM131

Four hours a week including lectures, seminars and tutorials, for one semester.

Prerequisites: Nil.

Syllabus: The course aims to describe briefly the evolution and provision of social welfare services in Australia, particularly in Victoria. A survey of the key social legislation, the expansion in government administration, and the accompanying revolution in administrative practice and style. The role of private, church and charitable bodies will be assessed. A brief introduction to the statutes, regulations, and case law presently affecting the practice of social welfare in Victoria; the interpretation of legal documents; the sources of and use of expert advice on legal matters.
Assessment: Cumulative assessment by means of seminar papers and a major assignment.
References: To be advised.

WELFARE STUDIES HUM133
Four hours a week including lectures, seminars and tutorials, for one semester.
Prerequisites: Nil.
Syllabus: Changing concepts of social problems, social needs and social welfare practice; the change from charity-duty values to social rights theories; the change from supportive-alleviating to intervening-manipulative aims and styles of social welfare will be examined. A study will be made of the findings of the major Australian inquiries into social security and social problems. Where appropriate, selected comparative studies of developments in other societies (Great Britain, USA, USSR, Sweden, India) will be undertaken.
Assessment: Cumulative assessment by means of seminar papers and a major assignment.
References:

WELFARE STUDIES HUM231
Lectures and seminars averaging four hours each week, for one semester.
Prerequisites: Welfare Studies HUM131 and HUM133.
Syllabus: A study of the composition, training and deployment of personnel and the allotment of capital facilities in the provision of welfare services in Australia. The role of the social worker; professionalism; the evolving role of welfare workers; the volunteer. Inter-organisation relations and strategies in the use of resources and the provision of services: government departments, municipal authorities, voluntary agencies and co-ordinating bodies. An assessment of community resources in the State of Victoria, against the setting of Commonwealth and State powers, policies and attitudes.
Assessment: Cumulative assessment by means of seminar papers and a group assignment report.
References: To be advised.

WELFARE STUDIES HUM233
Lectures and workshop sessions averaging four hours each week for one semester.
Prerequisite: Welfare Studies HUM133.
Syllabus: In consultation with staff, each student will choose two specialist modules which may include the following options:
- Migrant welfare
- Welfare planning

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Welfare of youth
Family welfare
Pre-school age child welfare
Community health welfare
Geriatric welfare
School welfare
Institutional welfare
Vocational welfare
Welfare and public relations

Assessment: Cumulative assessment by means of reports and completion of tasks.
References: To be advised.

WOMEN'S STUDIES SOC105
A course of four hours per week for one semester.
Prerequisite: Nil.
Syllabus: An examination of some of the major issues confronting women at the present time. The changing role of women. Sex roles and their development. The consequences of sex role socialisation and sex role stereotyping. The family and its future.
Assessment: Cumulative, based on papers and assignments.
References: To be advised.

WORD PROCESSING SYSTEMS ADM254
A course of three hours per week for one semester.
Prerequisites: Typewriting ADM142, Private Secretarial Practice ADM144 and Legal Procedures I FIN151.
Syllabus: Evolution of Word Processing (W/P), W/P systems, the W/P cycle, input and output, document cycle, work flow, W/P equipment, feasibility studies, work measurement, support systems, office layout and design, selection of staff for W/P, human resources problems, training and supervising staff for W/P, W/P manuals: users, operators, supervisors, training. Evaluation of W/P. Integration of W/P and D/P. The office of the future. Students will be required to visit at least two W/P installations during the semester.
Text:
KLEINSCHROD, W., et al., Word Processing: operations, applications and administration, Bobbs-Merrill, 1980.
### SUBJECT CODES

