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Monash University College Gippsland
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Churchill
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Telephone
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Facsimile
(051) 222 876

Chancellor
THE HON SIR GEORGE HERMANN LUSH LLM(Melb)
to 24 February 1992

Vice-Chancellor
MALCOLM IAN LOGAN BA PhD DipEd(Syd) FASSA

Pro-Vice-Chancellor
THOMAS KENNEDY BSc PhD(Glas) GradDipEd
CChem FRIC AFAIM MRACI MAIMM MIEA

Chief Executive Officer
MITEA MACE

Monash University College
Gippsland

Schools and Professors

Applied Science
BARRY THOMAS DUNSTAN DipAppChem(ASMB)
TTTC(MelbTTTC) MSc(Monash) FRACI FAIE MACS

Business
ERIC LEWIS THORNE BSc(Aston) BSc(Hons)(Lond)
MA(Warwick) AIMM MPIMA FICM

Education
LEONARD GEORGE CAIRNS PhD(Syd) BComm
(AppPsychHons)(UNSW) TCert(NSW) MEd(Hons)(Syd)
MEd(Arizona) FRSA

Engineering
KENNETH RAYMOND SPRIGGS BSc(Syd) BE(Hons)(Syd)
MEngSc(Qld) PhD(Flinders) FIEAust SMIEEE MACE CPEng

Health Sciences
FRANCES ELIZABETH KRETLOW RN BSc(Windsor)
MSc(Manc) MACE FRCN AIMM

Social Sciences
PETER KEITH HARWOOD MA(Auck) DipSocSc(Well)
PhD(Monash) AIMM

Visual Arts
NORMAN ANDREW CREIGHTON TSTC ARMIT FRMIT
BEd(LaT)
Coat of Arms The Coat of Arms of the University is described as follows: ‘Azure a Chevron Argent between in chief an open book proper bound clasped and edged Or and a Sword environed by a Laurel Wreath Gold and in base a representation of the Southern Cross also Argent.’

The devices of the shield arise as follows: the open book is commonly found on the shields of universities and learned societies and symbolises the pursuit of knowledge, the stars of the Southern Cross are of course appropriate for our geographical position, and the wreath and sword are a quotation from the shield of Sir John Monash. The motto ‘Ancora Imparo’ is said to have been a saying of Michaelangelo and means ‘I am still learning’.

Monash University faculty handbooks The University also publishes handbooks for each of its metropolitan campus faculties in December of the previous year, listing in full the names of the faculty’s officers and staff, outlines of courses, details of subjects and degree regulations for that faculty. There are ten faculty handbooks: Arts, Business, Computing & Information Technology, Economics Commerce & Management, Education, Engineering, Law, Medicine, Professional Studies and Science.

Student Information Handbook Published in December of the previous year, the Student Information Handbook contains information about the university’s officers and staff, services and resources available to students, regulations, enrolment information, and principal dates for the year at hand for the three metropolitan campuses – Caulfield, Clayton, Frankston.

Caution This handbook provides a guide to courses available in 1992. The handbooks cannot hope to cover all of the various options adequately, although they attempt to be as accurate as possible. The handbooks also include descriptions of courses which may be altered later or include courses which may not in fact be offered due to insufficient enrolments or changes in teaching personnel. The fact that details of a course are included in the handbooks can in no way be taken as creating an obligation on the part of the university or school to teach it in any given year, or to teach it in the manner described. The university reserves the right to discontinue or vary courses at any time without notice.
1 Introduction
2 Calendar 1992
3 Officers and Staff
4 General Information
5 School of Applied Science
6 School of Business
7 Diploma of Tertiary Studies
8 School of Education
9 School of Engineering
10 School of Health Sciences
11 School of Social Sciences
12 School of Visual Arts
13 Table of Operating Units 1992
14 Index of Units
Introduction

Monash University College Gippsland  1/2
Courses offered  1/2
Monash University
College Gippsland


Structure

The Council of Monash University is responsible for the governance of the University College. To assist the University Council in the management of the University College there is a Gippsland based University College Advisory Council. The Advisory Council is representative of a wide range of community, business and professional groups, students and staff, and reports to the University Council. A Chief Executive Officer of the Monash University College Gippsland, responsible to the Vice-Chancellor and President of Monash University, has been appointed with specific responsibilities for the management of the University College.

The academic program of the University College is conducted within seven schools - Applied Science, Business, Education, Engineering, Health Sciences, Social Sciences and Visual Arts.

The Monash University College Gippsland offers a range of associate diploma, diploma, degree, graduate certificate, graduate diploma and masters courses from within these schools by both on-campus and distance education. Courses are offered in a variety of areas including applied science, accounting, administration, business, computing, engineering, Koorie studies, labour management relations, nurse education, psychology, primary teacher education, secondary teacher education, social sciences, visual arts and welfare studies. Graduates and diplomates receive awards in the name of Monash University.

In addition to meeting the education needs of people living in the Gippsland region, the University College also provides access to tertiary education to people who reside interstate and overseas.

Distance Education

The Monash University College Gippsland and Monash University have been designated as one of eight national distance education centres in Australia at which the provision of distance education courses will be centred. The University College has a very large commitment to an ongoing program of distance education which is complemented by new course offerings from the campuses of Monash University.

The administrative centre of the Monash Distance Education Centre is based at the University College.

Courses offered

In 1992, Monash University College Gippsland plans to offer courses leading to the following awards:

School of Applied Science

Associate Diploma of Applied Science (Computing)
Bachelor of Applied Science
Bachelor of Applied Science/Bachelor of Business
Graduate Diploma of Applied Science (Technology Studies)
Master of Applied Science (By Research)

School of Business

Associate Diploma of Business (General Administration)
Associate Diploma of Business (Productivity Management)
Bachelor of Business
Major studies in Accounting, Economics, Management, Marketing and Tourism Management.
Bachelor of Applied Science/Bachelor of Business
Bachelor of Engineering/Bachelor of Business
Graduate Certificate of Business (Banking)
Graduate Certificate of Business (Tourism Operations)
Graduate Diploma of Business (Accounting)
Graduate Diploma of Business (Banking)
Graduate Diploma of Business (Labour Management Relations)
Graduate Diploma of Business (Management)
Graduate Diploma of Business (Tourism Management)
Master of Business (By Research)

School of Education

Diploma of Teaching (Primary)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Bachelor of Education (School Librarianship)
Graduate Certificate of Education (Professional Development Studies)
Graduate Diploma of Education (School Librarianship)
Graduate Diploma of Education (Computers in Education)
Graduate Diploma of Education (Secondary)
Graduate Diploma of Education (Professional Development Studies)
Master of Education (By Research)

School of Engineering

Associate Diploma of Engineering (Industrial Management)
Bachelor of Engineering (Civil)
Bachelor of Engineering (Electrical)
Bachelor of Engineering (Electro-Mechanical)
Bachelor of Engineering (Mechanical)
Bachelor of Engineering (Mining)**
Bachelor of Engineering/Bachelor of Business
Graduate Certificate of Engineering
Graduate Diploma of Engineering (Maintenance Management)
Master of Engineering (By Research)

School of Health Sciences

Diploma of Applied Science (Nursing)
Bachelor of Applied Science (Nursing)
Graduate Diploma of Health Science (Community Health)
Graduate Diploma of Health Science (Gerontics)
Master of Health Science (Nursing)

School of Social Sciences

Associate Diploma of Arts (Koorie Studies)
Associate Diploma of Arts (Welfare Studies)
Bachelor of Arts (Social Science)
Major studies in English, Psychology, Sociology, History/Politics, Mass Communications.
Graduate Certificate of Arts (Social Science)
Graduate Diploma of Arts (Social Science)
Postgraduate Diploma of Social Science (Counselling Psychology)
Master of Arts (By Research)

School of Visual Arts

Bachelor of Arts (Visual Arts)
Graduate Diploma of Arts (Visual Arts)
Master of Arts (Visual Arts) (By Research)

The Monash University College Gippsland also offers the award of:

Diploma of Tertiary Studies *

* No further intake after 1991.
** Offered in cooperation with Ballarat University College.
Semester One  2/2
Semester Two  2/3
# 1992 Calendar

## Semester One

<table>
<thead>
<tr>
<th>WEEK</th>
<th>WEEK BEGINNING MONDAY</th>
<th>AVCC Admission Week</th>
<th>SCHOOL HOLIDAYS</th>
<th>LECTURE PROGRAM</th>
<th>WEEKEND SCHOOLS</th>
<th>EDUCATION FIELDWORK</th>
<th>WELFARE STUDIES PLACEMENTS</th>
<th>NURSING CLINICAL EXPERIENCE</th>
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### Public Holidays Within Semester
- Labour Day: March 9
- Easter: Good Friday: April 17, Easter Monday: April 20, Easter Tuesday: April 21
- ANZAC Day: April 25
- Queen's Birthday: June 8

### Boards of Examiners
- Thursday & Friday: 9 & 10 July
- Thursday & Friday: 26 & 27 November

### Explanatory Note
Distance Education students should note that the Semester 1 Weekend School 2-3 May may be extended to a Distance Education School by including 30 April and 1 May 1992. Similarly in Semester 2 the Weekend School scheduled for 3-4 October may be preceded by a Distance Education School on 1-2 October 1992.

### Graduate Diploma of Business (Labour Management Relations)
Graduate Diploma students are advised that a residential school has been scheduled for 10-14 February and 8-10 July 1992.

### Personnel Management
A Personnel Management Winter School will be held from 13-16 July 1992.

### Industrial Relations
An Industrial Relations Summer School will be held from 3-7 February 1992.

### Management Spring School
A Spring School of Management will be held from 24 September to 2 October 1992.
<table>
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<tr>
<th>WEEK</th>
<th>BEGINNING MONDAY</th>
<th>ACC COMMON WEEK</th>
<th>SCHOOL HOLIDAYS</th>
<th>LECTURE PROGRAM</th>
<th>WEEKEND SCHOOLS</th>
<th>EDUCATION FIELDWORK</th>
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HEALTH SCIENCES
Undergraduate Diploma of Applied Science (Nursing) students should note the following:

First Year Clinical Experience:
* = 1 week
D = 1 day per week
DD = 2 days per week

Second Year Clinical Experience:
G = 1 week

Third Year Clinical Experience:
* = 1 week
E1 = Examinations First Year
E2 = Examinations Second Year
EE1&2 = Examinations First & Second Year

GRADUATE DIPLOMA OF ARTS (VISUAL ARTS)
The Winter symposium for the Graduate Diploma of Arts (Visual Arts) will be held:
* Ceramics - Monday 29 June - Saturday 18 July 1992
* Fine Art - Monday 6 July - Saturday 11 July 1992

GRADUATE DIPLOMA OF ENGINEERING (MAINTENANCE MANAGEMENT)
First year students in this programme are advised that a residential school will be held from 26 June to 2 July 1992.
Second year students are advised that a residential school will be held from 26 September to 2 October 1992.

WELFARE STUDIES
Full time Welfare Studies students on 3 day placements from calendar weeks 30-40 inclusive.
Distance Education Welfare Studies student placements will vary according to individual student needs over the duration of the calendar year.

NOTE:
Academic staff providing units which involve students with field experience will indicate in their study materials the specific way in which the problem of absence from class will be dealt with.
Officers of the University College

Principal officers 3/2
Members of the Advisory Council 3/2

Teaching, Research and Associated Staff

School of Applied Science 3/4
School of Business 3/5
School of Education 3/5
School of Engineering 3/6
School of Health Sciences 3/6
School of Social Sciences 3/7
School of Visual Arts 3/8

Selected Student Support Services Staff

Amenities 3/9
Computer Centre 3/9
Educational Development and Research 3/9
Distance Education Resources Centre 3/9
International Student Office 3/9
Library 3/9
Student Administration 3/10
Student Counselling 3/10
Student Union 3/10

Officers and Staff
Officers of the University College

Principal officers

Chief Executive Officer
Thomas Kennedy  BSc(Hons) PhD(Glas)
Grad Dip Ed(WAIT) CChem FRIC AFAIM MRACI
MAIMM MIEA MITEA MACE

Dean, Academic Affairs
Barry Thomas Dunstan  DipAppChem(ASMB)
TTC(MelbTC) MSc(Monash) FRACI FAIE MACS

Director, Administration/Registrar
George Michael William Joyce  BSc DipEd(Melb)
MEdSt(Monash)

Director, Resources
Roger Klose  AASA(Senior)

Chief Librarian
Sir John Soon-Chung Yocklunn  KCVO BA(WA)
BA(ANU) MA(Sheffield) ALA ALAA

Head, Distance Education Resources Centre
John Leslie Evans  BA DipEd MEd(Melb)
Grad Dip Comp(Deakin)

Computer Manager
Barry John McInnes  BSc MSc PhD
Grad Dip Comp Studies(Melb)

Business Manager
Michael Edward Hall  BComm(Melb)

Services Manager
Dieter Franz Kretlow  FAPE AAIM

Personnel Manager
Rodney John Bennetts  OCM BEd Dip Teach DipPA
MANZIES AMIPM MAITEA

Community Services Manager
Murray Norman Homes  BA TPTC

Members of the Advisory Council

Chief Executive Officer (Ex Officio)
Thomas Kennedy  BSc(Hons) PhD(Glas)
Grad Dip Ed(WAIT) CChem FRIC AFAIM MRACI
MAIMM MIEA MITEA MACE

Vice-Chancellor (or nominee) (Ex Officio)
Anthony Langley Pritchard  BSc DipEd(Melb) BEd(Qld)

Nominee of University Council
Charles Robert Williams  BCL(Oxon) BJuris LLB(Hons)
Barrister-at-Law(Vic)

Elected by the Academic Staff of the University College
Michael John Crowley  BEc(Hons)(LaT) MCom(Melb)
AAIB(SNR)
Peter John Walker  BE(Melb) MEngSc(Melb)
Grad Dip MunEng(WIAE) LGE(Vic) MIE Aust
MITE(USA) CPEng
Elected by the General Staff of the University College

Helen Ward
Janet Martin  BA(Syd) MLib(Monash) ALAA

Elected by the Internal Students of the University College

Jerome Cedric Foenander

Elected by the Distance Education Students of the University College

Mark James Flynn

Chair - Academic Board of the University College

Peter Keith Harwood  MA(Auck) DipSocSc(Well) PhD(Monash) AIMM

Co-opted Members

Sheila Mary Ferguson  MBE
Crofton Lee Hatsell  DipCE DipTCP FIE(Aust) MASCE AffRAPI(Chairperson)
John Charles Hutchinson  DipMechEng
Sandra Marshall
Prudence McGoldrick
Graham Angus McLeod  BComm
Marion Meiers  BA DipEd BEd MEd
Alan F Ruff
Philip Kevin Shanahan  AssDipBusStud (LocalGovnt)(RMIT)
Dennis John Shore  BE MEng MIE(Aust)
Teaching, Research and Associated Staff

School of Applied Science

Head
Barry Thomas Dunstan  DipAppChem(ASMB)
TITC(MelbTC) MSc(Monash) FRACI FAIE MACS

Associate Professors
Martin Allan Hooper  BSc(Hons) PhD(Qld)
DipTerEd(NE) MRACI MAIE
Philip Robert Rayment  BSc MSc PhD(Melb) FSS

Senior Lecturers
Stephen Greville Abbott  MEngSc(N’castle NSW)
GradDipComp(WAIT) DipAppPhys(RMIT) TITC
(Vic Educ Dept) MACS
John Robert Arkinstall  BSc PhD(Adel)
Robert James Bignall  BSc(Hons) PhD(Flinders)
GDipFurtherEd(ACAE) DipCompSc(Adel) MACS
Alistair Robert Carr  BSc(Hons) PhD(Melb) MAIP
Phillip John Higgins  MSc DipEd(Melb) MAIP
MISES MAXAA MAIE
Raymond John Hodges  BSc(Ncle NSW) PhD(NSW)
FRACI MAIE

Senior Tutors
Richard Egudo  BSc(Hons)(Dar-es-Salaam) MSc(Lond)
PhD(LaT)
Peter Laurence Freeman  BSc(Hons)(Monash) MSc(Melb)
James Gordon Kennedy Harris  BA MA(Cambridge)
Mohbub Hassan  BSc(Ankara) MSc(Victoria BC)
John Hewson  DipElecEng(Yallourn) DipMaths(RMIT)
Wayne Kirstine  BSc(Hons)(McMaster) HSSC(Toronto)
Choon Fook Lau  BSc DipEd(U of Malaysia) MSc(Otago)
MSc(Lond)
Robert James Lyall  FRMIT CertBusStud(YTAFE)
MAppSc(GIAE) MRACI
Andrew Markiewicz  MSc(Wroclaw) PhD(Monash) GAIP
Raymond Eric Mayes  BSc(Hons)(Qld) PhD(Qld)
DipEd(Qld)
Brian Terence McEnery  BAppSc(GIAE)
HTCElect(RMIT) IREAssoc MAAS
Jennifer Anne Mosse  BSc(Hons)(Melb) PhD(Civil)
BEd(Monash)
Harmindar Baikunth Nath  MA(Panj) MSc(Qld) FSS
Antonio Frank Petti  BSc(Hons) PhD(Melb) GDipEd(ICE)
MRACI
Jacqueline Leigh Rosen  BAppSc(BACAE) (on leave)
Neil Simpson  BEng(Civil) MAPEAust
Lindsay Frederick Smith  DipAppChem(SCT) TITC BEd
GDipComp(Deakin) MACS
Douglas William Thomson  BSc(Monash)

Lecturers
Francis Benyah  A.TeachCert BA(Hon) DipEd(Cape Coast)
MSc(Ife)
Kingsley Nithal Edirisinglehe  BSc(Eng)(Moratuwa)
MEng(AsianInstTech) MIEAust

Richard Egudo  BSc(Hons)(Dar-es-Salaam) MSc(Lond)
PhD(LaT)
Peter Laurence Freeman  BSc(Hons)(Monash) MSc(Melb)
James Gordon Kennedy Harris  BA MA(Cambridge)
Mohbub Hassan  BSc(Ankara) MSc(Victoria BC)
John Hewson  DipElecEng(Yallourn) DipMaths(RMIT)
Wayne Kirstine  BSc(Hons)(McMaster) HSSC(Toronto)
Choon Fook Lau  BSc DipEd(U of Malaysia) MSc(Otago)
MSc(Lond)
Robert James Lyall  FRMIT CertBusStud(YTAFE)
MAppSc(GIAE) MRACI
Andrew Markiewicz  MSc(Wroclaw) PhD(Monash) GAIP
Raymond Eric Mayes  BSc(Hons)(Qld) PhD(Qld)
DipEd(Qld)
Brian Terence McEnery  BAppSc(GIAE)
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Jennifer Anne Mosse  BSc(Hons)(Melb) PhD(Civil)
BEd(Monash)
Harmindar Baikunth Nath  MA(Panj) MSc(Qld) FSS
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Lindsay Frederick Smith  DipAppChem(SCT) TITC BEd
GDipComp(Deakin) MACS
Douglas William Thomson  BSc(Monash)

Research Officers
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Beverley Margaret Hooper  BAppSc(GIAE)

Administrative Officers
Assistant to Head of School
Melanie Inger

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School of Business

Head
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Leslie John Hunt BBus(FTT) CPA
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Lecturers
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Geoffrey Harrington BA(Syd) AIMM
Peter David Hoefer BBus(RMIT) DipEd(Melb) ASA
Lynette Joan Horsfield BCom(Melb) ACA
Shirley Ann Richardson BA GradDipEd(GIAE) MLitt(NE)
Kevin John Sharp BCom(Melb) TSTC GDipEdAdmin (Hawthorn) CPA
Peter Townsend HND(Kingston) GDipPersonnel Admin(Bristol) MIPMIA AIM MIMC
Maurice William Tucker BBus(CIT) GDipMgt(Swinburne) AIMM
Shahid Yamin B Tech(Brunel) MBA(Newcastle) DipEd(SydCAE) MIPMIA MITH(Aust) AIMM
MIMCA AMIBF(UK) MAIFA MAM(UUS)
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Leone Carol Cameron BBus(UniCollegeSthQld)
James Richard Doughney BBus(GIAE)
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Frank Horgan BBus(GIAE) FAIB
Barbara Jean Mumford BBus(GIAE)
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Luba Trauner BBus(GIAE) ASA

Tutors
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Eric De Bruijn BA(GIAE)

Administrative Officer (Tourism Project)
Jennifer Lesley Vandersteen

Administrative Officer (Projects Co-ordinator)
Cheryl Ann Warren AssDipBus(GenAdmin)(GIAE)

School of Education

Head
Leonard George Cairns PhD(Sydney) BComm (App Psych Hons)(UNSW) TCert(NSW) MEd(Hons)(Sydney) MEd(Arizona) FRSA

Associate Professor
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David Hubert Philip Harvey BA(Can) MA(Well) PhD(Manash) DipT(NZ) MAPsS
Harry John Pearson BA(Hons) BEd(Manash) MEd(Melb) MEd(Stirling) TPTC
Keith Eric Stead BA BSc(Hons) MSc(Victoria) DipEd(Massey) DipT DPhil(Waikato) MNZPsS
Anthony Ian Taylor BA(Hons)(Exe) MEd(Bristol) PhD(Camb) PGCertEd(Birm) AcDipEd(Lond)

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John Herbert Gough BSc(Hons) MSc PhD(Qld) MEd(UNE) DipEd(UNE) ARACI
Elaine Mary Pascoe BA(Massey) BEd MEDSt(Monash) DipT(NZ) TPTC MACE
Judith Leon Phillips BA(Monash) MED(Melb) TPTC TTLC ALIAA
Monique Yvette Pool DipT(Phillip) BEd(GIAE)
Jeffrey Richardson BA(Melb) DipEd(SCV) GradDipLang(SCV) MEDSt(Monash)
Paul William Richardson BA(Hons) DipEd(NcIe NSW) MA(Hons)(Syd)
Julie Ann Rosewarne-Foster DipT(SCV) DipFineArts GradDipFineArts MED(Lat)
Harbhajan Singh BSc GCEd(SPac) MLib(Monash) DipLib(Lond) ALA ALIAA MACE
Jane Elizabeth Southcott BMus(Hons) DipEd(Adel) MA(Lond)
Hua Min Yee BA(ChengKung Taiwan) DipLib(NSW) DipEd(Syd) BEdSt(NcIe NSW) MEdSt(Monash)

Executive Assistant

Pamela Wade Gallop

Administrative Officer (School Experience)

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Head

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Principal Lecturers

Jean Christophe Ochsenbein L-es-Sc(Phys)(Stras) DEA(Nuclinstrum)(Louis-Pasteur Stras)DrPhys(Louis-Pasteur Stras) MIEE
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Peter John Walker BE(Melb) MEngSc(Melb) GDipMunEng(WIAE) LGE(Vic) MIEAust MITE(USA) CPEng

Senior Lecturers

Jeff Yak Tee Ang BE(Monash) GradDipCmpSc(Lat) MACS MIEAust CPEng
Kevin Roy Cale MSc(Manc) BEng(Dist)(VIC) ARMIT(ElecEng) MIEAust MIEE(Lond) CEng CPEng
Keith Bryant Enders DipMechE MEngSc(Newcastle) MIEAust Mem.ASME CPEng
Graham James Harrison BEng(Melb) MEngSc(Melb) TTTC MIEAust SMIREE MIEE M CPEng

Patrick Joseph Loftus BSc(Eng)(Lond) BA(VIC) MEngSc(UNS) MIEAust CPEng
Leon Ilgvar Sostie DipCE BEng(Hons)(Monash) MEngSc(Monash) MIEAust CPEng MAWAA
Geoffrey G Vains DipMechEng BEng(VIC) DipEd(Lat) MIEAust MAIE CPEng
David Walker BSc(Eng)(Hons)(Lond) MEngSc(Monash) CEng MRAS

Lecturers

Hassan Abdel-Aziz BSc(Mech)(AlexU) MSc(Manc) PhD(Manc) MIEAust CPEng
Mahrous Yousef Ibrahim BE(ZagazigU) MTEch(BrunelU Lon) MIEAust MIEEE
Mustafa Isreb BSc(Eng)(AU) MSc(Eng)(MichiganStateU) PhD(EngMech)(PennsylvaniaStateU)MIEAust (MechCollege) MIEAust(CivlCollege) MASCE(USA) M AustCompSoc CPEng
Dilip Kumar Nag BTEch(Hons)(IIT) MSc(Structures) (Wales) MSc(RockMechanics)(Lond) DlC MASCE MIEAust CPEng
Sittampalam Nageswaran BSc(Eng)(Hons)(SriLanka) MSc(Eng)(SriLanka) MEng(NUFFICTheNetherlands) MIEE AMIEE(Lond)
Ranjith Willorage Perera BSc(Eng)(Hons)(SriLanka) DEA( Electrotechnique)(InpGrenoble) DR-ING (InpGrenoble) MIEAust CPEng MIEE(Lond) CEng
Trevor James Richards BE(Melb) MSc(Polymer Tech)(Loughborough)
Nabil Fathy-Saleeb Samaan BSc(Cairo) GDipElec Mach(Cairo) GDipPowerSystems(Cairo) MEngSci(UNS) MIEAust CPEng
Youssry Lewis Sidrak BE ME PhD MEngSci(UNS) ChemEng(AlexandriaU) MEngSynd(Egypt) MIEAust MofEURECHA
Lynette Rose Spriggs BA(Hons)(Qld) DipEd(Syd) MACE

School of Health Sciences

Head

Frances Elizabeth Kretlow RN BSc(Windsor) MSc(Manc) MACE FRCN AIMM

Principal Lecturer

Ingrid Emma Erna Jones RN MEd(Lat) BA(OU) Dip(NLond) RCNT RNT CertAdultEduc(Surrey) FRCN AIMM

Senior Lecturers

Margaret Monica Carmody RGN(IRL) SCM(SCOT) MEd(TCDublin) BA(UGalway) NscTeachers Dip(UCDublin)
Valerie Lorraine Willington RN PhD(Mon) MS(Rush) DipNseEd(CofNA) DipNseAdmin(CofNA) FRCN

3/6 Officers and Staff
School of Social Sciences

Head

Peter Keith Harwood MA(Auck) DipSocSc(Well) PhD(Monash) AIMM

Associate Professors

Lenore Adele Cox BA BEd MA(Qld) TTC TTCD
Daryl Evelyn Nation BA DipEd BEd MEd(Monash)

Principal Lecturer

Christopher Owen Fraser BSc(Hons) PhD(Cant) MAPsS

Senior Lecturers

Bryan Edward Coleborne MA DipEd(NE) PhD(NUI)
James Gordon Dawber MSW(Monash) BA(NZ)
DipSocSc(Well)
Marlene May Drysdale BA(AborStudy)(SACAE) BA(Tas)
Ian Varcoe Hamilton BE BD DipTRP(Melb) MTh(Aberd)
DipCE(Bendigo)
Valerie Catherine Harvey BA(Hons)(NZ) MA(Well)
MAPsS MNZPsS RN RM(NZ)
Malcolm James Kennedy PhD(Melb) BA(Melb) TPTC
TSpTC TLC MACE
Patrick Vincent Morgan BA(Melb)
Parimal Kumar Roy MA(Ranchi&W) PhD(Ranchi)
Arthur Edward Veno BA(SanFranciscoState)
PhD(California)

Lecturers

Lucy Empson RN DipAdm(Nursing)(Naples) BA(BCAE)
Peter Farago LLB(Melb) MA(Leeds)
Michael Griffiths BA(Hons)(Wales) MA(Monash)
Oonah Mary Griffiths BA(Hons)(Wales) MLitt(Dist)
(UNE) CertEd(Bristol)
Robert Neil Hanley BA(Ncle NSW)
Mark Andrew Harris BA(Hons)(Melb) DipEd(MCAE)
MA(Monash)
Susan Keliher BSc(Hons)(Hatfield Polytechnic)
PhD(Reading)
Trevor Lucas BSW(PTT)
Kay Lynch BA DipSocStud(Melb)
Margaret Lilian Lynn BA(Monash) DipSocStud(Melb)
Helen Elizabeth McAdam BSW(Melb)
Edna Magdalen Menzies MA DipEd(Edinburgh)
Lyle Patrick Munro BA(Qld) LitB(ANU) MA(ANU)
Lauren Frances Pease BA(GIAE) CQSW(Bucks)
CertEd(Lond)
Abu Kamal Rahman MA(Rajah&McG) PhD(McG) MAPsS
MBPA
April Marianne Robinson BA(Monash) GDipEd(Womens
Studies)(Victoria College)
Catherine Rodgers BA(Dublin) PhD(Strath)
David John Schmitt BAppSc(RMIT) BA(with Dist)(GIAE)
GDipEd(Monash) AAIMLS
Keith Philip Wilson MA(Cant) DipEd(Massey)
DipT(Christchurch) PhD(LaT)

Senior Tutors

Lynnette Norma Dent ADAS(GIAE)
Norma Ivy Jean Lukies ADAS(GIAE)
Elisabeth Claire Weller BA(GIAE) GDipSoc
Sci(CounsPsych)(GIAE)

Tutors

Donna Maria Bertacchini BA GDipSocSci
(CounsPsych)(GIAE)
Virginia Elizabeth Frauder BA(GIAE)
Pamela Elaine Reynolds BA(Monash)

Community Liaison Officer - Koorie Studies

Vacant

Executive Officer, Centre for Gippsland Studies

Meredith Anne Fletcher BA DipEd(Melb) MA(Monash)

Administrative Officer

Hilary Margaret Hind ADWS(GIAE) BA(Monash)

Assistant Administrative Officer

Barbara Ann Abraham

School Office Manager

Kathryn Ann Martyniuk

Administrative Assistant

Deborah Leanne Clark
School of Visual Arts

Head
Norman Andrew Creighton  TSTC ARMIT FRMIT  BEd(LaT)

Senior Lecturers
Karen Eric Bensley  MA(Auck) MACE
Euan Lindsay Heng  DA(Dundee) PGradDip(Dundee)
Hedley Thomas Potts  TPTC TACTCP ARMIT FRMIT

Lecturers
Christopher Lionel Coventry  MFA(Tas)
Kaye Louise Green  BA(Tas) MA(NewMexico) TTC
Adelina Modesti  BA(Hons)(Monash) MA(Hons) (Melbourne)
Clive Justin Murray-White  DipArt(PIT) TTTC
Susan Leigh Purdy  BEd(Rusden)
Owen Stanley Rye  BSc(Hons) PhD(NSW)
Daniel Peter Wollmering  BA(StJohns) MinorEd (StBenedicts) MA(RMIT)
Selected Student Support Services Staff

Amenities

Amenities Manager
Andrew Winter  DipHotel&CatOps(WACFS) House of Seppelt Awd. AssDipBus(GenAdmin)(GIAE)

Computer Centre

Computer Operators
Ruth Rickell
Marchelm Bomers

Educational Development and Research

Head
Michael Parer  EdD(Indiana) MSc(Indiana) MTh(Corpus Christi) BA(Corpus Christi)
Beatrice Faust  BA(Hons) MA(Hons)(Melb) TSTC
Jean Wood  BTech(Hons)(Longhboro') GradCertEd(Leeds)

Distance Education Resources Centre

Head
John Evans  BA MEd(Melb) GradDipComp(Deakin) TPTC

Manager Operations
Elizabeth Veno  BA(UniQld)

Liaison Officers
Helen Fletcher  BA(GIAE)
Paul Barrance  BA(GIAE) GradDipEd(Monash)

International Student Office

Manager
John Harrold Eckermann  MA(AsianStudies) BA DipEd
DipSocSci

Library

Chief Librarian
John Yocklunn  KCVO BA(WAust&ANU) MA(Sheff) ALA ALAA

Deputy Librarian
Janet Martin  BA(Syd) MLib(Monash) ALAA

Users Services Librarian
Marie-Therese Van Dyk  BA(Hons)(NcleNSW) ALAA

Off-Campus Librarian
Malcolm Home  BA(GIAE) DipArts(Bendigo) GradDipLib(Ballarat)

Cataloguing Librarian
Kay Steel  BA(VIC) MLib(Monash) GDipLib(RMIT) ALAA
Student Administration

Manager
Adrian Obersby  BE(Melb)

Student Statistics Officer
Kay Saunders  DipT(Primary)(SCV)

Awards & Projects Officer
Steven Barling  BAppSc(BACAЕ)

Student Counselling

Student Counsellors
David Abbott  HigherDipT(Prim)(Frankston) BA(Monash)
BSocialWk(LaT)
Lyn Baskin  ADWS BA(GIAE)

Student Union

Executive Officer
Anthony Benn

Administrative Services Officer
Mark Flynn
Admission, Fees, Enrolment

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General Information
Admission, Fees, Enrolment

Admission

Applicants are advised that lodgement of an application does not indicate automatic acceptance. Quotas operate on courses and some individual units, and it will only be possible to consider late applications if quota places remain. Applicants with overseas qualifications are advised to contact the National Office of Overseas Skills Recognition (NOOSR), GPO Box 1407, Canberra ACT 2601.

The general entrance requirements are summarised in the following statements. Applicants should check individual course entries for prerequisite subjects or special requirements.

It should be noted that as a consequence of the merger between the former Gippsland Institute of Advanced Education and Monash University, a common entrance requirement now applies to the Monash University and the Monash University College Gippsland. However, the University College will for entry in 1992 exercise discretion to prevent disadvantage to school leavers who have prepared for entry to courses under rules previously notified.

Full-time on-campus - undergraduate courses

General Entrance Requirements
Applicants who satisfy one of the following entrance requirements are eligible to apply through the Victorian Tertiary Admissions Centre (VTAC) if they are seeking entrance to any degree, diploma or associate diploma course for full-time on-campus studies at the University College [other than the Associate Diploma of Arts (Koorie Studies) which is direct application to the University College] :

1. VCE (HSC): Normal Method
Candidates under 21 years of age on 31 December in the year in which examinations are taken will normally be expected to satisfy university entrance requirements by a full attempt at the VCE (HSC), obtaining Grade D or above in four Group 1 subjects approved for university entrance, including English, taken at the one sitting.

2. VCE (HSC): By Compensation
Candidates who have attempted VCE (HSC) by the normal method described above and satisfied the compensation rules outlined in University Entrance Requirements 91-92 may also satisfy entrance requirements.

3. VCE (HSC): Mature age provisions
Candidates who are 21 years of age or more on 31 December of the year in which, under this provision, they first present for an approved VCE (HSC) Group 1 subject or subjects (including the Test in English available in 1981), may satisfy entrance requirements by either

- obtaining Grade D or above in English and two other approved Group 1 subjects, provided that at least two of the three subjects are obtained in the one sitting;

or

- obtaining a pass in the Test in English (available prior to 1981) in lieu of Grade D or above in English, and obtaining Grade D or higher in two other approved Group 1 subjects, which must be obtained at the same sitting.

4. VCE (TOP)
Candidates may satisfy the entrance requirements by completing a full-time VCE (TOP) provided that the subjects have been passed at the one sitting.

5. Comparable Qualifications
Applicants may be admitted to a course on the basis of qualifications deemed to be the equivalent to the acceptable VCE (HSC) and the VCE (TOP) qualifications. These include many qualifications at either secondary or tertiary level obtained interstate or overseas and TAFE qualifications.
Other Victorian Year 12 Qualifications
In addition to applying through VTAC, the following categories of Students should apply under the "DIRECT ENTRY TO COURSES 1992: School Leaver Scheme (on-campus courses)"

1. VCE (Group 1 and Group 2) where an Anderson cannot be established.
2. VCE (Group 2)
3. VCE (STC)
4. VCE (T12)

Further information and an application form on the School Leaver Scheme can be obtained from the Student Administration office of the University College, telephone (051) 226 287. The final date for applications for the University College is 24 January 1992.

Mature Age Entry
Applicants who are 23 years of age by 31 December 1991, and have not satisfied University Entrance Requirements or are eligible and have not recently been offered a place may apply under the Mature Age Direct Entry Scheme.

Further information and an application form "DIRECT ENTRY APPLICATION FORM - MATURE AGE SCHEME" can be obtained from the Student Administration office of the University College, telephone (051) 226 287. The final date for applications for the University College is 24 January 1992.

Later Year Entry
Applicants transferring, or applying for entry with advanced standing or credit for previous study may apply direct to the University College but may subsequently be advised to apply through VTAC.

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

Applicants who are not in their final year of secondary schooling in the year preceding the intended year of tertiary study should obtain a copy of the VTAC booklet from the Executive Officer of VTAC, 40 Park Street, South Melbourne, 3205.

A late application fee will be charged by VTAC for applications lodged after the set closing date in September 1991.

Special Entry - Alternative Category Entry Provisions
Monash University College Gippsland as an expression of its commitment to the principles of participation and equity, gives special consideration for entry to its on-campus and distance education courses for the following categories of people where a reasonable prospect of successfully completing an on-campus or distance education course can be established. Students seeking entry may be advised by the University College to take preparatory or supplementary studies.

1. Age & Education (Mature Age Entry)
Prospective students 23 years or more, who have not successfully completed an approved Year 12 program but who have a suitable educational and/or employment background, may be considered for entry under mature age entry provisions.

For on-campus courses, applicants should apply through the "Direct Entry Application Form - MATURE AGE SCHEME" available from the Student Administration office, telephone (051) 226 287.

For distance education courses, applicants are required to provide relevant information supporting their application. This could be in the form of references, details of employment history, statement from employers and details of previous education and training.

2. Aboriginal & Torres Strait Island People
Aboriginal people who may not meet normal entry provisions may be considered for entry under the special entry scheme.

3. People from Rural and Isolated Areas
Students from rural and isolated communities who may be disadvantaged by limited educational, cultural and social background, including a lack of school curriculum choice, may be considered for entry under the special entry scheme via the Monash Schools Link Program. Further information is available from the Student Administration office, telephone (051) 226 287.

4. Social/Economic Disadvantage
Students whose family and/or personal background has not provided a supportive educational environment may be considered for entry under the special entry scheme. Relevant factors could include: financial hardship, family breakdown and limited exposure to education within the family network.

5. Disability or Continuing Illness
Prospective students who have been disadvantaged in their education because of disability or continuing illness may be considered for entry under the special entry scheme.

6. Non English-Speaking Background
Prospective students who are from a family with a non English-speaking background may be considered for entry under the special entry scheme. Relevant factors could include: English not being the language usually spoken in the home, or relative unfamiliarity with the English language which may have affected study.

Full-time on-campus - graduate courses
Please note that the Graduate Diploma of Education (Secondary) is not being offered on a full-time on-campus basis for 1992.
Part-time and Distance Education

Persons seeking to study part-time, or by distance education, should apply direct to the Monash University College Gippsland, and not through VTAC. An application package is available on request from the Student Administration office.

Applications should be lodged by 18 October 1991. Quota restrictions could apply to some courses and units, and it may not be possible to consider applications received after that date.

Complementary Studies

Students who wish to enrol for one or more units for subsequent credit towards an award course being undertaken at another college or university may lodge an application at any time up to two weeks before the commencement of the academic year (or semester) but early applications are less likely to be affected by unit sub-quotas. Such applications must be supported by evidence that the home/awarding institution is agreeable to crediting the nominated units upon their successful completion.

Non-Award Studies

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

Non-Award admission is not intended for applicants wishing to subsequently enrol in an award course. This option is mainly exercised by applicants who wish to take advanced studies for the purpose of upgrading their existing qualifications for recognition by a professional body. In some cases, however, students may wish to apply to undertake a unit which is surplus to meeting the requirements of the course in which they are already enrolled.

Returning Students

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

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

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Fees

Higher Education Contribution Scheme (HECS)

The Scheme requires contributions to be made by students towards the cost of their higher education studies commenced after 1 January 1989. The amount to be contributed depends on the study load (units) undertaken each semester, and is payable whether or not a pass in each unit is achieved.

HECS Contributions will not be required from:

- students enrolled in approved "fee-paying" post-graduate courses;
- students in a non-award course (although other, greater, fees will apply);
- students in recognised bridging or supplementary courses;
- (no such courses are listed in this book.)
- students in initial nurse education courses;
- overseas students generally (other arrangements apply);
- post-graduate students who have been awarded HECS exemption scholarships;
- students who have a HECS exemption scholarship for the professional development of teachers.

Withdrawal from a unit by 30 March in the first semester, and 30 August in the second semester, will result in no liability for payment being recorded for the unit, for the semester.

Students may elect to pay "up-front" or via a deferred payment option which allows payment of part, or all of the contribution for a semester, to be deferred until their taxable income meets a minimum threshold level. The "up-front" payment option requires payment of 85% of the contribution only, with the balance to be paid by the Commonwealth.