**Subject code prefix guide**

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CIV419 VM45 Structural Mechanics
CIV420 VD41 Design
CIV421 VE45 Soil and Rock Engineering
CIV422 VX45 Investigation Project
CIV423 VS45 Land Use Planning
CIV424 VM46 Structural Mechanics
CIV425 VW45 Water Resources
CIV426 VL45 Civil Engineering Materials
CIV603 Computer Application 1
CIV604 Finite Element Analysis
CIV607 Numerical Analysis
CIV608 Computer Application 2
CIV654 JE63 Transport Economics and Spatial Analysis
CIV670 VP61 Planning for Transportation Systems
CIV671 VD61 Highway Design 1
CIV672 VP62 Construction Planning
CIV673 VX61 Project
CIV674 VE61 Traffic Engineering 1
CIV675 VE62 Bridge Engineering 1
CIV676 VD62 Pavement Design
CIV677 VH61 Hydrology and Drainage
CIV679 VE63 Bridge Engineering 2
CIV680 VP63 Highway Construction
CIV681 VX62 Project
CIV682 VE64 Geo-Technical Engineering
CIV683 VD63 Highway Design 2
CIV685 VE65 Traffic Flow Theory
CIV686 VA61 Systems Analysis
CIV687 VD64 Computer Aided Design
CIV689 VP64 Transportation Engineering
CIV690 VP65 Regional and Urban Planning
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Power System Performance
Electrical Machine Performance
Switch Gear
Logic Devices and Systems
Protection Principles
Lighting Services
Building Services
Design Projects
Process Modelling
Digital Logic and Components
Process Simulation
Process Control and Identification
Small Computer Software
Measurement and Instrumentation
Computer Architecture and Interfacing
Computer Process Control
Operating System Software
Project
Project
Analog Computer Techniques

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DEPARTMENT OF APPLIED PHYSICS

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**DEPARTMENT OF APPLIED SOCIOLOGY**

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Applied Sociology

Social Organisation

Applied Sociology

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Sociology (Human Growth and Development)

Sociology (Group Reflection and Community Education Forum)

Sociology (Community Education - Neighbourhood Centres)

Sociology (Community Education - School and Community)

Sociology (Processes in Community Education)

Sociology (Administration in Community Education)

Sociology (Community Development)

Sociology (Methods of Teaching)

Sociology (Interpersonal and Socio-Cultural Communication)

Sociology (Community Education Practice Fieldwork)

Sociology (Group Reflection and Community Education Forum)

Sociology (Organisational Structures and Processes in Welfare Systems)

Sociology (The Welfare Industry)

Sociology (Welfare Administration)

Sociology (Budgeting and Accounting)

Sociology (Project Design and Initiation)

Sociology (Social Policy and Planning)

Sociology (Program Evaluation and Research in Welfare)

Sociology (Management in Welfare)

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Secretary
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Reception
Maree Opray
Pam Hall
Pat Phillips
Welfare/Support Service
Charles Aitken,
  Community Lawyer
John Milburn,
  Cert of Welf(SW), MAIW — Welfare (Rights/Support) Officer
Fr Jim Scarlett,
  Chaplain
Laibl Wolf,
  Chaplain
Phillip Zajac,
  Chaplain
Health Service
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Neville Green,
BDSc(Melb), LBS(VIC)
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BSc, MB, BS(Monash) — Medical Consultant
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MB, BS(Melb) — Medical Consultant (Co-ordinator)
Livia Jackson,
MB, BS(Monash) — Medical Consultant
Barbara Pittard,
SRN — Nursing Sister
Marlene Robbins,
Nursing Sister
Sheila Skidmore,
SRN — Nursing Sister
Consulting Service
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MA(Melb), MAPsS — Counsellor (Co-ordinator)
Rhonda Millar,
Counsellor (TAFE)
Tim O'Leary,
Cert of Welf(ISW), MAIW — Counsellor
Mark Spatz —
Counsellor
Andrew Winter,
BAHons(Melb), DipEd(Media-LaTrobe) — Counsellor
Children's Service
Trudi Reus —
Family Day Care Service (Co-ordinator)
Denise Golds —
CIT Group Care Centre (Co-ordinator)
Kathy Standfield —
Child Care Worker
Erica Strange —
Mothercraft Nurse

Educational Development Unit
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BCom, BEd(Melb), MA(Monash), MEd(LaTrobe)
Secretary
Renate Dierolf
BA(Monash)GradDipSecStuds(CIT)
Lecturers
Robert M. Thompson,
BSc, DipEd(Monash), GradDipFTV(Swinburne) — Lecturer in Media Education
David Farrow,
BSc(Hons)(Melbourne), DipEd(Monash), DipMet(C'wealth Bureau of Meteorology) — Lecturer in Computer Education

Technical Officers
Robert H. Clarke
Peter R. Taylor,
InstAustPhotog, MBKS, LRPS, CGLI(Photog)

Technicians
Barry Bron
Barbara J. Hannay,
DipGraphicDesign(Swinburne)
Kevin Carvalho
Michael Richards

Library

CHIEF LIBRARIAN
Patrick Condon,
BA(UNSW), DipLib(UNSW), DipEd(Ter)(DDIAE), ALAA, MACE

Secretary
Heather Stonehewer

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BA(Hons)(Malaya), ALA, ALAA

Information & Resources Librarian
Maureen Corea,
BA(Hons)(Lon) — Social & Behavioural Studies
David Foott,
BA(JCUNQ), ALAA — Engineering
Jean Gourlay,
ALAA, GradDipDP(CIT), AACS — Applied Science & Computing and Information Systems
Megan Lilly,
BA(Syd), DipLib(RMIT) — Business
Vacant —
TAFE (Community and Access Education, Foundation and Preparatory Studies)
Joan Rae,
DipLib(BCAE), ALAA — Art & Design

SYSTEM DIVISION

SENIOR LIBRARIAN
Neville Houghton,
BSocSc(RMIT), FLA, ALAA

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Jean Tindall,
BA(Melb), ALAA — Bibliographic Co-ordinator
Ruth Dixon,
BA(Melb), DipLib(RMIT), DipBookProd(Lon) — Acquisitions
Library Officers
Enid Carr — Cataloguing
Linda Parsons,
BA (New England), DipLib(RMIT) — Cataloguing
Catherine Wallace,
BA(MD)(CIT), DipLib(RMIT), ALAA — Cataloguing
Robert Walshe-Howling,
BA(Hons)(Monash) — Lending Services

Library Technicians
Piya Arumapperuma
Rex Bell
Fay Bower
Patricia Mangan

CARNEGIE BRANCH

SENIOR LIBRARIAN
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BSc(Melb), ALAA

Library Officer
Margaret Tempest,
ALAA

Library Technicians
Liz Greig
Faye Pattinson

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Elections are held in the September of each year with by-elections to fill any vacancies in the following March. The following office-bearers hold office until 31 December 1981.

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Treasurer: Dayle Coggin
Union Secretary: Jeffrey Cole
AUS Secretary: Aage Thrupp
Welfare Committee: Kevin Boxall
Sports Committee: Christine Clark
Union Secretary: Michelle Noble
Jenni Williams
Craig Marshall
Sports Committee: Elizabeth Evans
Ann Evans
Anthony Veal
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<tr>
<th>Committee</th>
<th>Members</th>
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<tbody>
<tr>
<td>Media Committee</td>
<td>John Longo, Susan Tsopanas</td>
</tr>
<tr>
<td>Activities Committee</td>
<td>Jane Marks, Paul McLeish, Jeanpierre Lajoie, Sarah Crowther</td>
</tr>
<tr>
<td>Community Affairs Committee</td>
<td>Jacqui Brown, Jacqueline Moore, Glen Kelly, Jane Wolstenholme</td>
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<tr>
<td>Education Committee</td>
<td>Kevin Caldwell, Colin Sloman, Mary Woodfield, Maree Gibson, Matthew Walsh, Marie Hourigan, Peter O'Neill, Nina Jurkow</td>
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<tr>
<td>'Naked Wasp'</td>
<td>Jeffrey James, Sue Blankenship</td>
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<td>3CT Radio Co-ordinator</td>
<td>Leon Richardson</td>
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<td>3CT Music Room Co-ordinator</td>
<td>Richard Sallows</td>
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<tr>
<td>PTMAS Representative</td>
<td>Graeme Ferris</td>
</tr>
<tr>
<td>Student Representative on CIT Council</td>
<td>Tara Debrodt</td>
</tr>
</tbody>
</table>