More detailed information may be obtained from the Student Administration office.

Student Fees - Guide

For 1991 the course contribution was set by the Government at $1993.00 for a standard full-time study load for a year. Proportional amounts applied to lesser study loads. As an example, distance education students who enrolled for the normal half load of 2.00 units per semester incurred a liability of $498.00 per semester (or $423.30 if the "up-front" option was used); minor variations applied to some courses. Indexation of the course contribution and taxable income threshold will occur for 1992.

In 1991 the total student fees were:

- Full-time liability for payment of HECS contribution plus $110 Union Fee
- Part-time proportion of HECS contribution plus $55 Union Fee
Distance Education
Virtually all distance education students will be part-time.

Complementary Proportion of HECS contribution plus Union Fee (if not paid at home institution for the year).

Some increases in fees may be anticipated for 1992.

Please note that for the purpose of Union Fees a full-time student is one who is undertaking a study program of at least 6.00 credits for the academic year, and a part-time student is one who is undertaking a study program of less than 6.00 credits.

Non-Award Studies Fees - Guide
Non-Award tuition fees have been set at a minimum of $500.00 for each 1.00 unit. Higher fees can be anticipated for those units involving the use of expensive equipment or consumables, or fieldwork supervision. In addition, students may elect to pay the relevant Union Fee if they wish to take advantage of the benefits of Union membership.

Payment of Fees
Applicants will be notified of the offer of a course place by letter and applicants must specify a HECS payment option when accepting the offer. The offer will be valid for a period of fourteen days and provided payment of Union Fees is made within that time and a correctly completed Payment Options Form is received, a second letter will be sent confirming enrolment. If payment is not received, the offer lapses and the course place will be re-offered to another applicant. Payment of fees may be made through any bank: the offer letter will include detailed instructions. Payment at a branch of the National Australia Bank is preferred.

Special Assistance Program
Limited loan grant funds are available for students who can demonstrate considerable financial hardship. Enquiries should be directed to the Student Counsellors.

Enrolment

Enrolment Procedures
Details of enrolment times and place accompany the offer of enrolment mailed from VTAC to students who apply through the VTAC system. Such students are required to attend the University College to enrol and should note that the VTAC card must be presented at the time of enrolment. Payment of fees and selection of a payment option under the Higher Education Contribution Scheme is also required at the time of enrolment.

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

Deferred Entry
All applicants who have been offered a place in a course, and who do not wish to take up that offer, may apply for a deferment of admission in writing. Deferral will normally be granted for twelve months unless the student expresses an intention to take another tertiary place elsewhere. When students are contacted later in the year about their intentions for the following year, they will be asked to confirm that they did not undertake another tertiary course in the period of deferment.

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

Application forms are available from the Student Administration and need to be supported by original documentary evidence or copies certified by a Justice of the Peace or Commissioner for taking declarations and affidavits. Original documents are returned by certified mail after being sighted. Please note, credits and exemptions are granted only after formal admission and a fee may be charged if a comprehensive advance assessment is requested.

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

Applications for re-enrolment are required to be lodged within 20 December 1991. Quota restrictions mean that continuing students' places at the University College cannot be guaranteed after the priority closing date of 20 December 1991. For some courses quota places remaining after the closing date will be immediately re-allocated for offer to new students. A late fee may be applied to applications received after the priority date.

Re-enrolment cannot be approved for students who have not made satisfactory arrangements to meet any outstanding financial obligations to the University College.

Student Identification
All students are issued with an Identity Card and a Certification of Enrolment slip on enrolment. Continuing students retain their Identity Cards and upon re-enrolment are issued with only a Certification of Enrolment slip to accompany the Identity Card. For 1992, however, students may be issued with a new Identity Card with a student
number allocated from within a common system being developed to include all students of Monash University. Identity Cards must be carried at all times when the student is on campus and will be necessary for borrowing books from the library or claiming student concessions and examination room entry.

Confirmation of Enrolment

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

Amendment of Enrolment Details

Name and Address Details
Students who change their name, contact address or permanent address should notify the Student Administration office by completing the Enrolment Variation Application form available from Student Administration. Documentary evidence is required for name changes and a name change generally cannot be effected once a course has been completed.

Unit Details
Any change or discontinuation of any or all units to a student’s existing enrolment must be notified to the Student Administration office on the Enrolment Variation Application form available from that office. Student Administration must obtain the approval of the Head of School before acting upon any requested change.

University College policy does not allow units undertaken by the distance education mode to be added to a study program after the second week of the semester in which the unit is offered.

Approval of an application for withdrawal without penalty from a unit is at the discretion of the Head of School responsible for the course.

However, as a guide, the following criteria and procedures are normally applied:

(a) For applications received by 30 March for first semester and full year units, and 30 August for second semester units, approval will largely depend on the reasons given for reducing the study load and time remaining in which the course must be completed. If approved, the unit will be deleted entirely from the student’s course record.

(b) For applications received between 31 March and 30 April for first semester and full year units, and between 31 August and 30 September for second semester units, students will need to demonstrate that circumstances do not permit them to continue in the unit with any reasonable chance of successful completion. If approved, a "W" (withdrawal without penalty) assessment result will be recorded for the unit.

(c) After 30 April (for a first semester or full-year unit) or 30 September (for a second semester unit) application for withdrawal without penalty will only be approved in exceptional circumstances. Applications arising from illness, or some other extenuating circumstances, must be accompanied by a medical certificate or other supporting evidence in addition to the normal enrolment variation form. If approved, a "W" (withdrawal without penalty) assessment result would be recorded for the unit.

Applications for withdrawal without penalty which are not approved, may result in an immediate recording of an "N" (fail) assessment result. Students will be notified promptly of the outcome of all such applications and may elect to continue with the unit if they wish, in which case the "N" result would be removed immediately notification of continuance in the unit was received.

Similar criteria will be applied to individual units in the event of deferment or total withdrawal from course.

Course Details
Any withdrawal from a course of study being undertaken must be notified to Student Administration on the Enrolment Variation Application form available from that office. Student Administration must obtain the approval of the Head of School before acting upon the request. Students will be asked to complete an application for admission form for a new course.

In relation to withdrawal from a course, students wishing to continue in the following year should consider applying for a deferment of studies through Student Administration.

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

Deferral may be granted only in exceptional circumstances for some courses, and will not normally be approved for more than two successive semesters. Students who have been granted deferment will be informed in writing by the Student Administration office.

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

Refund of Fees
A full or pro-rata refund of the Union fee may be obtained in the event of deferment of studies or withdrawal from course. Tuition fees for fee-paying postgraduate courses and Non-Award studies and for "up-front" HECS payments, will be refundable until 30 March for Semester 1 and 30 August for Semester 2. Current information will be provided in offer letters and re-enrolment application sets.
Financial Assistance

Austudy

The prescribed forms and information booklet are available from either:

Commonwealth Employment Services Offices

or,

Student Counsellors
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842

David Abbott    telephone: (051) 226 232
or
Lyn Baskin    telephone: (051) 226 657

Application forms should be available in December, and when completed submitted at CES offices (preferably before 31 March).

Postgraduate awards

Australian Government Postgraduate Course Awards and Australian Postgraduate Research Awards are administered by the Department of Employment Education and Training and are for full-time study in approved courses leading to the degree of Master by either course work or research or a PhD. Awards are available to Australian citizens, who normally would have achieved better than pass results in individual units. Preference is given to applicants with relevant employment experience. There are no age restrictions.

Allowances under the award consist of a living allowance, relocation allowance and a thesis allowance. The award is for three years for PhD studies and two years for masters studies.

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

Prizes and scholarships

Unless otherwise indicated, students are nominated for the awards by the appropriate School.

Alpha Delta Kappa
This is awarded to a full-time female undergraduate student undertaking her second year of study in an Education field.

Australian Acoustical Society
An award of $150 plus one year’s affiliate membership of the society is available to Applied Science/Engineering undergraduate students based on outstanding performance in an area of acoustics.

Heavily subsidised Student Loans are available to students experiencing financial hardship, particularly where their continued study is in jeopardy. The loan ceiling is pegged to the current cost of catered on-campus accommodation. Loans are primarily available to full-time students, however, part-time students may apply. In exceptional circumstances grants may be considered.

Further information may be obtained from the Student Counsellors.
Australian Institute of Bankers
A Butterworths Book Award for excellence is awarded to the best student in Financial Institutions in the Bachelor of Business.

Australian Institute of Mining and Metallurgy
Award of $500 to the best student completing selected subjects from the second and third years of the Bachelor of Engineering.

Australian Paper Manufacturers
The Australian Paper Manufacturers awards scholarships of $1,000 each to full-time students in any school at the completion of the first, second or third year, provided that the students are proceeding to a further year of full-time study.

Australian Psychological Society
An annual prize is awarded to the best student based on academic performance in APS accredited fourth year courses. Students in the Postgraduate Diploma of Social Science (Counselling Psychology) are eligible.

Australian Society of Certified Practising Accountants
Awards three prizes annually for students of accounting in the Bachelor of Business. The adjudged best first year student and second year student each receive a medallion, a Certificate of Excellence and a cash prize of $500. The best graduating student in the Bachelor of Business majoring in Accounting is awarded the same cash prize and medallion plus a framed certificate and two years free membership of the Society.

CAF Computers Australia
An annual award to a student undertaking the second year of either the Associate Diploma of Applied Science (Computing) or Bachelor of Applied Science (computing major) on a full-time basis. The award consists of microcomputer hardware and software selected as appropriate by CAF Computers.

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

Coal Corporation of Victoria
The Coal Corporation of Victoria awards three scholarships each to the value of $1,000 to full-time degree students undertaking studies in Applied Science, Business (Accounting/Finance) and Engineering. These scholarships are available at the end of the second year to students proceeding to a third year of study on a full-time basis.

Commonwealth Bank
The Commonwealth Bank Accounting Award of $250 is awarded to the best student in Cost/Management Accounting in the Bachelor of Business.

Duesbury Prizes
Duesbury prizes are available to students enrolled in the Bachelor of Business degree and awarded for studies in Computing, Auditing and Taxation Law.

Esso Australia
Esso make available two scholarships based on academic achievement to the value of $2,000 each annually to Koorie students.

Institute of Chartered Accountants
Butterworths Book Award for excellence is awarded to the best accounting student in the second year of the Bachelor of Business.

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

Institute of Personnel Management Australia
Butterworths Book Award for excellence is awarded to the best student in Management in the Bachelor of Business.

L Patison and Partners
Butterworths Book Award for excellence is awarded to the best student in Financial Accounting in the Bachelor of Business.

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

VIC Roads
Butterworths Book Award for excellence is awarded to the best student in the Graduate Diploma of Business (Accounting).

WJ Taylor Further Education Fund
This is bequest to the Yooralla Society of Victoria, to assist people with physical disabilities in their education.
This section details general information about Student Administration including the types of services provided by that office, as well as providing some information about examinations and academic progress.

Student administration

The Student Administration office provides a centralised service for current and intending students, and is open from 9.00 am to 5.00 pm in the main building, first floor, room 1S204.

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

All written enquiries should be directed to the Manager, Student Administration. Telephone enquiries may be made direct to Student Administration on (051) 226 287.

A major responsibility of all students is to ensure that all information held by Student Administration, especially names and addresses, is accurate. The University College does not accept responsibility if official communications fail to reach a student who has not notified a change of address.

Assessment

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

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

Special consideration

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

If performance in an examination is adversely affected by causes beyond a student's control, an application to the Student Administration office for special consideration must be made within seven days of the date of the relevant examination.

Student regulations

The student regulations are not printed in this handbook as they are undergoing review as a result of the merger of Gippsland Institute of Advanced Education and Monash University in 1990, and this process is not yet completed.

However, it is the responsibility of students to familiarise themselves with the information in this handbook and to take necessary action to ensure they comply with the University College's rules, regulations and deadlines concerning enrolments, withdrawals, examinations and related activities.
Examinations

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

Examinations at approved outside centres
Students will receive a list of approved examination centres with their timetable, and must inform Student Administration immediately of the centre at which they wish to sit for the examination, and the units for which an examination is required.
A student will need to demonstrate an abnormal difficulty in attending an approved centre before a request to sit at an alternative centre will be considered.
Examination arrangements are quite complex and any student who fails to supply the requested examination details within the specified time may not be permitted to attend for examination.

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

Awards
Students who have satisfactorily completed all the requirements of the course for which they are enrolled, or who are reasonably confident that as a result of their performance in the end-of-year examinations they will satisfactorily complete all the requirements of the course for which they are enrolled, must complete a special application form in order to be invited to attend the Graduation Ceremony and to receive their awards.
Application forms are available on request from the Student Administration office, and must be returned no later than 15 January.

Academic transcripts
Students requiring special certification of course and unit enrolments, examination results and academic records should apply on the prescribed form available from Student Administration. Charges may be levied for the issue of such statements, and, in such cases, prepayment is required.
Student Support Services

Accommodation

In 1990, the University College provided on-campus accommodation in residential units and a referral service for students seeking private accommodation.

To assist resident students on-campus and especially those living away from home, two of the University College's officers are resident on-campus to provide personal support.

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

On-campus Residences

In 1991 the University College had residential accommodation for 360 students on-campus, comprising units of six or twelve students per unit, with each student having their own furnished room and sharing other common facilities.

For the West Houses (no meals provided) the fee was $1156 per semester (approximately $68 per week). For students in the South Residence (four evening meals, Monday to Thursday) the fee was $1575 per semester (approximately $93 per week). For students in the North Residence (four evening meals, Monday to Thursday plus five breakfasts, Monday to Friday) the fee was $1875 per semester (approximately $110 per week).

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

Given the communal nature of the University College's residential units and houses, many students opt to contribute to a food kitty. Generally the weekly contributions range from $20 - $30 and provides the added advantage of enabling students to save by bulk buying.

Application Procedure

Students seeking accommodation for the 1992 academic year should apply to the Amenities Manager on the application form for admission to the University College's accommodation.

Applications received on or before 30 November 1991 will be given a higher priority for available places, with preference given to students living outside a 30 km radius from the University College. Half of the available places will be allocated to new students and half to returning students.

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

Other Accommodation

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

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

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

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

All enquiries regarding student accommodation should be directed to:

The Amenities Manager
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842

Telephone: (051) 226 538
Banking

The National Australia Bank, Morwell Branch, operates a branch agency on campus.
Trading hours are as follows: between 12.30 pm and 2.00 pm on every Monday, Thursday and Friday.
Normal banking facilities are available including opening savings and cheque accounts and issue of bank cheques.
Traveller's cheques and overseas transactions can also be arranged with prior notice.

An Automatic Telling Machine - Flexiteller - is located at Morwell and Traralgon branches for the convenience of their customers.
The bank is located adjacent to the Cafeteria area.

Bookshop

The on-campus bookshop is a branch of the University Co-operative Bookshop Ltd. which originated at the University of Sydney in 1957.
Membership of the Co-operative is unrestricted; and it entitles members to most favourable rebates on purchases.
The normal daily business hours are 9.00 am to 5.00 pm with additional opening times for all weekend schools.
Distance education students are also offered the facility of mail order service, the arrangements for which should be made in advance.

In addition to providing for students' course requirements the bookshop offers a wide range of general books, ranging from light reading to academically oriented titles. Because some sister branches of the Co-operative operate exclusively for specialised schools and colleges, there is also ready access to specialised books in the medical, legal and agricultural fields.
Enquiries about the bookshop should be made directly to:
The Manager
University Co-operative Bookshop
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842
Telephone: (051) 221 771
Fax: (051) 221 211

Cafeteria and dining facilities

The University College has a large cafeteria-style dining area and a private dining room, each of which is served from a well equipped modern kitchen in the Central Facilities Building. The catering service provides a variety of foods, ranging from sandwiches and take-away foods to prepared hot meals, to individually prepared la carte meals. The main dining area is open from at least 9.00 am to 4.00 pm on all normal University College work days (including weekend schools for distance education students), with provision for extended hours according to demand and special reservations. The private dining room is available for dining on occasions where a higher standard of food and a personalised standard of service is required. Individuals or groups wishing to use this facility should contact the Catering Manager. The University College's cafeteria and dining facilities are available not only to students, staff and University College groups, but also to community groups for a range of appropriate activities.
Enquiries and reservations for the use of the cafeteria or private dining room should be made to:
The Catering Manager
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842
Telephone: (051) 226 592

Chaplains

Father Peter Bickley, Parish Priest of Churchill, and Greg Strack, Uniting Church Minister, Churchill are honorary Chaplains for the University College. Both are actively involved and ready to assist students. Appointments on campus may be arranged through the Student Counsellor's Office.

Child care

A child care service is available on campus for preschoolers every weekday and at weekend schools. Activities are also provided for older children at all weekend schools. The service is registered and fees are based on eligibility for Government relief with additional fee relief for Student Union members. The Union built the Child Care Centre through its Building Fund and where possible employs students on a casual basis as well as trained permanent staff.
Telephone: (051) 226 227
Computer facilities

The University College has a wide range of computing resources available to support its academic and administration functions. These range from micro-computers - both stand-alone and networked, multiuser mini-computers and main frame computers situated at the University College, and external to the University College accessed through AARNet which is an Australian and International link to most tertiary institutions.

The central internal computer is a Hewlett Packard 3000/950. It supports 72 terminal ports, 96 megabytes of memory, 3.5 gigabytes of disc storage, a 6250/1600 bpi magnetic tape drive and three 600 line per minute printers and Laser printer.

The HP 9000/825 is the UNIX based computer in the Computer Centre. It has 32 terminal ports, 32 megabytes of memory, 1400 megabytes of disc storage, and a 600 lpm printer. The UNIX system provides mail and news services to and from the rest of the world. Other UNIX peripherals include an eight-pen digital plotter, and laser printers.

Two terminal laboratories, one containing approximately twelve terminals, and the other approximately thirty terminals are located within the University College each having its own 600 lpm printer shared between the HP computers.

Access to the University College's computer is via a MICOM Port Selector. This device acts as an automatic switch and makes connections between the users terminal and the available computer ports. If no computer port is available, the user is offered a place in the WAIT queue until a port becomes available.

Students owning a micro-computer and modern and residing in the Melbourne local call area may dial in to the Monash Clayton campus and gain access to the Monash University College Gippsland HP3000/950 and HP 9000/825. Access is also available via remote login using AARNet facilities. Students in remote areas can get access via an AUSTRAC connection. Other smaller mini- and micro-computers are available to students on a more restricted basis.

Software available on the HP3000 includes Text editors, language translators for C, FORTRAN, BASIC, COBOL, PASCAL and SPL, various system utilities (e.g. SORT/MERGE File copier) and a range of educational application packages. Statistical analysis packages include SPSS-X and MINITAB. All UNIX software is available on the HP9000 including F77, C, COBOL and Starbase Graphics.

Database management is accomplished by using ALLOBASE - a database management system including TURBO IMAGE, a network database manager and SQL, a relational database manager, and the COGNOS fourth generation language suite POWERHOUSE.

Three micro-computer based local area networks are available for academic use. Each network consists of various PC’s as work stations linked via an Ethernet Novell LAN to a PC-AT file server/print station. The file server has 200 megabytes of disc storage, a dot matrix printer and a laser printer connected to it. The second and third networks are a Novell Ethernet LAN consisting of 20 PC’s with an AT File server with similar configuration to the other Lab. Database, spread sheet and word processing software is available on the network. Access to this facility must be arranged through your lecturer.

Students within a 100 km radius of the Churchill campus are expected to use the Churchill facilities. Student access to terminals and PC facilities is available over extended hours, typically 7.30 am to 11.00 pm. The Computer Centre is staffed during the hours of 8.30 am and 5.10 pm. During semesters, the MicroLab(s) will be opened 1.00 pm to 5.00 pm Saturdays and Sundays to allow students as much access as possible. Students will be notified of access times at the beginning of each semester.

Conditions for use

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

In the Conditions of Use of the University College’s computing facilities, listed hereunder the following definitions apply:

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

General Conditions of Use

(a) The University College’s computing facilities are primarily intended for use in the teaching, research and administrative functions of the University College.

(b) All persons using the computing facilities shall be responsible to the Computer Centre Manager for the appropriate use of the facilities provided and shall observe such conditions and times of usage as the said Manager may determine.

Any external charges incurred by the user e.g. Telecom charges, are to be borne by the user. (See Conditions Relating to External Use (b)).

(c) Any member of the University College using the computing facilities for purposes other than teaching, research or administration shall be regarded as an external user and must comply with the requirements of Part "3" of these Conditions relating to External Use stated below.

4/13 General Information
In any dispute as to whether work carried out in the University College’s computing facilities is related to teaching, research or University College administration, the decision of the Chief Executive Officer shall be final.

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

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

(f) The University College will endeavour to safeguard against the possibility of loss of information within the University College’s computing system but will not be liable to the user in the event of any such loss.

The user must take all reasonable measures to further safeguard against any loss of information within the University College’s Computer System.

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

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

(i) The user acknowledges in relation to software supplied to the University College under licence from Hewlett Packard Australia Pty. Ltd. that the Computer Centre may disclose such external and interface detail of such software as may be reasonably necessary to their proper use only on condition that the user agrees that the software products or any part thereof are the property of HP and are proprietary to it and that the user shall hold the software products or any part thereof in confidence for HP. The user agrees accordingly.

The user acknowledges that the terms and conditions of the foregoing paragraph shall apply equally to all software products made available to the Computer Centre as though the name of the other licensor were substituted for that of HP.

(j) The Computer Centre Manager may suspend any person from using the facilities of the Computer Centre, if, in the opinion of the Manager, that person:

(i) was responsible for wilful physical damage to any of the computing facilities;

(ii) was in possession of confidential information obtained improperly;

(iii) was responsible for wilful destruction of information;

(iv) was responsible for deliberate interruption of normal services provided by the Computing Centre; or

(v) is likely to take action which would result in wrongful use of computing facilities as specified in (i), (ii), (iii), or (iv) above.

Conditions Relating to External Use

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

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

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

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

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

(f) Work is undertaken by the University College on condition that except as provided by Clause (g) neither the University College nor any member of its staff shall in any circumstances be under any liability for breach of contract or in tort or for any matter or thing whatsoever nature arising out of or in connection with its undertaking the work including but not limited to:
(i) Any loss or damage arising whether by reason of
negligence or otherwise howsoever out of or in
connection with the University College's undertaking
and/or handling the work;

(ii) Any incidental or consequential damages of any nature
or kind whatsoever;

(iii) Any loss or damage resulting from or in connection
with delay in proceeding or completing the work
whether such delay is due to negligence or otherwise;

(iv) Any loss resulting from the failure of the customer
adequately to safeguard themselves against the
possibility of loss of information within the system.

(g)

(i) The customer shall within fourteen days of the
completion of the work notify the Computer Centre
Manager in writing of any error resulting or alleged to
have resulted in incorrect or lost results. Except for
any error so notified, the work shall be deemed to
have been accurately and correctly performed.

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

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

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

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Distance Education Resources
Centre

Student liaison

Any enquiries or problems experienced by distance
education students during the course of their study should
be directed to the Distance Education Liaison Officers,
Paul Barrance and Helen Fletcher.

The Liaison Officers can help with queries related to
weekend and vacation schools, study programs,
assignments, enrolment details, study material, lecturer
contact, resource facilities and any other study related
matters.

The Distance Education Liaison Area is open from
8.30 am to 5.00 pm on weekdays and during weekend and
vacation schools. The Liaison Officers can be contacted by
telephone on (051) 226274, or for the cost of a local call
for Melbourne students on 565 5550, or for students
outside the local area or the Melbourne Metro area on
(008) 33 2569, or in person in the Distance Education
Office, Room 15140 (access is from IS corridor opposite
the Council Room).

Print Materials Production Unit

Study guides, readers and resource materials and related
printed materials such as assignments are written and
selected by academic staff responsible for teaching
particular units or parts of units.

Manuscripts are then taken by the Print Materials
Production Unit (PMPU) where they are designed,
composed and printed ready for despatch.

Material is prepared for both internal and distance
education students and the Unit's despatch section
distributes study material, including audio and video tapes,
to distance education students. This distribution may be by
envelopes packed for collection at weekend and vacation
schools or by envelopes delivered to students by Australia
Post.

Design, composing, printing and finishing services are
also available to the University College for the preparation
of publicity material, classroom teaching aids, selected
books for sale and general administrative requirements.

The PMPU is staffed by a team of seventeen general
staff assisted by casual staff at busy times. The Unit is
unique in having all the facets of study material production
and distribution in one integrated facility.

At weekend and vacation schools study material may
be collected in the central corridor of the ground floor of
building IS. The sections of the Unit are located off this
corridor.
Educational Media Services Unit

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

These services include:

- providing film projection in theatrettes and video and film reticulation into classrooms;
- a loan store which caters for both student and staff requirements;
- basic audio-visual training to specific student groups on an informal basis;
- black and white and colour photography, black and white processing, overhead projection transparency production (thermal and photographic), general reprographic work and computer generated black and white transparencies;
- colour video production on Super VHS including computer graphics capability;
- audio production facilities for both field and studio based programs, lecture recording and multiple cassette copying for distribution of cassettes to distance education students;
- portable teleconferencing facilities.

Educational Development and Research Unit

The Educational Development and Research Unit works with academic staff to improve the quality of teaching and learning. Its task is to advise and work with academic staff on the design, writing and review of study materials, assessment procedures and course presentation. It also conducts professional and development activities by individual consultation and the running of seminars. The unit has a program to assist staff with the formative evaluation of their units and also conducts institutional research that helps to understand and improve student learning methods.

International Student Office

The Manager of the International Student Office provides support in airport reception and transportation to the University College. A special orientation program provides students with information concerning social, cultural and academic expectations and assists them with their adaptation to tertiary study in Australia. The Manager also provides services in matters such as enrolment, visa renewal, health cover, accommodation, course advice and student counselling.

The International Student Office is located in the main building, first floor, room 18204, telephone (051) 226579 or for internal callers ext. 6579.

Library

The Library is for the use of the students, staff and members of Council of the University College. Members of the public are welcome to consult material in the library; community borrowing privileges are available via a subscription fee.

The Library is housed on two floors of the multipurpose wing of the University College. The library collection now includes approximately 91,000 monographs, 23,000 serial volumes and 6,500 microforms and it holds over 1,700 serial titles. Also included is a collection of non-book materials, including maps, posters, video recordings, audiocassettes and recordings, slides, and motion pictures. The library also contains a curriculum resources collection of model school library materials including children's literature, games, kits, models and pictures. Seating is provided for 133 readers.

The library's automated system includes computer catalogues for books and computer discs for locating journal articles.

The Library supplements its reference and research materials such as printed bibliographies and indexes by using CD-ROM indexes ranging across the fields of social and health sciences, education and science. On-line information retrieval is also available. Currently the library accesses the U.S. based DIALOG and the two Australian data banks - Australia and OZline. For more information on computerised information retrieval via on-line facilities or through compact disc contact the library's Information/Research staff.

The Library is a member of the consortium CAVAL (Co-operative Action in Victorian Academic Libraries). CAVAL administers a reciprocal borrowing scheme which allows students and staff access to the services of other libraries within CAVAL. The Library belongs to the Australian Bibliographic Network; while used predominately as a shared automated cataloguing program, the Network also facilitates inter-library loan, book identification through its national union database. Electronic mailing provides networking for inter-library loans and other co-operative library ventures.

More detailed information about the library and its services is available to students early in semester. The Library also runs both general programs on finding information and library skills as well as specialised tutorials on information retrieval techniques throughout the year.

A postal service is provided for distance education students who live beyond a 100km radius or one hour drive from the University College.
Student counselling

The College Student Counsellors are:

David Abbott whose office is located in the upstairs corridor between the knuckle and Reception.
Telephone: (051) 226 232

Lyn Baskin whose office is located off the knuckle.
Telephone: (051) 226 657

They are available to assist students with a range of problems including:

1. Crisis, short and medium term counselling on a range of issues;
2. Course advice, liaison and study skills;
3. Financial counselling and student loan applications;
4. Careers counselling - including job application skills, career library and employer visits;
5. Disability support and liaison;
6. A study advice and advocacy.

Student union

Role of the Student Union

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

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

Membership

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

Fees

Union Fees are compulsory for all students and payable upon enrolment. In 1991, Union Fees were as follows:

- Full-time Students - $110
- Part-time/Distance Education Students - $55
- Staff - $60
- Associate Members - Upon application

The Union fee is reviewed annually by the Union Board and presented to a joint committee of Monash University for approval.

Note:

1. The full-time student fee of $110 is the Union Fee out of which $15 is a Building Fund Levy invested for Union Capital Projects.
2. The part-time student fee of $55 is the Union Fee out of which $7 is a Building Fund Levy invested for Union Capital Projects.

Union Fees will be refunded in full to applicants who have been accepted but withdraw from all studies by the end of the fourth week of semester one provided that notice in writing of the withdrawal is in the hands of the Student Administration Office by that date. Refund of Union fees after that date is on a pro-rata basis.

The Union Board

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

In 1991, the Union Board will finalise a review of its structure etc including incorporation of the Union.

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

The union office is located in an extension to the amenities wing and provides facilities such as student lounge, TV/video lounge, kitchen/shop, media office and toilets. This location will enable the introduction of new services, alternative café with cappuccinos, healthy snacks, etc., a video lounge, venue for small social functions (weekend schools), general passive lounge area and indoor active leisure activities (pool/table tennis). This facility is being extended in 1991/92 as part of a multi-million dollar campus development of which students will contribute $200,000 from past/present/future building fund levies, which are a component of the Union fee.

The Union also manages a Gym in the Binishell. All MUGC staff and students are eligible for gym membership. The Sport and Recreation Association operate the Gym and all other sporting activities including sporting clubs and societies.

Union Activities

Committees are the major providers of activities directed towards non-academic participation of Union members as an integral part of the campus community. Activities throughout any one year include film nights, plays, solo performances, forums, general meetings, sporting fixtures, cabarets, concerts, barbecues, inter-faculty socials, workshops and involvement in community activities/organisations, for example, Open Day, Multi Cultural Conference. Specific activities and services are arranged for distance education students at all weekend schools throughout the year.

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

The Union Board subsidises various clubs and societies on campus as constituted under Union Board regulations. These sporting and general interest organisations encourage an intermingling of students across different disciplines and foster a corporate and community spirit on campus. Affiliated clubs and societies include: Engineering Students Association, Social Science Society, Men's Club, Psychology Students Association, Grad.Dip.Ed., Education Students Society, Residences Club, Welfare Collective, Christian Fellowship, Overseas Students Association, Netball Club, Basketball Club, Volleyball Club, Wipeout Club, WANCCA'S, and Outdoor Activities Club. Any group of Union members may form a club or society and become eligible for funding under Union Board guidelines.

Union Services

The Cell, the Union Shop on campus trading in secondhand books, a wide range of art materials, pens and stationery, windcheaters, engineering drawing scales and pens, is open weekdays and weekend schools from 9.00 am to 5.00 pm.

A child care service is available on campus for pre-schoolers every weekday, and at weekend schools activities are also provided for older children. The service is registered and fees are as economical as possible for Union members. The Union built the Child Care Centre through the Union's Building Fund and, where possible, employs casual students as well as trained permanent staff, telephone (051) 226227.

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

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

Casual employment, equipment loans, concessions for the Churchill Leisure Centre, emergency loans, lockers, photocopying, noticeboards, travel concessions, free tea/coffee at weekend schools, diaries and referrals are amongst other services the Union provides.

The Union Office is located in the Amenities Building and is open throughout the year and at weekend schools from 9.00 am to 5.00 pm and members should feel free to drop in any time for assistance, advice, problems, etc. The Union telephone number is (051) 221225, or for internal callers, ext. 6248. The Union employs a full-time Executive Officer, Administrative Services Officer, Administrative Assistant, casual Accounts Clerk and Child Care Assistants to assist in the Union's functions.
Distance Education

Monash University merged with Chisholm Institute of Technology and Gippsland Institute of Advanced Education, in 1990, and offers a diverse range of courses across ten faculties on the Clayton, Caulfield and Frankston campuses of the University and seven schools of the Monash University College Gippsland.

In addition to its range of on-campus courses, Monash also runs an extensive distance education program via the Monash Distance Education Centre which was designated in 1990 as one of eight national distance education centres in Australia. Monash's commitment to distance education means that the same opportunities can be offered to students who cannot attend on-campus lecture programs because of work, family commitments or location.

Through the Monash University College Gippsland where the administrative centre is based, the Monash Distance Education Centre offers a distance education study option in a range of courses from the Clayton, Caulfield and Frankston campuses and the University College. Distance education courses cover the general areas of teaching, nursing, social science, social welfare, police studies, welfare studies, visual arts, computing, business, banking and finance, retail management, engineering and applied science. Graduates and diplomates receive Monash University awards.

The aim of the distance education program is to provide students with the necessary resources to complete a major part of their course work off-campus. This involves the provision of:

(a) course material especially designed for independent study;

(b) opportunities for effective lecturer-student and student-student interaction;

(c) access to any necessary facilities, e.g. library, computer, audio-visual material, etc.

Courses offered

In 1992, the Monash University College Gippsland and Monash University - Clayton, Caulfield and Frankston campuses plan to offer by distance education via the Monash Distance Education Centre, courses leading to the following awards:

APPLIED SCIENCE
Associate Diploma of Applied Science (Computing)
Bachelor of Applied Science
Bachelor of Applied Science/Bachelor of Business
Graduate Diploma of Applied Science (Technology Studies)

BUSINESS
Associate Diploma of Business (General Administration)
Associate Diploma of Business (Productivity Management)
Bachelor of Business
- Major studies in Accounting, Economics, Management, Marketing and Tourism Management.
Bachelor of Business (Banking and Finance)
Bachelor of Business (Retail Management)
Bachelor of Applied Science/Bachelor of Business
Graduate Certificate of Business (Banking)
Graduate Certificate of Business (Tourism Operations)
Graduate Diploma of Business (Accounting)
Graduate Diploma of Business (Banking)
Graduate Diploma of Business (Labour Management Relations)
Graduate Diploma of Business (Management)
Graduate Diploma of Business (Tourism Management)
EDUCATION
Bachelor of Education (Primary, Secondary, School Librarianship)
Graduate Certificate of Education (Professional Development Studies)
Graduate Diploma of Education (Computers in Education)
Graduate Diploma of Education (Professional Development Studies)
Graduate Diploma of Education (Secondary)
Graduate Diploma of Education (School Librarianship)

ENGINEERING
Associate Diploma of Engineering (Industrial Management)
Bachelor of Engineering (Civil, Electrical, Electro-Mechanical and Mechanical) (only part of the course is available through distance education studies)
Bachelor of Engineering/Bachelor of Business
Graduate Certificate of Engineering
Graduate Diploma of Engineering (Maintenance Management)

HEALTH SCIENCES
Bachelor of Applied Science (Nursing)
Graduate Diploma of Health Science (Community Health)
Graduate Diploma of Health Science (Geriatrics)
Master of Health Science (Nursing)

MEDICINE
Graduate Diploma of Family Medicine

SOCIAL SCIENCES
Associate Diploma of Arts (Police Studies)
Associate Diploma of Arts (Welfare Studies)
Bachelor of Arts (Police Studies)
Bachelor of Arts (Social Science)
  Major studies in English, Psychology, Sociology,History/Politics, Mass Communications.
Bachelor of Social Work
Graduate Certificate of Arts (Social Science)
Graduate Diploma of Arts (Social Science)
Postgraduate Diploma of Social Science (Counselling Psychology)

VISUAL ARTS
Bachelor of Arts (Visual Arts)
  (only part of the course is available through distance education)
Graduate Diploma of Arts (Visual Arts)

and have had two years work experience or vocational training since completing their studies. For some courses, and for individual units, passes in specific subjects are required. The individual course descriptions in this book give some further details of entry requirements, and the Table of Units shows specific prerequisites for enrolment in certain units.

Applications are also invited from mature age people (23 years and over) who, although they may not hold the required academic qualifications, can demonstrate that they might reasonably be expected to successfully complete the course they are applying for. This would include any evidence of academic studies, work or vocational training after leaving school, together with a personal statement/resume and employer references attesting to the applicant's general maturity and motivation (i.e. references must accompany applications made on the basis of Mature Age entry).

Attendance requirements

The opportunity to attend weekend and vacation schools is considered an important part of the overall learning process. For some courses and units, attendance requirements are compulsory (refer to section on Weekend and Vacation Schools). In view of this, if long distance travelling is necessary careful consideration must be given to time and availability before lodging an application.

Studying by distance education

Tuition Methods

Distance education students will be required to follow a comparable program of study, satisfy comparable requirements and sit for the same examinations as internal students. Generally where a unit is offered by distance education the same academic staff in the discipline concerned are responsible for the teaching of both internal and distance education students.

However, the distance education studies program calls on a variety of instructional techniques to overcome the problems of the student who is learning at a distance.

For independent study at home the student can expect to use, in addition to textbooks and the usual library materials, study guides and additional material prepared by lecturers. Audio tapes, videotapes or computer software will also be used by some students.

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

Entry level

Monash Distance Education Centre's admission policy is sufficiently flexible to accommodate applicants with a variety of academic and work experience backgrounds.

In general, courses are open to applicants who have passed the Victorian Certificate of Education including English or who hold comparable academic qualifications.
Weekend and Vacation Schools

A number of on-campus weekend and vacation schools are organised for distance education students to supplement and enrich the basic course work they do off-campus. A Distance Education Bulletin is mailed to distance education students prior to each weekend and vacation school. The Bulletin provides students with details of their weekend school timetable. The Bulletin also keeps distance education students up to date with University College matters.

It is important to note that for some courses there are mandatory attendance requirements, and for some units, e.g., applied science, psychology, welfare and the curriculum studies units in education, a certain amount of attendance to complete the practical sections of the work is one of the conditions for the successful completion of the particular unit. Where this is so, the attendance requirement is specified in the course description and/or the notes accompanying the Table of Units. If in doubt, contact Student Administration or Distance Education Resources Centre for specific information.

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

Cafeteria facilities are available and child care services and social functions are provided by the Student Union.

There may be limited on-campus accommodation available to distance education students during weekend and vacation schools.

Study Loads

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

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

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

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

You should be aware that a considered initial choice of study load is very important as there are penalties for late withdrawal from units during semester, and University College policy does not allow units undertaken by the distance education mode to be added to a study program after the second week of the semester in which the unit is offered.

Orientation Program

An orientation package which consists of a video and brochure entitled "Getting Started: Orientation Guide for New Students in Distance Education" is produced by the Distance Education Resources Centre.

All new students will be given the opportunity to request a copy of the video which is to be returned to the University College after viewing.

The video provides a brief introduction to study by distance education, including information on the Library, Computer Centre, Bookshop, Student Administration, Student Union and the Distance Education Resources Centre.

Off-Campus Student Centres

Three Off-Campus Student Centres are operating - at Bairnsdale, Leongatha, and Monash Clayton campus.

A Student Centre Liaison Officer in charge of each centre is available to provide local support and advice for distance education students in the area. The centres provide students with an opportunity for interaction with their fellow students and, by arrangement, with University College staff. The centres also provide students with a quiet place to study.

Many distance education students use the centres regularly to discuss their study and to assist each other in overcoming the sense of isolation often felt by distance education students.

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

How to apply

If you decide to apply for enrolment in 1992 then the sooner you act the better. Quotas are set on courses and some individual units. Instructions included with application forms tell you quite clearly the steps to follow to complete an application.

New applicants for distance education should lodge applications complete with evidence of entry qualifications, with Student Administration, by 18 October 1991. Quota restrictions apply to courses and it will only be possible to
consider late applications if quota places remain.

The 1992 Guide to Distance Education booklet gives details of courses and units available by distance education.

To obtain a free copy:

Write to: Student Administration
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842

or

Telephone: Student Administration - (051) 226 287
Distance Education
Resources Centre - (051) 226 274
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Undergraduate Studies

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Associate Diploma of Applied Science (Computing) to
   Bachelor of Applied Science (computing major)
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Graduate Studies

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School Information

Officers of the school

Head
Professor B.T. Dunstan

Associate Head
Associate Professor P.R. Rayment

Assistant to the Head
Mrs M. Inger

Administrative Officer (Student Support)
Mrs A.S. Williams

Group Leaders

Commercial and Research
Mr C.G. McAllan

Physical and Biological Sciences
Associate Professor M.A. Hooper

Mathematical Sciences
Associate Professor P.R. Rayment

Courses offered

The School of Applied Science offers the following awards:

- Associate Diploma of Applied Science (Computing) - Two year full-time course, or equivalent part-time on-campus or distance education.
- Bachelor of Applied Science - Three year full-time course, or equivalent by part-time on-campus or distance education.
- Graduate Diploma of Applied Science (Technology Studies) - Two year part-time course by distance education.
- Master of Applied Science - By research and thesis on either a full-time or part-time basis.