**ACADEMIC STAFF**

**School of Applied Science**

**DEAN**

Eric W. Hemingway,

*BSc(Eng)(London), DIC(Imperial College), PhD(London), MSc(Birmingham), CEng, FIEAust, FRAeS, FIMechE, AFAIM*

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**Administrative Officer**

Jennifer Beaton

**Administrative Assistant**

Cassie Goffin
Department of Applied Physics

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FMTC, BSc, BEd(Melb), MESc(Monash), MAIP, MAAPT

Secretary
Marty Lithgow

Senior Lecturers
Charles G. Don,
ARMTC, MSc, DipEd(Melb), PhD(Monash), MAIP — Acoustics
Charles F. Osborne,
BSc, BA(Hons)(Melb), PhD(Monash), FAIP — Theoretical Physics
Graham G. Swenson,
MSc, BEdSt(Qld), PhD(Syd), DipTertEd(New England) — Instrumentation
Peter Wells,
BSc(Hons), PhD, DipEd(Monash), MAIP — Solid State Magnetism

Lecturers
John Davis,
DipEEng(BS of Mines), TTTC(SCV Hawthorn), BSc(Hons),
PhD(Monash) — Neutron Diffraction
Frederick E. Robilliard,
BSc(Hons), MSc(La Trobe), ARMIT — Astronomy, Optics
Imants Svalbe,
BSc(Hons), PhD, DipEd(Melbourne) — Nuclear Instrumentation
David R. Williams,
BSc, DipEd(Melbourne), MSc(La Trobe)

Senior Tutor
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MSc(Oxon), BSc(Monash), DipEd(Melbourne)

Laboratory Manager
Arnott P. Bow

Department of Chemistry

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DipAppChem(Bendigo), DipChemEng(Swinburne), BSc(Hons),
PhD(Monash), TTTC, FRACI

Secretary
Stella Harris

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CertMedTech, BSc(Hons)(Bombay), DipGerman, MSc(Baroda),
PhD(Monash), MSc(East Anglia), FRACI — Organic Chemistry
Ronald Beckett,
BSc(Hons), PhD(Dunelm), ARACI
Sydney J. Bone,
BSc(Hons), PhD(Dunelm), CChem, FRIC, FRACI — Physical Chemistry
Department of Mathematics

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TSTC, BSc(Melb), PhD(Monash), FRMetS

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BSc(Hons)(London), MEd(Monash)
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ARMIT(Phys), BSc(Monash)
Paul B. Lochert,
BSc, DipEd(Adelaide), MSc(Monash)
Ken J. Mann (acting)
TC, BSc(WA), MSc(Monash), FIMA, FRMetS
Clive G. McCann (acting)
BSc(Melb), MACS
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BSc, DipEd(Tas), BSc(Hons)(Melb), MSc(Carleton),
MAdmin(Monash)

Lecturers
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BSc(Hons), DipEd(Monash)
Lindsay H. Evans,
TSTC, BSc(Melb), DipElecComp(CIT), MSc(Leeds)
John S. Jeavons,
BSc(Hons)(Melb), MSc(Monash)
Alwyn J. Jones,
BSc, DipEd, BA(Melb), MSc(Monash)
Ian M. Kirkwood,
BSc(Hons), DipEd, PhD(Monash)
Graham R. Leary,
BSc, DipEd(Melb), GradDipData Processing (CIT), AFIMA
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BSc, BEd(Melb)
Anthony P. Van Oosterwijck,
BSc, DipEd(Melb), MAdmin(Monash)
W. Peter Wright,
TSTC, BSc(Melb)

Principal Tutors
Keith M. Anker,
BA(Melb)
Robert L. May,
BSc(Hons)(Adelaide), MSc(Flinders), PhD(Adelaide)

Senior Tutor
C. Roy Stather,
BSc(Hons)(LaTrobe)

School of Art and Design

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Harold W. Farey,
DipTextileDesign(Bradford), TTTC, FRMIT, FRSA

Secretary
Rita Hesse

Administrative Officer
Eileen I. Wilson,
BA(Monash)

Department of Ceramic Design

HEAD OF DEPARTMENT
Lindsay G. Anderson
DipArt(Ceramic Design)(CIT), TSTC(Arts and Crafts)

Senior Lecturers
Maxwell J. Murray,
DipEE, DipMechEng
Alan G. Thomas,
DipAppArt(Gold and Silversmithing)(RMIT), TTTC
Klaus Zimmer,
DipFineArt(Painting), DipFineArt(Printmaking) (RMIT), TTTC, FRSA,
MBSMGP — Stained Glass
Lecturers
Eugene E. Kupsch,
TPTC, DipArt and Design(Ceramic Design)(RMIT), FRMIT
Christopher J. Myers,
TPTC, DipArt and Design(Ceramic Design)(RMIT), (PAC)
William H. Peperkamp,
DipArt and Design(Illustration)(RMIT), TTTC

Principal Tutor
Paul Davis,
DipPottery(RMIT), FRMIT

Senior Tutors
Ludmila Christoff,
DipofArt(Prague), DipArt and Design(Fine Art)(CIT), DipEd(Burwood)
Josef A. Szirer,
DipArt and Design(Ceramic Design), TTTC

Tutors
Richard B. Morrell,
BA(Hons)(Scourbridge)
Bent Mansson,
CommArtCert(Durham)

Technician
William Rawls

Department of Graphic Design

HEAD OF DEPARTMENT
Edmond G. Worsley,
DiplIndDes(RMIT), FRSA, AIDA

Senior Lecturers
Jack Larkin
BA(Graphic Design) (Swinburne), MSIA
Michael Kitson
MSIA, NDD(Graphic Design)(Central School of Art, London)

Lecturers
Ron Brooks,
DipArt(Illustration)(RMIT)
Donald W. T. Glue,
CertCommercialArt(Swinburne)
Brian J. Seddon,
DipArt(Advertising)(RMIT), InstDip(UBC)
Arthur R. Stokes,
CertTypography(London), MSIAD, MSTD
Gene Verstraeten,
MIPT, GradDip(EdTechnology)

Senior Tutor
Janet Carr,
DipArt and Design(Graphic Design)(CIT), GradDipEd(SCV Hawthorn)

Tutor
Edward H. Bond
Technicians
Peter Garwood
Donald W. Page

Department of Fine Art

HEAD OF DEPARTMENT
Leon F. Morrocco,
DipofArt(Edinburgh), ARSA

Senior Lecturers
Ron A. Simpson,
  DipFineArt(Painting)(RMIT), SATC, TPTC
Max R. E. Thompson,
  DipFineArt(Painting)(RMIT), TSTC, FRMIT — Painting
James D. Wingate
  MA(Hons)(Glasgow), DipArt (Glasgow School of Art), TC
  (Jordanhill College of Education)

Lecturers
Warwick Armstrong
Henk Bak,
  HistDrs(Nijmegen) — History of Art
Kathleen H. Boyle,
  MFA(USA), DipArt(Painting), TTTC
Craig Gough,
  Asst in Art Teaching, THC(WAIT)
Geoff F. La Gerche,
  DipFineArt(Advertising)(Royal College of Art), TTTC
Andrew C. McLean,
  DipArt(Painting)(RMIT), SATC
Christopher T. W. Pyett,
  DipFineArt(Painting)(Tas School of Art), BEd(Qual)
Judy E. Spafford,
  DipFineArt(Painting)(RMIT), FRMIT