The School also offers the following combined degree in conjunction with the School of Business:

- Bachelor of Applied Science/Bachelor of Business - Four year full-time course, or equivalent part-time on-campus or distance education.

General information

Credits and Exemptions

Students who wish to seek credits and/or exemptions from course requirements (because of relevant work experience or equivalent studies in other courses or institutions) should apply through the Student Administration Office to the Chairperson, Board of Studies in Applied Science.
Course Approval

All courses should be submitted for approval at the time of enrolment. The Course Adviser for guidance in selecting and scheduling of units are as follows:

- Associate Diploma of Applied Science (Computing) (on-campus) Dr Bob Bignall
- Bachelor of Applied Science
  - Applied Chemistry Dr Ray Hodges
  - Applied Biology Dr Peter Towns
  - Computing (on-campus) Dr Bob Bignall
- Operations Research and Information Management Dr Baikunth Nath
- Bachelor of Applied Science/Grad. Dip. Technology Studies
  - Bachelor of Business Assoc Prof Philip Rayment

Numbering System for Applied Science Units

From 1992, all School of Applied Science units are identified by a seven-character code, consisting of the letters GAS followed by four digits:

(a) the first digit indicates the level at which the unit is normally undertaken;
(b) the second digit indicates the discipline area of the unit, as follows:
  0 General (including cross-disciplinary and interdisciplinary units and Scientific Thought and Methods)
  1 Biological Science
  2 Chemical Science
  3 Physical Science
  6 Mathematics and Statistics
  7 Operations Research and Quantitative Management
  8 Computing and Information Technology;
(c) The final two digits are individual unit designators.

Scheduling of Units

Some units in the various Applied Science degree majors and Multidisciplinary Program are not offered internally and by distance education every year. Many units are available every second year and course planning must take this into account. It is essential that students discuss their course with the appropriate Course Adviser.

1. The following units are offered in even years only:
   GAS2391, GAS3272, GAS3391, GAS2611, GAS2613, GAS2623, GAS3611, GAS3612, GAS3632.
2. The following units are offered in odd years only:
   GAS2392, GAS3271, GAS3392, GAS3621, GAS3613, GAS3614, GAS3622.
3. The following units are offered internally every year, by distance education every even year:
   GAS1383, GAS1384, GAS1185, GAS1186, GAS1388, GAS2141, GAS2142, GAS2251, GAS2252, GAS3121, GAS3122, GAS3381, GAS3382.
4. The following units are offered internally every year, by distance education in odd years:
   GAS1281, GAS1282, GAS2121, GAS2122, GAS2381, GAS2382, GAS3141, GAS3142, GAS3251, GAS3252.
5. The following units are offered internally in even years and by distance education in odd years:
   GAS2271, GAS2273.
6. The following units are offered internally in odd years and by distance education in even years:
   GAS2272, GAS2274.
7. The School reserves the right to withdraw an offered unit if demand is insufficient.

Assessment Policy Statement

The final assessment for each unit is reported on a letter scale. Assessment may be carried out progressively and/or at completion of the unit, and may involve one or more pieces of work (e.g. assignment, laboratory report, unit test or final examination). The assessment of an individual piece of work may be recorded and/or reported in various ways, such as standardised or unstandardised numerical marks or letter grades.

The overall assessment in a unit is subject to review, standardisation and possible amendment by the Board of Examiners before confirmation. Official notification of results to the student from the Board of Examiners is via the Student Administration Office.

For each unit, a statement is provided, which sets out the type of work which contributes to the assessment and the proportion of assessment for each type. Any special requirements for assessment of the unit are also given. In particular, there may be a requirement to perform satisfactorily on each of a number of components of the unit.

Students are required to ensure that assessable work submitted by them is their own work unless otherwise clearly stated. In addition, they have the responsibility to ensure that other students do not have improper access to that work.
Undergraduate Studies

Associate Diploma of Applied Science (Computing)

Course Code: AC

The Course

The Associate Diploma of Applied Science (Computing) involves two years of full-time study or the equivalent (usually about four years) of part-time on-campus or distance education study.

The course is designed to produce programmers to work at the sub-professional level in commercial and industrial applications areas, and as junior systems programmers. The course covers computer programming, computer architecture, systems programming, information systems, operating systems, database management systems and includes a project unit. The first year also includes supporting studies in accounting, administration, human communication and mathematics.

Entry Requirements

An applicant must satisfy the general entrance requirements for admission to degree and diploma courses offered by the University College, and should normally have satisfactorily completed two semesters 1 and 2 Mathematics units of the Victorian Certificate of Education. Applicants may be required to present for a programming aptitude test to indicate their suitability for admission.

Course Requirements

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

Level One
Semester One
GAS1063 Human Communication
GAS1811 Computer Programming 1
GBU1001 Introductory Accounting A
GBU1301 Introduction to Management

Semester Two
GAS1602 Mathematics for Computing
GAS1812 Computer Programming 2
GAS1814 Computer Organisation
GAS1813 Information Systems 1

Level Two
Semester One
GAS2816 Introduction to Systems Programming
GAS2817 Computer Programming 3
GAS2811 Commercial Programming

Semester Two
GAS2813 Information Systems 2
GAS2814 Operating Systems
GAS2815 Database Management Systems

Full Year
GAS2818 Computer Applications
GAS2819 Computing Project

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

Year One
Semester One: GAS1063 and GAS1811
Semester Two: GAS1602 and GAS1812

Year Two
Semester One: GBU1001 and GAS2817
Semester Two: GBU7010 and GAS1813

Year Three
Semester One: GAS1814 and GAS2811
Semester Two: GAS2813 and GAS2815

Year Four
Semester One: GAS2816
Semester Two: GAS2814
Full Year: GAS2818 and GAS2819
Computing Resource Requirements

For computing units, students may complete requirements using suitable software on any of a range of computers. All units can be completed using a stand-alone microcomputer with modem. The University College has networks of IBM/PC and "compatibles", and support is available for students using recommended software on these or similar machines. Students with other microcomputers which are not IBM or compatible should consult the Course Adviser or individual Unit Adviser to determine requirements.

Additionally, those students with access to a university, institute or tertiary college campus may use terminals at their local site to access University College computers via AARNet. Remote (e.g. interstate or northern and western Victoria) students can use the AUSTPAC network to access University College computers. Contact the Distance Education Resources Centre or your Course Adviser for details.

Some computing units require access to the University College or other suitable timesharing computers for use of software which is not available in the microcomputer environment.

Associate Diploma of Applied Science (Computing) to Bachelor of Applied Science (computing major) Conversion

Students who have completed the University College's Associate Diploma of Applied Science (Computing) may qualify for the computing degree by completing nine units as follows:

(a) Computing units (4 units at third level)

GAS3811 Software Engineering

Plus three units chosen from:

GAS3812 Data Communications
GAS3814 Programming Environments
GAS3815 Artificial Intelligence
GAS3816 Information Systems 3

(b) Supporting unit

GAS2064 Scientific Thought and Methods

(c) Approved minor

Four units from one of the minor sequences approved for the degree. (One unit in each of the Accounting and Management/Administration areas will already have been studied in the Associate Diploma.)

(d) Elective

One elective unit, if required, to complete a total of nine units.

Bachelor of Applied Science

Course Code: BS

The Course

This course normally requires three years full-time study or the equivalent in part-time on-campus or distance education study (usually about six years).

The course has been designed to provide a flexible but sound entry into a professional life in industry, commerce or education. To achieve this a strong inter-disciplinary approach, in keeping with the demands of a technological society, is a feature of the course. It is possible to major in one main area of the Physical, Biological or Mathematical Sciences, or Computing, or alternatively to combine studies from three scientific discipline areas in the Multidisciplinary Program. Supporting studies from Engineering, Business or the Social Sciences may be included where appropriate. However, in every case careful course counselling and planning is essential and contact should be made with the Course Adviser in the first instance.

Major Studies

Major studies are available in Applied Chemistry, Computing, Mathematics, Applied Biology, Applied Physics, and Operations Research and Information Management.

Multidisciplinary Program

An alternative Bachelor of Applied Science course structure allows students to include sequences from each of three discipline areas, thereby giving opportunities for greater breadth of studies. This course structure is appropriate for a number of career paths, particularly secondary teaching, and for many distance education students.

Entry Requirements

The normal basis for entry is as follows:

(i) For major studies in Computing, Mathematics, or Operations Research and Information Management - Victorian Certificate of Education to include English and Mathematics: either Change and Approximation units 3 and 4 or Extensions (Change and Approximation) units 3 and 4. [It is recommended that Space and Number units 3 and 4 and Extensions (Change and Approximation) units 3 and 4, or Reasoning and Data units 3 and 4 and Extensions (Change and Approximation) units 3 and 4 be included.]
D
t for major studies in Applied Biology, Applied Chemistry, Applied Physics and the Multidisciplinary Program: one of Reasoning and Data units 3 and 4 or Change and Approximation units 3 and 4 or Extensions (Reasoning and Data) units 3 and 4 or Extensions (Change and Approximation) units 3 and 4. [It is recommended that at least one, preferably two, of Biology, Chemistry and Physics be included.]

For those who are disadvantaged by lack of background in either science or mathematics some preparatory units are available. Details are given in the unit outlines for unit GAS1080 Physical Science and unit GAS1601 Basic Mathematics.

Degree Regulations

These regulations apply to all new enrolments from and including 1989. Students enrolled prior to this date may apply to the Board of Studies in Applied Science for permission to proceed with their course under these revised regulations.

(a) To be admitted to the degree of Bachelor of Applied Science, at least 24 units of credit meeting the following conditions must be achieved:

(i) The course of study must include either an approved Major or an approved Multidisciplinary Program.

(ii) An approved Major shall include at least eight units of credit of which at least four will be at the third level.

(iii) An approved Multidisciplinary Program shall include a sequence of at least four and not more than six units chosen from each of three discipline areas. (The currently approved discipline areas are listed below.) Each sequence shall include two second level units, and at least two of the sequences shall each include two third level units.

(b) Other than the units GAS1062 Scientific Thought and Methods and two units of Crossdisciplinaly Studies, a maximum of eight other units of credit at the first level may be included.

(c) At least 2.00 units of credit from the Mathematical Sciences group must be included in all Majors; currently the units GAS1811, GAS1602, GAS1812, GAS1813, GAS1831, GAS1832, GAS1601, GAS1611, GAS1612, GAS1621, GAS1631, GAS1711 are available.

(d) The units GAS1062 Scientific Thought and Methods and GAS2062 Scientific Thought and Methods must be included. Students admitted with advanced standing may be allowed credit for part of units GAS1062 and GAS2062, equal to one unit of credit. Such students shall undertake unit GAS2064 Scientific Thought and Methods in place of units GAS1062 and GAS2062.

Bachelor of Applied Science (Computing) students may take unit GAS1063 Human Communication in place of unit GAS1062, and will then take unit GAS2064 in place of unit GAS2062.

(e) A student undertaking an approved Major shall include a project based unit as follows:

For the Applied Biology, Applied Chemistry or Applied Physics Majors:
Unit GAS3062 Applied Research Project

For the Mathematics Major:
Unit GAS3619 Mathematics Project

For the Operations Research and Information Management Major:
Unit GAS3719 Operations Research Project

For the Computing Major:
Unit GAS3819 Computing Project

(f) Two units of Crossdisciplinary Studies must be included, comprising at least one from Group 1 (Science/Technology Group) and one from Group 2 (Business/Humanities Group). The units currently available in those groups are as follows:

Group 1: GAS1030, GEG3904
Group 2: GBU1001, GBU1101, GBU1103, GBU1201, GBU1301, GBU1401, GBU1501, GBU7010, GEG2013, GSC1101, GSC1102, GSC1201, GSC1401, GSC1402, GSC1501, GSC1502, GVA1551, GVA1552. Other units may be added from time to time.

Schedule of Approved Majors

Computing
Level One: GAS1811, GAS1812, GAS1813
Level Two: GAS2811, GAS2813, GAS2815, GAS2814, GAS2812
Level Three: GAS3811 plus at least three units of credit from the group GAS3812, GAS3814, GAS3815, GAS3813, GAS3816

In addition, the Computing major requires the following supporting units:
GBU1001, GBU1301 and either GAS1602 or GAS1611; an approved four unit minor sequence is also required (contact the Course Adviser for details of possible minors).

Applied Biology
Level One: GAS1281, GAS1282, GAS1383, GAS1185, GAS1186
Level Two: GAS2121, GAS2122, GAS2141, GAS2142, GAS2273, GAS2274
Level Three: GAS3121, GAS3122, GAS3141, GAS3142
Applied Chemistry
Level One: GAS1281, GAS1282, GAS1383 plus at least one of GAS1384, GAS1185, GAS1186
Level Two: GAS2251, GAS2252 plus at least two of GAS2271, GAS2272, GAS2381, GAS2382
Level Three: GAS3251, GAS3252 plus at least two of GAS3271, GAS3272, GAS3381, GAS3382

Applied Physics
Level One: GAS1281, GAS1383, GAS1384 plus at least one of GAS1282, GAS1185, GAS1186
Level Two: GAS2381, GAS2382, GAS2391, GAS2392
Level Three: GAS3381, GAS3382, GAS3391, GAS3392

In addition, the Applied Physics major requires the following supporting units:
GAS1611, GAS1831, GAS1832 and at least one unit of credit selected from units GAS1612, GAS1621, GAS1631, GAS2612, GAS2623 and GAS2621.

Mathematics
Level One: At least two units of credit from the group GAS1611, GAS1612, GAS1621, GAS1631, GAS1711 plus required supporting units GAS1831, GAS1832
Level Two: At least two units of credit from the group GAS2611, GAS2612, GAS2613, GAS2614, GAS2621, GAS2622, GAS2623, GAS2631, GAS2711, GAS2713
Level Three: At least four units of credit from the group GAS3611, GAS3612, GAS3613, GAS3614, GAS3621, GAS3622, GAS3632, GAS3631, GAS3711 and GAS3751

Operations Research and Information Management
Level One: GAS1812, GAS1813, GAS1831, GAS1832, GAS1611, GAS1631, GAS1711
Level Two: GAS2813, GAS2711, GAS2712, GAS2713
Level Three: GAS3712, GAS3711, GAS3713, GAS3751 and GAS3811 or GAS3851

Schedule of Unit Sequences in the Multidisciplinary Program

Biological Science
Biochemistry or Microbiology Sequences

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS1185</td>
<td>Biological Science</td>
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</tr>
<tr>
<td>GAS1186</td>
<td>Biology</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS2141</td>
<td>Biochemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS2142</td>
<td>Biochemistry</td>
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</tr>
<tr>
<td>GAS3141</td>
<td>Applied Biochemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS3142</td>
<td>Applied Biochemistry</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Requires units GAS1281 and GAS1282 as supporting units.

Microbiology:
GAS1185  Biological Science     1.0
GAS1186  Biology                1.0
GAS2121  Microbiology           1.0
GAS2122  Microbiology           1.0
GAS3121  Applied Microbiology   1.0
GAS3122  Applied Microbiology   1.0

Requires unit GAS1281 as a supporting unit.

Chemical Science
Chemistry or Applied Chemistry Sequences

Chemistry:
GAS1281  Chemical Science     1.0
GAS1282  Chemical Science     1.0
GAS2251  Chemistry            1.0
GAS2252  Chemistry            1.0
GAS3251  Chemistry            1.0
GAS3252  Chemistry            1.0

Applied Chemistry:
GAS1281  Chemical Science     1.0
GAS1282  Chemical Science     1.0
GAS2271  Applied Chemistry    1.0
GAS2272  Applied Chemistry    1.0
GAS3271  Applied Chemistry    1.0
GAS3272  Applied Chemistry    1.0

Computing
Computing Studies Sequence

Computing Studies:
GAS1811  Computer Programming 1  1.0
GAS1812  Computer Programming 2  1.0
GAS2814  Operating Systems     1.0
GAS2812  Computer Organisation 1.0
GAS3831  Computer Applications 1.0
GAS3851  Database Management Systems 1.0

Requires GAS1611 or GAS1602 as a supporting unit.

Mathematics
Pure Mathematics, Applied Mathematics or Statistics Sequences

Pure Mathematics:
GAS1611  Calculus          1.0
GAS1612  Vectors and Matrices 0.5
GAS1621  Mathematical Modelling A 0.5
GAS2611  Real Analysis      0.5
GAS2612  Functions of More than One Variable 0.5
GAS2613  Linear Algebra     0.5
GAS2614  Mathematical Structures 0.5
GAS3611  Philosophy of Mathematics 0.5
GAS3612  Applied Modern Algebra 0.5
GAS3614  Combinatorics      1.0

Note: In special circumstances, students may replace either unit GAS3611 or unit GAS3612 by unit GAS3613 Complex Analysis.

5/7 School of Applied Science
Applied Mathematics:
GAS1611 Calculus 1.0
GAS1612 Vectors and Matrices 0.5
GAS1621 Mathematical Modelling A 0.5
GAS2612 Functions of More than One Variable 0.5
GAS2621 Integral Transforms 0.5
GAS2622 Numerical Methods 0.5
GAS2623 Vector Field Theory 0.5
GAS3621 Differential Equations 1.0
GAS3622 Mathematical Modelling B 1.0
Requires units GAS1831 and GAS1832 as supporting units.

Statistics:
GAS1611 Calculus 1.0
GAS1612 Vectors and Matrices 0.5
GAS1631 Probability and Statistics 0.5
GAS2631 Linear Algebra 0.5
GAS2631 Distributions and Inferential Techniques 1.0
GAS2713 Applied Probability Models 0.5
GAS3631 Applied Statistics 1.0
GAS3632 Statistical Inference 1.0
Requires unit GAS1831 as a supporting unit.

Operations Research
Applied Operations Research Sequence

Applied Operations Research:
GAS1611 Calculus 1.0
GAS1631 Probability and Statistics 0.5
GAS1711 Introduction to Operations Research 0.5
GAS2711 Linear Programming 1.0
GAS2712 Integer Programming and Networks 1.0
GAS3712 Inventory Management 1.0
GAS3751 Forecasting 1.0
Requires unit GAS1831 as a supporting unit.
Under special circumstances, students may replace unit GAS1611 Calculus by unit GAS1601 Basic Mathematics.

Physical Science
Physical Science or Applied Physics Sequences

Physical Science:
GAS1383 Physical Science 1.0
GAS1384 Physics 1.0
GAS2381 Physical Science 1.0
GAS2382 Physical Science 1.0
GAS3381 Physical Science 1.0
GAS3382 Physical Science 1.0

Applied Physics:
GAS1383 Physical Science 1.0
GAS1384 Physics 1.0
GAS2391 Physics 1.0
GAS2392 Physics 1.0
GAS3391 Applied Physics 1.0
GAS3392 Applied Physics 1.0

Technology Studies
Technology Studies Sequence

GAS1331 Introduction to Technological Development 1.0
GAS1332 Working with Materials 1.0
GAS2332 Working with Systems 1 0.5
GEG1812 Understanding Materials 1 0.5
GEG2812 Understanding Materials 2 0.5
GEG2452 Working with Systems 2 0.5
GEG3664 Design 0.5
GAS3333 Working with Systems 3 0.5
GAS3363 Technology Studies Project 1.0
Requires units GAS1080 and GAS1611, or equivalent, as supporting units.

Course Structure

First level studies have been designed so that students, although having to decide between the physical/biological sciences and the mathematical sciences, usually do not have to commit themselves to a particular Major study or the Multidisciplinary Program until the end of their first year.

Those intending to proceed to a major in Applied Biology, Applied Chemistry or Applied Physics should take units GAS1281, GAS1383, GAS1185 and GAS1062 in first semester, making up the balance of their loads with units chosen from Crossdisciplinary Studies and the Mathematical Sciences (GAS1601, GAS1611, GAS1831, and GAS1612 are available).

Those whose interests lie in the mathematical sciences including mathematics, statistics, operations research and information management should take units GAS1611 (GAS1601 may be credited towards an Operations Research major in place of GAS1611), GAS1831, GAS1612, and GAS1062 in first semester together with units from Crossdisciplinary Studies and the Physical and Biological Sciences (GAS1080, GAS1281, GAS1383, GAS1185 are available).

For the Computing major, full-time students should take the following units in first semester: GAS1811, GBU1001, GBU1301 plus either GAS1063 or the pair of full-year units GAS1611, GAS1062.

Students enrolled on a full-time basis generally are advised to attempt four units of credit each semester.

For most Majors and the Multidisciplinary Program some electives will need to be chosen to make up the twenty-four units required for the degree. Course counselling is essential. All students are expected to review their course plans at least once a year with the appropriate Course Adviser.
Bachelor of Applied Science/Bachelor of Business Combined Degree

The Course

This course has been designed to prepare students to work at a professional level in a scientifically oriented environment in which application of modern business techniques is required, or in a commercial environment in which a background in science, technology or information technology is desirable.

Australia as a nation must improve its track record in developing and marketing products and services which exploit its resources and strong scientific and technological expertise. This will require more graduates with the breadth of skills offered by this combined degree.

The course is primarily directed towards intending full-time students whose career goals are in line with the above objectives and who combine ability with high motivation.

In addition, some well-motivated mature-age students who are currently working as technical managers, scientific officers, technical sales people, computer software developers and marketers, accounting para-professionals, and so on, will be enrolled on a part-time or distance education basis.

The course involves four years of full-time study or the equivalent in part-time or distance education study.

Entry Requirements

The basic requirement for entry to the course is satisfactory completion of an upper secondary school program equivalent to the Victorian Certificate of Education.

Applicants will be expected to have well above-average results in Year 12 level English and Mathematics, plus preferably at least one of Information Technology, Biology, Chemistry and Physics. Some studies in business-related areas are helpful but not essential.

Students who have completed the first year of the normal Bachelor of Applied Science or Bachelor of Business at the University College with good academic results may be admitted to the second year of the combined degree with full credit for appropriate first year studies.

Mature-age applicants are assessed on the basis of their employment and overall educational background and career objectives.

Credit for Previous Studies

Appropriate credits or exemptions may be granted for approved studies completed at a recognised tertiary institution. The Course Advisers in the Schools of Applied Science and Business will be able to give advice.

Course Requirements

Units with a total credit value of at least 32 are to be completed, meeting the following requirements:

(a) Completion of the following Business core units with a total credit value of 7:

- Introductory Marketing Management
- Introductory Accounting A
- Introduction to Business Law
- Introduction to Management
- Introduction to Economics
- Computers in Business
- Quantitative Methods 1

(b) Completion of three units covering information transfer and problem-solving in science and inter-disciplinary perspectives on science and technology:

- Scientific Thought and Methods (first level)
- Scientific Thought and Methods (second level)
- One unit from: Science and Society
  - Energy and Society

(c) Either

(i) Completion of two Business major sequences, each of 6 units of credit (but including one core unit from (a) above) selected from:

- Accounting
- Economics
- Management
- Marketing Management

or

(ii) Completion of one Business major sequence of 6 units drawn from strands in (c)(i) above, combined with two sub-major sequences each of 4 units of credit drawn from:

- Accounting
- Economics
- Management
- Marketing Management
- Business Computing
- Business Law

(d) Completion of two major sequences, each of 6 units of credit, selected from the strands of the Bachelor of Applied Science (Multidisciplinary Program), which include:

- Biological Science (either biochemistry or microbiology)
- Chemical Science (either chemistry or applied chemistry)
- Physical Science (either physical science or applied physics)
- Computing
- Mathematics (one of applied mathematics, pure mathematics or statistics)
- Operations Research
- Technology Studies
Graduate Studies

Graduate Diploma of Applied Science (Technology Studies)

Course Code: GH

The Course

This course involves the equivalent of one year of full-time study undertaken by distance education usually over two years. The course is designed primarily to qualify teachers or intending teachers to teach Technology Studies in secondary schools, but may be of interest to others, eg industrial trainers.

The course provides an overview of the processes of technological development together with in-depth study of the key elements of such development - materials and their processing, systems and control, and design. A major project unit and two units on the methods of teaching Technology Studies are also included.

Entry Requirements

Admission is open to applicants who possess a degree or equivalent qualifications from a recognised tertiary institution.

Prerequisite studies for the course are limited to one unit of first level tertiary mathematics (incorporating calculus) and physics to at least Year 12 level. Bridging units are available in both these areas for candidates without these prerequisites.

Course Requirements

To qualify for the Graduate Diploma of Applied Science (Technology Studies), credit must be obtained for the following units:

GAS1331 Introduction to Technological Development
GAS1332 Working With Materials
GAS2332 Working With Systems 1
GAS3333 Working With Systems 3
GAS3363 Technology Studies Project

GEC6361 Curriculum Studies: Science/Technology Secondary I
GEC6362 Curriculum Studies: Science/Technology Secondary II
GEG1812 Understanding Materials 1
GEG2452 Working With Systems 2
GEG2812 Understanding Materials 2
GEG3664 Design

Credit for Previous Studies

A student who has successfully completed units of study which have close parity with units of the Graduate Diploma may be granted up to three (3.0) units of specified credit. No exemptions will be granted in the Graduate Diploma.

Suggested Study Program

The following program will enable distance education students to complete the Graduate Diploma over two academic years:

Year One
Full Year: GAS1331 and GAS1332
Semester One: GAS2332 and GEG1812
Semester Two: GEG2452 and GEG2812

Year Two
Full Year: GEC6361 and GEC6362
Semester One: GAS3333 and GEG3664
Semester Two: GAS3363
Master of Applied Science

Course Code: MS

This degree is completed by a supervised research program leading to a thesis.

Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research" available from the Student Administration Office.

Further details are available from the Head of School.
Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system has been introduced within the University College, to commence in 1992. To assist both students and staff with the implementation of the new system, the following is provided:

<table>
<thead>
<tr>
<th>New Number</th>
<th>Unit Title</th>
<th>Former Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS1013</td>
<td>Science I</td>
<td>1113</td>
</tr>
<tr>
<td>GAS1030</td>
<td>Science and Society</td>
<td>1130</td>
</tr>
<tr>
<td>GAS1062</td>
<td>Scientific Thought and Methods</td>
<td>1162</td>
</tr>
<tr>
<td>GAS1063</td>
<td>Human Communication</td>
<td>1163</td>
</tr>
<tr>
<td>GAS1080</td>
<td>Physical Science</td>
<td>1180</td>
</tr>
<tr>
<td>GAS1091</td>
<td>Physical Science for Health Care 1</td>
<td>1191</td>
</tr>
<tr>
<td>GAS1092</td>
<td>Physical Science for Health Care 2</td>
<td>1192</td>
</tr>
<tr>
<td>GAS1093</td>
<td>Physical Science for Health Care 3</td>
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GAS1013 Science I (BU)

Unit Adviser: Mr P. Higgins

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Aim: To establish a sound scientific background for modern health care.

Unit Outline: This unit is the first of two sequential science units (GAS1013 and GAS1123) and covers basic Physics, Chemistry and some Bioscience.

Teaching Methods: Study guides are provided which direct the students to the relevant sections of the prescribed texts. Fully worked solutions are provided for all the problems suggested and practical exercises are completed at the student's home/work place using simple inexpensive equipment.

Assessment:
Practical Reports (25%)
Assignment (25%)
Examination (50%)

Prescribed Texts:

GAS1030 Science and Society (BS BE BN BB BT DT DE)

Unit Adviser: Associate Professor M.A. Hooper

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

Prerequisite: Nil

A science background is not assumed in this unit.

Aims: The primary aim is to develop an increased awareness of the role of science and technology in society and to consider means of critically examining that role. To examine some of the history of the development of scientific knowledge and its technological applications. To examine factors influencing contemporary technological and scientific research, and to develop sound critical thought on such research.

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

Teaching Methods: Lectures, class discussion, supplemented by films and videotapes. Study guides present some topics, with reading lists and suggested case study topics.

Assessment: Four assignments (75%) are set of which two are case studies of topics where science/technology has had a significant impact on everyday life. Internal students are required to attend at least 80% of the classes and some oral presentation of assignments is involved. An end-of-year examination (25%) is conducted. A satisfactory performance on this examination is required.

Prescribed Text: Nil

Recommended Reading:

**GAS1062 Scientific Thought and Methods**
*(BS BE BT DT)*

Unit Adviser: Mr P. Higgins

Full Year: 2 hours of lectures per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Aims: The three units - GAS1062, GAS2062 and one of GAS3062, GAS3819, GAS3619 or GAS3719 as appropriate, form a sequence which aims to develop: the ability to think logically; the ability to use the literature and information of science in an intelligent and aggressive manner; some understanding of the process of thinking and thought communication; an understanding of the interrelations present in the scientific community; and the ability to define and carry out scientific tasks in accordance with good scientific method.

Unit Outline: The main themes of GAS1062 are: Information - libraries, personal indexing systems, structure and components of the scientific literature, computerised information retrieval services, literature searching, technical reports and preparation and presentation of oral reports. Problem Definition and Solution - definition of scientific method, application to "real-world" problems.

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

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

Prescribed Texts:
or
or

Recommended Reading: Nil

**GAS1063 Human Communication**
*(AC BS)*

Unit Adviser: Mr C.F. Lau

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Aims: To develop in the student, the communication, information retrieval and analytical skills required in the business and technical environments. On completion of this unit, students should be able to define communication as a human rather than a mechanical activity; communicate effectively, both orally and in writing, in a number of different settings and for various purposes; retrieve and store information efficiently; and be able to present, analyse and answer arguments in an objective manner.

Unit Outline: Introductory: What is communication; why study communication? Written Communication: Report writing; memoranda; letters; instructions; notices; computing documentation; Information Storage and Retrieval: The Library; public databases; personal filing systems and databases. Oral Communication: Listening skills; informal meetings; formal meetings; oral presentations; audio-visual communication; interviewing skills; Critical Analysis of Argument.

Teaching Methods: For internal students: one two-hour lecture and two one-hour tutorial/workshop sessions each week. For distance education students: four hours lecture/tutorial/workshop each weekend school. Oral presentation will be done during the 3rd and 4th weekend school. For those who cannot come for the Weekend School, the oral can be either videotaped or assessed by a business communication lecturer/manager. (See details in the introductory unit outline.) Additional contact via telephone, mail, fax, e-mail or personal visit is most welcome.
Assessment:
Assignment 1 (10%)
Assignment 2 (20%)
Assignment 3 (10%)
Oral Presentation (20%)
1 x 2 hour Examination (40%)

Prescribed Text:
Huseman, R., Galvin, M. & Prescott, D., Business
Communication - Strategies and Skills. Holt, Rinehart

Recommended Reading: To be advised.

GAS1080 Physical Science
(BS BE BT BB DE DT AE)

Unit Adviser: Mr W. Kirstine

Full Year: 42 hours lectures, 14 hours tutorials (for
internal students) and 28 hours of laboratory work - unit
value of 1.0 - internal and distance education study.

Prerequisite: Nil

Notes:
1. Enrolment in this unit will be accepted only after
consultation with a Course Adviser.
2. This unit cannot be credited towards the Major Study
in a Bachelor of Applied Science.

Aims: To introduce the student with limited scientific
background to the physical sciences. To develop the
student’s scientific awareness, literacy, understanding,
knowledge and skills. To develop an understanding of
natural phenomena and technology in our everyday world.

Unit Outline: Areas of study include: Science and the
Scientific Method; Measurement; Newton’s Laws of
Motion; Gravity; Work and Power; States and Properties
of Matter; Introduction to the Atom; Molecules and the
Mole Concept; Stoichiometry and Chemical Equations;
Radioactivity and the Nucleus; Electromagnetic Radiation;
The Nature of Light; Modern Atomic Theory; Chemical
Bonding; The Periodic Table; Electricity and Magnetism;
Chemical Equilibrium; Acids and Bases; Introduction to
Organic Chemistry.

Teaching Methods: Lectures, tutorials and laboratory
activities are provided for internal students. For distance
education students detailed study guides are provided.
Experiment kits are available to allow distance education
students to carry out experimental activities at home. A
detailed experiment manual and supporting videotapes are
provided.

Assessment: Progressive assessment and semester
examinations are used. Assignments (including
Experimental Work) - 50%; Semester Examinations - 50%.
Students must obtain satisfactory results for both their
experimental work and their examinations.

Prescribed Text:
Science. 5th ed., W.C. Brown Publishers, Iowa,
1989.

GAS1091 Physical Science for Health Care 1
(DN)

Unit Adviser: Mr R.J. Lyall

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

Prerequisite: Nil

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

Unit Outline: Measurement and units; chemical formulae
and equations; structure and stability of matter; states of
matter; chemical reactions of some common substances,
organic functional groups, lipids, carbohydrates, proteins,
nucleic acids, water, solutions, acids and bases, colloids.
Mathematical techniques appropriate for nursing practice
are also incorporated in this unit.

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

Assessment:
Assignments (20%)
Laboratory Work (20%)
Unit Tests (60%)

Prescribed Texts:
Cree, L. & Rischmiller, S., Science in Nursing. 2nd ed.,
Timberlake, K., Chemistry. 4th ed., Harper and Row,

GAS1092 Physical Science for Health Care 2
(DN)

Unit Adviser: Mr P.J. Higgins

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

Prerequisite: GAS1091

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

Unit Outline: Mechanics, sound and hearing, introduction
to electricity, heat in the body.

Teaching Methods: Lectures, tutorials and laboratory
sessions.
Assessment:
Assignments (20%)
Laboratory Work (30%)
Unit Tests (50%)

Prescribed Texts:

GAS1093 Physical Science for Health Care 3
(DN)

Unit Adviser: Mr B.T. McEnery
First Semester: 4 hours per week for 11 weeks - unit value of 0.5 - internal study.
Prerequisite: GAS1092 or permission of the Unit Adviser.
Aim: This unit completes the foundation studies in physical and chemical science for health care.
Unit Outline: Electricity, light and vision, radiation and matter, dynamism in science, technology and health care.
Teaching Methods: Lectures, tutorials and laboratory sessions. Some programmed learning material is available for those whose background in some areas may be deficient.
Assessment:
Assignments (20%)
Laboratory Work (30%)
Unit Tests (50%)

Prescribed Text:

GAS1114 Bioscience 1
(DN)

Unit Adviser: Mr P. Freeman
First Semester: 4 hours per week - unit value of 1.0 - internal study.
Prerequisite: Nil
Aim: To study the structure and function of living things with particular reference to the human being.
Unit Outline: This unit is the first in a sequence of four units (GAS1114, GAS1115, GAS2114, GAS2115). Topics covered include terminology, levels of organisation, introductory surface anatomy, the integument, digestive and respiratory systems.
Assessment:
Laboratory Component (30%)
Tests/Exam (70%)

To obtain a pass in the unit a pass must be obtained in the theory component, regardless of practical marks.
Teaching Methods: Lectures, tutorials and laboratory sessions.

Prescribed Texts:

Recommended Additional Purchase (required for Units GAS2114 and GAS2115):

of

GAS1115 Bioscience 2
(DN)

Unit Adviser: Ms W. Davies
Second Semester: 5 hours per week - unit value of 0.75 - internal study.
Prerequisite: GAS1114
Aim: To study the structure and function of living things with particular reference to the human being.
Unit Outline: This unit is the second in a sequence of four units (GAS1114, GAS1115, GAS2114, GAS2115). Topics covered include neuromuscular function, musculoskeletal system, cell function, metabolic bio-chemistry, energy metabolism, nutrition and endocrinology.
Teaching Methods: Lectures, tutorials and laboratory sessions.
Assessment:
Laboratory Work (30%)
Exam (70%)

To obtain a pass in the unit a pass must be obtained in the theory component, regardless of practical marks.

Prescribed Texts:
Recommended Additional Purchase (required for Units GAS2114 and GAS2115):

or


**GAS1121 Microbiology for Health Care 1 (DN)**

Unit Adviser: Mr C. Panter

Second Semester: 2 hours per week - unit value of 0.25 - internal study.

Prerequisite: Nil

Aim: To introduce nursing students to the basics of microbiology.


Teaching Methods: Lectures and laboratory classes.

Assessment:
Laboratory Reports (30%)
Assignment (10%)
Tests (60%)

Satisfactory performance in written tests is required to pass the unit.

Prescribed Text:

**GAS1122 Microbiology for Health Care 2 (DN)**

Unit Adviser: Mrs D. Richards

First Semester: 2 hours per week - unit value of 0.25 - internal study.

Prerequisite: GAS1121

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

Unit Outline: Pathogenicity: how microbes cause disease, patterns of disease. Control of microorganisms: factors affecting microbial control, physical and chemical control methods, antimicrobial drugs. Epidemiology: disease frequencies and measurement, factors associated with the outbreak of disease, control and prevention of disease in the community and the hospital environment. Immunology: basic concepts, the immune system, immunopathology, serology in microbiological diagnosis.

Teaching Methods: Lectures and laboratory classes.

Assessment:
Assignments (20%)
Laboratory Component (20%)
Tests (60%)

Satisfactory performance in written tests is required to pass the unit.

Prescribed Text:

Recommended Reading: To be advised.

**GAS1123 Science II (BU)**

Unit Adviser: Mrs D. Richards

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GAS1013

Aim: To establish a sound scientific background for modern health care.

Unit Outline: This unit is the second of two sequential science units (GAS1013 and GAS1123) and covers Microbiology. Introduction to Microbiology; nature of microbiology; structure, growth and metabolism of microorganisms; bacteria; fungi; protozoa, viruses and multicellular parasites. Host-parasite relationships - principles of disease; pathogenicity; non-specific host defences; immune system; immunopathology; epidemiology. Microbial Control: sterilisation and disinfection; antimicrobials, diagnostic microbiology.

Teaching Methods: Study guides are provided which direct the student to the relevant sections of the prescribed text. Some lectures and laboratory demonstrations will be available during voluntary University College visits.
Assessment:
Assignments (50%)
Examination (50%)

Satisfactory performance in written tests is required to pass the unit.

Prescribed Text:

GAS1185 Biological Science (BS BE BB BT DT)

Unit Adviser: Ms J.A. Mosse

First Semester: 42 hours of lectures, 15 hours of laboratory work, 14 hours of tutorials - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS1281

Unit Outline: In combination with units GAS1281 and GAS1383, this unit provides a background of scientific knowledge useful for major studies in chemistry, physics or biology. The unit continues the development of biological chemistry commenced in unit GAS1281 with a consideration of the biological macromolecules; the carbohydrates, proteins, nucleic acids and lipids. This then forms the basis for the consideration of cell membranes, cell structure and function, the digestion of macromolecules and the immune system as examples of these macromolecules in action.

The unit has a substantial chemical bias which is in keeping with the Biochemistry and Microbiology emphasis in the Applied Biology major and in general with the increased emphasis on cell biology in contemporary biology.

Teaching Methods: Lectures, Tutorials and Laboratory classes. The texts will be used for guided reading and self study. Tutorial question sheets will aid in focusing students' attention on key areas.

Assessment: Consists of two unit tests and ongoing practical assessment. Theory constitutes 70% of the overall mark and practical work 30%.

To obtain a pass in the unit a pass must be obtained in the theory regardless of practical marks.

Prescribed Text:

Recommended Reading:

GAS1186 Biology (BS BE BB BT DT)

Unit Adviser: Ms W. Davies

Second Semester: 42 hours of lectures, 24 hours of laboratory work, 14 hours of tutorials - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS1185

Aims: This unit aims to present normal physiological function and control of some of the systems of the body, together with a more detailed examination of the functioning of the organism at the cellular level.

Unit Outline: The theory course consists of principles of nervous control, the digestive system and nutrition, the respiratory system, cellular biology, metabolic biochemistry, energy metabolism and its importance in exercise, endocrine control, and hormonal and neural integration.

Teaching Methods: Lectures, tutorials and laboratory classes. The texts will be used for guided reading and self study. The study guide will supplement tutorial sheets in focusing students on key areas.

Assessment: Assessment consists of 2 unit tests and ongoing practical assessment. Theory constitutes 70% of the overall mark and practical work 30%.

To obtain a pass in the unit a pass must be obtained in the theory component regardless of practical marks.

Prescribed Texts:

Recommended Reading:

GAS1202 Chemistry (BS)

Unit Adviser: Dr R.E. Mayes

Full Year: 45 hours of lectures, 27 hours of laboratory and tutorial work - unit value of 1.0 - internal study.

Prerequisite: Enrolment in this unit is restricted to students entering the Bachelor of Applied Science course with partial credit for previous studies in Chemistry, e.g. students who have completed appropriate studies in the TAFE Certificate of Applied Science. Enrolment will be accepted only after consultation with the Head of School or the Unit Adviser.
Aim: To provide a basis for further studies in the chemical sciences.