Senior Tutors
Bernard Hoffert,
  BA(Hons)(LaTrobe)DipArt(PIT) — History of Art
John Neeson,
  DipArt and Design(Printmaking)(RMIT), TTTC, FRMIT
Cole Sopov,
  DipSculpture, DipFineArt(Sculpture)(Rumania), FFA

Technicians
Andrew Wright-Smith
Heather Smith

School of Computing and Information Systems

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  FACS, MACM
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Administrative Officer
Pamela D. Abbott,
BA, DipEd(Monash)
Administrative Assistant
Susan Ogden
Typist
Robin K. Mahoney

Department of Electronic Data Processing
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Gerry B. Maynard,
DipPubAdmin(RMIT), BAppSc(VIC), MACS, MRIPA
Principal Lecturers
Jack R. Greig,
BSc, DipEd(Melb), GradDipDP(CIT), MACS, MAAppSc(EDP)
John S. White,
BSc(Melb), MACS
(Head of Computing and Audio Visual Section)
Senior Lecturers
John V. Daley,
BSc(Syd), MACS
Maurice A. Fabrikant,
DipMechEng(CIT), BAppSc(VIC), MACS
David W. Goble,
BSc(Melb), GradDipDP(CIT), MACS
(Executive Director — Pearcey Bureau)
Peter A. Torokfalvy,
BSc(Melb), GradDipDP(CIT), MACS
Lecturers
David Arnott,
BEC(Hons)(Newcastle), MACM, MACS
Norman D. Beck,
DipBusStudies(EDP)(CIT), BAppSc(VIC)
Douglas V. Burns,
BAppSc(VIC), MACS
Lynne Endacott,
BSc, DipEd(Monash), GradDipDP(CIT), AACS
David Jones-Ellis,
DipBusStuds(EDP)(CIT), BAppSc(VIC), CertElecEng(CIT), AACS
E. Pearl Levin,
DipBact(IMLA), CertEDP(CIT), BAppSc(VIC), MACS
Gerald J. Middleton,
BAppSc(VIC), AASA, MACS
Murray A. Robinson,
DipBusStuds(EDP)(CIT), MACS
Helen G. Smith,
BSc(Melb), DipEd(Monash), AACS
Phillip Steele,  
*DipBusStuds(EDP)(CIT), BAppSc(VIC), MACS*  
Nigel P. A. Thomas,  
*DipEng(Communications)(RMIT), MBA(Cranfield), MBCS, MInstP&I*  
**Senior Tutors**  
Peter G. Binding,  
*BAppSc(VIC)*  
Slavica Boskovski,  
*BAppSc(VIC)*  
John Boutland,  
*THL(Hons)(ACT), MACS*  
Eli Fryher,  
*BAppSc(VIC), GradDipDP(CIT)*  
Robert J. Sier,  
*BAppSc(VIC), MACS*  
Rhonda Trinder,  
*DipMaths(RMIT), CertEd(VIC), MACS*  
Sally C. Whelan,  
*DipBusStuds(EDP)(CIT)*  

**Computing and Audio Visual Section**  
**Technical Staff**  
Leigh Snell,  
*DipEd(CIT)*  
Gaetana Privitera,  
*DipEDP(CIT)*

**Department of Robotics and Digital Technology**  
**ACTING HEAD OF DEPARTMENT**  
Yow-Lam Oh,  
*BSc(Hons), PhD(WA), MAdmin(Monash)*  

**David Syme Business School**  
**DEAN**  
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Anne Parnaby  
**Administrative Officer**  
Beverley A. Fryer,  
*BA(Hons)(Adel), GradDipSecStuds(CIT)*  
**Administrative Assistants**  
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Elaine H. Layton  
Lynne Newman
Department of Accounting

HEAD OF DEPARTMENT
Noel W. J. Huggan,
BCom, DipEd(Melb), AASA

Secretary
Ann McInnes

Principal Lecturers
A. June Gleeson,
BEC(Monash), MS(SanDiego), PhD(LaTrobe), AASA(Senior), AAA, ACIS
Darrell J. Mahoney,
BEC(Hons), DipEd, MAdmin(Monash), AASA(Senior), AAA