Unit Outline: This unit provides a general introduction to the following areas: chemical periodicity; molecular structure; crystal structure; pretransition elements; structure and properties of carbon compounds; physical chemistry of solutions.

Teaching Methods: Lectures, tutorials, laboratory classes. A comprehensive set of study guides is provided. (Students will undertake their studies in common with students in units GAS1281 and GAS1282 where possible.)

Assessment:
Theory Component Progressive Assessment (85%)
Laboratory Component (15%)

Satisfactory performances in both theory and laboratory components are required in order to pass the unit. Tutorial attendance (for internal students) and performance on feedback assignments (for distance education students) will be taken into account in deciding a final grade for the case of students whose marks are "borderline".

Relevance of laboratory work to theoretical study: Laboratory exercises are used to extend theoretical understanding as well as develop practical skills in the subject matter.

Prescribed Texts:

GAS1281 Chemical Science
(BS BE BT BB DT)

Unit Adviser: Dr R.E. Mayes

First Semester: 42 hours of lectures, 14 hours of tutorials, 14 hours of laboratory work - unit value of 1.0 - internal study.

Prerequisite: Normally, qualifications providing entry to course.

Aim: To provide a basis for further studies in the chemical and biological sciences.

Unit Outline: In combination with units GAS1383 and GAS1185, this unit provides a background of scientific knowledge appropriate for major studies in chemistry, physics or biology. The unit gives a general introduction to the following areas: Fundamental chemical concepts; periodicity and molecular geometry; states of matter; chemical reactions and equilibria; water, solutions, osmosis; acids, bases, buffers; organic functional groups; organic stereochemistry and isomerism.

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

Assessment: Four unit tests assess the theory component of the unit (85%) with the remaining 15% of assessment being allocated to a laboratory component. This component consists of five experiments and their written reports. Satisfactory performances in both theory and laboratory components are required in order to pass the unit. Tutorial attendance (for internal students) and performance on feedback assignments (for distance education students) is taken into account in deciding a final grade for the case of students whose marks are "borderline".

Relevance of laboratory work to theoretical study: Laboratory exercises are used to extend theoretical understanding as well as develop practical skills in the subject matter.

Prescribed Texts:

Recommended Reading:

GAS1282 Chemistry
(BS BE BT BB DT)

Unit Adviser: Dr R.E. Mayes

Second Semester: 42 hours of lectures, 42 hours of tutorial/laboratory work - unit value of 1.0 - internal study.

Prerequisite: GAS1281

Aim: To introduce and further develop topics relevant in particular to chemistry and chemical science.

Unit Outline: Topics covered are pre-transition elements, equilibria; solutions; electrochemical concepts; crystal structure; structure and properties of carbon compounds, and analytical applications.

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

Assessment:
Progressive Assessment with theory component (80%)
Laboratory component (20%)

Satisfactory performances in both theory and laboratory components are required in order to pass the unit.
Relevance of laboratory work to theoretical study:
Laboratory exercises are used to extend theoretical understanding as well as develop practical skills in the subject matter.

Prescribed Texts:

GAS1302 Physics
(BS)

Unit Adviser: Mr P. Higgins

Full Year: 42 hours of lectures, 28 hours of laboratory and tutorial work - unit value of 1.0 - internal and distance education study.

Prerequisite: Enrolment in this unit is restricted to students entering the Bachelor of Applied Science course with partial credit for previous studies in Physics, e.g. students who have completed appropriate studies in the TAFE Certificate of Applied Science. Enrolment will be accepted only after consultation with the Head of School or the Unit Adviser.

Aim: To provide a basis for further studies in the physical sciences.

Unit Outline: This unit provides a general introduction to the following areas: atomic and molecular structure; quantum theory; kinetic molecular theory; thermodynamics; reaction kinetics; properties of real gases, x-rays and their applications and an introduction to special relativity.

Teaching Methods: Lectures, tutorials, laboratory classes. A comprehensive set of study guides is provided. (Students will undertake their studies in common with students in units GAS1383 and GAS1384.)

Assessment:
Theory Component Progressive Assessment (75%)
Laboratory Component (25%)

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

Prescribed Text:

Recommended Reading:

GAS1331 Introduction to Technological Development
(DE BS GH)

Unit Adviser: Mr W. Kirstine

Full Year: 2 hours per week of lectures/tutorials and project work - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Aims: To explain: the meaning of the term "technology" and the concept of energy source development and technological development in general. To promote: competence and confidence in applying the processes of technological development and a commitment to these processes. To demonstrate: the importance and the interaction of the key elements of all technological development - need, planning, design, materials, processing, utilisation, evaluation; the importance of systems, control and communication, in more complex technological developments.

Unit Outline: Study materials are presented in seven sections -
Definitions and Directions - the meaning of 'technology' in terms of the 'technological process', the resources of technology and the constraints on the technological process; Early Technologies - the motivation for technological development in some societies and the lack of it in others; Wind and Water Power - the take-off of technological development as a consequence of the first power-drives becoming available; Steam Power and Heat Engines - the impetus given to technological development by the new interest of experimental scientists in things practical, and the new means whereby their results were disseminated; Electrical Power - the explosion of technological 'achievement' coincident with the introduction of organised technical education and the introduction of systematic approaches to development efforts; Information Technology - an overview of the development of the transmission and use of analogue and digitised information; Current Issues - the present global energy situation, alternative energy sources and technologies.

Teaching Methods: Lectures, tutorials and individual projects for internal students. Study guides, readers, videotapes and individual project work for distance education students. A case study approach will be used to emphasise the technological development process and to develop personal skill in applying it. Group activities and tutorials for distance education students at Weekend Schools will be optional.
Assessment:
Assignments and projects (100%)  

Prescribed Text:

Recommended Reading:

GAS1332 Working with Materials (BS GH)

Unit Adviser: Associate Professor J.A. Harris

Full Year: 60 hours of practical workshop activity, 40 hours of private study - unit value of 1.0 - distance education study.

Prerequisite: Nil

Aims: To provide "starter" practical skills in order that the student might: (i) safely implement designs proposed for project work in subsequent units, with the type of hand tools and power tools likely to be found in home and school workshops; (ii) relate more easily to the characteristics of materials studied theoretically in subsequent units.

In addition, for intending teachers of Technology Studies, we aim to make sure the students can: (i) confidently supervise the safe handling of hand tools and power tools in the school workshop; (ii) advise on appropriate shaping, joining and fastening methods for materials being worked by their own pupils; (iii) recognise skillful execution of designs by their own pupils.

Unit Outline: Workshops are arranged to introduce working with the following materials and processes: wood, clay, concrete, forging and casting of metals, machining metals (drilling, lathe work and milling), sheet metal working, welding and oxy-cutting of metals, plastics and composites.

Teaching Methods: Full-day workshops of intensive practical activity are arranged for each Weekend School in the year. In addition, students are provided with private study materials related to each workshop. These materials include readers, videos, and detailed instructions for any practical work to be done at home before the workshop sessions.

Assessment: Each workshop will be assessed individually; assignments and practical work 50%; an end test relating to safety issues will account for the remaining 50% of marks available and students must demonstrate mastery learning of the items tested.

Prescribed Text: Nil

Recommended Reading: A list of references, to both texts and video tapes, is provided in each Study Guide.

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GAS1383 Physical Science (BS BE BN BT BR BM BI BB DT)

Unit Adviser: Mr P. Higgins

First Semester: 42 hours of lectures, 14 hours of tutorials, 14 hours of laboratory work - unit value of 1.0 - internal and distance education study.

Prerequisite: Entry to the course.

Aim: To provide (in conjunction with units GAS1281 and GAS1185) a basis for further studies in the chemical, physical and biological sciences.

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

Teaching Methods: Detailed study guides are provided with a number of assignments and practice problems. Tutorial and practical classes take place for internal students on a regular time-tabled basis.

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

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

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

Prescribed Text:

GAS1384 Physics (BS BE BT BB DT)

Unit Adviser: Dr A. Markiewicz

Second Semester: 42 hours of lectures, 42 hours of tutorial/laboratory work - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS1383 or permission of the Unit Adviser.

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

Unit Outline: Topics covered will include an introduction to relativity, wave theory and physical optics; thermal and electrical properties of materials; x-rays and their applications; applied mechanics and hydrodynamics and the properties of real gases, a study of electrical conduction in the gaseous, liquid and solid states.
Teaching Methods: Detailed study guides are provided with a number of assignments and practice problems. Tutorial and practical classes take place for internal students on a regular time-tabled basis.

Assessment:
Progressive Assessment
Laboratory Work

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

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

Prescribed Text:

Recommended Reading:

GAS1388 Physical Science For Engineers
(B1 BM BN BR)

Unit Adviser: Mr P.J. Higgins

First Semester: 42 hours of lectures, 14 hours of tutorials, 14 hours of laboratory work - unit value of 1.0 - internal and distance education study.

Prerequisite: Entry to the Engineering course

Aim: To provide basic studies in physical science for engineering students.

Unit Outline: This unit incorporates studies in electromagnetic field theory, an introduction to quantum theory and atomic/nuclear structure, kinetic molecular theory and properties of real gases, properties of materials, a study of electrical conduction in gaseous, liquid and solid states, wave theory.

Teaching Methods: Detailed study guides are provided with a number of assignments and practical problems. Tutorial and practical classes take place on a regular time-tabled basis for internal students.

Assessment:
Progressive Assessment
Laboratory Work

(GAS1601 Basic Mathematics
(AE BS BE BT BB DT DE)

Unit Adviser: Mrs R. Steei

Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.

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

Notes:
1. Enrolment in this unit will only be accepted after consultation with the unit adviser or Group Leader: Mathematical Sciences.
2. Concurrent enrolment in unit GAS1601 and any of units GAS1611, GAS1612, GAS1631 will not be permitted.
3. Credit towards B.App.Sc. will be given for only one of the units GAS1602, GAS1601.

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

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

Assessment: Internal and Distance Education course - six assignments and two three-hour examinations; the examinations will include a mastery-learning component.

Prescribed Text: To be advised.

Recommended Reading: To be advised.

GAS1602 Mathematics for Computing
(AC BS)

Unit Adviser: Mr F. Benyah

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

Prerequisite: Nil

Note: Credit towards B.App.Sc. will be given for only one of the units GAS1602, GAS1601.
Aims: Students will acquire the basic mathematical skills required to - express quantitative and logical relationships between variables in statements in programming languages; understanding how data is stored, compiled and manipulated within a computer; perform simple business and technical calculations; understand how errors may be propagated in calculators.

Unit Outline: Sets, Number Systems and Logic (2 weeks), Binary arithmetic and logic operators (2 weeks), Boolean Algebra, Switching Circuits, circuit design and representation of numbers in computers (3 weeks), Basic Algebra and graphical techniques (2 weeks), Quadratic equations, logarithmic functions (2 weeks), Error propagation (1 week), Iterative methods for solving equations (2 weeks).

Calculator: A calculator, with the common scientific functions e\(^x\), sin x, cos s, ln x is required for this unit.

Teaching Methods:
Internal Students (full time or part time) - two two-hour classes will be taught each week. These classes may also be used at tutorial sessions or problem sessions as required. Distance Education Students - students are advised to allocate at least four hours per week to study of this unit. Problem sets have been included with these study guides. A two hour class will be given at each Weekend School.

Assessment:
Three Assessment Assignments:
Assignment 1 (16%)
Assignment 2 (17%)
Assignment 3 (17%)
and a two-hour examination (50%)

Students are required to reach a satisfactory standard of performance in both the assignment and examination components of assessment.

Prescribed Text:

Recommended Reading:
*Essential Computer Mathematics*. (Schaum series).

**GAS1611 Calculus**
(BS BE BN BB BT BI BM BR DT DE)

Unit Adviser: Dr J.R. Arkinstall

Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: An appropriate Year 12 Mathematics or GAS1601.

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

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

Teaching Methods: Internal class - Lectures and tutorials. Distance education class - To supplement a skeletal set of notes, five 2 - hour classes are held during weekend schools in each semester.

Assessment:
Continuous Assessment (40%)
Examination (60%)

For internal students the continuous assessment is by a number of class tests, while for distance education students it is by two assessable assignments.

Prescribed Text:

Recommended Reading:

**GAS1612 Vectors and Matrices**
(BS BE BN BB BT BI BM BR DT)

Unit Advisers: Associate Professor P.R. Rayment, Mr F. Benyah

First Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: An appropriate Year 12 Mathematics or GAS1601.

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

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

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

Recommended Reading:

GAS1631 Probability and Statistics
( BS BE BN BB BT BM BI BR DT DE)

Unit Adviser: Associate Professor P.R. Rayment

Second Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: An appropriate Year 12 Mathematics or GAS1601.

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

Unit Outline: The nature of statistics: basic concepts of experimental design; collecting and organising data; Simple Exploratory Data Analysis techniques; probability models; discrete distributions: including the hypergeometric, binomial and Poisson distributions and applications, including statistical quality control; continuous distributions: including the Poisson process, exponential and normal distributions and applications; estimation from random samples, discussing point and interval estimation of means, differences between means and proportions; simple linear regression model.

Teaching Methods: 2 hours of lectures per week and 1 hour tutorial or computer workshop per week.

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

Prescribed Text:

Recommended Reading: To be advised.

5/24 School of Applied Science
### GAS1711 Introduction to Operations Research (BS BE BT BN BB DT)

Unit Adviser: Mrs H.B. Nath

Second Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: One Year 12 Mathematics or GAS1601.

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

**Unit Outline:** The unit covers the following topics: operations research - what is operations research, relationship with Management Science, role of computers, introduction to modelling, applications and examples; programming of resources - problem identification, objective function and constraints, graphical solution approach, sensitivity analysis, applications; transformation of resources - transportation model, assignment problems, travelling salesman problems, applications; decision making - break even analysis, decision under certainty, uncertainty and risk, forward and backward analysis, decision trees, applications and problems; systems planning - inventory model, waiting-line problems, simulation, applications.

**Assessment:**
- Assignments (50%)
- Examination (50%)

**Prescribed Text:**

**Recommended Reading:** To be advised.

### GAS1752 Quantitative Methods 1D (DE)

Unit Advisers: Dr R.R. Egudo, Mrs H.B. Nath

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

**Prerequisites:** The unit assumes a mathematical background at about Year 11 level.

**Aim:** On completion of the unit the students will have: an understanding of the basic mathematical concepts, the knowledge to determine optimal solutions to business decision problems, the awareness and knowledge of collecting, analysing and interpreting statistical data.

**Unit Outline:** Management Mathematics: Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions. Solutions of systems of linear equations and inequations; The graphical solution method to linear programming problems, formulation of LP models and introduction to available computer packages; Arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; Simple calculations of Index numbers. Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; The sampling distribution of the sampling mean; Rules for calculation of probabilities; Decision making under certainty, uncertainty and risk; introduction to simple linear regression; Use of statistical package MINITAB.

**Assessment:**
- Assignments (50%)
- Examination (50%)

**Prescribed Text:**

**Recommended Reading:**

### GAS1751 Quantitative Methods 1 (BB)

Unit Advisers: Dr R.R. Egudo, Mrs H.B. Nath

First Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.

**Prerequisite:** The unit assumes a mathematical background at about Year 11 (Fifth Form) level.

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

**Unit Outline:** Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions. Solutions of systems of linear equations and inequalities; The graphical solution method to linear programming problems, formulation of LP models and introduction to available computer packages; Arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; Simple calculations of Index numbers. Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion (Weeks 15-18). Population distributions, the normal distribution. The sampling distribution of the sampling mean (Weeks 19-22). Rules for calculation of probabilities. Decision making under certainty, uncertainty and risk (Weeks 23-26). Introduction to simple linear regression. Use of statistical package MINITAB (Weeks 27-28).
Teaching Methods: Three hours per week timetable allocation, consisting of one two-hour lecture and one one-hour tutorial session, with additional contact time upon request by students. Comprehensive study guides are provided to outline each topic and to direct students to relevant material.

Assessment: Four assignments will cover all aspects of the course content: Assignments 1,3 (10% each), Assignments 2,4 (15% each), End of Semester Examinations (25% each), (2 hours each).

In order to pass the unit, students must gain a satisfactory level of achievement in the unit as a whole and in the examinations.

Prescribed Text:

Recommended Reading: To be advised.

GAS1811 Computer Programming 1 (AC BS)

Unit Advisers: Mr J.G.K. Harris, Mr D.W. Thomson

First and Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Notes:
1. Credit towards B.App.Sc. will be given for only one of the units GAS1811, GAS1832.
2. Second semester enrolment in this unit is restricted to those who have previously attempted it, but were unsuccessful, and requires approval from the Unit Adviser.

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

Unit Outline: Organisation of computers; using terminals; text editing; (2 weeks). Introduction to structured design (3 weeks). The PASCAL language: variables, constants, type declarations; block structure, compound statements; assignment, expressions; input, output; control structures; arrays, set constants; procedures, functions and parameters; character and string handling (7 weeks). Debugging techniques and compiler usage (2 weeks).

Teaching Methods:
Internal Students - four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student.
Distance Education Students - four hours per weekend school (optional), coupled with resource material to complement the textbook, and provision for additional student contact through electronic mail and news.

Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.


Distance education students will require good access to a computer (preferably an IBM PC or compatible) and a Pascal compiler (such as Turbo Pascal).

Access to the University College’s electronic mail and news systems (either directly for internal students or via modem for distance education students) is essential for enabling effective communication between students and staff, and also for the submission of assignments and the provision of supplementary study material.

GAS1812 Computer Programming 2 (AC BS)

Unit Advisers: Mr J.G.K. Harris, Mr D.W. Thomson

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

Prerequisite: GAS1811 or GAS1832

Corequisite: GAS1602 or a suitable alternative mathematics unit.

Note: Credit towards B.App.Sc. will be given for only one of the units GAS1812, 7222 (offered pre-1992).

Aims: To develop further the principles of good programming style as applied to the design, debugging and testing of larger programs. To continue the study of algorithm development introducing ideas of data abstraction and algorithm analysis.

Unit Outline: Conversion from Pascal to C (2 weeks); Structures, files and dynamic memory allocation (2 weeks); Recursion (2 weeks); Data Abstraction and Data Structures: Linked lists, Stacks, Queues, Tables, Trees, Priority queues, Heaps (5 weeks); Algorithm Analysis: Order of Magnitude Analysis, Comparison of Sorting Algorithms (2 weeks).

Teaching Methods:
Internal Students - four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student.
Distance Education Students - four hours per weekend school (optional), coupled with skeletal study guides to complement the textbook, and provision for additional student contact through electronic mail and news.
Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.

Prescribed Text: (proposed - confirm with unit adviser)

Access to the University College's electronic mail and news systems (either directly for internal students or via modem for distance education students) is essential for enabling effective communication between students and staff, and also for the submission of assignments and the provision of supplementary study material.

GAS1813 Information Systems 1
(AC BS)

Unit Advisers: Mr C.F. Lau, Mr J. Hewson

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

Prerequisites: GAS1062 or GAS1063, GBU1001 or 3144

Corequisites: GBU7010, GAS1812 (AC), GAS1812 or 7222 (BS)

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

Unit Outline: The systems development life cycle illustrated with case studies - problem definition; feasibility study; current system analysis; new system design, logical design, physical design; programming, debugging, testing; implementation and evaluation; maintenance. Analysis and Design tools - interview and questionnaire; organisation charts; systems flowcharts; data flow diagrams; documentation standards; forms design and screen formatting; file design; data dictionary; structured methods, prototyping, CASE tools.

Teaching Methods: Lectures and tutorials.

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

Prescribed Text:

Recommended Text:

GAS1814 Computer Organisation
(AC)

Unit Adviser: Mr D. Thomson

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

Prerequisite: GAS1812 (distance education)

Corequisite: GAS1602 (distance education), and GAS1602 (internal).

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

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

Teaching Methods: Lectures and tutorials.

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

Prescribed Texts:
However, if you have access to an IBM PC clone, but do not have a C compiler, then you should purchase the following book, which comes bundled with an educational version of Microsoft's Quick C on a 5 1/4 disc.
Houston, J., Looking into C. Merrill, 1989. Be sure to get the version with the software. (There is a slightly cheaper version without the compiler.) The ISBN of the correct version is 21-099-2.

GAS1831 Introduction to Computers
(AC BS BE DT AE BT)

Unit Adviser: Dr R.J. Bignall

First and Second Semester: 2 hours per week - unit value of 0.5 - internal study first and second semester, distance education first semester.

Prerequisite: Nil

Aims: On completion of the unit, students will have an understanding of the basic concepts and terminology
associated with computers and information systems, a knowledge of the nature of programming languages and language compilers, the ability to design simple algorithms, the ability to use word processing, spreadsheet and file management software on a microcomputer, and the ability to use a text editor on a minicomputer.

Unit Outline: General Computers' place in society; application areas and problems; Business Information Systems; nature of computers; internal organisation and functions; macros, minis and mainframes; associated hardware concepts; input/output and storage devices; data representation; Overview of computer system software functions: operating systems, language translators, utility programs; application software: packages, personal computing applications; Elements of data communication; data processing, information systems; systems development life cycle, roles of systems analyst, programmer; Programming languages, program development, algorithms, algorithm design.


Teaching Methods: Internal Students - Two hours per week timetable allocation, consisting of a one hour lecture and a one hour tutorial, with additional contact time initiated by the student. Distance Education Students - Four hours of formal class contact at each weekend and vacation school, coupled with comprehensive study guides, self paced tutorial guides, and provision for additional student contact through mail and by phone.

Assessment: Both assignments, and an examination will be used in the assessment of this unit. Students must obtain satisfactory marks for each of the assignments and the examination. A simple summing up of marks for individual assessments is not an indication of pass or fail over the unit. Four compulsory assignments will be set to cover each of the four major topics in the unit. Assignment 1 (Computers and Information, Word Processing) (10%); Assignment 2 (Algorithm Design) (15%); Assignment 3 (Spreadsheets) (15%); Assignment 4 (Information Management) (10%); Examination (3 hours) (50%).

tool for nursing practice and patient care delivery; consider some of the issues and implications of computer usage in health care systems.

Unit Outline:
1. **Computer Jargon: Hardware and Software**
   - **Hardware**: Structure of computers; input/output devices, processor, memory, file storage; communication. Software: programs; operating system, word processing, databases, spreadsheets, documentation, security.

2. **Using Computers in Health Care**
   - Designing systems for information processing - the systems analysis/design cycle; case studies from Patient Admissions/Accounting/Pharmacy Inventory. Patient information system. Nursing care data requirements: Admissions information, automated monitoring and lab testing.

3. **Computers in Society**
   - Good systems and bad, the general picture; Resistance to change, ergonomics, job elimination and deskilling: Problems with humans; data privacy, security and accuracy. Health care issues: automation and artificial intelligence and medicine; dehumanisation and effective technology for health care.

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

Prescribed Texts:

Recommended Reading:

**GAS1851 Computer Applications in Business (BB DE)**

Unit Advisers: Mr M. Lau, Mr J. Hewson

First and Second Semester: 4 hours per week - unit value of 1.0 - internal study first or second semester, distance education first semester.

Prerequisite: Nil

Aims: On completion of this course, students will:
- know the basic concepts and terminology associated with business data processing and data communications; know the concepts and terminology of business information systems analysis and design; and will be familiar with - a range of common microcomputer application software packages.

Unit Outline: General - Computers place in society; application areas and problems; business information systems; nature of computers; internal organisation and functions; macros, minis and mainframes; associated hardware concepts: Input/Output and storage devices; data representation; elements of data communication; Data processing: data capture, data entry, data editing, verification, sorting, retrieval; Overview of computer system software functions; operating systems, language translators; utility programs; Data items, records, files, data-bases; file organisation, file access - sequential, direct, indexed sequential; Information systems design overview: feasibility studies, cost benefit studies, system design: data flow diagrams, logical, physical, implementation, programming, testing, debugging, training, documentation, maintenance and evaluation. Business Software - Using a microcomputer; using a network system; spreadsheet and database fundamentals.

Assessment:
- Assignments (50%)
- Examination (three hours) (50%)

Prescribed Text: To be advised.

**GAS1859 Computer Applications in Business (AG)**

Unit Adviser: Mr J. Hewson

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Aims: On completion of this unit, students will:
- know the basic concepts and terminology associated with business data processing and data communication; know the concepts and terminology of business information systems analysis and design; and will be familiar with: a range of common microcomputer application software packages.

Unit Outline: General: Computers place in society; application areas and problems; Business Information Systems; Nature of computers; Internal organisation and functions; macros, minis and mainframes; Associated hardware concepts: Input/Output and storage devices; data representation; Elements of data communications; Data processing; data capture, data entry, data editing, verification, sorting, retrieval; Overview of computer system software functions; operating systems, teleprocessing monitors, language translators; utility programs; Data items, records, files, data-bases; file organisation; file access - sequential, direct, indexed sequential; Information systems design overview: Feasibility studies, cost benefits studies, system design: data flow diagrams, logical, physical, implementation, programming, testing, debugging, training, documentation, maintenance and evaluation. Business Software: Using a microcomputer; using a network system; spreadsheet and database fundamentals.
Teaching Methods: Lectures (2hrs per week) and tutorials (2hrs per week).

Assessment:
Assignments (50%)
Examination (three hours) (50%)

Prescribed Text: To be advised.

GAS2062 Scientific Thought and Methods
(BS BE BT DT)

Unit Adviser: Associate Professor J.A. Harris

Full Year: 2 hours of lectures per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS1062

Aim: This unit is part of a sequence of units, one at each level of the course. Aims of the sequence are given in the unit outline for unit GAS1062.

Unit Outline: The main themes of GAS2062 are:
Information - construction of personal indexing system for retrieval references, conduct of a literature search, writing a critical review, writing job applications, oral
presentations, job interviews, meetings, conferences and group interaction. Problem Definition and Solution -
definition and application of scientific method, experiment
design, problem definition and statement, development and
examination of alternative solutions. Thinking and
Thought Processes - learning theory, thinking and
reasoning processes.

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

Assessment:
Progressive Assessment (100%)

Prescribed Text:
Lindsay, D., *A Guide to Scientific Writing*. Longman-
Cheshire, Australia, 1984.

Recommended Reading:

GAS2064 Scientific Thought and Methods
(BS BE BT DT)

Unit Adviser: Associate Professor J.A. Harris

Full Year: 2 hours of lectures per week - unit value of 1.0 - internal and distance education study.

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

Aim: This unit forms part of a sequence of units. Aims of
this sequence are given in the unit outline for unit
GAS1062.

Unit Outline: The unit outlines for GAS1062 and
GAS2062 should be read. The unit incorporates material
on information retrieval from unit GAS1062 in place of
some material on information presentation from unit
GAS2062.

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

Assessment:
Progressive Assessment (100%)

Prescribed Texts:
Lindsay, D., *A Guide to Scientific Writing*. Longman-
Cheshire, Australia, 1984.
Campbell, M., *Reference and Information Sources in
Chemistry and Biochemistry*. 3rd ed., Griffith
University, 1990.
Campbell, M., *Reference and Information Sources in
Physics and Mathematics*. 2nd ed., Griffith
University, 1983.
1982.

Recommended Reading:

GAS2114 Bioscience 3
(DN BS BE)

Unit Adviser: Ms W. Davies

First Semester: 5.5 hours per week for 11 weeks - unit
value of 0.75 - internal study.

Prerequisite: GAS1115 or GAS1186

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

Unit Outline: This unit is the third in a sequence of four
units (GAS1114, GAS1115, GAS2114, GAS2115). Topics
covered include the cardiovascular system and urinary
system and their role in atherosclerosis, hypertension, and
fluid and electrolyte balance.

Teaching Methods: Lectures, tutorials and laboratory
sessions.

Assessment:
Exam (70%)
Laboratory (30%)

To obtain a pass in the unit a pass must be obtained in the
theory component, regardless of laboratory marks.
Prescribed Texts:

or

or

GAS2115  Bioscience 4
(DN BS BE)

Unit Adviser: Mr P. Freeman

Second Semester: 5 hours per week for 11 weeks - unit value of 0.75 - internal study.

Prerequisite: GAS2114

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

Unit Outline: This unit is the final in a sequence of four units. Topics covered include: the nervous and endocrine systems and the integration of the two; the effect of exercise on the body; the reproductive system, genetics and embryology.

Teaching Methods: Lectures, tutorials and laboratory sessions.

Assessment:
Exam  (70%)
Laboratory  (30%)

To obtain a pass in the unit a pass must be obtained in the theory component, regardless of laboratory marks.

Prescribed Texts:

or

GAS2121  Microbiology
(BC BE BT)

Unit Adviser: Mr C. Panter

First Semester: 7 hours of integrated lectures and laboratory work per week - unit value of 1.0 - internal and distance education study. Distance education laboratory work is completed in a seven day block.

Prerequisites: GAS1186 and GAS1282; or permission of Unit Adviser.

Aim: To introduce students to the basics of microbiology.


Teaching Methods: Lectures and laboratory. Laboratory includes individual projects.

Assessment:
Tests  (60%)
Laboratory Work and Assignments  (40%)

Satisfactory performance in both written tests and laboratory work is required to pass the unit.

Relevance of laboratory work to theoretical study: Development of practical competence in the laboratory is considered vital to training in microbiology, and thus is weighted heavily in the assessment.

Prescribed Text:

Recommended Reading:

Other references to be advised.

GAS2122  Microbiology
(BC BE BT)

Unit Adviser: Mr C. Panter

Second Semester: 7 hours of integrated lectures and laboratory work per week - unit value of 1.0 - internal and distance education study. Distance education laboratory work is completed in a seven day block.

(Next offered by distance education in 1993.)

Prerequisite: GAS2121

Aim: To continue the basic microbiology study commenced in unit GAS2121.
Unit Outline: Introduction to systematic identification. The genera of bacteria. Principles of microbial ecology and environmental microbiology; microbiology of air; aquatic microbiology; microbiology of domestic water and sewerage; indicator organisms; soil microbiology; and biogeochemical cycles; pollution microbiology; introduction to food microbiology; microbial genetics; introduction to virology; basics of immunology; aspects of biotechnology and industrial microbiology.

Teaching Methods: Lectures and laboratory. Laboratory includes individual and group projects.

Assessment:
Tests (60%)
Laboratory Work and Assignments (40%)

Satisfactory work in both written tests and laboratory work is required to pass the unit.

Relevance of laboratory work to theoretical study:
Development of practical competence in the laboratory is considered vital to training in microbiology, and thus is weighted heavily in the assessment.

Prescribed Text:

Recommended Reading:
Other references to be advised.

GAS2141 Biochemistry (BS BE BT)

Unit Adviser: Ms J. Mosse

First Semester: 4 hours of lecture-tutorials, 4 hours of laboratory work per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1282, GAS1186 (or permission of Unit Adviser)

Aim: To examine the workings of the living cell at the molecular level. To appreciate the relationship between the three-dimensional structure of macromolecules and their biological activities.


Teaching Methods: Lectures, tutorials and practical work, including self-paced computer simulations.

Assessment:
Mid-semester Test (40%)
Final Examination (40%)
Practical Work (20%)

A pass in both theory and practical work is mandatory.

Relevance of laboratory work to theoretical study: There is close integration of lecture material and practical exercises.

Prescribed Text: To be advised.

GAS2142 Biochemistry (BS BE BT)

Unit Adviser: Dr A.P. Towns

Second Semester: 4 hours of lecture-tutorials and 4 hours of laboratory work per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS2141

Aim: A continuation of the aim of unit GAS2141.


Teaching Methods: Lectures, tutorials and practical work.

Assessment:
Mid semester test (40%)
Final Examination (40%)
Practical work (20%)

A pass in both theory and practical work is mandatory.

Relevance of laboratory work to theoretical study: There is close integration of lecture material and practical exercises.

Prescribed Text: To be advised.

GAS2251 Chemistry (BS BE BT DT)

Unit Adviser: Dr A. Patti

First Semester: 4 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal and distance education study.
Prerequisite: GAS1282

Aims: To continue the study of the principles of chemistry begun in units GAS1281 and GAS1282. To present some key principles of organic, inorganic and physical chemistry.

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

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

Assessment: Progressive Assessment
Laboratory

Progressive assessment involves topic tests, assignments and examinations.

Students are required to pass both the theory and laboratory components in order to gain credit for the unit.

Prescribed Texts:

GAS2252 Chemistry (BS BE BT DT)

Unit Adviser: Dr A. Patti

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

Prerequisite: GAS2251

Aim: To extend the study of principles of chemistry undertaken in unit GAS2251.

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

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

Assessment: Progressive Assessment Laboratory

Progressive assessment involves topic tests, assignments and examinations.

Students are required to pass both the theory and laboratory components in order to gain credit for the unit.

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

Prescribed Texts:

GAS2271 Applied Chemistry (BS BE BT DT)

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - internal study. (Next offered by distance education in second semester 1993.)

Prerequisite: GAS1282

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

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

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

Assessment: Progressive Assessment Final Examination Laboratory Work Fieldwork

Prescribed Texts:
or

GAS2272 Applied Chemistry (BS BE BT DT)

Unit Adviser: Dr R.J. Hodges

Second Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - distance education. (Next offered internally in first semester 1993.)
Prerequisite: GAS1282

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

Unit Outline: Topics covered are UV-Vis methods of analysis, atomic absorption, liquid and gas chromatography. An introduction to the petroleum industry and the basic chemicals industry is given.

Teaching Methods: Lectures and practical work and exercises, supplemented by films, slides and overhead transparencies. For distance education students some experiments can be done off campus.

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

Prescribed Texts:
- or
- or
- and
- and

GAS2273  Applied Chemistry (Biological)  (BS BE BT DT)

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - internal study. (Next offered by distance education in second semester 1993.)

Prerequisite: GAS1282

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

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

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

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

Prescribed Texts:
- or

GAS2274  Applied Chemistry (Biological)  (BS BE BT DT)

Unit Adviser: Dr R.J. Hodges

Second Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - distance education. (Next offered internally in first semester 1993.)

Prerequisite: GAS1282

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


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

Prescribed Texts:
- or
- or
GAS2332 Working with Systems 1 (DE BS GH)

Unit Adviser: Mr W. Kirstine

First Semester: 56 hours of practical activities and tutorial guidance - unit value of 0.5 - internal and distance education study.

Prerequisites: Year 11 Mathematics and Physics are assumed.

Corequisite: GAS1331

Aims: Through practical activity, to introduce the function and operation of mechanical, electro-mechanical, pneumatic and electronic components as working elements and control elements in simple analogue and digital systems.

Unit Outline:
Mechanisms - classification of motions; belt/pulley and gear mechanisms; rotary and linear motion concepts; cams and followers; simple harmonic motion; torque and power transmission; linkages including 4-bar and slider-crank; balancing and smoothing rotary motion; substitute mechanisms and design concepts.

Pneumatics - Fluid transmission; basic pneumatic circuits; single and double-acting cylinders; pressure, flow and directional control valves; push-button, solenoid and pressure operation of valves; time-delay and sequencing; introduction to fluid logic; applications of pneumatic circuits.

Electronics - Basic electrical concepts; resistors including thermistors and LDR's; voltage dividers; junction diodes including Zeners and LED's; switches - mechanical, semiconductor and electromechanical; capacitors and inductors; LCR circuits; the transistor and its use as a switch and as an amplifier; integrated circuits; digital logic including logic levels and truth tables; component recognition and testing.

Teaching Methods: A kit for self-paced practical activity, together with all study guides, readers and videotapes, will be provided at the beginning of the semester. These materials may be used either by internal or distance education students. Optional practical activities and tutorial guidance will be available at weekend schools.

Assessment: Practical and written Assignments (50%), 3-hour Examination (50%), in which students must demonstrate mastery learning of the items examined.

Prescribed Text:

To be advised for other topic areas.
Resonance and other spectra are discussed in relation to instrumentation and chemical analysis. The basic principles of sources, detectors and their combination into spectroscopic instruments are studied. The third law of thermodynamics and statistical thermodynamics are covered. The study program will provide a thorough grounding for final year studies in chemistry and physics.

Teaching Methods: Detailed study guides and lecture/laboratory program materials are provided. Distance Education students are required to attend tutorial and laboratory sessions at weekend schools. Laboratory work is considered an essential method of reinforcing and illustrating the principles discussed in the theory section.

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

Prescribed Text:

Recommended Reading:

GAS2391 Physics
(BS BE DT)

Unit Adviser: Dr. A. Markiewicz

First Semester: 8 hours per week of integrated lectures and laboratory work - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1281, GAS1383, or GAS1384 or GAS1282.

Aims: To consolidate and extend the fundamental physics of first level units and develop concepts and techniques of Applied Physics.

Unit Outline: The major part of this unit involves a study of Electronics for Instrumentation and Quantum and Radiation Physics.

The Electronics includes AC and DC circuit theory, input and output parameters of electronic devices, power supplies, transducer and operational amplifiers. The Quantum section includes Wave Particle Duality, Wave Mechanics and applications while the Radiation section includes Nuclear Physics, Elementary Particles, Detection, Shielding and Radiation Health Physics.

Teaching Methods: Lectures and laboratory work. Study guides are provided which aim to integrate the practical aspects of each topic into theoretical background, via practice problems and laboratory/discovery sessions.

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

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

Prescribed Texts:

Recommended Reading:

GAS2392 Physics
(next offered in 1993)
(BS BE DT)

Unit Adviser: Dr. A. Markiewicz

First Semester: 8 hours per week of integrated lectures and laboratory work - unit value of 1.0 - internal and distance education study.

Aims: To consolidate and extend the fundamental physics of first level units and develop concepts and techniques in applied physics.

Unit Outline: The major topics of the unit are Electromagnetism, Acoustics, Solid State Physics and Polymer Physics. Electromagnetism includes electric and magnetic fields, Maxwell's equations and electromagnetic waves while Acoustics includes sound-pressure waves. Solid State Physics includes quantum statistics and application, energy bands, structures and properties of solids while the Polymer Physics section includes chemical and physical structures, electrical properties, thermal processes and conducting polymers.

Relevance of Laboratory Work to theoretical study: Laboratory work is considered an integral part of the learning experience in this unit.

Teaching Methods: Lectures and Laboratory work. Study guides are provided which aim to integrate the practical aspects of each topic with theoretical background, via practice problems and laboratory/discovery sessions.

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

Recommended Reading:

Scientific papers - to be advised.

**GAS2611 Real Analysis**
*(BS BE BT DT)*

Unit Adviser: Dr J.R. Arkinstall

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: GAS1611, preferably with a grade C or better

Corequisite: GAS2614 is desirable.

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

Unit Outline: Introduction to proof in axiomatic systems; an axiom system for the real numbers; convergence of sequences and series, decimal representation, power series; limits of functions, continuity, differentiability, the mean value theorem and its consequences; uniform convergence, continuity of the limit function, differentiation and integration of infinite series term by term, application to power series; The Riemann integral; improper and infinite integrals, Cauchy principal value.

Teaching Methods:
Internal - 1 two hour class each week for 14 weeks.
Distance Education - To supplement the textbook, skeletal class notes and exercises, 4 two hour expository and discussion classes are held over the semester.

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

Prescribed Text: Nil

Recommended Reading:

**GAS2612 Functions of More Than One Variable**
*(BS BE BN BB BT BM BR BI DT)*

Unit Adviser: Mr F. Benyah

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: GAS1611 (and unit GAS1612 is desirable).

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

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

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

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

Prescribed Text: 
Adams, R.A., *Calculus of Several Variables*.

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

**GAS2613 Linear Algebra**
*(BS BE BT DT)*

Unit Adviser: Mr F. Benyah

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: GAS1612

Corequisite: GAS2614 is desirable

Aim: To continue the study of linear algebra beyond unit GAS1612, emphasising the general concepts of a vector space and the particular case of an inner product space as unifying threads in mathematics.
Unit Outline: Linear spaces - general concepts, basis and dimension, linear transformations, inner product spaces; orthogonalisation and projection; matrix algebra-diagonalisation theorems for real symmetric matrices, quadratic forms, applications to analytical geometry, numerical methods of eigenvalue analysis for real symmetric matrices.

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

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

Prescribed Text:

Recommended Reading: To be advised.

GAS2614 Mathematical Structures
(BS BE BN BT BR BM DT)

Unit Adviser: Dr J.R. Arkinstall

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: GAS1611 (and unit GAS2612 is desirable).

Note: This unit is not available to students who have previously passed unit 7162.

Aims: This unit is a first course in abstract algebra, which seeks to unify students prior mathematical experience. It aims to demonstrate the roles of conceptual precision, deductive reasoning and creative thinking in mathematics. It provides background knowledge needed for unit GAS3612 Applied Modern Algebra, and unit GAS3614 Combinatorics.