Senior Lecturers
Kevin J. Fitzgerald,
MCom, DipEd(Melb), AASA
Neil S. Smith,
BCom, DipEd(Melb), MAdmin(Monash), AASA
Dennis W. Taylor,
BEC(Hons)(Monash), MBA(Melb), AASA(Senior)
Laurie Webb,
BA, MAdmin(Monash), AASA, ACIS, AIBA

Lecturers
Lilli Allgood,
BCom, AMusA(Melb), AASA(Senior)
Bryan P. Baker,
BA(Victoria University), MAdmin(Monash), AASA(Senior), ACIS
Ian H. Beck,
BBus(VIC), DipEd(SCV), DipTertEd(New England), MEdAdmin, FRMIT
Paul Berger,
BCom(Melb), AASA(Senior)
A. Anne Clarke,
BCom(Melb), DipEd(Monash), AASA, MACE
John B. Foley,
BCom(Melb), ACTT, AASA
Gurdarshan Singh Gill,
BA(Hons)(Malaya), MBA(Alberta), CA(Canada), AASA
Norman J. Lewis,
BCom(Melb), ACA
John F. Rice,
MEc(Monash), AASA(Senior)

Visiting Fellow
Bruno Feller,
DJur(Munich), FASA

Principal Tutors
Denis R. Fettes,
BEC, BEd(Monash), AASA
Graham L. Tyrer,
BCom(Melb), AASA
Senior Tutors
Edward Aitken,
  DipCom(CIT)
Lynette B. Ellis,
  BCom, DipEd(Melb), AASA

Laboratory Technician
Dorothy Holmquest
S. David Hecht
  CertEDP(Operating and Coding)(CIT)

Laboratory Assistants
Noela McKenzie
Edith Rosengarten
Betty Smith

Department of Management & Secretarial Studies

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  BCom, MBA(Melb), AFAIM

Secretary
Frances M. Norley

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  BA(Melb), MAdmin(Monash), MRIPA
Donald C. Maling,
  JP, BCom(Melb), BEd(Melb)
Hazel A. Ryan,
  BA(Hons), DipSocStud(Melb), Diplpsa, FIPS
Lynne G. Wenig,
  AASc(NYCCC), ACTT, AIPS

Lecturers
John E. Bailey,
  BCom, MBA(Melb), DipEE(FIT), TTTC, GradIEAust, AAIM
Paul E. Hall,
  MSc(Jerusalem), MAdmin(Monash)
Coralee Lane,
  TTC(Adel), BA(VIC)
Gwyneth Moore,
  CertEd(Dudley), BBus(CIT)
Kathleen P. Ralston,
  DipPSP(RMIT), TTTC(SCVHawthorn), GradDipEdAdmin, MACE
Ian Stagg,
  MAdmin(Monash), PhC(VicPharmacyCollege)
J. Norman Trueman,
  BA(Hons)(WA)

Principal Tutors
Patricia Davis,
  DipComPrac(RMIT), TTTC(HTC)
Department of Finance and Law

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John R. Harris,
TPTC, MEc(Monash)

Secretary
Yvonne Ross

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AASA, FBIA
Hasan G. Erdonmez,
BEC(Hons)(Ankara), MBA(Michigan State), ASIA, AFA
Richard F. Johns,
BCom(Melb)
Joan M. McPhee,
MCom(Melb), ACTT, MACE
Keith F. Ronaldson,
BEC, MAdmin(Monash), DBA(Kent), MACE, ASA(Prov)
(Course Leader — Master of Business)

Lecturers
Don J. Lyell,
BA, DipEd(Monash)
Mark Tucker,
BEC(Hons)(La Trobe)

Principal Tutor
Ian James,
BEC(Monash)

Senior Tutor
Mike C. Hickling,
BScEco(London)

Tutor
John Dick,
DipAppChem(School of Mines, Ballarat)
Law Section

Senior Lecturer
Robin Edwards,
BJuris, LLM(Monash), Diploma d'études superieuses de l'universite de Nancy

Lecturers
Ken Evans,
LLB(Melb), CertEDP(Commerce)(CIT), AFAIM
Danny Khoury,
BJuris, LLM(Monash)
Kris Nath,
BA(Hons)(Madras), AASA, ACIS
Stan O'Dwyer,
LLB(Melb)
James Rajanayagam,
LLM, PhD(London)
Robert Semmel,
BCom, DipEd(Melb), LLB(Monash), AASA, ACIS
Hank Sikkema,
BCom(Tas), LLB(Monash)

Senior Tutor
Liddy Nevile,
BJuris, LLB(Monash)

Department of Marketing

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Peter S. November,
BSc(Lond), PhD(Nottingham)

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George C. Papasavvas,
DMS, MA(Lancs)
Peter W. Reed,
GradDipMktg(CIT), AASA

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BBus(VIC)

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School of Engineering

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Typist
Michele Schmollinger

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MICE, MIE(Aust), MIWE

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BSc(Melb), MAppSc(NSW)

Keith T. Solomon,
BCE(Melb), DipTRP(Melb), CEng, MIEAust, MIQ

Geoffrey W. Smith,
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W. John Spencer,
BE, PhD(Monash), DipCE(Ballarat), MIEAust

Lecturers
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Quy Le,
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Narahari Rao, 
BE(Mysore), ME(Indian Inst of Science), PhD(Syd), MASCE, 
MIE(India), MIEAust 
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BE(Melb), MEngSc(Monash), BE, DipCE(CIT), TTTC, MIEAust

Department of Electrical and 
Electronic Engineering
HEAD OF DEPARTMENT
Kenneth Edwards, 
BSc(Eng)(London), CEng, FIEE, FIEAust
Secretary
Yvonne McCormack

Principal Lecturer
To be appointed
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BSc(Durham), CEng, MIEE, MIMarE, MIEAust 
Jeffrey R. Hanson, 
BEE, MEngSc(Melb), MIEAust, MIEEE 
John S. Chamberlain, 
BSc, PhD(New England), DipEd(Monash), MAIP 
Alex R. Ormond, 
BSc(Durham), MSc(Nottingham), PhD(Newcastle-upon-Tyne), 
CEng, MIEE 
Michael R. Osborne, 
BSc(Hons)(Melb) 
Max L. Telfer, 
DipEE(FIT), TTTC, BE, MEngSc(Melb), MIEAust, MIEEE, MACS
Lecturers
Barrie T. Harding, 
BE(Melb), MIEAust 
Colin G. Herbert, 
DipCommEng(RMIT), BEE(Monash), MIEEE 
Bryan R. Kimbley, 
BSc(Aston), MSc(Birmingham), CEng, MIEE, MIEAust, MIEEE 
Peter G. Krastev, 
Diplng(Stuttgart), CEng, MIEE, MIEEE 
Paul R. Voumard, 
DipEd(Switzerland), DipElecEng(RMIT), BEE(Melb), BD(MCD), 
MIEAust 
John D. Zakis 
ME(Melb)
Tutor-Demonstrators
Cyril S. Ainslie,
\textit{DipEE(CTC), BSc, DipEd(Melb), AMIE}
Edgar P. Lukey,
\textit{MSc, BE(NZ), CEng, MIEE}

\textbf{Department of Mechanical Engineering}

\textbf{HEAD OF DEPARTMENT}
Brian W. Jenney,
\textit{BA(Hons), PhD, CEng, MI MechE, MI ProdE, FIS, FSS}

\textbf{Secretary}
Janet Z. Hadaway

\textbf{Senior Lecturers}
Bevis W. Barnard,
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\textit{MA(Cantab), CEng, FIE Aust, FIMechE, FRAeS}

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\textit{BME(Qld), GradLMechE, MIE Aust}

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BSc(Hons)(Monash), MAPsS

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Technician
To be appointed

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Senior Tutor
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Senior Tutor/Technician
Spirit Busby,
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