Unit Outline: Fundamental material on sets, proof and logic. Relations, including equivalence relations, mappings and order relations. Binary operations and Semigroups. Groups including subgroups, cyclic groups, cosets and Lagrange’s theorem. Rings and Fields, including finite fields and field extensions (quadratic).

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

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

Prescribed Text:
Fraleigh, J.B., *A First Course in Abstract Algebra*.

Recommended Reading: To be advised.

GAS2621 Integral Transforms
(BS BE BN BT BR BM DT)

Unit Adviser: Dr A.R. Carr

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: GAS1611 (and unit GAS2612 is desirable)

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

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

Teaching Methods: Lectures and tutorials, supplemented by study guides and five assignments. The latter are corrected but the work does not count directly towards assessment grades.

Assessment:
Internal - Class Tests;
Distance Education - Assessment Assignments (40%)
Examination (60%)

Prescribed Text:

Recommended Reading: To be advised.

GAS2622 Numerical Methods
(BS BE BN BB BT BI BM BR DT)

Unit Adviser: Dr A.R. Carr

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

Prerequisites: GAS1832, GAS1612, GAS1611.

Aims: To introduce some of the methods commonly used in numerical computations; to develop the theoretical basis of the algorithms, as well as assessing their likely accuracy and difficulties.
Unit Outline: Numerical methods suitable for: solving non-linear equations; solving systems of linear equations; estimation of derivatives and integrals; interpolation, least squares fitting, orthogonal polynomials; solving ordinary differential equations with initial and/or boundary conditions. Comparisons of methods by operations count, order of convergence, error bounds, and empirical error estimates. Introduction to the use of computer packages for numerical analysis.

Teaching Methods: Lecture/tutorial sessions, supplemented by a textbook, Study Guides and readings. Ordinary assignments are corrected but do not count directly towards assessment.

Assessment:
- Two Assessment Assignments (40%)
- Examination (60%)

Recommended Reading: To be advised.

Recommended Text:

GAS2631 Distributions and Inferential Techniques
(BS BE BT BB BN DT)

Unit Adviser: Associate Professor P.R. Rayment

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

Prerequisites: GAS1611, GAS1631

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

Unit Outline: This unit is divided into two sections of approximately equal weight.

Section A: Statistical Distributions
Univariate distributions - review of basic concepts, moments, use of moment generating functions in distribution theory, standard distributions - including the binomial, Poisson, negative binomial, normal, log-normal exponential, gamma, Weibull, beta, chi-squared, T and F distributions; multivariate distributions: joint and conditional distributions; multinominal and multivariate normal distributions; Sampling distributions of sample statistics including sample moments and order statistics (order statistics will be emphasised, for their applications in life-testing).

Section B: Techniques of Inferential Statistics
Parameter estimation: criteria and methodology of point estimation, including discussion of the method of maximum likelihood and the method of moments; internal estimation. Parametric hypothesis testing: basic concepts, likelihood ratio tests, simple applications, including the chi-squared goodness-of-fit test; Non-parametric methods: brief introduction, the sign test, confidence limits for the median.

Teaching Methods: Lectures and tutorials.

Assessment:
- Two Assessment Assignments (40%)
- Examination (60%)

Recommended Reading: To be advised.

GAS2623 Vector Field Theory
(BS BE BT DT)

Unit Adviser: Mr F. Benyah

Second Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: GAS2612

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

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

Teaching Methods: Lectures and tutorials. Study guides present the basic material, with illustrations and notes on further reading. Some assignment work provides exercises which are corrected but do not count directly towards assessment grades.

Recommended Reading: To be advised.

**GAS2641 Engineering Mathematics**
(BI BM BN BR)

Unit Adviser: Dr A.R. Carr

Full Year: 1.5 hours per week - unit value of 0.5 - internal study.

Prerequisites: units GAS1611, GAS1612, and a computer programming unit.

Note: Unit GAS2641 is creditable only to the Bachelor of Engineering degree.

Aims: To introduce techniques and applications of Laplace transforms and Fourier series. To introduce suitable methods for the numerical problems and approximations most commonly encountered in engineering and science, and to examine their relative advantages, their likely accuracy, and their computational efficiencies.

Unit Outline: Laplace transforms: properties, applications - including ordinary differential equations and linear systems generally, convolution, Heaviside and Dirac functions, inversion; Fourier series, including harmonic analysis and convergence properties. Floating point representation of numbers, propagation of errors; solution of non-linear equations in a single variable; interpolation; numerical solution of systems of linear equations by direct and indirect methods; least squares fitting; numerical integration, including the Romberg algorithm for accelerated convergence; solution of ordinary differential equations in both initial value and boundary value problems; examination of computational efficiency; rates for convergence, error analysis, operation counts and computing time; introduction to suitable software packages for numerical approximations.

Teaching Methods:
Internal: 1 hour per week in first semester, 2 hours per week in second semester, lectures and tutorials, supplemented by study guides and assignment work.
Distance Education: study guides and assignment work, plus compulsory participation in Residential School.

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

Prescribed Text:

**GAS2711 Linear Programming**
(BS BE BN BB BT BM BR BI DT)

Unit Adviser: Dr G.B. Nath

First Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1711, GAS1831 (and unit GAS1612 is desirable)

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

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

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

Prescribed Text:

Recommended Reading: To be advised.

**GAS2712 Integer Programming and Networks**
(BS BE BN BT DT)

Unit Adviser: Mr K.N. Edirisinghe

Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1631, GAS2711

Aims: To develop the ability to formulate management decision problems as discrete mathematical programming problems. To introduce a spectrum of solution procedures and the use of computer software. To develop a basis for interpreting solutions and to emphasise the need for sensitivity analysis and flexibility of models.
Unit Outline: Building integer programming models: use of discrete variables; logical conditions and simplifying integer models; Economic interpretation of solutions, sensitivity analysis and stability of a model; Solution methods: Branch and Bound and Cutting plane methods. Use of computer packages for solutions of integer programming models; Network Models: Shortest path and minimal spanning tree problems, maximal flow and minimum cost network flows, Travelling Salesman and Chinese Postman problems, location and distribution problems; Project planning and scheduling with unlimited resources (CPM-PERT methods) with limited resources. Job sequencing and operations scheduling. Use of computer software for solutions of network models.

Teaching Methods: For internal students the program will usually involve three hours of lectures plus a two hour workshop per week. The workshop will involve case studies, problem solving, use of computer software and group work. For distance education students detailed study guides will be issued. Once a month during semester, for distance education students weekend schools will be organised that will provide the opportunity for enrichment exercises via the lecture/workshop mode.

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

Prescribed Text: To be advised.

Recommended Reading: To be advised.

GAS2713 Applied Probability Models (BS BE BN BT DT)

Unit Adviser: Associate Professor P.R. Rayment

First Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: GAS1631 (and unit GAS1611 is desirable)

Aims: To develop the ability to build models with probability distributions. To study different queuing models. To build a basis for design and control of queues. To introduce Markovian decision models and their applications in management decision making.

Unit Outline: Introduction to probability distributions; Markov Chains; Single and multiple server models under infinite and finite population, infinite and finite capacity requirements; Advanced Markovian queueing models - Bulk input, Bulk Service, Erlangian models, priority queue disciplines; Network, series and cyclic queues; Introduction to models with general arrival and service patterns; Applications to renewal, maintenance and replacement policies.

Teaching Methods: For internal students the program will usually involve three hours of lectures plus a two hour workshop per week. The workshop will involve case studies, problem solving and group work. For distance education students detailed study guides will be issued.

Once a month during the semester, distance education weekend schools will be organised that will provide the opportunity for enrichment exercises via the lecture/workshop mode.

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

Prescribed Text: To be advised.


GAS2741 Operations Research and Statistics

(BI BM BN BR)

Unit Advisers: Dr G.B. Nath, Associate Professor P.R. Rayment

Full Year: 2.5 hours per week - unit value of 0.75 - internal study.

Prerequisites: GAS1611 and GAS1612.

Note: GAS2741 is creditable only to the Bachelor of Engineering degree.

Aims: To provide students with a range of techniques for reaching conclusions or making decisions in situations in which "chance" or "uncertainty" plays a significant role. To introduce students to a variety of decision problems arising from the need to manage resources effectively. Students will be required to demonstrate competence in a spectrum of procedures for quantitative analysis of such problems, including the use of computer packages where appropriate.

Unit Outline:
Section A (28 hours): The nature of statistics: basic concepts of experimental design; collecting and organising data; simple techniques of Exploratory Data Analysis; use of the statistical package MINITAB. Review of probability models and probability distributions: applications such as statistical quality control, reliability evaluation and hydrology. Sampling: random sampling, sampling distributions of the sample mean and sample proportion, implications of the Central Limit Theorem; control charts for process mean and process variability. Estimation from random samples; point and interval estimation of means, differences between means and proportions. Regression models: introduction to applications of simple and multiple linear regression.

Teaching Methods: A combination of lectures, tutorials and problem-solving workshops.
Internal: 2 hours per week in first semester and 3 hours per week in second semester.
Distance Education: Study guides plus compulsory participation in residential schools.

Assessment:
Two class tests 2 x 1-2 hour (20%)
Two assignments 2 x 5 hours (40%)
Two written exams 2 x 2 hours (40%)

Prescribed Texts:

GAS2751 Quantitative Methods 2 (BB)
Unit Adviser: Dr G.B. Nath
Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: GAS1751 (and one computing unit is desirable.)
Aims: To develop the ability to formulate and solve complex business problems as linear programming models. To discuss deterministic inventory models for establishing optimal economic policy. Introduce widely used methods of statistical analysis. Present an overview of time-series analysis and forecasting techniques.

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

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

Prescribed Texts:

Recommended Reading: To be advised.

GAS2811 Commercial Programming (AC BS)
Unit Adviser: Mr L.F. Smith
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: GAS1812, GAS1813
Aims: On completion of this unit, students will: have been introduced to a business oriented programming language (Cobol 74/85); have further enhanced their skills with developing data processing algorithms; have used Cobol 74/85 in both a minicomputer and a microcomputer environment.

Unit Outline: Overview of the Cobol Language introduction to the structure of a Cobol program, use of HP Cobol 85 compiler, basic elements of Cobol; Programming Process and Standards - use of hierarchy charts, Cobol coding standards (week 1). The Identification, Environment and Data Divisions Identification Division, Environment Division, Data Division - file section, picture clause, level numbers, working storage section, value clause (week 2). The Procedure Division structured program design; arithmetic verbs, assumed decimal points, operators, if, perform, input/output, move; writing report programs - control breaks; debugging code; data validation (weeks 3-7). Tables and Table Processing concept of tables, occurs clause, redefines clause, table processing, Sequential/Binary table look up - Cobol search verb (weeks 8-9). Sorting collating sequences, the sort verb, merge (weeks 10-11). Other topics: Cobol report writer, sequential and non sequential file maintenance (weeks 12-13).

Teaching Methods:
Internal Students - Four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student.
Distance Education Students - Four hours per weekend school (optional), coupled with skeletal study guides to complement the textbook, and provision for additional student contact through electronic mail and news.
Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.

Prescribed Text: (proposed - confirm with unit adviser)
This text may be purchased packaged with an educational version of the RM-Cobol compiler for IBM PC’s and compatibles.

Access to the University College’s electronic mail and news systems (either directly for internal students or via modem for distance education students) is essential for enabling effective communication between students and staff, and also for the submission of assignments and the provision of supplementary study material.

GAS2812 Computer Organisation (BS)

Unit Adviser: Mr D. Thomson

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1812, GAS1602 or GAS1611.

Aims: To introduce students to concepts of computer hardware organisation, computer communications and networks. To introduce low level programming techniques.

Unit Outline: Components of a computer system - processors, memory, secondary storage devices; magnetic and optical storage devices and media; input and output devices. Processor organisation; registers, buses, multiplexers and decoders; ALUs, clocks, main memory, caches. Microprogramming. Von Neumann architecture, the conventional machine level - instruction types and formats, addressing modes, flow of control. Data transfer, interrupts and programmed I/O. Inter-system communication; data transmission; message protocols. Networks - types, topologies. Communications service providers. Parallel machine architectures; multiprocessors; special purpose systems; types and examples; case studies. Programming techniques for low level operations.

Teaching Methods: Lectures, tutorials and programming laboratory sessions for internal students. Study guides, exercises and programming assignments for distance education students, coupled with additional student contact through mail, electronic mail and by telephone, with optional weekend school lectures and tutorials.

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

Students are required to attain a satisfactory level of achievement in both assessment components in order to obtain a passing grade.

Prescribed Text: To be advised.

GAS2813 Information Systems 2 (AC BS BB)

Unit Adviser: Mr C.F. Lau

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

Prerequisite: GAS1813 or GAS2852

Aims: On completion of this unit, students will be able to: assess and use a structured design methodology for a system project; estimate costing, time, equipment and human resource requirements for a project; recommend suitable controls for a system; produce designs for online and distributed systems; prepare implementation and evaluation guidelines and outline the training requirements for a new system.


Teaching Methods: Lectures, workshop.

Assessment:
Assignments (60%)
Examination (2 hours) (40%)

Prescribed Text:

Recommended Reading: To be advised.

GAS2814 Operating Systems (AC BS)

Unit Advisers: Mr J.G.K. Harris, Mr D. Thomson

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

Prerequisite: 7123 (pre-1992) or GAS2812 or GAS1814.
Aims: On completion of this unit, students should know the most common functions of computer operating systems, understand the programming and hardware mechanisms used to provide such functions.

Unit Outline: Types of operating systems - single user, real-time, batch, multiple access (1 week); Process and programs - communication between concurrent processes, semaphores, interrupts (3 weeks); Memory management - memory allocation, virtual memory (2 weeks); Input/output device handling, buffering, spooling (2 weeks); File storage management - directories, security, file organisation, opening and closing files (2 weeks); Resource allocation and scheduling - allocation mechanisms, deadlock, scheduler algorithms, control and accounting (2 weeks); Other topics - job control languages and utilities, protection, reliability and error detection, performance monitoring (2 weeks).

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

Students must obtain satisfactory results for both the assignment work and their examination.

Teaching Methods: Lectures, tutorials, electronic mail.


Access to the University College's electronic mail system (either directly for internal students or via modem for distance education students) is highly desirable for enabling effective communication between students and staff.

GAS2815 Database Management Systems
(AC BS)

Unit Adviser: Mr L.F. Smith

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

Prerequisite: GAS2811

Note: Credit towards B.App.Sc. will be given for only one of the units GAS2815, GAS3851.

Aims: On completion of this unit, students will have an understanding of the principles and terminology of database management systems; be able to design a database given a body of data; be able to use at least one commercial time sharing database Management System and a microcomputer DBMS; be able to implement and manipulate a database using both interactive Structured Query commands (Oracle on the HP9000) and SQL commands in a programming environment (PRO*Cobol). The major emphasis for this unit is design and programming in a Database Environment.

Unit Outline: Overview of Database Management Systems (week 1); introduction to the relational model (week 2); normalisation and relational design (week 3); advanced features of the relational model (week 4); introduction to database design (week 5); information level design (week 6); the CODASYL model (weeks 7 - 8); alternative data models (week 9); physical database design (week 10); fourth generation environment (week 11); database administration and current trends in the field.

Teaching Methods:
Internal Students - Four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student.
Distance Education Students - Four hours per weekend school (optional), coupled with skeletal study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.

Prescribed Texts: (proposed - confirm with unit adviser)

Access to the University College's electronic mail and news systems (either directly for internal students or via modem for distance education students) is essential for enabling effective communication between students and staff, and also for the submission of assignments and the provision of supplementary study material.

GAS2816 Introduction to Systems Programming
(AC)

Unit Adviser: Mr J.G.K. Harris

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1812, GAS1814

Aims: Students will learn techniques for programming and using a range of system software tools.

Teaching Methods:
Internal Students - Four hours class contact per week, comprising two-hours of lecture and two of tutorial/practical session with additional contact initiated by the student.
Distance Education Students - Four hours of class contact at weekend schools together with study guides and other resource material. Additional student contact may be initiated by telephone, post or electronic mail.

Assessment: Three assessment assignments and an examination. Students must obtain satisfactory results for both the assignment work and the examination.

Assignment 1 (10%)
Assignment 2 (20%)
Assignment 3 (20%)
Two hour Examination (50%)

Prescribed Text:

Recommended Reading: To be advised.

GAS2817 Computer Programming 3 (AC BS)

Unit Adviser: Mr D.W. Thomson

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS1812 or 7222

Note: This unit is mandatory for AC students, and is available as an elective for BS (Computing) students.

Aims: To introduce students to some more advanced algorithms. On completion of the unit, students will have greatly expanded their repertoires of "classic" algorithms, and will also be more capable of applying fundamental principles to the design of algorithms to solve new problems.

Unit Outline: External sorting, Balanced search trees, B-trees (and variations), Hashing, String searching, Pattern matching, File compression, Cryptology, Graph algorithms (including weighted graphs), Multiple-precision arithmetic, Linear programming. (approximately one week on each topic)

Teaching Methods:
Internal Students - Four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student.
Distance Education Students - Four hours per weekend school (optional), coupled with skeletal study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.


Access to the University College's electronic mail and news systems (either directly for internal students or via modem for distance education students) is essential for enabling effective communication between students and staff, and also for the submission of assignments and the provision of supplementary study material.

Recommended Reading:

GAS2818 Computer Applications (AC)

Unit Adviser: Dr R.J. Bignall

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

Prerequisite: Completion of all first level units of the course.

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

Unit Outline: Students will select a set of 3 from available study modules. Each module will take from 4-8 weeks to cover an introduction to a particular topic. Examples of current modules include: Computer Graphics; Computer Interfacing; FORTRAN 77 - a science/engineering language; Computers and Society. Further modules will be offered as resources permit. In addition, students will select a topic of their own choice and use field visits and/or literature search to prepare a written report and oral presentation to the remainder of the class.

Teaching Methods: Short lecture series, field visits, seminars by visiting speakers, staff members and other students.

Assessment:
Module Assessment assignments (60%)
Literature Search/Presentation (40%)

Prescribed Text: To be advised. Will depend on modules taken.
GAS2819 Computing Project

(AC)

Unit Adviser: Mr J. Hewson

Full Year: At least 150 hours over the year, including regular meetings with supervisor, other group members and/or system user representatives - unit value of 1.0 - internal and distance education study.

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

Aim: To apply a variety of skills and techniques in the development of a computer based solution to a substantial problem.

Unit Outline: Each student will select a realistic project approved by the Unit Adviser, involving systems analysis and design, programming and implementation of a solution to user problems. Students may work independently but will be encouraged to work in groups where possible, under a supervising staff member. Requirements to be met will include presentation of and participation in two seminars, together with written reports on feasibility study, systems analysis, programming, implementation and evaluation.

Teaching Methods: Internal Students - weekly meetings with either academic supervisor, fellow project team members, system user representatives or some combination of these. Formal presentations for reporting and assessment purposes will be required. Additional contact as initiated by the student.

Distance Education Students - attendance at weekend schools for presentations will be required unless satisfactory alternatives can be arranged between supervisor, student team members and system users.

Assessment: To pass this unit, a student must successfully implement the system undertaken and prepare necessary user documentation. Grading of successful students will be based on the quality of the written reports and oral presentations. This grading process may take some account of the difficulty of the task undertaken.

Feasibility Study and Project Proposal
Presentation (15%)
Systems Analysis and Project Design Presentation (30%)
Programming and Documentation Implementation (30%)
Final Presentation and Evaluation (15%)

Prescribed Text: Nil

Prerequisite: GAS1851

Aims: Students will be able to use a fourth generation language approach to design and produce programs suitable for use in the business environment. Students will be able to evaluate software packages with regard to their potential use in business.


Teaching Methods: Internal Students will attend four hours of lectures/tutorials/workshop each week. Distance Education Students will be offered a three hour lecture/workshop each weekend school. Comprehensive study guides will be issued.

Assessment: Assignments (70%)
Examination (2 Hour) (30%)

Students must perform satisfactorily in both assessment components in order to obtain a pass in the unit.

Prescribed Texts:

Reference Manuals as appropriate.

Recommended Reading: To be advised.

GAS2852 Business Systems

(BB)

Unit Advisers: Mr M. Lau, Dr G.B. Nath

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

Prerequisite: GAS1851

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

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

Teaching Methods: Lectures and tutorials.

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

Recommended Reading: To be advised.

GAS3062  Applied Research Project
(BS BE)

Unit Adviser: Mr C. Panter

Full Year: Approximately 6 hours per week, including one hour's class contact and the balance of individual work - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS2062 or GAS2064. In addition, the permission of the Unit Adviser must be obtained before enrolment in this unit. For this permission to be granted students must have completed all first and second level units in their approved major.

Note: This unit is compulsory for all students enrolled in the Applied Biology, Applied Chemistry or Applied Physics majors of the degree of Bachelor of Applied Science.

Aim: This is the last unit of a sequence, the general aims of which are given in the unit outline for unit GAS1062. The specific aim of this unit is to involve the student in a research project.

Unit Outline: Each student will undertake an individual project, bringing together the themes of units GAS1062 and GAS2062, as well as background from prior studies in their major. Project topics must relate to the student's major area of study. Individual projects are supervised by appropriate members of the Physical and Biological Sciences Group, and the project topics must be approved at the time of enrolment by both the Unit Adviser and the project supervisor. Requirements within the project include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Other requirements, such as attendance at short seminar programs, may be specified. Students are required to maintain regular contact with their supervisors.

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

Assessment:
Oral Progress reports (15%)
Written progress report (2.5%)
Final oral report (12.5%)
Final written report (35%)
Supervisor's assessment of project (35%)

Prescribed Text: Nil

GAS3121  Applied Microbiology
(BS BE DT)

Unit Adviser: Mr C. Panter

First Semester: 8 hours of integrated lectures and laboratory per week - unit value of 1.0 - internal and distance education study.
(Distance education study involves a 7 day laboratory block.)

Prerequisite: GAS2122

Aim: To continue applied studies in food and industrial microbiology commenced in unit GAS2122.

Unit Outline: Food as a habitat for micro-organisms. Taxonomic groups and physiological groups of organisms important in food spoilage. Organisms of public health significance in foods. Principles of food spoilage and food preservation. Commodity microbiology: canned foods; dairy microbiology. Aspects of microbiological testing of foods; standards. Industrial microbiology; cultivating and maintaining microorganisms in industry; the continuous fermenter; industrial fermentations; aspects of genetic programming of industrial microorganisms.

Teaching Methods: Lectures and laboratory work. Laboratory work includes individual projects comprising a large proportion of the assessment.

Assessment:
Tests (60%)
Laboratory Work and Projects (40%)

Satisfactory performance in both written tests and laboratory work is required to pass the unit.

Relevance of laboratory work to theoretical study: In this applied microbiology unit development of laboratory skills to a high level of competence is emphasised. Project work in the laboratory is used as a means of integrating the theoretical study topics and in developing student ability to analyse critically and discuss microbiological problems and data.

Prescribed Text:
A reader is supplied.

Recommended Reading:
Other references to be advised.
GAS3122  Applied Microbiology (BS)

Unit Adviser: Mrs D. Richards

Second Semester: 8 hours of integrated lectures and laboratory per week - unit value of 1.0 - internal and distance education study.
(Distance education study involves a 7 day laboratory block.)

Prerequisite: GAS2122

Optional Study for this Unit: Students who are taking GAS3122 but who are not taking the B.App.Sci. (Applied Biology) course may opt to take the haematology package offered as part of the GAS3142 Applied Biochemistry in place of the diagnostic microbiology laboratory project in GAS3122.

Aim: To build upon principles provided in units GAS2121 and GAS2122 and provide students with a grounding in applied medical microbiology.


Teaching Methods: Lectures, laboratory work and excursions to clinical and veterinary laboratories. The laboratory program includes individual projects in diagnostic microbiology.

Assessment:

Tests                  (60%)
Laboratory Work and Projects (40%)

Satisfactory performance in both written tests and laboratory work is required to pass the unit.

Relevance of laboratory work to theoretical study: The laboratory work is closely related to the theoretical material. The diagnostic microbiology laboratory work is closely tied to, and run in cooperation with, local hospital microbiology laboratories.

Prescribed Text:
A reader will be supplied.

Recommended Reading:

Other references to be advised.

GAS3141  Applied Biochemistry (BS BE)

Unit Adviser: Mrs J.A. Mosse

First Semester: 4 hours of lecture-tutorials and 4 hours of practical work per week. (These are average figures to permit inclusion of some lengthy experiments) - unit value of 1.0 - internal study.

Prerequisite: GAS2142

Unit Outline: Molecular biology: biochemical genetics, genetic engineering and recombinant DNA technology - theory and practice. Protein chemistry: principles of folding of polypeptide chains and maintenance of the folded shape; the notion of ligand-induced conformational changes in proteins as a fundamental control mechanism; catalysis and its control: allostery, feedback inhibition, post-translational modification proteins, isoenzymes, multi-enzyme complexes. The dynamic biochemistry of membranes: mechanism of oxidative phosphorylation in animals, plants and bacteria; the passage and processing of information at the cell membrane - receptors and "second messengers". Generation, maintenance and control of cell membrane potential. The biochemistry of the cytoskeleton; contractility.

Teaching Methods: Lectures, tutorials and practical work.

Assessment:

Mid-Semester Test  (35%)
Final Examination    (35%)
Practical Work       (30%)

A pass in both theory and practical work is mandatory.

Relevance of Practical Work to Theoretical Study: There is a deliberate close integration of lecture material and practical exercises.

Prescribed Text:

Recommended Reading:
Students considering the purchase of any of the above texts are strongly advised to consult the unit adviser. Frequent references will be made to advanced texts, reviews and research literature.

**GAS3142 Applied Biochemistry**

(BS BE)

Unit Adviser: Dr A.P. Towns

Second Semester: 4 hours of lecture-tutorials and 4 hours of practical work per week. (These are average figures to permit inclusion of some lengthy experiments.) - unit value of 1.0 - internal study.

Prerequisite: GAS3141

Optional Study for this Unit: Students studying GAS3142 not as part of the B.App.Sc.(App.Biol) course may opt to study the immunology/immuno-pathology package offered in GAS3122 Applied Microbiology in place of the haematology package described below. Students who have strong reasons for studying both packages should consult the Unit Adviser.

Aim: As for unit GAS3141.


Teaching Methods: Lectures, tutorials, practical work and computer simulations.

Assessment:

- Mid-Semester Test (35%)
- Final Examination (35%)
- Practical Work (30%)

A pass in both theory and practical work is mandatory.

Relevance of Practical Work to Theoretical Study: There is a deliberate close integration of lecture material and practical exercises.

Prescribed Text: As for unit GAS3141.

Recommended Reading: As for unit GAS3141.

**GAS3251 Chemistry**

(BS BE)

Unit Adviser: Mr R.J. Lyall

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

Prerequisite: GAS2252.

Aim: To extend the studies of units GAS2251 and GAS2252 in inorganic, organic and physical chemistry. Unit Outline: Selected topics from organic, physical and organometallic chemistry. Includes phase equilibria, surface chemistry, natural products, bonding, use and preparation of organometallic compounds, catalysts, organometallic compounds in the environment, heterocyclic chemistry, orbital symmetry.

Teaching Methods: Lecture/tutorials/laboratory work by a team of lecturers.

Assessment:

- Progressive Assessment (80%)
- Laboratory Work (20%)

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

Prescribed Texts:


**GAS3252 Chemistry**

(BS BE)

Unit Adviser: Mr R.J. Lyall

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

Prerequisite: GAS3251

Aim: To extend the studies of units GAS2251 and GAS2252 in inorganic, organic and physical chemistry. Unit Outline: Selected topics from organic, physical and environmental chemistry. Includes chemical evolution, biogeochemical cycles, chemical pollutants, management of hazardous wastes, coal chemistry, organic synthesis, heterogeneous catalysis, colloid chemistry, absolute rate theory.

Teaching Methods: Lectures/tutorials/laboratory work conducted by a team of lecturers.

Assessment:

- Progressive Assessment (80%)
- Laboratory Work (20%)
Relevance of laboratory work to theoretical study: The main emphasis of the laboratory course at this level is on development of a high level of competence in skills and techniques relevant to the professional industrial chemist.

Prescribed Text:

Recommended Reading:

**GAS3271 Applied Chemistry**
(not offered until 1993)
(BS BE)

Unit Adviser: Dr R.J. Hodges

First and Second Semester: 4 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal study second semester, distance education study first semester.

Prerequisite: GAS2272

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

Unit Outline: This unit covers a range of chemical topics related to final products such as polymers, air and water chemistry, waste management and monitoring, electrical methods of analysis, thermal analysis, metallurgy, industrial operations and process control.

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

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

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

Prescribed Texts:

Recommended Reading:

**GAS3333 Working with Systems 3**
(not offered until 1993)
(DE BS GH)

Unit Adviser: Mr B.T. McEniery

First Semester: 56 hours of lectures/tutorials and practical work - unit value of 0.5 - internal and distance education study.

Prerequisite: GAS2332

languages, digital input and output. Discontinuous open and closed loop control. Analogue to digital and digital to analogue converters. Transducers, sensors and actuators. Continuous closed loop control.

Teaching Methods:
Internal Lectures and laboratory/tutorial sessions supported by study guides.
Distance Education Study guides and readers with compulsory laboratory/tutorial sessions at weekend schools.

Assessment:
One three hour final examination (70%)
Laboratory work (20%)
Assignments (10%)

Prescribed Text: To be advised.

Recommended Reading:

**GAS3363 Technology Studies Project**
(not offered in 1992)
(DE BS GH)

Unit Adviser: To be advised.

Second Semester: 6-8 hours per week including one hour class contact and 5-7 hours individual work - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS3333, GEG3664.

Aim: To enable the student to demonstrate understanding of the process of technological development and skill in applying this process.

Unit Outline: Each student will carry out an individual technological development project involving design and development of a product or process. Relevant resources and restraints must be identified and utilised/addressed. Requirements to be met include reviewing appropriate literature, seminar presentation and participation, and submission of interim and final reports.

Teaching Methods: Seminars, tutorials and supervised project work. Study guides will be provided for distance education students.

Assessment:
Seminar Presentation (10%)
Interim Reports (30%)
Final Report (60%)

Prescribed Text: Nil.

**GAS3381 Physical Science**
(BS BE)

Unit Adviser: Mr P.J. Higgins

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

Prerequisite: GAS2382

Aim: To extend the range of spectroscopic studies of units GAS2381 and GAS2382.

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

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

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

Prescribed Texts:

Recommended Reading:

**GAS3382 Physical Science**
(BS BE)

Unit Adviser: Mr B.T. McEnery

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

Prerequisite: GAS3381

Aims: To extend the range of spectroscopic studies of previous units and to investigate the use of microprocessors and PC's in instrumentation.

Unit Outline: X-ray studies are continued from GAS3381 to include the principles of X-ray Diffraction. The unit includes an introduction to the fundamentals of microprocessors, PC's and commercial software for data acquisition and control of scientific equipment. Vacuum techniques and fluid flow are also considered.
Teaching Methods: A series of formal lecture/tutorial sessions is supported by individual laboratory "discovery/application" requirements. Detailed study guides are used to direct the student's learning.

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

Prescribed Text:

Recommended Reading:

GAS3391 Applied Physics
(BS BE)

Unit Adviser: Dr A. Markiewicz

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

Prerequisite: GAS2391

Aim: To extend the studies of units GAS2391/GAS2392 and GAS2381/GAS2382 by examining some specific applications of physics in industry and the environment.

Unit Outline: Topics include Analogue & Digital electronics, sensors, logic devices and signal processing.

Teaching Methods: Depends greatly on the topic of study, e.g. for electronics much of the material is developed through the lecture/laboratory approach whilst for radioisotope techniques an investigatory approach is used.

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

Prescribed Texts:

Recommended Reading:

GAS3392 Applied Physics
(next offered in 1993)
(BS BE)

Unit Adviser: Mr B.T. McEniery

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

Prerequisite: GAS2392

Aim: To extend the studies of units GAS2392 and GAS2381/GAS2382 by examining some specific applications of physics in industry and the environment.

Unit Outline: This unit examines the techniques of measuring environment quality parameters together with a study of non-fossil energy sources as a contribution to a clean environment. Environmental and industrial noise legislation, techniques of measurement, and some physiological effects of noise are examined in acoustics.

Teaching Methods: Very much an investigative approach using assignment, field work and mini-projects supported by tutorial sessions. The emphasis is on encouraging individual problem solving by background investigation, relevant data collection and analysis. This includes a thorough understanding of instrumental techniques.

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

Prescribed Text:

Recommended Reading:

GAS3611 Philosophy of Mathematics
(BS BE BT DT)

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisites: At least four units of Mathematics (unit GAS2614 (formally 7162) and/or unit GAS2611 are useful).

5/52 School of Applied Science
Aims: To introduce students of mathematics to some of the philosophic movements which have shaped, directed, divided and threatened mathematics. The course aims to place these influences in a modern setting, and so achieve a broad view of mathematics.

Unit Outline: A mainly informal consideration of philosophical problems centred on mathematics, with emphasis on the opinions of influential philosophers (e.g. Plato, Kant, Aristotle, Russell) on the nature of mathematics; Main topics are: ancient Greek philosophy and mathematics, the history of infinitesimal concepts, the influence of the axiomatic method, formalism, some history of logic, logicism, intuitionism from Aristotle to Brouwer, Lakatos's fallibilist approach.

Teaching Methods:
Internal - 1 two hour class each week for 14 weeks. The unit is assessed solely by written work.
Distance Education - To supplement class notes, textbook and readings, 4 two hour expository and discussion classes are held over the semester.

Assessment:
Assignments (60%)
Long Essay (40%)

Prescribed Text:

Recommended Reading:
Baum, R.J., Philosophy of Mathematics. Freeman, Cooper, 1973.

GAS3612 Applied Modern Algebra
(BS BE BT DT)

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: GAS2614

Aims: To continue the development of Group theory from unit GAS2614. To introduce students to a variety of applications of modern algebra, particularly in switching circuits, chemical symmetry groups, combinatorics, statistics and data transmission/retrieval.

Unit Outline: Boolean algebras and the design and analysis of switching circuits; Groups, quotient groups, 29 morphism theorems, three-dimensional symmetry groups, crystallographic groups, Polya-Burnside enumeration; Introduction to algebraic coding theory. Construction and use of Latin Squares.

Teaching Methods:
Internal - 1 two hour class, which may be lecture, tutorial or workshop each week for 14 weeks.
Distance Education - To supplement the textbook, and class notes which vary from skeleton to full notes, 4 two hour expository and discussion classes are held over the semester.

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

Prescribed Text: Nil
Recommended Reading:

GAS3613 Complex Analysis
(not offered in 1992)
(BS BE BT DT)

Unit Adviser: Mr F. Benyah

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (odd numbered years only).

Prerequisite: GAS1611

Note: This unit is not available to students who have previously passed unit 7263 (previously named Complex Analysis 1).

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

Unit Outline: Complex sequences and series, functions of a complex variable, limits, continuity, points of discontinuity. Differentiation of functions of a complex variable, singular points, the Cauchy-Riemann equation, harmonic functions. Contours, line integrals, contour integration, Cauchy's Theorem, Cauchy's integral formulas and related results. Power series, Taylor series, Laurent series, Taylor's Theorem, Laurent's Theorem, residues, the real integrals, inversion of Laplace transforms using the Bromwich integral formula. Transformations, the bilinear transformation, conformal mapping: the Joukowski aerofoil. Laplace's equation in two independent variables, boundary value problems, Poisson's Integral Formulae for the circle and half-plane.

Teaching Methods:
Internal - One two-hour lecture/tutorial class each week for 14 weeks.
Distance Education - To supplement full notes, textbook, and assignments, four two-hour problem solving and expository classes are held over the semester.
Assessment:
Assignments (40%)
Examination (60%)

Prescribed Text:

Recommended Reading:

**GAS3614 Combinatorics**
(not offered in 1992)
(BS BE BN BT DT)

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (odd numbered years only).

Prerequisites: GAS1612, GAS2614

Aims: To introduce combinatorics, beginning with the simplest counting arguments, and ending with the student's choice of topics from graph theory, theory of designs and codes, and combinatorial optimisation. The unit aims to demonstrate the diversity of applications of combinatorial argument, and its relationship with other areas of mathematics.


Teaching Methods:
Internal Class - 2 two-hour classes per week for 14 weeks. Classes vary through the semester, with tutorial and workshop sessions later in the course.
Distance Education Class - to supplement an almost complete set of notes for the unit, with extensive problem sets for which full solutions are provided, 4 two hour expository and discussion classes are held over the semester.

Assessment:
Initial Presentation (5%)
Interim Seminar Report (20%)

**GAS3619 Mathematics Project**
(BS BE BT DT)

Unit Adviser: Dr A.R. Carr (Individual student projects shall be supervised by appropriate members of the Mathematical Sciences Group.)

Full Year: 4-6 hours per week including one hour class contact and 3-5 hours individual work per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS2062 or GAS2064, and students will be required to have completed the first and second levels of their course before enrolling in this unit.

Note: This unit is to be taken by all Bachelor of Applied Science students majoring in Mathematics. Students undertaking other areas of major study in the Bachelor of Applied Science degree shall undertake unit GAS3062 Applied Research Project or unit GAS3719 Operations Research Project, as appropriate.

Aim: To develop skills in research work, and experience in applying mathematics to a practical problem and pursuing theoretical studies directed towards that end.

Unit Outline: This is the final unit of a sequence, the aims of which are given in the unit outline for unit GAS1062. The three themes of GAS1062 and GAS2062, together with previous studies in the major area, are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required. Students are required to maintain regular contact with their project supervisor(s).

Teaching Methods: Supervised individual project work with occasional seminars and tutorials.

Assessment:
Initial Presentation (5%)
Interim Seminar Report (20%)
Final Written Project Report

(75%)

Prescribed Text: Nil

Recommended Reading:
Individual literature search and reading program related to the project topic.

**GAS3621  Differential Equations**
(not offered in 1992)
(BS BE BN BT DT)

Unit Adviser: Dr A.R. Carr

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (odd numbered years only).

Prerequisites: GAS1612, GAS2612, GAS2622, GAS2621 (and unit GAS2623 is desirable)

Aims: To treat several advanced methods for solving ordinary and partial differential equations, with physical applications, and the use of numerical approximations where appropriate.

Unit Outline: Review of techniques for solving ordinary differential equations; power series method and Frobenius solutions; Bessel functions and Legendre polynomials; Sturm-Liouville theory: separation of variables and use of integral transforms for linear partial differential equations in two or more independent variables; Green's functions for ordinary differential equations; phase plane and analysis of critical points for linear and non-linear systems; introduction to numerical methods for partial differential equations.

Teaching Methods: Lectures and tutorials. Study guides are provided, and these give suggestions for further reading. Assignment exercises also supplement this reading. Some assignment work is corrected but does not count directly towards assessment grades. One of the assessment assignments is a long essay on a technical, historical or "applications" topic.

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

Prescribed Text:

Recommended Reading:

**GAS3622  Mathematical Modelling B**
(not offered in 1992)
(BS BE BT DT)

Unit Adviser: Dr A.R. Carr

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (odd numbered years only).

Prerequisites: GAS1612, GAS1621, GAS2612; and GAS1811, or GAS1832 or 7221 (GAS1631, GAS2622 are desirable)

Aims: To extend the student's knowledge of, and skill in, mathematical modelling techniques, beyond the introduction provided in units GAS1621 and GAS2062/2064. To introduce several techniques of classical and modern applied mathematics, particularly for case studies in the behaviour of dynamical systems.

Unit Outline: Mathematical discovery and analysis; questions of representation, reductionism, precision, generality and fertility in modelling; styles of modelling, e.g. empirical versus theoretical, discrete versus continuous, stochastic versus deterministic; sub-models and global models. Modelling using: conservation laws, criteria for stability, asymptotic approximations, differential equations, numerical approximation and estimation. An introduction to modelling dynamical systems, including: systems thinking, stability, cycles and bifurcation, catastrophe, chaotic behaviour, simulation.

Teaching Methods: Lectures and discussions, for exposition and experience within a group of tackling modelling tasks. Printed Study Guides and reprinted readings will be provided.

Assessment:
Three Assessment Assignments - total of (70%)
One two-hour examination - total of (30%)

Students must pass both the assignment work and the examination in order to receive a passing grade.

Prescribed Texts:

Recommended Reading:
GAS3631 Applied Statistics
(BS BE BT DT)
Unit Adviser: Mrs H.B. Nath
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: GAS1831, GAS1631

Aim: To develop an understanding of some of the most widely used methods of statistical data analysis, from the viewpoint of the user, with an emphasis on planned experiments. Students will become familiar with some of the standard statistical packages.

Unit Outline: Parametric and non-parametric procedures to compare two independent and matched samples; review of simple linear regression; multiple linear regression - analysis of residuals, choice of explanatory variables; non-linear relationships; basic principles of experimental design; one-way and two-way analysis of variance models; multiple comparison techniques; Kruskal-Wallis test; basic sampling techniques - including simple random sampling and stratified random sampling; usage of some available statistical packages including MINITAB, data preparation, interpretation of output.

Teaching Methods: Lectures, tutorials and provision of study guides and assignments.

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

Prescribed Text:

Recommended Reading: To be advised.

GAS3632 Statistical Inference
(BS BE BT DT)
Unit Adviser: Associate Professor P.R. Rayment
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (even numbered years only).
Prerequisites: GAS2613, GAS2631, GAS3631

Aims: To continue the study of statistical inference beyond unit GAS2631. In particular, the unit develops inferential techniques for the general linear model, and introduces the decision theory and Bayesian approaches to inference. Non-parametric inference and inference for finite population models and are also covered.

Unit Outline:
(i) The general linear model: the method of least squares, estimability, the Gauss-Markov Theorem; hypothesis-testing - the likelihood ratio test for the case of normal disturbances. Analysis of Variance for experimental design models - including the balanced incomplete block design. The analysis of covariance. Introduction to components of variance models.
(ii) Non-parametric methods: theory and application of simple tests based on ranks and runs; the goodness-of-fit problem - Kolmogorov-Smirnov statistics.
(iii) Sample Survey Theory: theory of simple and stratified random sampling; brief consideration of other sampling methods.
(iv) The Decision Theory Viewpoint: basic framework, the Bayesian approach to estimation and tests.

Teaching Methods: Lectures, tutorials and provision of study guides and assignments.

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

Prescribed Text: Nil

Recommended Reading:

GAS3711 Simulation
(BS BE BT DT)
Unit Adviser: Mr K.N. Edirisinghe
First Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: GAS1832, GAS2713

Aims: To study simulation methods for solving problems for which analytical and iterative methods are inappropriate. To make students aware of the need for statistical analysis of input data and simulation output. To introduce students to a variety of simulation languages.
Unit Outline: Systems modelling and simulation, a variety of modelling approaches, sampling of probability distributions using pseudo-random number generators.

Teaching Methods: Lectures, tutorials, computer workshops and provision of study guides.

Assessment:
Assignments (100%)

Prescribed Text:

Recommended Reading: To be advised.

GAS3712 Inventory Management
(BS BE BN BT DT)

Unit Adviser: Dr R.R. Egudo

Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1631, GAS1711 (and unit GAS1831 is desirable)

Aim: To study inventory control systems and their impact on efficient management of materials.

Unit Outline: Forecasting and Market analysis; Independent Demand Systems: Deterministic and Probabilistic Models; Discrete Demand Systems: Deterministic Models; Inventory System changes and limitations; Dependent Demand Systems: Materials Requirements Planning (MRP), Just-In-Time and In-Process inventory; Distribution Inventory Systems; Aggregate inventory control.

Teaching Methods:
For internal students the program will usually involve three hours of lectures plus a two hour tutorial/workshop per week. The tutorial/workshop will involve case studies, problem solving and use of computer software. For distance education students detailed study guides will be issued. Once a month during the Semester, weekend schools will be organised that will provide the opportunity for formal lectures and tutorials.

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

Prescribed Text:

Recommended Reading: To be advised.

GAS3713 Nonlinear and Dynamic Programming
(BS BE BT DT)

Unit Adviser: Dr R.R. Egudo

Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS2712

Aims: To study formulation of management decision problems using nonlinear functions. To introduce the sequential decision processes. Introduce different solution methods of nonlinearly structured problems. To use computer software for the solution of nonlinearly posed problems.

Unit Outline: Introduction to nonlinear programming. Formulating management decision problems as nonlinear programming problems. Solution techniques for nonlinear programs. Quadratic programming, Geometric programming. Typical applications of nonlinear programming. Use of computer packages (e.g. MINOS) in solving nonlinear models. Interpretation of computer packages solutions in terms of management decision requirements. Introduction to Dynamic programming, the principle of Dynamic programming, separable functions and programs, Recursive equations, linear and nonlinear integer programs (the Knapsack problem). Probabilistic Network problems. Limitations of Dynamic programming (Dimensionality Curse*). Typical applications (Networks, inventory models, maintenance and replacement policies) case studies.

Prescribed Text: Nil

Recommended Reading: To be advised.

GAS3714 Reliability and Life-Testing
(not offered in 1992)
(BS BE BT BN DT)

Unit Adviser: Dr G.B. Nath

Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS2712, GAS2713

Aims: To introduce and discuss the basic concepts of reliability theory. Develop quantitative techniques necessary for reliability analysis, including applications in maintenance and replacement models.

Unit Outline: Failure distributions and estimation of parameters; life distributions based on ageing; maintenance and replacement models; systems reliability; accelerated life-test experiments and analysis; reliability study of complex structures using birth and death processes; practical industrial applications.
Assessment:
Assignments (50%)
Examination (50%)

Prescribed Text: To be advised.

Recommended Reading: To be advised.

**GAS3719 Operations Research Project**
(BS BE BT DT)

Unit Co-ordinator: Dr R.R. Egudo (Individual student projects shall be supervised by appropriate members of the Mathematical Sciences Group.)

Full Year: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS2062 or GAS2064, and students will be required to have completed the first and second levels of their course.

Note: This is to be taken by all B.App.Sc. students majoring in Operations Research and Information Management. Students undertaking other areas of major study in the B.App.Sc. degree shall undertake unit GAS3062 Applied Research Project or GAS3619 Mathematics Project, as appropriate.

Aims: This is the final unit of the course sequence. It aims to develop the necessary expertise to perform applied research and consultancy, to provide foundations to apply developed skills to practical problems.

Unit Outline: This is the final unit of scientific thought and methods sequence, the aims of which are given in unit outline for the unit GAS1062. The three themes of units GAS1062 and GAS2062, together with previous studies in the major area are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required.

Assessment:
Seminar presentation (20%)
Interim project reports (10%)
Final project report (70%)

Prescribed Text: Nil

Recommended Reading:
Individual literature search and reading program related to the project topic.

**GAS3751 Forecasting**
(BS BE BB BT DT)

Unit Adviser: Mrs H.B. Nath

Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1631 or GAS2751 and 1 computing unit is desirable.

Aims: The unit is designed to introduce a range of quantitative and qualitative forecasting techniques. The main emphasis is on the application and evaluation of forecasting methodologies rather than their theoretical formulation and verification.

Unit Outline: Characteristics and essentials of forecasting. Introduction to time-series analysis; forecasting techniques - choice and applicability; Casual techniques of forecasting moving average and exponential smoothing methods, decomposition methods of forecasting, Delphi method, subjective probability method; technological forecasting techniques and applications; an overview of advanced forecasting techniques - adaptive filtering, Box-Jenkins method, econometric models. Use of computer packages to compare forecasting techniques and to prepare forecasts.

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

Prescribed Text:

Recommended Reading: To be advised.

**GAS3752 Marketing Research Methods**
(not offered in 1992)
(BS BE BB BT DT)

Unit Adviser: Dr G.B. Nath

Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS1631 or GAS2751 (and unit GAS3751 is desirable.)

Aims: Introduce concepts and tools for effectiveness of marketing planning; Formulate marketing problems in mathematical terms; Construct quantitative techniques for marketing analysis and decision making.

Unit Outline: Marketing research role, definition and organisation. Problem formulation; Bayesian, prior and postprior analysis. Marketing systems - predicative and normative theory; Fundamental role of economics and operations research in marketing programming. Macromarketing and micromarketing decision making -including distribution, price, sales and advertising models. Brand share models and sales models for established and new products. Marketing information systems - including major approaches to gathering information, processing information and utilising information; Statistical tools for analysing data.

Assessment:
Assignments (60%)
Examination (40%)
GAS3811 Software Engineering (BS)

Unit Advisers: Dr R.J. Bignall, Mr J. Hewson

Full Year: 3 hours per week class contact for internal students - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS2813

Aim: To produce familiarity with a range of tools and methods used in the development of large software systems, and to provide an introduction to software project management and software engineering.

Objectives: On completion of this unit students will understand the software development life cycle; be able to carry out the requirements analysis for a software development project and produce formal software specifications; be familiar with a range of software development tools and techniques; be able to use methods for validating, testing and evaluating software; be able to discuss team leadership and team management issues; understand the roles and responsibilities of the members of a project team; be able to use techniques for the scheduling and control of large projects; be aware of the nature and causes of problems which may beset software development projects.

Unit Outline: Software engineering principles, software requirements specification, software lifecycle (4 weeks); software development tools, program structures, modular decomposition, data abstraction, deriving programs from formal specifications (6 weeks); prototyping, role of prototyping, prototyping tools and resources, prototyping methods (2 weeks); program validation and verification, software reliability, human factors in software reliability, software testing and evaluation, quality assurance (6 weeks); project management, team and personnel management issues, sizing, estimation and scheduling, problems of large projects, documenting projects and programs, software maintenance (10 weeks).

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

Students must obtain satisfactory results for both the assignment work and their examination.

Prescribed Text:

Recommended Reading: To be advised.

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GAS3812 Data Communications (BS)

Unit Adviser: Mr M. Hassan

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS2812 or 7123

Aims: On completion of this unit, students will: be familiar with the terminology related to data communications; be able to produce specifications for a desired network; be able to compile and evaluate network performance statistics; be able to discuss the major data communications architectures; be aware of the services provided by common carriers.

Unit Outline: Basic Communications Theory, Data Transmission, Data Communications Efficiency, Data Integrity and Security, Architecture, Protocols and Line Control, Data Strategies for Networks, Network Management, Common Carrier Facilities.

Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.

Teaching Methods:
Internal Students - four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student.
Distance Education Students - four hours per weekend school, coupled with study guides to complement the textbook.

Prescribed Text: To be advised.
Students will require modern access to the College Unix computer.

GAS3813 Systems Programming (BS)

Unit Adviser: Mr J.G.K. Harris

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: 7123 or GAS2812

Aims: Students will learn systems programming techniques and be able to use a range of system software tools.

Unit Outline:
Background to systems programming (1 weeks)
Using operating system facilities: software tools and shell scripts; debugging tools (3 weeks)
Assemblers (4 weeks)
Linkers and Loaders (2 weeks)
Macroprocessors (2 weeks)
Compilers and Interpreters (2 weeks)
Teaching Methods: Internal students - four hours class contact per week, comprising two hours of lecture and two of tutorial/practical session, with additional contact at weekend schools, together with Study Guides and other resource material. Additional student contact may be initiated by telephone, post or electronic mail.

Assessment: Three assignments and an examination. Students must obtain satisfactory results for both the assignment work and their examination.

Assignment 1 (10%)
Assignment 2 (20%)
Assignment 3 (20%)
Two hour examination (50%)

Prescribed Text:

Recommended Reading:

GAS3814 Programming Environments (BS)

Unit Adviser: To be advised.

Second Semester: 4 hours per week class contact for internal students - unit value of 1.0 - internal and distance education study.

Corequisite: GAS3811

Aims: On completion of this unit, students will:
- be aware of the tools available for software development
- be able to design and implement a user interface to given specifications
- consider human factors both in the software development process and from a user's point of view
- understand the need for configuration management and be able to use appropriate tools

Unit Outline:
Human factors: Group Working methods and management; Ergonomics; Health aspects of Software development (2 weeks)
User Interface Design: Design objectives; Interface metaphors; Command interfaces; WIMP interfaces; X-windows, IBM SAA and the role of standards; Use of colour; CD-ROM, speech and other interface aids. (4 weeks)
Documentation: User documentation and help systems; System documentation. (2 weeks)
Programming Development Environments: Intelligent editors; Interactive debugging environments; Trace and symbolic dump packages; File comparators; Execution profilers. (4 weeks)
Configuration Management: Planning; Version and release management; Configuration management tools. (2 weeks)

Teaching Methods: One two hour lecture and one two hour tutorial or workshop per week for internal students. Four hours of class contact at weekend schools for distance education students. Provision for additional contact via mail, telephone, facsimile and electronic mail, initiated by the student. Study guides and tutorial materials will be provided.

Assessment: Assignment work (60%)
Two-hour examination (40%)

Students must obtain satisfactory results for both the assignment work and their examination.

Prescribed Text:

Recommended Reading:

GAS3815 Artificial Intelligence (BS)

Unit Adviser: Mr D.W. Thomson

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: GAS2815
Corequisite: GAS3811

Aims: To introduce the student to key concepts in the field of artificial intelligence; to expose the student to some of the more common practical applications of AI techniques.

Objectives: On completion of this unit, students will be able to evaluate a problem to determine whether or not AI techniques would be appropriate; be able to use some of the more common AI techniques to solve typical problems; understand how AI techniques differ from standard software engineering techniques, and also how the two overlap; understand the roles of domain experts and knowledge engineers.

Unit Outline:
Concepts: Knowledge Representation - facts, queries, rules, numbers, lists, meta-rules (treating rules and facts as data), uncertainty, frames (3 weeks); Search Techniques: depth first, breadth first, heuristics (3 weeks); Learning (self-modifying systems) (1 week); Applications: Inference (complex database queries), planning, expert systems, and an overview of more esoteric areas such as natural language processing, machine learning, machine vision, and robotics (7 weeks).

Teaching Methods:
Internal Students - Four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student. Distance Education Students - Four hours per weekend school (optional), coupled with skeletal study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.

Prescribed Text: (proposed - confirm with unit adviser)
Access to the University College's electronic mail and news systems (either directly for internal students or via modem for distance education students) is essential for enabling effective communication between students and staff, and also for the submission of assignments and the provision of supplementary study material.

Recommended Reading:

GAS3816 Information Systems 3
(not offered in 1992)
(BS)

Unit Adviser: Mr M. Lau

First Semester: 2 hours lectures plus 2 hours tutorial per week for internal students - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS2813

Aims:
- To provide an understanding of the managerial and organisational impact of Information Systems (IS)
- To explore issues associated with planning and managing, particularly in the context of the information services department
- To explore management and policy issues related to the administration of the IS functions
- To further develop information analysis skills to improve communication with user management and users
- To complement previous IS units, which deal with tools and methodologies associated with analysis, designing, and programming information systems

Unit Outline:
Information Management (2 weeks)
- Information - as a resource, management's strategic advantage
- Management Information Systems (MIS)
- Issues and Directions
- Major subsystems of an MIS
- Case study - Gaining the competitive edge

Information Systems: Management Strategy (2 weeks)
- IS Planning and Policies:
  - IS planning strategies, approaches, hierarchies, process and other planning issues
  - IS policies on implementation methods, involvement and participation, objectives, training and recruitment, project management and control
- IS Organisation
  - Professions related to IS, managing IS personnel, organisational structure, administrative issues

Information and Computing Resource Management:
- Managing information services
- Information Centres and the Computer Services Department
- End user computing environment
- Personal computing - the impact of the variety of application packages and productivity tools
- Case Study - The information Centre
  - Allocating cost to end users
  - Contingency planning for end user computing
Evaluation, Selection, Acquisition of Hardware and Software (4 weeks)

- Acquisition philosophies
- Compatibility and connectivity concerns
- Industry standards
- Vendor relations
- Capacity planning
- Evaluation, selection, and acquisition methodology
- Case Study - The request for proposal
  - Replacement considerations and strategies

Societal Implications and Future Trends:
- Security, integrity and privacy
- Job training and re-training
- Work attitude, commitment and motivation
- Developing communication skills in an IS environment
- The next 5 years

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

Students must obtain satisfactory results for both the assignment and their examination.

Prescribed Text: To be advised.

Recommended Reading:

Various current issues on information systems and management from computing journals and magazines and business information management reviews.

GAS3819 Computing Project (BS)

Unit Adviser: Mr J. Hewson

Full Year: At least 150 hours over the year, including regular meetings with supervisor, other group members and/or system user representatives - unit value of 1.0 - internal and distance education study.

Prerequisites: Satisfactory completion of all second level units of the B.App.Sc. (Computing) course.

Aims: To apply a variety of skills and techniques in the development of a computer based solution to a substantial problem.

Unit Outline: Each student will select a realistic project, approved by the unit adviser, involving systems analysis and design, programming and implementation of a solution to user problems. Students may work independently but will be encouraged to work in groups where possible, under a supervising academic staff member. Requirements to be met will include presentation of and participation in two seminars, together with written reports on feasibility study, systems analysis, programming, implementation and evaluation.

Teaching Methods:
Internal Students - Weekly meetings with either academic supervisor, fellow project team members, system user representatives or some combination of these. Formal presentations for reporting and assessment purposes will be required. Additional contact as initiated by the students.
Distance Education Students - Attendance at weekend schools for presentations will be required unless satisfactory alternatives can be arranged between supervisor, student team members and system users.

Assessment: To pass this unit, a student must successfully implement the system undertaken and prepare necessary user documentation. Grading of successful students will be based on the quality of the written reports and oral presentations. This grading process may take some account of the difficulty of the task undertaken.

Feasibility Study and Project Proposal Presentation (15%)
Systems Analysis and Project Design Presentation (30%)
Programming and Documentation Implementation (30%)
Final presentation and Evaluation (15%)

Prescribed Text: Nil.

GAS3831 Computer Applications (BS)

Unit Adviser: Dr R.J. Bignall

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

Prerequisite: 7123 or GAS2812

Corequisite: GAS3851

Aims: To develop the student’s awareness of current trends in computer applications, software and equipment; the social impact of computers and programming language developments.
Unit Outline: Student will select a set of 3 from available study modules. Each module will take from 4-8 weeks to cover an introduction to a particular topic. Examples of current modules include: Computer Graphics, Computer Interfacing, Computers and Society. Further modules will be offered as resources permit. In addition, students will select a topic of their own choice and use field visits and/or literature search to prepare a written report and oral presentation to the remainder of the class.

Teaching Methods: Lectures, tutorials, seminars, and field visits.

Assessment:
Module Assessment Assignments (60%)
Literature Search/Presentation (40%)

Prescribed Text: To be advised, will depend on modules taken.

GAS3851 Database Management Systems (BS BE BB BT DT)

Unit Adviser: Mr L.F. Smith

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GAS1812 or 7222, or both GAS2852 and GAS2851

Note: Credit towards B.App.Sc. will be given for only one of the units GAS2815, GAS3851.

Aims: On completion of this unit, students will: have an understanding of the principles and terminology of data base management systems; be able to design a data base given a body of data; be able to use at least one commercial time sharing Data Base Management System and a microcomputer DBMS; be able to implement and manipulate a data base using both interactive Structured Query Language commands and SQL commands in a programming environment, and be able to use a 4th Generation Language (MicroSQL on an IBM PC) to manipulate a data base.

Unit Outline: Overview of Data Base Management Systems: data base definition; advantages; disadvantages; components of a data base system; data concepts and characteristics; data base planning (weeks 1-2). Data Base architecture: role of disk manager, file manager and DBMS; file organisation; data models; data base models - relational, hierarchical and network (weeks 3-5). Data Base design and Administration: steps in data base design; normalisation; conceptual design; logical data models; data description language; schema; physical design; data base administration; data dictionaries (weeks 6-9). Data Base Implementation: DBMS functions and architecture, security, concurrency, recovery; hierarchical, network and relational DBMSs (weeks 10-12). Future Directions: the role of 4th generation languages; computer aided software engineering; distributed databases; intelligent data base systems (weeks 13-14).

Teaching Methods:
Internal Students - Four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student.
Distance Education Students - Four hours per weekend school, coupled with study guides to complement the textbook.

Assessment: To pass this unit, students must first complete all assignment work to a satisfactory standard. Provided assignment work is satisfactory, overall assessment will be based entirely on a final exam. Part of the exam will test understanding of the assignment work.

Prescribed Texts: (proposed - confirm with unit adviser)

GAS7001 Introduction to Master of Applied Science
GAS8001 Master of Applied Science (MS)

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

Prescribed Text: Nil
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School of Business
School Information

Officers of the school

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<tr>
<td>Head</td>
<td>Professor E.L. Thorne</td>
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<tr>
<td>Administrative Officers</td>
<td>Ms J. Vandersteen</td>
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<td>Ms C. Warren</td>
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<td>Heads of Section</td>
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<td>Accounting</td>
<td>Mr J. Fulton</td>
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<td>Mr J. Wrathall</td>
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Courses offered

The School of Business offers the following awards:

- Associate Diploma of Business (General Administration) - By distance education only.
- Associate Diploma of Business (Productivity Management) - By distance education only.
- Bachelor of Business (Multidiscipline) - Three year full-time course, or equivalent part-time distance education.
- Graduate Certificate of Business (Banking) - By distance education only.
- Graduate Certificate of Business (Tourism Operations) - By distance education only.
- Graduate Diploma of Business (Accounting) - By distance education only.
- Graduate Diploma of Business (Banking) - By distance education only.
- Graduate Diploma of Business (Labour Management Relations) - By distance education only.
- Graduate Diploma of Business (Management) - By distance education only.
- Graduate Diploma of Business (Tourism Management) - By distance education only.
- Master of Business - By research only.

The School of Business also offers the following combined degrees in conjunction with other Schools of the College:

- Bachelor of Applied Science/Bachelor of Business - Four year full-time, or equivalent part-time on-campus or distance education.
Bachelor of Engineering/Bachelor of Business - Five year full-time, or equivalent part-time on-campus or distance education.

Fees for graduate diploma courses

In addition to union fees of $55.00 for a student undertaking the normal workload of 2.00 units per semester, fees of $800.00 per unit will apply. These courses are fee-paying postgraduate courses for which no additional liability under the Higher Education Contribution Scheme (HECS) will be incurred.

Fees paid may be tax deductible in accordance with Section 51(i) of the Income Tax Assessment Act, but students will need to determine their own tax position.

Fees are payable by 16 March for the first semester, and 16 August for the second semester, and are fully refundable if withdrawal occurs by 30 March for semester 1 units, and 30 August for semester 2.

These courses represent an excellent application of funds towards exemption from the Federal Government's training levy under the Training Guarantee Act (1990).
Associate Diploma of Business
(General Administration)

Course Code: AG

The Courses

This course is primarily for persons occupying supervisory positions in industry and government e.g. office manager, credit manager, factory manager or section head. The aim of the course is to enable such persons to be better equipped to perform the functions required of them in their chosen employment.

The course consists of eight units of study over two years by distance education. It is expected that those wishing to undertake such a course will probably be in employment already and will undertake the course outside normal working hours. The distance education mode is particularly appropriate for such people.

Entry Level

Admission to the course will be open to applicants who possess an appropriate post-secondary qualification. A limited number of applicants who lack the formal qualification but who have extensive and relevant work experience may also be admitted.

Course Outline

To qualify for the award students must successfully complete a minimum of eight one-semester units of study, which include six compulsory units and a minimum of two elective units.

A student will be exempted from any unit where an equivalent unit has already been completed at post-secondary level. In such cases a student must select an additional elective unit(s) in substitution for the unit(s) so exempted.

Level One

Semester One
GBU7010 Principles of Administration
GBU7012 Economic Analysis

Semester Two
GBU7006 Financial Management
GAS1859 Computer Applications in Business

Level Two

Semester One
Two of the following electives (not all electives are offered each year):
GBU7007 Office Administration
GBU7008 Public Administration
GBU7009 Farm Administration
GBU7013 Health Administration
GBU7014 Marketing
GEG6904 Production and Operations Management

Semester Two
GBU7011 Personnel Management
GBU7015 Business Applications

Students are expected to complete the level one units before proceeding to level two. Students who have not completed the four level one units may only proceed to second level units with the express permission of the Head of School.

For further information on the course please contact the Course Co-ordinator, Ms Leone Cameron.

Associate Diploma of Business
(Productivity Management)

Course Code: AP

The Course

The Associate Diploma of Business (Productivity Management) was instigated by initiatives from the Prime
Minister's Department and the Australian Productivity Council and reflects the current emphasis on Australia's competitiveness in international markets.

The course is appropriate to marketing oriented public and manufacturing organisations. It is primarily for persons occupying managerial and supervisory positions who wish to improve their workplace effectiveness and occupational professionalism.

Entry Level

Admission to the course will be open to applicants who possess an appropriate post-secondary qualification. A number of applicants who lack formal qualification but who have extensive and relevant work experience may also be admitted.

Duration of the Course

The course is only offered by distance education and is based on a minimum of five semesters. It also involves a practical project.

Credits and Exemptions

A student may be credited with a unit where an equivalent unit has already been completed at appropriate tertiary level. In such cases the student must select an additional substitute unit available from Public Administration, Farm Administration, Health Administration and Office Administration, or other agreed unit.

Course Outline

To qualify for the award students must successfully complete a minimum of eight one-semester units of study and provide a written project report (two units) making a total of ten one-semester units.

Level One

Bridging Units as required

Level Two

GBU7001 Productivity Improvement 1
GBU7005 Management Practices
GBU7006 Financial Management
GAS1859 Computer Applications in Business

Level Three

GBU7002 Productivity Improvement 2
GBU7004 Human Resource Management
GBU7014 Marketing
GEG6904 Production and Operations Management

Level Four

GBU7003 Research Project

For further information on the course please contact the Course Co-ordinator, Mr Geoff Harrington.

Bachelor of Business (Multidiscipline)

Course Code: BB

The Course

The course provides an opportunity for both school leavers and those already in employment to undertake a Business course that is flexible and adaptable, not only to the specific needs of each individual but also to a constantly changing economic and industrial environment.

Course Regulations

To qualify for the Degree:

(a) A candidate must complete at least twenty-four semester units from units approved for the degree including a compulsory "core" comprising:

GBU1001 Introductory Accounting A
GBU1101 Introduction to Economics
GBU1201 Introduction to Business Law
GBU1301 Introduction to Management
GBU1401 Introductory Marketing Management
GAS1751 Quantitative Methods I
GAS1851 Computers in Business

(b) A candidate must complete:

(i) A major study of at least six semester units in at least one business teaching area, and two sub-majors of at least four semester units in two other business teaching areas, or

(ii) Two major studies of at least six semester units in two business teaching areas.

Accounting, Economics, Management, Marketing and Tourism Management are available as majors and/or sub-majors whilst Law and Computing are available as sub-majors. Banking and Finance, Human Resource Management and Local Government are available as specialised streams of units.

(c) A candidate may include up to six semester units, offered at degree level by other schools at the Monash University College Gippsland.

Distance Education

Most of the units in the Bachelor of Business course will be offered by distance education. Details can be found in the Unit Outlines section.
Prerequisites

A student may normally not enrol in any unit for which prerequisites have not been successfully completed.

Academic Progress

Students should select their program of studies with guidance from academic staff and subject to the approval of the Head, School of Business. This guidance will extend to counselling concerned with meeting the requirements for membership of professional bodies.

Business Teaching Areas

Accounting (Major)

The course includes an Accounting major with a minimum of six units. Additional Accounting units are also provided for students who wish to obtain membership of the professional accounting bodies.

The following Accounting units are available to students undertaking the Bachelor of Business degree:

- GBU1001 Introductory Accounting A
- GBU1002 Introductory Accounting B
- GBU2003 Local Government Accounting 1
- GBU2004 Local Government Accounting 2
- GBU2005 Accounting for Management Information Systems
- GBU2006 Budgeting and Management Techniques
- GBU3006 Accounting Theory and Current Issues
- GBU3007 Auditing
- GBU3008 Accounting Research Project
- GBU3009 Project Planning and Control
- GBU3010 Business Finance
- GBU3011 Advanced Financial Accounting
- GBU3012 Investment and Portfolio Analysis

Units Local Government Accounting 1 and 2 will be provided by complementary studies through Deakin University.

To major in Accounting, the first two units are compulsory. Students seeking membership of the professional accounting bodies in Australia must complete the Bachelor of Business degree with the nine accounting units specified by the professional bodies.

Students who wish to obtain Associate status and CPA status with the Australian Society of Certified Practising Accountants are able to select elective units from law, finance and computing to meet the criteria for advancement.

Admission to the Professional studies of the Institute of Chartered Accountants may be obtained by completion of the accounting units plus specified law and computing units.

Management (Major)

Rationale and Objectives

The aim of the course is to develop conceptual understanding and basic skills in a vocationally oriented academic discipline relevant to the full spectrum of professional, business and governmental occupations. Wherever possible, the course will build upon the previous experience of students, many of whom will be part-time and distance education students with a background of management skills and responsibility. The course is designed, first, to provide students with basic management skills; second to equip students with the basic knowledge, concepts, tools and techniques necessary to appraise problems and make decisions within complex organisational contexts and to take account of a wide variety of social, economic, and political factors; third, to provide a rigorous academic framework for the development of leadership skills based upon human relations training; fourth, to establish a sound basis for the subsequent assimilation of management study and experience.

The major is designed as a broad-based course to meet the changing needs of practising professionals as well as providing an academic framework for personnel involved in more general fields of people-management and business decision-making. As such, it recognises that increasingly the professions are practised by salaried employees working within the context of small, medium or large organisations. In acknowledging the shift of most professional settings away from the single practitioner model towards corporate employment, the course attempts to come to terms with the way in which professionals today are acquiring increasing managerial responsibility as well as widening obligations not just to individual clients but to society at large.

Structure of the Management Major

To complete the major a student would be required to satisfy the examiners in six of the following units. Those units which are marked with an asterisk are compulsory.

Level One
- GBU1301 Introduction to Management*
- GBU1302 Management Theory and Functions*

Level Two
- GBU2304 Organisational Theory and Practice*

Optional units available in Levels Two and Three:
- GBU2305 Management Methods and Decision Making
- GBU3308 Organisational Change and Development
- GBU3309 Industrial Relations
- GBU3310 Public Enterprise
- GBU3311 Research Project in Management
- GBU3312 Personnel Management
- GBU3313 Business Planning and Policy
- GBU3314 Training and Development
- GBU3315 Introduction to Small Business
Students completing a sub-major in Management would be required to complete the units:

GBU1301 Introduction to Management
GBU1302 Management Theory and Functions

Plus two of the other units listed above.

Students who plan a Management major will find it useful to undertake studies in Law, Economics and Accounting, whilst other units such as Organisational Psychology and Politics may well be complementary. On completion of the major in Management students are, depending on course structure design, eligible for membership of the Institute of Personnel Management of Australia to whom application should be made. The following units in the Management major are recommended for membership status of the IPMA:

GBU1301 Introduction to Management
GBU1302 Management Theory and Functions
GBU2304 Organisational Theory and Practice
GBU3309 Industrial Relations
GBU3312 Personnel Management
GBU3314 Training and Development

Membership of the Australian Institute of Management is also available.

Economics (Major)

Students enrolling in the Bachelor of Business degree may elect to complete a major of at least six units of Economics, or may select fewer Economics units as electives to support their chosen majors.

Units available are:

GBU1101 Introduction to Economics
GBU1102 Macroeconomics
GBU1103 Economy and Society
GBU2104 Microeconomics
GBU2105 International Trade and Finance
GBU3106 Economic Development
GBU3107 Labour Economics
GBU3108 Public Sector Economics
GBU3109 Money and Banking
GBU3110 Financial Institutions Management
GBU3111 Industry and Government

Students enrolling in Economics at the University College for the first time will normally take GBU1101 Introduction to Economics in first semester and GBU1102 Macroeconomics in second semester of their first year, and GBU2104 Microeconomics in first semester and GBU2105 International Trade and Finance in second semester of second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at secondary school are not prerequisites for the study of Economics at the University College.

Marketing (Major)

The primary objective of this major is to provide students with an understanding of the role, scope, concepts and theories of marketing. It also emphasises an applied approach with practical applications to give students a workable understanding of marketing principles. As future business executives and entrepreneurs, the major is designed to teach students how marketing can help meet the needs of the public and assist organisations in successfully competing in an environment which is already intensely competitive.

To complete the major in Marketing a student would be required to satisfy the examiners in six of the following units or to complete a sub-major four of the following units:

GBU1401 Introductory Marketing Management*
GBU1402 Consumer Behaviour*
GBU2403 International Marketing*
GBU2404 Market Research Methods*
GBU3405 Marketing Strategy*
GBU3406 Marketing Research Project
GBU3407 Promotion Management
GBU3408 Sales Management
GBU3409 Export Management

*Compulsory units for major.

A Bachelor of Business with a major in Marketing will satisfy the requirements for affiliate membership to the Australian Marketing Institute.

Tourism Management (Major)

The major in Tourism Management provides a broad overview of the industry, progressing to more detailed studies from a business-operations and management viewpoint in major components of the industry, followed by tourism project studies and evaluation at the third level of the course. Allied with compulsory core units of the degree and the choice of other major or sub-major streams of study, a graduate with this major will be well fitted to be of sound value for entry to highly diverse sectors of the Tourism Industry, and will be ready to develop rapidly and specific knowledge required in a chosen or allocated area of employment activity.

The major stream in Tourism Management comprises six compulsory units as follows:

GBU1501 Tourism - Social Environment
GBU1502 Tourism - Policy and Regulations
GBU2503 Travel Services Management
GBU2504 Hospitality Services Management
GBU3505 Tourism Management Processes
GBU3506 Tourism Management Projects

Law (Sub-Major)

Law is offered as a sub-major in the Bachelor of Business degree. Students who major in Accounting will need to complete GBU1201 Introduction to Business Law.

The following additional units should be taken for professional studies in Accounting:
Students majoring in other areas may wish to take a law sub-major or a number of law units which will support their area of major study. In addition to the four units mentioned above, a number of optional units are available to internal and distance education students. Availability depends on the other commitments of the members of staff and the number of students opting for a unit. Subject to that, the following units will be available as options:

- Local Government Law 1
- Local Government Law 2
- GBU3205 Administrative Law
- GBU3206 Industrial and Labour Law
- GBU3207 Advanced Taxation
- GBU3208 Banking Law and Lending Practice

In addition to supporting areas of major studies, the law component in the Business degree is designed to acquaint students with the legal problems they might encounter in their careers, and to equip accountancy students for professional practice. Units Local Government Law 1 and 2 will be provided by complementary studies at Deakin University.

**Computing (Sub-Major)**

Business computing is offered as a sub-major in the Bachelor of Business degree, and may be used to gain advanced status as a member of the Australian Society of Certified Practising Accountants. The units available in the computing sub-major are:

- GAS1851 Computers in Business
- GAS2813 Information Systems 2
- GAS2851 Programming for Business Applications
- GAS2852 Business Systems
- GAS3851 Database Management Systems

**Banking and Finance (Specialisation)**

Admission to Senior Associate status with the Australian Institute of Bankers requires completion of the following units:

- GBU3109 Money and Banking
- GBU3110 Financial Institutions Management
- GBU3208 Banking Law and Lending Practice

with the following units strongly recommended for completion of a specialised Banking and Finance stream:

- GBU2105 International Trade and Finance
- GBU3010 Business Finance
- GBU3012 Investment and Portfolio Analysis

**Local Government (Specialisation)**

By including a number of specialised Local Government units in their course students may satisfy the professional requirements for the Municipal Clerk's Certificate. Local Government units are offered in association with Deakin University (Warrnambool) as follows:

Offered at Monash University College Gippsland:

- GBU1303 Introduction to Local Government
- GBU2306 Case Studies in Local Government
- GBU2307 Comparative Local Government

Offered at Deakin University:

- Local Government Accounting 1
- Local Government Accounting 2
- Local Government Law 1
- Local Government Law 2

For information concerning this specialisation please contact Mr John Cooney.

**Bachelor of Applied Science/Bachelor of Business Combined Degree**

**The Course**

The course involves four years of full-time study or the equivalent in part-time or distance education.

The course has been designed to prepare students to work at a professional level in a scientifically oriented environment in which application of modern business techniques is required, or in a commercial environment in which a background in science or information technology is desirable.

Australia as a nation must improve its track record in developing and marketing products and services which exploit its resources and strong scientific and technological expertise. This will require more graduates with the breadth of skills offered by the new joint degree.

**Entry Requirements**

The basic requirement for entry to the course is satisfactory completion of an upper secondary school program equivalent to the Victorian Certificate of Education. Applicants will be expected to have above-average results in Year 12 level English and Mathematics, plus preferably at least one of Information Technology, Biology, Chemistry and Physics. Some studies in business-related areas are helpful but not essential.

Students who have completed the first year of the normal Bachelor of Applied Science or Bachelor of Business at the University College with good academic results may be admitted to the second year of the combined degree with full credit for appropriate first year studies.

Mature-age applicants are assessed on the basis of their employment and overall educational background and career objectives.
Course Requirements

Units with a total credit value of at least 32 are to be completed, meeting the following requirements:

(a) Completion of the following business core units with a total credit value of 7:

- Introductory Marketing Management
- Introductory Accounting A
- Introduction to Business Law
- Introduction to Management
- Introduction to Economics
- Computers in Business
- Quantitative Methods I

(b) Completion of three units covering information transfer and problem-solving in science and inter-disciplinary perspectives on science and technology:

- Scientific Thought and Methods (first level)
- Scientific Thought and Methods (second level)
- One unit from - Science and Society
  - Energy and Society

(c) Either

(i) Completion of two business major sequences, each of 6 units of credit (but including one core unit from (a) above) selected from:

  - Accounting
  - Economics
  - Management
  - Marketing Management

(ii) Completion of one business major sequence of 6 units drawn from strands in (c) (i) above, combined with two sub-major sequences each of 4 units of credit drawn from:

  - Accounting
  - Economics
  - Management
  - Marketing Management
  - Business Computing
  - Business Law

(d) Completion of two major sequences, each of 6 units of credit, selected from the strands of the Bachelor of Applied Science (Multidisciplinary Program), which include:

  - Biological Science (either biochemistry or microbiology)
  - Chemical Science (either chemistry or applied chemistry)
  - Physical Science (either physical science or applied physics)
  - Computing
  - Mathematics (one of applied mathematics, pure mathematics, or statistics)
  - Operations Research
  - Technology Studies

Please refer to the Bachelor of Applied Science and Bachelor of Business sections of this handbook for further details.

Course advisers in the School of Applied Science and the School of Business will be happy to give advice on this combined degree program.

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Bachelor of Engineering/Bachelor of Business Combined Degree

The Course

The course involves five years of full-time study or the equivalent in part-time or distance education.

In general, the aim of this course is to prepare students to be readily adaptable at a professional level to a chosen engineering oriented environment in which application of modern business techniques are required, or to a chosen business environment in which an engineering background is an advantage, or in pursuits where a blend of both backgrounds is desirable.

In the engineering stream, the course will aim to provide each student with the opportunity to develop a graduate level depth of knowledge and skills in a chosen engineering discipline with complementary background studies in general engineering, and computing, project planning and implementation.

Similarly in the business stream, the course will aim to provide each student with the opportunity to develop a graduate level of knowledge and skills in at least two chosen specialist business strands combined with a core group of units introductory to a range of other business oriented disciplines.

Entry Requirements

The general entrance requirements for admission to degree courses will apply to this course.

Students for this course will be selected taking into account their academic results at Year 12 level or equivalent, including a requirement for a high level of performance in English and in Mathematics and Science. A high level of motivation to undertake this combined course will also be a requirement. Mature aged students who have demonstrated high academic ability and a strong desire to undertake this course may also be selected.

Students who have completed first year of Bachelor of Engineering or Bachelor of Business or a similar course at another institution, and have demonstrated high academic ability and high motivation may also be admitted to second year programs of this combined course, generally with full credit for appropriate first year studies.
Course Requirements

To qualify for this combined degree, students must complete a minimum of 42 units of credit, from a selected engineering discipline and business major and sub-major studies and with specified core units or approved electives.

The course structure will include the following:

(a) The common first year engineering followed by the selection of one of the engineering disciplines:
   - Civil
   - Electrical
   - Electro-Mechanical
   - Mechanical

(b) Two major study sequences, each of 6 units of credit, selected from strands of the Bachelor of Business program in:
   - Accounting
   - Economics
   - Management
   - Marketing Management

   or

(ii) One major study sequence of 6 units of credit from strands in (b)(i) above, combined with two sub-major study sequences each of 4 units of credit from strands in (b)(i) above or which form sub-majors in Computing or Business Law.

(c) Completion of the seven compulsory business core units as specified for the Bachelor of Business degree or appropriate substitution units as directed or approved by the Head of the School of Business, such that a minimum of 42 units of credit will comprise the combined degree and meet the previously accredited requirements for each separate degree.

   Two of these Business Core units would be studied in (b)(i) above, or alternatively three of these units would be studied in (b) (ii) above. Two of these specific core units could also be covered by appropriate mathematics and computing units from (a) above. Thus, elective units will be necessary to complete the minimum of 42 units of credit for the combined degree.

Completion of the program in the minimum time will require careful course planning. Course advisers in the School of Business and the School of Engineering should be consulted for advice.
Graduate Diploma of Business
(Accounting)

Course Code: GO

The Course

This course has been designed to provide an entry to professional accounting bodies for graduates of non-business courses. Successful completion of the course will satisfy the educational requirements for admission to the qualifying studies of either the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants.

Entry Requirements

To be eligible for admission to the course, the following requirements must be met:

(a) A degree from a recognised University or College of Advanced Education, or

(b) A three year (post Year 12) Diploma from a College of Advanced Education, or

(c) Tertiary qualifications deemed equivalent to the above.

In all cases, the first qualification must be in a non-accounting area.

The key selection criterion will be an assessment of whether the applicant possesses the experience and ability likely to lead to successful completion of the course as indicated by previous academic achievement and work experience.

Duration of the Course

The course will only be offered by distance education. The course consists of fourteen one-semester units normally expected to be taken over a period of five or more semesters.

Credits and Exemptions

Credits up to a maximum of five units may be granted for equivalent units completed in previous study.

Course Outline

A suggested study program to meet the requirements of the Graduate Diploma is as follows:

Year One
Semester One
GBU8014 Introductory Accounting
GBU8018 Business Law
Semester Two
GBU8019 Computers in Business
GBU8021 Financial Accounting

Year Two
Semester One
GBU8016 Quantitative Methods
GBU8017 Accounting for Management Information
Semester Two
GBU8022 Law of Partnerships, Trusts and Companies
GBU8020 Budgeting and Management Techniques

Year Three
Semester One
GBU8024 Business Finance
GBU8025 Taxation Law and Practice
Semester Two
GBU8015 Economic Policy
GBU8027 Auditing

Year Four
Semester One
GBU8023 Advanced Financial Accounting
Semester Two
GBU8026 Accounting Theory and Current Issues

This program may be varied and students should consult with the course co-ordinator.

For further information on the course contact the Course Co-ordinator, Mr J. Fulton.
Graduate Certificate of Business (Banking)/Graduate Diploma of Business (Banking)

Course Codes: PK and GK

The Course

This course has been designed to provide graduates in Banks and non-bank financial Institutions with intensive training in banking and finance subjects. The certificate and diploma are only available through distance education mode.

Course Outline

The Graduate Certificate of Business (Banking) is offered by the School of Business, Monash University College Gippsland and consists of the following four units:

- GBU8043 Banking Law and Lending Practice
- GBU8044 Financial Institutions Management
- GBU8045 Financial Management
- GBU8046 Money, Banking and Capital Markets

Upon completion of the Graduate Certificate the educational requirements for entry to Senior Associate Status with the Australian Institute of Bankers are satisfied.

Students satisfactorily completing the Graduate Certificate of Business (Banking) may then advance to the Graduate Diploma of Business (Banking) which is jointly offered by the School of Banking and Finance of the David Syme Faculty of Business and the School of Business of Monash University College Gippsland. The diploma consists of the following four additional units:

- GBU8047 International Banking and Finance
- GBU8048 Design and Marketing of Financial Services
- GBU8049 Corporate Strategy for Financial Institutions
- GBU8050 Treasury Management for Financial Institutions

Upon satisfactory completion of the Graduate Diploma of Business (Banking) students are eligible to enrol in the planned Masters Program in Banking to be offered by the School of Banking and Finance of the David Syme Faculty of Business.

Duration of the Course

Graduate Certificate of Business (Banking) - One year taken over two semesters.

Graduate Diploma of Business (Banking) - An additional year of study taken over two semesters.

Entry Requirements

To be eligible for admission to the course, the following requirements must be met:

(a) A degree from a recognised University or College of Advanced Education, or

(b) A three year (post Year 12) Diploma from a College of Advanced Education, or

(c) Tertiary qualifications deemed equivalent to the above.

The key selection criterion will be an assessment of whether the applicant possesses the experience and ability likely to lead to successful completion of the course as indicated by previous academic achievement and work experience.

Credits and Exemptions

These will be considered on a case by case basis for partially completed graduate certificate/diplomas which include similar units to those outlined above.

Graduate Certificate of Business (Tourism Operations)
Graduate Diploma of Business (Tourism Management)

Course Codes: PU and GU

The Courses

The course is intended to develop in students an entrepreneurial business approach allied with a high level of social awareness in promoting successful economic activity and growth in Tourism business and enterprises in both the private and public sectors.

Course participants will be exposed throughout the compulsory units of the course to the current and future challenges and opportunities facing the Tourism Industry, with a major emphasis on the Australian scene. Elective units in the Graduate Diploma will also complement previous studies, training and experience by the involvement of students in selected formal study units from chosen applicable management streams.

The Graduate Certificate course is aimed at providing a feasible means of successfully engaging in advanced level business-oriented Tourism Studies for the rather mobile personnel at, near or aspiring to middle management level in the Tourism industry.

Although the Graduate Certificate of Business (Tourism Operations) is sought for those successfully completing this specialisation in Tourism units the course has been deliberately constructed to be non-terminal at the Graduate Certificate Stage. Successful students will be
encouraged by the School of Business and by the Tourism Industry to proceed on into the Graduate Diploma, which will require a further five units of study.

The course is subject to quota restrictions. Selection of candidates for admission to the course will take into account not only their previous academic qualifications but will aim to achieve a blend of those with current tourism industry experience and those wishing to enter the industry.

An interview, arranged by the Head of School of Business, may be required as one of the methods to select individual candidates for the course.

Course Outline

The Graduate Certificate course comprises four compulsory units. The Graduate Diploma course comprises a further two compulsory units and three elective units. The compulsory units commence in semester two.

Graduate Certificate

Year One
Semester Two
GBU8028 Introduction to Tourism
GBU8029 Tourism Management A

Semester One
GBU8030 Tourism Operations A (Travel)
GBU8031 Tourism Operations B (Hospitality)

Graduate Diploma

Year Two
Semester Two
GBU8032 Tourism Management B
Elective

Semester One
GBU8053 Tourism Projects - Evaluations
Elective

Year Three
Semester Two
GBU8053 Tourism Projects - Proposals
Elective

Course Structure

The course is available by distance education only. It consists of eight one-semester units and two one-week compulsory residential schools per year. Students study seven compulsory units and one elective unit which is taught in second semester in the second year. In addition first year students are encouraged to attend the weekend schools for the similar units in the Associate Diploma of Business (General Administration) or Bachelor of Business. In second year, students specialise in either personnel management or industrial relations.

Residential Schools

The residential schools in 1992 will be held from Monday, 10 February 1992 to Friday, 14 February 1992 (inclusive), and Monday, 6 July 1992 to Friday, 10 July 1992 (inclusive), and during the schools students are required to live on campus. Students may arrive on campus the evening prior to the first day of the residential school. A charge will be made for accommodation, meals and light refreshments.

Entry Level

The admission requirements are:

(i) (a) work experience in personnel or industrial relations role, e.g. as a trade union organiser/researcher or personnel officer, or

(b) an approved degree or diploma with at least four years work experience other than in an area of industrial relations or personnel management, or

(c) an approved degree or diploma with work experience directly in personnel management or industrial relations.

(ii) A letter from the applicant’s employer confirming that the employer is aware of the course requirements and specifically, the requirement of the student to attend residential schools. (This requirement will be waived if the applicant is self-employed, or in other exceptional circumstances.)

(iii) A written statement from the applicant setting out:

(a) the perceived value of the course to the intending student’s employment or other endeavours,

(b) that the intending student is aware of time demands of distance education,

(c) an acknowledgment that the “live-in” facility during the compulsory residential schools has been strongly encouraged by the academic staff and earlier student groups.

Application for admission into the course will not be considered unless accompanied by the letter from the employer and the written statement from the intending

Graduate Diploma of Business (Labour Management Relations)

Course Code: GL

The Course

The Graduate Diploma is designed primarily for graduates employed or seeking to be employed in labour management relations and those with substantial personnel and/or industrial relations experience, e.g. trade union officers. Labour management relations may be one of the responsibilities of applicants.
student. In addition, graduates or students who have partially completed other tertiary courses should forward certified copies of their previous studies. "Non-graduates" may be required to have an interview with the course co-ordinator prior to the offer of a place.

Course Outline

Students will be required to complete eight one-semester units. Where a student has completed an equivalent subject elsewhere, the student may be awarded a credit on the basis that another unit is studied in lieu, towards the Graduate Diploma. A maximum of two units may be granted.

Level One

Semester One
GBU8033 Management Theory and Practice
GBU8034 Industrial Relations

Semester Two
GBU8035 Personnel Management
GBU8037 Industrial Law

Level Two

Semester One
GBU8042 Organisational Theory and Practice
GBU8038 Industrial Relations Policy and Practice or GBU8039 Personnel Management Policy and Practice

Semester Two
GBU8036 Issues in Labour Economics
   One elective

Those students electing to study the industrial relations stream study GBU8038 Industrial Relations Policy and Practice and those opting for the personnel management stream study GBU8039 Personnel Management Policy and Practice.

The electives offered to students are:
GBU8040 Research Project in Labour/Management Relations
GBU8041 Contemporary Issues in Labour/Management Relations
or in some instances, a complementary subject from the Bachelor of Business.

For further information on the course please contact the Course Co-ordinator, Mr Len Pullin.

Graduate Diploma of Business (Management)

Course Code: GB

The Course

This course is designed primarily for graduates who are already working in a professional capacity and seeking to enhance their management skills and knowledge. It provides students with a broad range of management techniques and theory and the conceptual, analytical and interpersonal skills necessary for effective management.

The course is available by distance education only. In addition to weekend schools, the course includes a compulsory one week residential school each year.

Entry Level

Admission to the course will be open to applicants who possess a degree, or equivalent tertiary qualifications and who have had at least three years full time appropriate experience or employment.

However, in exceptional circumstances, the Head of the School of Business may admit candidates not possessing the above formal qualifications, if

(a) they have had at least five years experience in a management, executive or senior supervisory capacity, and
(b) they complete an appropriate aptitude test selected by the Head of the School to a satisfactory level of performance;
(c) they are considered suitable by the Head of the School of Business.

Normally applicants without the formal prerequisites will not exceed 20% of the total enrolment each year.

Course Outline

The course comprises six compulsory units and two elective units.

Level One

Semester One
GBU8001 Management Theory and Practice
GBU8003 Management Processes and Systems

Semester Two
GBU8002 Human Resource Management I
GBU8004 Financial Management

Level Two

Semester One
GBU8005 The Management Environment
   Elective Unit

Semester Two
GBU8006 Management Strategy Project
   Elective Unit
Elective units can be chosen from a broad range of units offered within and outside the School of Business.

For further information on the course please contact the Course Co-ordinator, Mr Maurice Tucker.

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**Master of Business**

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**Course Code: MB**

The School offers a masters degree by research. Entry to this course is open to applicants who have obtained a high level of academic achievement (honours, distinctions) in their undergraduate courses.

The course may be undertaken on a full-time or part-time basis. The duration of the program will normally be a minimum of twenty-one calendar months of full-time work (or its equivalent for part-time programs) and a maximum period of thirty-six calendar months (or its equivalent part-time).

Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research" available from the Student Administration Office.

Further details may be obtained from the Course Consultant, Mr J. Wrathall.
### Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system has been introduced within the University College, to commence in 1992. To assist both students and staff with the implementation of the system the following is provided:

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**GBU1001 Introductory Accounting A**

(BB BS BE DT BT DE AC)

Unit Advisers: Mr K. Sharp, Mr P. Hoefer

First and Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: Introductory Accounting A is aimed at developing a broad perspective of the concepts of business and accounting. Students will be introduced to a wide range of issues which affect users of accounting information. These will include underlying principles of accounting, final reports, characteristics and measurement of various types of assets, liabilities, proprietorship, income and expenses, analysis of financial reports, introduction to company reporting and business systems.

Prescribed Text: To be advised.

**GBU1002 Introductory Accounting B**

(BB BS BE DT BT DE)

Unit Advisers: Mr K. Sharp, Mr P. Hoefer, Mr A Halabi

First and Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1001

Unit Outline: Introductory Accounting B emphasises the "preparers" role in accounting and complements the "user" approach of unit GBU1001. Students will be introduced to the accounting processes and controls which lead to the final reports of sole traders, partnerships and companies. The theoretical base of accounting and the implication of accounting standards will be extended. Computer Accounting systems will be introduced.

Prescribed Text: To be advised.
GBU1101 Introduction to Economics (BB BS BE DT BT AW DE)

Unit Advisers: Mr W. Battersby, Mr J. Doughney, Mrs S.A. Richardson, Mr T. Yu, Mrs B Mumford

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: This unit introduces a range of approaches to economic theory. The basic principles of orthodox microeconomics and macroeconomics are covered, together with a number of alternative approaches to economic analysis.

Prescribed Text: To be advised.

GBU1102 Macroeconomics (BB BE DT BS AW)

Unit Advisers: Mr W. Battersby, Mr J. Doughney, Mrs J. Tennant, Mrs B. Mumford

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

Prerequisite: GBU1101

Unit Outline: An introductory course in macroeconomics which considers the determinants of the level of production, employment and income in the economy. The theory developed provides a basis for consideration of the effectiveness of policy aimed at achieving economic stability. Consideration will be given to the performance of the Australian economy.

Prescribed Text: To be advised.

GBU1103 Economy and Society (BB BE BN BS BT DT AW)

Unit Advisers: Mr J. Doughney, Mrs S. Richardson

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

Prerequisite: Nil

Unit Outline: The unit will be concerned with looking at the way in which ethical behaviour and moral values are established in society and how they are reflected in the social, economic and political practices in a variety of cultural and environmental backgrounds. Attention will be given to three broad categories of societies, primitive, underdeveloped and developed. Within these broad categories an endeavour will be made to explore a variety of approaches to economic and social questions. Alternative economic management will be investigated, not from a statistical performance criteria but from the human aspect.

Prescribed Text: To be advised.

GBU1201 Introduction to Business Law (BB BS BE DT BT DE AE)

Unit Adviser: Mr A. de Brenni

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

Prerequisite: Nil

Unit Outline: This unit aims to provide the student with an insight into the operation of our legal system. It is designed both to provide a basis for the study of future law subjects or for the student with a general interest in law only who will not be doing further law units. The unit is a prerequisite for most other law units. Specific topics include the nature of law, the function of law, understanding the operation of our legal process, the Commonwealth Constitution, Statutory interpretation and the precedent system.

Prescribed Texts:
Maher, Waller & Durham, An Introduction to Law. Law Book Co.

GBU1202 Contract Law (BB BS BE DT BT DE)

Unit Adviser: Mr A. de Brenni

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1201

Unit Outline: This unit, as the name suggests, involves a study of contractual law. The subject commences by examining what a contract is and the general principles of contractual law. It then moves on to examine specific types of contracts such as agency, sale of goods, insurance, negotiable instruments.

Prescribed Texts: To be advised.

GBU1301 Introduction to Management (BB BS BE DT BT DE)

Unit Adviser: Mr G. Harrington

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: This unit provides students with an overview of core concepts in behavioural sciences and their applications to administrative studies, as well as an understanding of the relationship between psychological and sociological issues in explaining organisational behaviour. The unit is also designed to develop basic skills in communication, analysis and evaluation.
GBU1302 Management Theory and Functions
(BB BS BE DT BT DE)

Unit Adviser: Mr P. Townsend

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

Prerequisite: GBU1301

Unit Outline: Students will examine the development of management thought and the contribution of major theorists. Through an examination of the functions of management students will be introduced to the characteristics of formal organisations, management of organisational change and the management of the human resources. An opportunity will be taken to examine contemporary issues in management development.

Prescribed Texts:

GBU1303 Introduction to Local Government
(BB)

Unit Adviser: Mr M. Collings

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: Students will be provided with an introduction to the role of Local Government, the structure of Local Government in Australia and the roles and functions of Local Government members and officers. Relations with other levels of Government will be examined along with limits placed on the powers of and services provided by Local Governments.

Prescribed Texts: To be advised.

GBU1401 Introductory Marketing Management
(BB BE DT BS BT)

Unit Adviser: Mr S. Muthaly

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

Prerequisite: Nil

Unit Outline: The unit is aimed at providing an understanding of the marketing concept; what it involves and its relationship to society as a whole. It has been designed to serve the needs of both students majoring in marketing and students majoring in other fields but wishing to devote one or more of their optional studies to marketing.

Prescribed Texts:

GBU1402 Consumer Behaviour
(BB BE DT BS BT)

Unit Adviser: Mr M. Tucker

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1401

Unit Outline: The study of consumer behaviour is seen as one of the most important areas in Marketing. An understanding of the psychological and behavioural aspects of consumers' search and choice process is vital to an in-depth appreciation of later subjects such as Marketing Research, Marketing Strategy, etc.

Prescribed Texts: To be advised.

GBU1501 Tourism - Social Environment
(BB BE DT BS BT DE)

Unit Adviser: To be advised.

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

Prerequisite: Nil

Aim: This unit is designed to introduce students to the tourism industry, and its environment, and to select diverse issues pertinent to the industry. Both theory and practical elements will be used to develop relevant issues.

Unit Outline: This unit provides students with an appreciation of the scope, nature and community environment of the tourism industry and an understanding of the structure and processes of tourism development and the role of public and private sector providers. It also examines the factors appropriate in evaluating the overall community benefits of tourism projects and provides an understanding of the major planning, policy and management issues in the industry.

Prescribed Texts:

**GBU1502 Tourism - Policy and Regulations**
(BB BE DT BS BT DE)

Unit Adviser: To be advised.

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

Prerequisites: GBU1501, GBU1201.

Aim: This unit introduces students to the legal environment and regulations in which tourism organisations make their market, financial and operational strategies. It outlines the policy and statutory framework applicable to operations in the tourism industry.

Unit Outline: This unit provides students with an understanding of the role of the law in the tourism industry and an appreciation of the application of significant legal requirements and regulations specific to the tourism industry. It also examines the various tourism policies, plans and strategies and provides understanding of public policies for control and promotion of regional development and balance between urban and rural tourism development.

Prescribed Text:

**GBU2003 Accounting for Management Information Systems**
(BB BS BE DT BT)

Unit Advisers: Mr M. Vertigan, Ms L. Horsfield

First Semester: 4 hours per week - unit value of 1.0 -internal and distance education study.

Prerequisite: GBU1002

Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting for materials, labour and overheads, job costing, process costing, standard costing and budgeting, joint and by-product costs, absorption and direct costing, relevant costs for decision making and evaluating alternatives, gross profit analysis, relevant costs for decision making.

Prescribed Text:

**GBU2004 Budgeting and Management Techniques**
(BB BS BE DT BT)

Unit Advisers: Mr M. Vertigan, Mr P. Hoefer

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

Prerequisite: GBU2003

Unit Outline: Decision theory, management information systems, management by objectives, setting corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, strategic planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.

Prescribed Texts:

Recommended Reading:
Readings will be prescribed from time to time during the course. Use will be made of current articles where appropriate.

**GBU2005 Financial Accounting**
(BB BS BE DT BT)

Unit Advisers: Mr R. Hartshorn, Mr J. Fulton

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

Prerequisite: GBU1002

Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity.

Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, and a detailed analysis of relevant accounting standards.

Prescribed Text: To be advised.

**GBU2104 Microeconomics**
(BB BS BE DT BT AW)

Unit Advisers: Mr J. Doughney, Mr T. Yu, Mrs J. Tennant

First Semester: 4 hours per week - unit value of 1.0 -internal and distance education study.

Prerequisite: GBU1101
Unit Outline: This is an intermediate course in microeconomics, which develops the microeconomic theory introduced in GBU1101 Introduction to Economics. The aim of the unit is to provide training in the use of economic theory and tools of analysis in helping to elucidate and solve the problems involved in the allocation of resources to meet society's material wants.

Prescribed Text: To be advised.

**GBU2105 International Trade and Finance**
(BB BE BS BT DT)

Unit Adviser: Mrs S. Richardson

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

Prerequisites: GBU1102, GBU2104.

Unit Outline: This unit involves a study of the theory and practice of international trade and finance in an environment of managed and floating exchange rates. Major emphasis will be given to balance of payment problems and exchange rate determination in the context of the Australian economy.

Prescribed Text: To be advised.

**GBU2203 Law of Business Organisations**
(BB BS BE DT BT)

Unit Adviser: Mr A. de Brenni

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

Prerequisite: GBU1202

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).

Prescribed Texts:
- The partnership legislation in force in your jurisdiction.
- State or Territory Companies Code or Act.

**GBU2204 Taxation Law and Practice**
(BB BS BE DT BT)

Unit Adviser: Mr L. Moore

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GBU1002, GBU1202.

Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students who wish to go into Advanced Taxation. Specific topics include The Scheme of the Act; Assessable Income; Derivation of Income; Exempt income; Deductions; Taxation of Partnerships, Companies, Trusts and Superannuation Funds, Objections and Appeals.

Prescribed Text: To be advised.

**GBU2304 Organisational Theory and Practice**
(BB BS BE DT GL BT)

Unit Adviser: Mr P. Townsend

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1302

Unit Outline: This unit examines the behaviour and social groupings, including classes, in organisational contexts. This involves the study of such topics as motivation, worker satisfaction and alienation, informal organisation, the implications of technology, post-industrialism, instrumentalism, de-skilling and white collar work, managerialism, women and work. As well as providing students with an understanding of organisational behaviour, this unit seeks to develop the student's ability to use that understanding to predict, influence and control organisational activities and events.

Prescribed Texts:

**GBU2305 Management Methods and Decision Making**
(BB BS BE DT BT)

Unit Adviser: Mr G. Harrington

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

Prerequisite: GBU1302

Unit Outline: Are some business decisions more rational than others? What organisational conditions increase or decrease the chances of a rational decision? Various qualitative and quantitative techniques are examined in relation the human attributes of decision makers, together with an examination of the organisational context within which such decision are made.

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Topics include rational, incremental and quantitative decision making; decision making environments; individual and socio-political implications of decision making. Decision implementation completes this unit which, although not a prerequisite, prepares the student for GBU3308 Organisational Change and Development.

Prescribed Texts: To be advised.

**GBU2306 Case Studies in Local Government (BB)**

Unit Adviser: Mr M. Collings

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU1303

Unit Outline: Students are required to undertake a Local Government case study project. The project must be designed in consultation with the unit adviser and will involve the development and presentation of a case study report of about 10,000 words.

Prescribed Text:

**GBU2307 Comparative Local Government (BB)**

Unit Adviser: Mr M. Collings

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU1303

Unit Outline: This unit is primarily concerned with the diversity of environments/settings of local government systems in various countries and some of the common themes that emerge. Topics covered will include - Government and the Urban Phenomenon, The Urban Political System, Public Participation, Urban and Rural Models and the Major Types of Municipal Governments.

Prescribed Texts: To be advised.

**GBU2403 International Marketing (BB BE DT BS BT)**

Unit Adviser: Mr S. Yamin

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1401

Prerequisite or corequisite: GBU1402

Unit Outline: This unit will provide students with a knowledge of various ways of assessing and entering international markets. The emphasis will be on the planning function and the development of international marketing strategy. Students will be expected to understand the differences between domestic and international marketing approaches and techniques.

Prescribed Text: To be advised.

**GBU2404 Market Research Methods (BB BE DT BS BT)**

Unit Adviser: Mr S. Yamin

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

Prerequisites: GBU1401, GBU1402.

Unit Outline: The unit is designed to introduce students to market research methods. Upon completion of this unit, students will be able to show skill in defining problems, the generating and testing of solutions, designing the research and integrating these steps to form a coherent project; show appreciation of the nature, functions and difficulties inherent in selected marketing research techniques; show recognition of the degree of expense and effort required to gather primary data as compared with the case of acquiring secondary data; examine critically and to evaluate the data gathered and the methods employed; show some ability in data analysis, processing and interpretation, together with respect for the complexities, challenges, and pitfalls faced; show knowledge of what it means to draw sharp conclusions, identify the limitations in data, apply them to the chosen problem and communicate findings effectively; show appreciation of the need for careful organisation, co-ordination and dependability of each project team member.

Prescribed Texts: To be advised.

**GBU2503 Travel Services Management (BB BS BE DT BT DE)**

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1501

**Aim:** This unit is intended as an introduction to travel and tour operation and students will:

1. Learn various methods and techniques used in the devising of travel itineraries and how to carry out an effective tour;
2. Gain a practical knowledge of how to design and develop an effective tourism product;
3. Understand how an initial tour or travel concept can be assessed, communicated to business partners and
presented to the client in a professional manner.

Unit Outline: This unit provides students with the ability to market travel services, cost and price the product, communicate the product to interested groups, deal effectively with clients and business partners, apply effective techniques of tour monitoring and take into account the special needs and interests of foreign nationals.

Prescribed Texts:

**GBU2504 Hospitality Services Management**
(BB BS BE DT BT DE)

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1501

Aim: This unit is directed to developing management skills in the areas of accommodation, hospitality and facilities, and will be sufficiently flexible in approach and content to address the primary interests of students in both the public and private sectors of the industry.

Unit Outline: This unit involves the application of management skills appropriate to the tourism hospitality and accommodation sector and the application of skills appropriate to the management of a tourist attraction.

Prescribed Text:

**GBU3006 Accounting Theory and Current Issues**
(BB BS BE DT BT)

Unit Adviser: Mr J. Cooney

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

Prerequisite: GBU1002

Unit Outline: This unit examines accounting theory and some current issues confronting the profession. Topics include the development of accounting thought and literature, the social context of accounting, the objectives of financial statements, an examination and assessment of four accounting models namely historical cost, index accounting, current cost accounting and continuously contemporary accounting. In the final part of the unit an examination is made of some current issues in accounting.

Prescribed Text:

Recommended Reading:
The Prescribed reading will be supplemented by other relevant reading during the course of the unit.

**GBU3007 Auditing**
(BB BS BE DT BT)

Unit Advisers: Ms L. Horsfield, Ms S. Harrold

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

Prerequisite: GBU2005

Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the Companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, government auditing and statistical sampling techniques.

Prescribed Text: To be advised.

**GBU3008 Accounting Research Project**
(BB BS BE DT BT)

Unit Adviser: An appropriate supervisor will be appointed for each project.

First and Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU2005

Distance education students will be required to consult regularly with the supervisor of the project.

Enrolment in the Unit: Students should note that, before enrolment in the unit, a submission must be made to the Accounting teaching team describing the proposed study and the problem to be examined. The submission should specify the source of data, the methodology to be used, and the supervisor of the project. The required submission should reach the Accounting teaching team not later than two weeks before the enrolment date each semester.

Unit Outline: The unit involves the application of skills gained on the course to the researching and reporting on specific problems in accounting and business. Although a literature-based project is possible, it is expected that most projects will be industry-based. Industry-based projects may involve the identification of a specific problem and the development of suggestions or systems to meet the problem. The completed project will be of an appropriate level of presentation and expression, technically sound and relevant to the problem defined in the submission.
Assessment: Completed projects will be assessed by the supervisory staff member, and a second staff member appointed by the Accounting teaching team.

**GBU3009  Project Planning and Control (BB BS BE DT BT)**

Unit Adviser: Mr M. Vertigan

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU2004

Unit Outline: The aim is to further develop this topic as introduced in GBU2004 Budgeting and Management Techniques. Teaching will be based on techniques currently used by industry to ensure the successful implementation of projects. The attributes of the approach in each industry will be closely examined. Particular attention will be paid to the function of the accountant in the planning and control of projects. Each example will be considered with a corresponding appreciation of the physical work involved. Specific attributes to be investigated include; the use of estimates, methods of estimate preparation, authorisations to proceed, variations from estimates, revision of estimates, escalations, calculation of work completed and the extent of the use of critical path methods.

Instruction will be through normal course work but some investigations will be carried out by students. All students will be required to present their findings in class.

Prescribed Text: To be advised.

**GBU3010  Business Finance (BB BS BE DT BT)**

Unit Adviser: Mr R. Hartshorn, Mr J. Fulton

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU2005

Unit Outline: Major sources of corporate and non-corporate finance, capital market in Australia, debt and equity issues, short term debt and bills financing, securities, securities legislation, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.

Prescribed Text: To be advised.

Recommended Reading:

Students will be referred to relevant journal articles, government statistical reports and supporting text material where applicable.

**GBU3011  Advanced Financial Accounting (BB BS BE DT BT)**

Unit Advisers: Mr J. Cooney, Mr P. Hoefer

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU2005

Unit Outline: This unit is an extension of GBU2005 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital, International Financial Accounting and Advanced Consolidations.

Prescribed Text:


**GBU3012  Investment and Portfolio Analysis (BB BS BE DT BT)**

Unit Advisers: Mr R. Hartshorn, Mr J. Fulton

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

Prerequisite: GBU3010


Prescribed Text: To be advised.

**GBU3106  Economic Development (BB BE DT BS BT)**

Unit Adviser: Mr M. Crowley

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GBU1102, GBU2104.

Unit Outline: This unit involves the study of a number of aspects of development economics, including the causes of under-development, trade and aid, development strategies and population problems.

Prescribed Text: To be advised.
**GBU3107 Labour Economics**  
(BB BE DT BS BT)  
Unit Adviser: Mr W. Battersby  
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisites: GBU1102, GBU2104.  
Unit Outline: Topics to be considered include the supply of and demand for labour as a factor of production; wage determination; labour market policy; wage policy. The unit looks not only at the economic theory of labour markets but at the role of institutions, e.g. trade unions in the wage determination process. Close consideration is given to the operation of the Australian labour market.  
Prescribed Text: To be advised.

**GBU3110 Financial Institutions Management**  
(BB BE DT BS BT)  
Unit Adviser: Mr M. Crowley  
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisites: GBU1102, GBU2104.  
Unit Outline: Topics covered include: the changing commercial banking environment; the conceptual, analytical and decision-making skills used in policy formulation and implementation areas in commercial banking and finance functions; liquidity management and lending policy and practice functions in commercial banking.  
Prescribed Text: To be advised.

**GBU3108 Public Sector Economics**  
(BB BE DT BS BT)  
Unit Adviser: Mr T. Yu  
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisites: GBU1102, GBU2104.  
Unit Outline: Topics to be considered include the appropriate role of government in a market economy, organisation of public sector activities in Australia, main aspects of public finance in a federal system and the impact of expenditure decisions and revenue raising on the allocations of resources and the distribution of wealth and income.  
Prescribed Text: To be advised.

**GBU3111 Industry and Government**  
(BB BE DT BS BT)  
Unit Adviser: Mr W. Battersby  
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisites: GBU1102, GBU2104.  
Unit Outline: Topics include: an understanding of the structure of Australian Industry; an understanding of the extent of, and the reasons for, government regulation of industry in Australia; the effects of regulation on the efficient use of resources and the distribution of income; and the debate about the costs of regulation and the arguments for deregulation.  
Prescribed Text: To be advised.

**GBU3109 Money and Banking**  
(BB BE DT BS BT)  
Unit Adviser: Mr M. Crowley  
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisites: GBU1102, GBU2104.  
Unit Outline: The unit involves a study of the financial markets and institutions of the Australian Economy. Major emphasis is given to the nature and role of monetary variables and the way in which they influence the level of economic activity.  
Prescribed Text: To be advised.

**GBU3205 Administrative Law**  
(BB BS BE DT BT)  
Unit Adviser: Mr A. Moore  
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisite: GBU1201  
Unit Outline: A study of that body of rules which relates to the exercise of power by governmental and semi-governmental authorities, including delegation of the law making authority and the legal constraints on this process, the remedies available to the citizen when adversely affected by an administrative decision, ultras, the place of natural justice, the role of the Ombudsman and the operations of administrative tribunals.  
Prescribed Text: To be advised.
GBU3206 Industrial and Labour Law
(BB BS BE DT BT)

Unit Adviser: Mr A. Moore

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

Prerequisite: GBU1202

Unit Outline: This unit is a study of basic industrial law within the common law and statutory framework. It examines the constitutional basis and sources of the labour powers of the Commonwealth and the States; the Conciliation and Arbitration Act; the history and legal status of Australian trade unions; the relationship between State and Federal industrial law systems and resultant problems; industrial torts and workers health, safety and welfare.

Prescribed Text:
Conciliation and Arbitration Act. C.C.H.
Other texts to be advised.

GBU3207 Advanced Taxation
(BB BS BE DT BT)

Unit Adviser: Mr A. Moore

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

Prerequisite: GBU2204

Unit Outline: The aim of this unit is to equip students for tax practice and to provide an opportunity for students majoring in other areas within the Bachelor of Business degree to study taxation in greater depth. Specific topics covered include: objections and appeals, detailed examination of specific types of taxpayers such as companies, trusts, primary producers and superannuation funds. A brief study of international agreements and other forms of taxation is included. Legislation will also be considered.

Prescribed Text: To be advised.

GBU3208 Banking Law and Lending Practice
(BB BS BE DT BT)

Unit Adviser: To be advised.

Second Semester: 4 hours per week - unit value of 1.0 - distance education only.

Prerequisite: GBU1201

Unit Outline: This unit encompasses the law of credit and lending and of the legal relationships in banking.

Prescribed Text: To be advised.

GBU3308 Organisational Change and Development
(BB BE DT BS BT)

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU1302

Unit Outline: This unit will examine the nature of change and how it affects organisations. It will examine organisational change from different standpoints and assess the impact of change on organisations, people and the environment. It will provide students with the ability to design and redesign organisations in light of change, and understand the process of organisational renewal.

Prescribed Text:

GBU3309 Industrial Relations
(BB BE DT AE BS BT)

Unit Adviser: Mr L. Pullin

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1302

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, labour movement theories, union and employer associations, industrial law, establishing and administering the rules of the work place, with special reference to conciliation, arbitration, and collective bargaining at the State and Federal level.

Prescribed Texts:


GBU3310 Public Enterprise
(BB BE DT BS BT)

Unit Adviser: Mr D. Kimberley

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

Prerequisite: GBU1302

Unit Outline: This unit seeks to introduce students to a range of literature, and to engender attitudes of enquiry, about the conduct of public enterprise organisations in...
contemporary society. The content of the course covers such topics as the origins and types of public enterprise; the relationship between public bodies and private enterprise; changes in public perception of the role and position of public enterprise; the privatisation debate; legislation for control of public bodies; and changing modes of public enterprise.

Prescribed Texts:

**GBU3311 Research Project in Management**
(BB BE DT BS)

Unit Adviser: Mr J. Wrathall

First and Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU2304

Note: Students may not enrol in this unit without prior consultation with Unit Adviser and also should be majoring in Management.

Unit Outline: Students are required to undertake a research project which is designed in consultation with Management staff.

**GBU3312 Personnel Management**
(BB BE DT BS BT)

Unit Adviser: Mr R. Blissett

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

Prerequisite: GBU1302

Unit Outline: The aim of this unit is to give students an understanding of problems and practice in the administration of employment relationships. Topics examined include manpower planning; recruitment and selection; job design; training and development; occupational health and safety; wage and salary administration; and performance appraisal. In addition, contemporary issues in labour-management relations such as the impact of technological change and equal employment opportunity will be discussed.

Prescribed Texts:

**GBU3313 Business Planning and Policy**
(BB BE DT BS BT)

Unit Adviser: Mr S. Yamin

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

Prerequisite: GBU1302

Unit Outline: This unit involves the study of basic theoretical concepts associated with business planning and policy and the nature of strategic planning and business policy formulation in an uncertain and rapidly changing environment. It also examines current methods and techniques used in the formulation and implementation of human strategy.

Prescribed Text: To be advised.

**GBU3314 Training and Development**
(BB BE DT BS BT)

Unit Adviser: Mr R. Blissett

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU1302

Unit Outline: The unit aims to set training and development within the broader context of business and organisational planning. It avoids the conventional skills-based approach to the subject but emphasises the strategic importance of training within the corporate planning process. The unit also aims to raise issues of the contemporary debate over training and skills formation at the national level. The place of training and development in the organisation. The training process. Productivity through people. Training and development interventions. New training perspectives. Training resources. New training technologies.

Prescribed Texts:

**GBU3315 Introduction to Small Business**
(BB BE DT BS BT)

Unit Adviser: Mr M. Tucker

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

Prerequisite: GBU1302

Unit Outline: Identify and examine the size and nature of small businesses in Australia and overseas, with specific reference to: distinctions between small and large businesses, problems experienced by groups within the small business sector; Relate the roles of government at a
Federal, State and local level to the small business community, and evaluate the effectiveness of various government initiatives in terms of their economic impact; Develop an awareness and sensitivity to special issues and problems that are peculiar to small business owner managers; know the various components of a small business operation in terms of business plans; examine the future development of the small business sector in Australia, its role and impact.

Prescribed Texts:

**GBU3405 Marketing Strategy (BB BE DT BS BT)**

Unit Adviser: Mr S. Yamin

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU2404

Unit Outline: This unit is an advanced marketing unit, and being primarily strategically-oriented, will focus on decision-making from a corporate and marketing strategy viewpoint.

Students in undertaking this unit will be required to use knowledge gained from previous marketing units in making strategic decisions.

Prescribed Texts:

**GBU3406 Marketing Research Project (BB BE DT BS BT)**

Unit Adviser: Mr S. Yamin

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

Prerequisite: GBU3405

Unit Outline: Professional marketers invariably become involved with the creation and/or output of marketing research. This unit is designed to allow students to combine their knowledge of marketing with their previously acquired research skills to attempt to solve a nominated management problem. That approved problem can emanate from any company and from any industry. Thus the unit is essentially "hands on experience" in the solving of real world marketing problems.

Prescribed Texts: To be advised.

**GBU3407 Promotion Management (BB BE DT BS BT)**

Unit Adviser: Mr S. Muthaly

First and Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study in first semester, distance education study in second semester.

Prerequisite: GBU1401

Prerequisite or corequisite: GBU1402

Unit Outline: This unit is designed to give students the kind of knowledge needed by an executive whose company is involved in advertising and practice in the skills involved in mounting a promotional campaign. The unit is "people oriented" - recognizing that effective promotion is understanding people's needs, and how these needs are manifested and "netted" by the advertiser through effective communication techniques.

Prescribed Text:

**GBU3408 Sales Management (BB BE DT BS BT)**

Unit Adviser: Mr P. Townsend

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

Prerequisite: GBU1401

Prerequisite or corequisite: GBU1402

Unit Outline: This unit is aimed at developing skills in analysing issues and problems faced by practising sales managers. However, the knowledge of skills alone is not enough - one should also be able to know when and how to use them. For this reason, students will be required to participate in the analysis and discussion of various selected case studies.

Prescribed Texts:

**GBU3409 Export Management (BB BE DT BS BT)**

Unit Adviser: Mr S. Muthaly

First and Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study in second semester, distance education study in first semester.

Prerequisite: GBU1401
Prerequisite or corequisite: GBU1402

Unit Outline: The unit enables students to understand the pragmatic essentials of the paperwork, communications, organisation and planning of the export venture. This unit is seen as a valuable practical supplement to such units as International Marketing.

Prescribed Texts: To be advised.

**GBU3505 Tourism Management Processes**
(BB BE DT BS BT DE)

Unit Adviser: To be advised.

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

Prerequisite: GBU1501

Aim: This unit is intended to equip students with the skills and techniques to analyse and to plan strategically for tourism enterprises. Emphasis will be given to the evaluation and proposal of tourism project feasibility. The aims are:

- to acquaint students with the various techniques both manual and automated for evaluating tourism business propositions;
- to install principles and methodologies which lead to professional report preparation and presentation.

Unit Outline: This unit involves the preparation of a feasibility study incorporating both market analyses and financial viability for new projects in both the private and public sector, assessment of the economic feasibility and viability of existing projects and evaluation of the conditions necessary to achieve success in a specific project, including the application of funds and environmental and physical constraints.

Prescribed Text: To be advised.

**GBU7001 Productivity Improvement 1**
(AP AE)

Unit Adviser: Mr G. Harrington

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Aims: To relate the basic principles of management to productivity and competitiveness.

To introduce the total process of productivity improvement.

To develop an understanding of the detailed techniques of productivity measurement and control, and of quality control.

Unit Outline: Management Functions: organisation and staffing, planning, organising, leading, controlling; Overview of an approach toward managing productivity improvement: management planning and training, staff commitment and training; Organisational structure and management style.

Communications as related to performance and to the creation of a quality climate: productivity measurement and control, basic statistical methods, what is being measured - utilisation, efficiency, effectiveness, cost, competitiveness, quality, profit; Total factor productivity; Productivity measurement techniques - work study, value analysis, objectives matrix, computer applications - other case studies; Productivity control techniques - production planning and control, maintenance planning and control, inventory planning and control, cost planning and control; Productivity and quality inter-relationships: establishing and controlling objectives, decision making methods, product planning and development, competitiveness, product costing and quality, quality control.

Prescribed Texts: To be advised.
GBU7002  Productivity Improvement 2
(AP)
Unit Adviser: Mr M. Tucker

First Semester: 4 hours per week - unit value of 1.0 -
distance education.

Prerequisite: GBU7001

Aims: To develop the student's practical understanding of
productivity techniques.
To relate specific productivity improvement techniques to
work based situations, investigating and formulating
practical applications.
To identify a specific work-based productivity improvement
project to establish aims and objectives and to justify
the significance of the project within the student's organisation.

Unit Outline: Problem solving: specific techniques of
improvement - including linear programming applications,
quality circles, computer applications; Institutionalising
productivity into the organisation: development of
strategies, specification of action plans, implementation
techniques, management and monitoring; Case analysis;
Research methodology and report writing; Research project
identification, establishment of objectives, evaluation of
significance to the organisation, presentation and defence of
the project.

Prescribed Texts:
Lawlor, A.,  Productivity Improvement Manual. Gower,
1985.
Shetty, V.K. & Buehler, V.M., Productivity and Quality

GBU7003  Research Project
(AP)
Unit Adviser: Mr M. Tucker

First Semester: 8 hours per week - unit value of 2.0 -
distance education.

Prerequisites: GBU7001, GBU7002.

Aims: The unit seeks to expose students to a range of
research techniques and information gathering mechanisms;
develop skills in the use of investigative methods of
research to clarify research methods and topics; develop
presentational techniques for oral reports and defence to
written submissions; ensure the subject matter under
investigation is related to the students' own employment as
part of their self-development; allow students to integrate
issues from more than one study unit into a research
program. Specifically, each student will be required to
apply these broad aims in a practical form in the initiation of
an economically significant productivity improvement
project in their own workplace; in the submission and
defence of a substantial report on the research,
investment and implementation procedures and outcome of
the selected productivity improvement project.

Unit Outline: The primary emphasis within this unit is to
give students an insight into various research methods
applicable to a chosen project through field work practice.
The methods and skills include research design, literature
searching and analysis, analysis of statistical and survey
data, analysis of workplace policies relating to the
research project, oral and written presentation and defence of
the research project, practical application and
implementation of the research project in the workplace.

Prescribed Texts:
Kidder, L.H. & Judd, C.M., Research Methods in Social
Kynaston-Reeves, T. & Harper, D., Surveys and Works:

GBU7004  Human Resource Management
(AP AE)
Unit Adviser: Mr R. Blissett

First Semester: 4 hours per week - unit value of 1.0 -
distance education.

Prerequisite: Nil

Objectives:
1. To outline the role of the Human Resource
   Management function.
2. To consider the functions of Human Resource
   Management.

Content:
1. Functions of the Personnel Department, Organisation
   of Personnel, Staff v. Line activities; respective
   responsibilities.
2. Recruitment, Job Descriptions, Management
   Specifications, Interviews, Testing Procedures,
   Induction, Salary Administration, Performance
   Appraisal, Counselling.
3. Contemporary issues in Australian personnel practice, e.g.♥
   Occupational health and safety, industrial relations and
   equal employment opportunity.

Prescribed Texts:
McCarthy, T.E. & Stone, R.J., Personnel Management in
Beach, D.S., Personnel: The Management of People at

GBU7005  Management Practices
(AP)
Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 -
distance education.

Prerequisite: Nil
Objectives: To integrate the academic and practical work of students in the Associate Diploma of Business (Productivity Management).

Content: The unit is broken into four sections:
1. The Management Theories;
2. Employment Problems: Grievances and Discipline;
3. Organisational Change;

Prescribed Text:
Detailed reading lists will be provided for each section of the course.

**GBU7006 Financial Management**
(AG AP AE)

Unit Adviser: Mr A. Halabi

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: The course will cover the following topics:
1. Overview of business environment and financial management.
2. Capital Investment Analysis - time value of money; techniques for capital investment analysis and introduction to risk concepts.

Prescribed Text: To be advised.

**GBU7007 Office Administration**
(AG)

Unit Adviser: Mr C. McMillan

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU7010

Objectives:
1. To introduce the student to farm recording systems, both physical and financial.
2. To provide an understanding of the uses of records to aid farm management decision making.
3. To provide an appreciation of the applications of financial analysis, budgeting and control to administration of the farm business.

Content:
1. The role and function of the farm office;
2. Records for management and tax;
3. Physical records - types and uses;
4. Financial records - types and uses;
5. Using records as management aids;

Budgetary and cost control.

Prescribed Texts:

**GBU7008 Public Administration**
(AG)

Unit Adviser: Mr D. Kimberley

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU7010

Aims/Unit Outline: This unit will focus on public enterprise, its organisation and characteristics.

1. To review the fundamental theoretical principles of the management function.
2. To apply those functions, i.e. planning, organising, staffing and direction to public administration.
3. To examine the changing role of management in the public sector.
4. To provide an overview of the structure and trends in industrial relations policy in the public sector.

Equal weight and attention will be given to areas 2 to 4 inclusive.

Prescribed Texts: To be advised.

**GBU7009 Farm Administration**
(AG)

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU7010

Objectives:
1. To introduce the student to farm recording systems, both physical and financial.
2. To provide an understanding of the uses of records to aid farm management decision making.
3. To provide an appreciation of the applications of financial analysis, budgeting and control to administration of the farm business.

Content:
1. The role and function of the farm office;
2. Records for management and tax;
3. Physical records - types and uses;
4. Financial records - types and uses;
5. Using records as management aids;
6. Farm business planning and financial control, Physical farm planning, Financial analysis, Farm budget; partial, whole farm, cash flow, financial control.

Prescribed Texts:

GBU7010 Principles of Administration (AG AC BS)

Unit Adviser: Mr P. Townsend

First and Second Semester: 4 hours per week - unit value of 1.0 - distance education in first semester and internal and distance education study in second semester.

Prerequisite: Nil

Objectives:

1. The unit is designed to introduce the student to management theory and to relate the theory to public and private organisations.
2. To provide a framework in which management functions and issues can be examined.

Content: Students will be introduced to the development of management thought, the functions of management and specific issues in management practice. Case studies will be examined to resolve administrative problems.

Prescribed Texts:

GBU7011 Personnel Management (AG)

Unit Adviser: Mr R. Blissett

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU7010

Objectives:

1. To outline the role of the personnel function.
2. To consider the functions of the personnel function.

Content:

1. Functions of the Personnel Department, Organisation of Personnel, Staff v. Line activities; respective responsibilities.

GBU7012 Economic Analysis (AG)

Unit Adviser: Mrs S. Richardson

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Objectives: The objective of the unit is to specifically meet the needs of course participants, which were seen to be as follows:
To provide a broad and general introduction to Economics, which concentrates on pragmatic issues rather than conceptual rigour.
To be as well-rounded as a single semester unit permits.
To concentrate on the application of simple economic tools towards an understanding of current economic issues.

Content:

1. A brief introduction to the existing business structure, tracing the history of industrial concentration and the advent of the multinationals.
2. An introduction to the basic micro-economic concepts of supply and demand, elasticity, costs of production and marginality, monopolistic and oligopolistic behaviour.
3. An introduction to the Australian economic system and its increasing interdependence with the international economy. An examination of the use of wages, monetary, fiscal, protection and exchange rate policies as economic tools for the achievement of the economic objectives of growth/development and stability, "full" employment, income distribution and balance of payments equilibrium.

Prescribed Text: To be advised.

GBU7013 Health Administration (AG DE)

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU7010(AG), GBU1301(DE).
Objectives: This unit is designed to:

1. Provide students with an overview of the social and economic environment of health care in Australia and the structures, functions and processes which occur in the health care delivery system.
2. Examine major themes and issues in health administration and develop appropriate and relevant management knowledge and skills.

Content: The content of the unit will use a simple organisational systems model as the framework for the themes and topics introduced to students. The model is derived from the work of Leavitt (1964) and uses the following categories for organising the content of the course:

1. The Environment of Health and Health Care Provision;
2. The Institutional and Organisational Structures in Health Care Provision;
3. Task Systems and Processes in Health Care;

In addition to the above categories there will be a segment designed to provide an introduction and overview and a final segment designed to provide students with a review of their learning and suggestions about ways in which they might further develop and apply their ideas.

Prescribed Texts:

**GBU7014 Marketing**

(AG AP)

Unit Adviser: Mr S. Muthaly

First and Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU7010

Objectives:

1. This unit serves to identify marketing as a function of management and to differentiate this from sales, advertising, etc.
2. The unit will identify particular aspects of the marketing function and integrate these aspects to give a full picture.
3. The unit will encompass restrictions on "open" marketing by reference to certain legislation including the Trade Practices Act.

Content: Marketing and its place in the firm; Distribution channels; Identifying the market; Market research; Packaging; Pricing; Sales promotion and advertising; Legislative and other restrictions on free marketing.

Prescribed Text:

**GBU7015 Business Applications**

(AG)

Unit Adviser: Mr M. Tucker

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU7010

Objectives: To integrate the academic and practical work of students in the Associate Diploma of Business (General Administration).

Content: The unit is broken into four sections:

1. Management Theories;
2. Employment Problems: Grievances and Discipline;
3. Organisational Change;

Prescribed Text:
Detailed reading lists will be provided for each section of the course.

**GBU8001 Management Theory and Practice**

(GB)

Unit Adviser: Mr J. Wrathall

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Objectives:

To provide an appreciation of management theory and organisational behaviour and the appropriate skills to apply that knowledge to the management of people in organisations.

Content:
The evolution of management and its implications for current management practice; leadership and motivation theory and its application in an organisational context; managing groups in organisations; organisational structure and design; perception, decision making, communications and conflict; technology and its behavioural implications; organisational change and development; contemporary issues in management.

Prescribed Text:
GBU8002 Human Resource Management I (GB)
Unit Adviser: Mr R. Blissett
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: GBU8001

Objectives:
To provide an appreciation of the Personnel Management function and the appropriate skills to apply that knowledge to the line and corporate management activities, functions and processes.

Content:
Planning, identifying and meeting human resource requirements; developing effectiveness in human resources through training and evolution of performance; creating a productive work environment; industrial relations at the micro and macro level; compensation and security.

Prescribed Texts:

GBU8003 Management Processes and Systems (GB)
Unit Adviser: Mr M. Tucker
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil

Objectives:
To provide an appreciation of the inter-relationship between operations and marketing management and the quantitative business techniques that they use.

Content:
The roles of marketing and operations management and their inter-relationships; the operations/production function; external influences on the operations role; processes in mechanistic and organic organisations; production management techniques; marketing management; productivity measurement.

Prescribed Texts:

GBU8004 Financial Management (GB)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil

Objectives:
To provide an understanding of the financial reporting function and the management techniques employed in analysis and evaluation of investment projects.

Content:
Basic financial functions, development and basis of financial reports; analysis of financial reports and funds statements; capital investment appraisals; cost behaviour; budgeting techniques and implications for management; organisational and internal controls.

Prescribed Texts: No text as prescribed; students will be directed to a range of resource material.

GBU8005 The Management Environment (GB)
Unit Adviser: Mr G. Harrington
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Corequisites: GBU8001, GBU8002, GBU8003, GBU8004.

Objectives:
To provide an insight into the factors affecting managerial activity and performance particularly with regard to external economic and technological aspects of organisational activity.

Content:
Economic factors including an analysis of the international and Australian economies; consideration of internal and external economic factors influencing business decisions; analysis of relevant Australian and Foreign Government economic policies; legal factors influencing business and Government operations; technological factors, future trends of technological development, and implications for organisations.

Prescribed Texts: To be advised.

GBU8006 Management Strategy Project (GB)
Unit Adviser: Mr S. Yamin
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisites: GBU8001, GBU8002.
Corequisite: GBU8003
Objectives:
To develop an effective understanding and application of project methodology in the identification, appraisal and strategy proposal with respect to a significant corporate management problem or opportunity associated with the student's work organisation, or selected industry or profession.

Content:
Strategy, formulation and implementation. Specific content will be determined by the nature of the project selected. All projects must be approved by the Course Co-ordinator.

Prescribed Texts:

GBU8007 Human Resource Management II
(GB)

Unit Adviser: Mr R. Blissett

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU8002

Unit Outline: This unit will place special emphasis on the development of understanding and skills in the administration of employment relationships. By means of case work, exercises and experiential learning activities a range of personnel management functions and topics will be examined in detail. These will include manpower planning and forecasting; job analysis procedures, performance appraisal techniques, selection and staffing methods, training and development programs, wage and salary administration; motivation theories.

Prescribed Texts:

GBU8008 Human Resource Management III
(GB)

Unit Adviser: Mr L. Pullin

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU8002

Unit Outline: The emphasis in this course will be on the operational aspects of industrial relations. Teaching will be by the case study approach and will include industrial relations policy development; collective bargaining.

GBU8009 Human Resource Management IV
(GB)

Unit Adviser: Mr R. Blissett

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GBU8002

Unit Outline: The unit aims to set training and development within the broader context of business and organisational planning. It avoids the conventional skills-based approach to the subject but emphasises the strategic importance of training within the corporate planning process. The unit also aims to raise issues of the contemporary debate over training and skills formation at the national level. The place of training and development in the organisation. The training process. Productivity through people. Training and development interventions. New training perspectives. Training resources. New training technologies.

Prescribed Texts:

GBU8010 Marketing Management I
(GB)

Unit Adviser: Mr S. Muthaly

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

Prerequisite: GBU8003

Unit Outline: The unit is aimed at providing an understanding of the marketing concept; what it involves and its relationship to society as a whole. It has been designed to serve the needs of both students majoring in marketing and students majoring in other fields but wishing to devote one or more of their optional studies to marketing.

Prescribed Text:
GBU8011 Marketing Management II
(GB)
Unit Adviser: Mr S. Yamin

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

Prerequisite: GBU8010

Unit Outline: The unit is designed to introduce students to
market research methods. Upon completion of this unit,
students will be able to show skill in defining problems, the
generating and testing of solutions, designing the research
and integrating these steps to form a coherent project; show
appreciation of the nature, functions and difficulties
inherent in selected marketing research techniques; show
acceptance of the degree of expense and effort required to
gather primary data as compared with the ease of acquiring
secondary data; examine critically and to evaluate the data
gathered and the methods employed; show some ability in
data analysis, processing and interpretation, together with
respect for the complexities, challenges, and pitfalls faced;
show knowledge of what it means to draw sharp
conclusions, identify the limitations in data, apply them to
the chosen problem and communicate findings effectively;
show appreciation of the need for careful organisation,
co-ordination and dependability of each project team
member.

Prescribed Texts:
Luck, D.J., Wales, H.G., Taylor, D.A. & Rubin, D.S.,
Nie, N.H., et al., S.P.S.S: Statistical Package for the

GBU8012 Human Resource
Management V
(GB)
Unit Adviser: Mr L. Pullin

Second Semester: 4 hours per week - unit value of 1.0 -
distance education.

Prerequisite: GBU8002

Unit Outline: The aim of this unit will be to introduce
students to contemporary issues in labour/management
relations. The course will be taught via visiting lecturers,
case studies, excursions, as well as via the normal distance
education mode. Seminars will include: Approaches to
Industrial Relations; Union and Management Ideology;
Industrial Conflict: Its Relevance and Meaning; Industrial
Relations: Contemporary Issues - occupational health &
safety, - the law, - redundancy; Case Studies: e.g. 35 hour
week, Live Sheep Export Issue, Tax Free Housing, Loy
Yang Strike, Occupational Health and Safety.

Prescribed Text:
Reading lists will be issued throughout the course.

GBU8013 Research Project in
Management
(GB)
Unit Adviser: Mr L. Pullin

Second Semester: 4 hours per week - unit value of 1.0 -
distance education.

Prerequisites: GBU8001, GBU8002, GBU8003,
GBU8004.

Unit Outline: Students are required to undertake a research
project in Labour/Management Relations. The project
must be designed in consultation with the appropriate staff
member and will involve the presentation of a final report
of about 10,000 words.

Prescribed Text:
No prescribed text. Reading lists will be issued at the
commencement of the unit.

GBU8014 Introductory Accounting
(GB)
Unit Adviser: Mr J. Fulton

First Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit assumes no prior knowledge of
accounting. It aims to establish basic bookkeeping skills
and introduce functional accounting systems with an
emphasis on computerised accounting systems. Topics
covered include necessary assumptions, basic accounting
procedures, design and operation of records and systems,
treatment of cash, debtors, creditors, wages, inventory and
fixed assets, end of period procedures, reporting format,
internal control and the audit function, the computerised
accounting system, partnership and company accounts,
fund statements, analysis and interpretation of financial
statements.

In the course of studying this unit students will become
familiar with the use of a micro computer accounting
package.

Prescribed Text:
Hogget, J. & Edwards, L., Financial Accounting in

GBU8015 Economic Policy
(GB)
Unit Adviser: Mr T. Yu

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit assumes no prior knowledge of
economics. The units represents a broad introduction to
economics and the Australian economy. It is divided into
three sections. The first section is a brief introduction to the economy and the study of economics and an overview of the Australian economy. The second section is concerned with how a society makes decisions about the use of productive resources. The final part looks at the role of governments in the economy.

Prescribed Text: To be advised.

GBU8016 Quantitative Methods

Unit Adviser: Dr G. Nath

First Semester: unit value of 1.0 - distance education.

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

Aim: To introduce students to the basic mathematical concepts and solution procedures for business decision problems, including commercial DP computer packages. Discuss the process of collecting, analysing and interpreting statistical data.

Unit Outline: Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions; Solutions of systems of linear equations and inequations; the graphical solution method to linear programming problems; formulation of LP models and use of computer packages; Arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortisation and sinking funds; Simple calculations of Index numbers. Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; the sampling distribution of the sampling mean; Rules for calculation of probabilities; Decision making under certainty, uncertainty and risk, value of sample information; Introduction to simple linear regression; Use of MINITAB Statistical package.

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

Prescribed Text:

Recommended Reading:

GBU8017 Accounting for Management Information

Unit Advisers: Mr M. Vertigan, Mr P. Hoefer

First Semester: unit value of 1.0 - distance education.

Prerequisite: GBU8014

Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting for materials, labour and overheads, job costing, process costing, standard costing, absorption and direct costing, relevant costs and evaluation of alternatives, gross profit analysis, relevant costs for decision making.

Prescribed Text:

GBU8018 Business Law

Unit Adviser: Mr A. de Brenni

First Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit involves an introduction to legal systems and a study of the general theory of contract embodying necessary elements of specific contracts such as agency, bailment, negotiable instruments, consumer credit, insurance and suretyship and guarantee.

Prescribed Text: To be advised.

GBU8019 Computers in Business

Unit Adviser: Dr R. Bignall

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: Computer data processing equipment - historical development of data processing techniques and equipment, the components of installation; computer programming - flow charts, nature of programming language, programming concepts, use of packages, business systems - elements of systems analysis and design, commercial applications, e.g. payroll, inventory control, accounts receivable.

While undertaking this unit, students will gain "hands on" experience with the computer equipment at the University College.

Prescribed Text: To be advised.
GBU8020 Budgeting and Management Techniques (GO)
Unit Advisers: Mr M. Vertigan, Mr P. Hoefer
Second Semester: unit value of 1.0 - distance education.
Prerequisite: GBU8017
Unit Outline: Decision theory, decision tree analyses, linear programming, network analyses, management information systems, management by objectives, setting corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, long range planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.
Prescribed Texts:

GBU8021 Financial Accounting (GO)
Unit Advisers: Mr R. Harshorn, Mr J. Fulton
Second Semester: unit value of 1.0 - distance education.
Prerequisite: GBU8014
Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity. Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, consolidation of group accounts and accounting for combinations.
Prescribed Text: To be advised.

GBU8022 Law of Partnerships, Trusts and Companies (GO)
Unit Adviser: Mr A. de Brenni
Second Semester: unit value of 1.0 - distance education.
Prerequisite: GBU8018
Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).
Prescribed Text: To be advised.

GBU8023 Advanced Financial Accounting (GO)
Unit Advisers: Mr J. Cooney, Mr P. Hoefer
First Semester: unit value of 1.0 - distance education.
Prerequisite: GBU8021
Unit Outline: This unit is an extension of GBU8021 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital.

GBU8024 Business Finance (GO)
Unit Adviser: Mr R. Hartshorn, Mr J. Fulton
First Semester: unit value of 1.0 - distance education.
Prerequisite: GBU8014
Corequisite: Students are recommended to take this unit concurrently with GBU8022 Law of Partnerships, Trusts and Companies.
Unit Outline: Major sources of corporate and non-corporate finance, Capital market in Australia, the short term money market, debt and equity issues, short term debt and bills financing, securities, legislation and the Campbell Report, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.
Prescribed Text: To be advised.

GBU8025 Taxation Law and Practice (GO)
Unit Adviser: Mr A. L. Moore
First Semester: unit value of 1.0 - distance education.
Prerequisites: GBU8014, GBU8018.
Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students who wish to go into Advanced Taxation. Specific topics include the Scheme of the Act; Assessable Income; Derivation of Income; exempt income; deductions; Taxation of Partnerships, Companies Trusts and Superannuation Funds, Objections and Appeals.
Prescribed Text: To be advised.

**GBU8026 Accounting Theory and Current Issues**  
(GB)  
Unit Adviser: Mr J. Cooney  
Second Semester: unit value of 1.0 - distance education.  
Prerequisite: GBU8014  
Unit Outline: This unit examines the history and development of accounting theory and re-examines basic concepts. It then looks at the problems associated with accounting for inflation and discusses four alternative accounting methods. The unit then looks at some current problems facing the profession such as accounting for goodwill, cash flow forecasts and government accounting.

Prescribed Text:  

**GBU8027 Auditing**  
(GB)  
Unit Adviser: Ms L. Horsfield  
Second Semester: unit value of 1.0 - distance education.  
Prerequisite: GBU8021  
Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the Companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.  
Prescribed Text: To be advised.

**GBU8028 Introduction to Tourism**  
(PU GU)  
Unit Adviser: To be advised.  
Second Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisite: Nil  
Aims: This unit is designed to introduce students to the tourism industry, and to select diverse issues pertinent to its management. Both theory and practical elements will be used to develop relevant issues.

Unit Outline: This unit provides students with an appreciation of the scope, nature and industrial environment of the tourism industry and an understanding of the structure and process of tourism development and the role of public and private sector providers. The unit also involves the development of evaluation techniques and provides an understanding of some of the major planning, policy and management issues in the industry.

Prescribed Texts:  

**GBU8029 Tourism Management A**  
(PU GU)  
Unit Adviser: To be advised.  
Second Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisite: Nil  
Aims: This unit is designed to provide students with an understanding of the various tourism policies, plans and strategies and an appreciation of the role of law in the tourism industry.

Unit Outline: This unit analyses policy issues in the public and private sectors, and introduces students to the legal environment in which tourism organisations make their market, financial and operational strategies. It complements Tourism Management B, in the Diploma, by providing the necessary policy and statutory framework for tourism operations.  
Prescribed Text:  

**GBU8030 Tourism Operations A (Travel)**  
(PU GU)  
Unit Adviser: To be advised.  
First Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisites: GBU8028, GBU8029.  
Aim: This unit is designed to provide students with the ability to market tourism and travel services, cost and price the product, deal effectively with clients and business partners and apply effective tour monitoring techniques.
Course Outline: This unit is intended as an introduction to travel and tour operation. Students will:

a) learn various methods and techniques used in the devising of travel itineraries and how to carry out an effective tour;

b) gain a practical knowledge of how to design and develop an effective tourism product;

c) understand how an initial travel idea can be assessed, communicated to business partners and presented to the client in a professional manner;

Prescribed Texts:

**GBU8031 Tourism Operations B**  
(Hospitality)  
(PU GU)

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisites: GBU8028, GBU8029.

Aims: This unit is designed to enable students to apply management skills appropriate to the tourism, hospitality and accommodation sector and to apply skills appropriate to the management of a tourist attraction.

Unit Outline: This unit is directed to developing management skills in the areas of accommodation, hospitality and facilities, and will be sufficiently flexible in approach and content to reflect the primary interests of students in both the public and private sectors of the industry.

Prescribed Texts:

**GBU8032 Tourism Management B**  
(GU)

Unit Adviser: To be advised.

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU8030

Aims: This unit is designed to provide students with an appreciation of the importance of the customer, the role of finance and the importance of good human resource management and the integrating role of operations management.

Unit Outline: This unit is devised so that students may gain a greater understanding of the importance and processes of integration between management functions in the tourism industry. A major objective is that they will be able to evaluate the success of their own organisations in integration. They will be able to accomplish this by establishing the objectives of their organisation through answering comprehensively the question "What business are we in"? Having established the goals, and the "mission of the company", students will then be able to examine how each management function - customer/marketing/sales/product, quality, finance, budgets and control, human resources and employee relations; and integration through operations management, contributes to the objectives of the whole.

Prescribed Texts:

**GBU8033 Management Theory and Practice**  
(GL)

Unit Adviser: Mr P. Townsend

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit provides an introduction to management theory and contemporary issues. It examines the development of management thought and the contributions of the major theorists. The characteristics of formal organisations, organisational change and organisational behaviour are studied.

Prescribed Texts:
GBU8034  Industrial Relations
(GL)

Unit Adviser: Mr L. Pullin

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit gives an introduction to Labour Economics and its significance for industrial relations in the economy and the organisation. A descriptive rather than an analytical and theoretical approach will be used. The following areas will be considered: The economy, trade unions and organisations. Inflation, wages policies and their effects. Labour market policy - the effect of government action. Employment levels and the effect on trade unions - supply and demand for labour. Wage determination - market forces, trade unions and relativities.

Prescribed Text: To be advised.

GBU8037  Industrial Law
(GL)

Unit Adviser: Mr A. Moore

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit is designed to examine in more depth some of the legal issues which were raised in Industrial Relations. The principal topics to be covered will be the individual employment relationship (including the implied duties of employer and employee, discipline and termination, common law and statutory remedies for arbitrary dismissal); the law relating to occupational health and safety, with special emphasis upon the prevention of work-related death and injury; the law and industrial conflict, including the "industrial" torts, and statutory provision such as s.45D of the Trade Practices Act; the Commonwealth conciliation and arbitration system (this would include an examination of the industrial power in the Commonwealth Constitution; dispute resolution under the Conciliation and Arbitration Act; registered organisations, and the relationship between State and Federal systems); the law relating to equal opportunities in the employment situation.

Prescribed Texts:
Conciliation and Arbitration Act. C.C.H.

Other texts to be advised.

GBU8038  Industrial Relations Policy and Practice
(GL)

Unit Adviser: Mr L. Pullin

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU8034
Unit Outline: The emphasis in this course will be on the operational aspects of industrial relations. Teaching will be by the case study approach and will include industrial relations policy development; collective bargaining, collective agreements, negotiation, wages and incomes policies; Australian Conciliation and Arbitration Commission; dispute resolution: current issues.

Prescribed Texts:

GBU8039 Personnel Management Policy and Practice
(GL)

Unit Adviser: Mr R. Blissett

First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: GBU8035

Unit Outline: This unit will place special emphasis on the development of understanding and skills in the administration of employment relationships. By means of case work, exercises and experiential learning activities a range of personnel management functions and topics will be examined in detail. These will include manpower planning and forecasting; job analysis procedures; performance appraisal techniques, selection and staffing methods, training and development programs, wage and salary administration; motivation theories.

Prescribed Texts:

GBU8040 Research Project in Labour/Management Relations
(GL)

Unit Adviser: Mr L. Pullin

Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisites: GBU8034, GBU8035.

Unit Outline: Students are required to undertake a research project in Labour/Management Relations. The project must be designed in consultation with the appropriate staff member and will involve the presentation of a final report of about 10,000 words.

Prescribed Texts:
GBU8043 Banking Law and Lending Practice
(PK)
Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Prescribed Texts: To be advised.

GBU8044 Financial Institutions Management
(PK)
Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Unit Outline: Structure and Environment: nature of financial intermediation, shareholder wealth, risk and return, and risk absorption in finance margins. Regulatory Environment: managerial and economic implications of the Reserve Bank's risk-weighted, capital adequacy guidelines, the recent history of deregulation and its consequences, the current state of regulation of the banking environment and likely direction of future change. Lending Policy and Practice: the learning of conceptual and analytical skills in lending practice and policy, loan assessment, loan pricing, delinquency follow-up, loan portfolio diversification, calculation of bad debts and provisions in finance margins, different practices for lending across sectors, use of the efficient market hypothesis in corporate lending activity. Liquidity Risk and Interest Rate Risk: the use of ratio analysis to model a financial institution, use of that model to judge interest and liquidity risk performance, the role of gap, duration and simulation techniques, the use of interest rate futures and other hedging techniques. Other Management Functions and Issues: audit and control, personnel policies, marketing and community relations.

Bank Future Corporate Strategy: the future direction of banking legislation, technology, international trends, clients' needs.
Prescribed Texts: To be advised.

GBU8045 Financial Management
(PK)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Prescribed Texts: To be advised.

GBU8046 Money, Banking and Capital Markets
(PK)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Unit Outline: The Banking Formation Table: the nature and role of money, primary cash, the creation of bank deposits, control of deposit growth in a fractional banking system, the role of prime liquid asset ratios, uncallable deposits and risk-weighted capital adequacy guidelines, the creation of non-bank deposits, money supply versus the velocity of circulation of money in the credit creation process, exchange settlement accounts, authorised dealers and system cash adjustment. Open Economy Macroeconomics: the interaction of money, commodity, and foreign exchange markets in determining interest and exchange rates, international interest rate differentials, purchasing power parity, interest parity, covered interest arbitrage.
Capital Market Instruments: conceptual and analytical examination of various capital market instruments and their desired properties.

Economic Modelling of Financial Institutions: theoretical analysis of financial firm in a competitive market environment, translation into accounting numbers through reduced-form ratio analysis, standardisation utilising opportunity cost to enable inter-firm comparison.

Research Assignment: performance assessment and report on a major financial institution using the above model.

Prescribed Texts: To be advised.

**GBU8047 International Banking and Finance**

**Unit Adviser:** To be advised.

**First Semester:** 4 hours per week - unit value of 1.0 - distance education.

**Prerequisite:** Graduate Certificate of Business (Banking)

**Unit Outline:** Overview of World Financial System: historical evolution and causes, the emergence and role of Euro-markets, trade and capital flows in the context of global mobilisation and allocation of world resources, the world debt crisis and its implications for the global banking system.

Foreign Exchange Markets: structure of foreign exchange markets, agency arrangements and settlement procedures, spot and forward exchange rates and exchange rate forecasting, price versus volume quotes, cross rates and matrix consistency through arbitrage, buying/selling margins and method of quotation.

Currency Risk Management: forward, hedge and futures markets in foreign currencies, hedging using commodity futures, swaps, options, forward contracts, long term hedging for capital flows, short term hedging for trade flows.

Trade Finance: sources and techniques of finance for exports and imports.

Off-Shore Borrowing and Lending: international borrowing and lending criteria, global asset/liability management, the Euro-Australian currency and bond markets, borrowing and lending techniques, securitisation and other synthetic products.

Country Risk Analysis: IMF, Economist Economic Intelligence Unit, OECD, World Bank, Moody, Standard and Poor reports - assessment, interpretation and analysis, Sovereign risk, political risk, industry risk and company risk, trade figures and economic growth patterns, border taxes and trade agreements, accumulating debt analysis.

Prescribed Texts: To be advised.

**GBU8048 Design and Marketing of Financial Services**

**Unit Adviser:** To be advised.

**First Semester:** 4 hours per week - unit value of 1.0 - distance education.

**Prerequisite:** Graduate Certificate of Business (Banking)

**Unit Outline:** A brief overview of Marketing Concepts and Strategies: marketing's role in society, the economy and the organisation, the marketing concept and marketing strategies, product identification and pricing, market research and the design of effective information storage and feedback systems, identifying client needs versus creation of wants, effective delivery of services.

Legal Aspects: bankers responsibilities in regard to giving financial advice and providing financial services under various state, national and international statutes and legislation (use of case studies and practical examples).

Special Features of Bank Corporate Strategy: the need to eliminate implicit interest in finance margins and cost financial services on a fee-for-service basis, definition and identification of financial services not strictly associated with funds intermediation - their costing and pricing (use of case studies and practical examples), the pricing of differentiated lending and borrowing packages, matching new product development with Corporate Purpose.

Market Research: identification of latest technological development and innovation which can be adapted to meet clients needs, identification of market needs based on rigorous profit-potential analysis, the need for simplicity in use of product design, awareness of the role of legislative amendment in opening up opportunities for new product design (eg Foreign Currency accounts for retail clients.), strategies for eliminating unprofitable but "popular" financial services (eg rationalisation of existing branch and agency networks.)

Product Delivery: delivering the product to the client and creating market awareness at the coalface, promoting the product to staff by sound communication, training and generation of product acceptance.

Prescribed Texts: To be advised.

**GBU8049 Corporate Strategy for Financial Institutions**

**Unit Adviser:** To be advised.

**Second Semester:** 4 hours per week - unit value of 1.0 - distance education.

**Prerequisite:** Graduate Certificate of Business (Banking)

**Unit Outline:** Corporate Goals of the Financial Institution: identification and definition of goals in terms of clear mission statement, management objectives, shareholders objectives, resolution of conflict in objectives, need for consensus in mission statement.
Open Systems Environment: review of operating environment, anticipation of domestic and international change in finance markets, technology, consumer trends, competitors' strategies, national and international legislation impacting on finance markets, national and international economic trends, changing trade relations and global monetary arrangements, political allegiances, product innovation in financial instruments.

Corporate Strategy: design, testing for compatibility with Goals of Financial Institution, establishing feasibility of implementation, cost-benefit analysis of implementation, testing of "robustness" of strategy in the face of unanticipated events.

The Economics of Financial Institutions: economics of scale and scope, cost structures, effect of branch networks, financial supermarkets versus niche banking, multinational versus national versus state markets, wholesale versus retail banking, volume versus margins.

Foreign Operations: overseas branching versus overseas entity establishment versus acquisition of existent entity, cost-benefit analysis of alternatives, foreign versus domestic borrowing and lending, financial intermediation versus financial brokerage, raising capital funding requirements off-shore versus on-shore funding, decisions on capital instruments to be used.

Balance Sheet Strategy: lending diversification and lending direction, exposure concentration, doubtful debt provision formulae, return on portfolio, cost of funds, targeting sources, measuring performance in return on assets and cost of funds.

Return on Asset Analysis:

<table>
<thead>
<tr>
<th>Average Return on Assets</th>
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</thead>
<tbody>
<tr>
<td>(-) Average Cost of Funds</td>
</tr>
<tr>
<td>= Gross Spread</td>
</tr>
<tr>
<td>Gross Operating Expenses</td>
</tr>
<tr>
<td>(-) Fee &amp; Non Interest Income</td>
</tr>
<tr>
<td>= Net Operating Expenses</td>
</tr>
<tr>
<td>(+) Profit</td>
</tr>
<tr>
<td>= Gross Spread</td>
</tr>
</tbody>
</table>

Comparative return on asset analysis with other financial institutions and with internal cost targets.

Prescribed Texts: To be advised.

GBU8050 Treasury Management for Financial Institutions (GK)

Unit Adviser: To be advised.

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Graduate Certificate of Business (Banking)

Unit Outline: Risks Facing a Financial Institution: Foreign exchange exposure, credit risk, liquidity risk, interest rate risk, overall risk, offsetting risk.

- The Role and Objectives of a Corporate Treasury: measuring performance, funds utilisation, risk management, capital budgeting.
- Corporate Treasury Management Strategy: formulation, implementation, internal audit and control.

Liquidity and Cash Management: systems and internal controls.

Instruments for Managing Corporate Risk: forward markets, futures (commodities, money and foreign exchange), swaps, options, caps, collars, floors.

Techniques for Measuring Corporate Exposure to Risk: gap and duration analysis, delinquency analysis techniques, global simulation models, software packages available.

Managing Multinational Firms: overseas financing, international cash management, country risk, international cost of capital, natural hedging techniques, diversification of international risk.

Prescribed Texts: To be advised.

GBU8051 Women in the Workforce (GB)

Unit Adviser: Ms C. Axton

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: The unit focuses on the broadly based issues relating to women in the workforce and sets a sound basis for the more practical aspects of human resource management.

This unit looks at the major factors that have affected the development of women in the workplace and examines these factors in the light of present day business practice.

Major areas to be studied are:
- Historical perspectives relating to the role of women in the workplace, including, sex & gender stereotyping, labour market & management characteristics.
- Reviewing demographic data to establish world trends and to develop a picture of Australian industry in relation to women.
- Examination of organisations cultures structures and policies in relation to women's promotion, training and development.

An understanding of the major aspects of EEO, affirmative action, legislation and guidelines.

Review a range of management styles and consider how these relate to women in employment.

Review the role of technology in women's employment.

Consider the future trends of employment, corporate values, development, resource availability, flexibility etc and how these factors impact on women in the workplace.

Prescribed Texts: To be advised.

GBU8052 Women as Managers (GB)

Unit Adviser: Ms C. Axton

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU8051

6/45 School of Business
Unit Outline: This unit has a much greater strategic focus than GBU8051. It examines the options available to increase the opportunities for women to reach senior levels of management and compares these to strategies already in place in industry.

Major areas to be studied are:

- Examination of State, National and International industry attempts to develop corporate cultures that positively develop women managers.
- Review the strategies used to remove the barriers and look at the implementation of successful EEO/Affirmative Action programs.
- Issues of career development for women, specific skills training and job design.
- Review the roles of current and future women managers, role models and managerial philosophies for developing a personal style.
- Examine appropriate models for structural change.
- Areas to be reviewed for example are paths of promotion, office layout, job design, formal and informal networks, etc.
- Evaluate personnel practices that may be of major importance to the success of women as managers - for example: child care, elderly care, part-time work, work from home, paternity leave, remuneration in dollars or services, etc.
- Consider the future trends for women at senior levels of management and develop a model for managing diversity.

Prescribed Texts: To be advised.

GBU8053 Tourism Projects (Evaluation and Proposals)

(Unit Adviser: To be advised.)

First and Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GBU8031

Aims: This unit is designed to acquaint students with the various techniques, both manual and automated, for evaluating tourism business propositions and to instil principles and methodologies which lead to professional report preparation and presentation.

Unit Outline: This unit is intended to equip students with the skills and techniques to analyse and to plan strategically for tourism enterprises. Emphasis will be given to the evaluation and proposal of tourism project feasibility.

Prescribed Texts: To be advised.
The Course

Course Code: DE

There will be no further intake into this course after 1991.

The Diploma of Tertiary Studies is a vocationally oriented course involving a combination of academic studies and supervised work experience. The duration of the course (including work experience) is three years full-time, or the equivalent part-time, study.

The course is much broader in scope than most degree or diploma courses. At the first level of study students will undertake units in Science/Technology, Business, English, Computing and Mathematics. In later years students will specialise in one of the following areas:

- Business
- Community Services
- Science/Technology

The second and third levels of study will also involve the student in supervised employment. The University College will assist students in finding suitable employment. As a general rule students will work part-time and study part-time during the second and third years of the course. In some cases students may, if they wish, complete the academic requirements of the course in two years and then spend the third year in full-time employment.

Students undertaking the Diploma of Tertiary Studies may at any stage apply for transfer to other degree or diploma courses offered by the University College, e.g. Bachelor of Arts, Bachelor of Business, Bachelor of Applied Science, Bachelor of Engineering. Maximum possible credit, consistent with the course being applied for, will be given for studies completed in the Diploma of Tertiary Studies. This course will therefore be of interest to students who have not decided what their ultimate study goals are, or who have been unable to gain admission directly to the course of their choice.

Entry Requirements

Victorian Certificate of Education or a TAFE Certificate. There are no prerequisite subjects although study of mathematics at Year 11 level is desirable. Mature age entry and special entry provisions apply.

Credit for Previous Tertiary Study

Credit/Exemption will be considered for previous study at tertiary level. Any such credit will be limited to a maximum of seven (7) semester units.

Course Structure

Level One
GAS1080 Physical Science
GAS1331 Introduction to Technological Development
GAS1851 Computers in Business
GBU1001 Introductory Accounting A
GBU1301 Introduction to Management
GSC1401 Introduction to English
GSC1502 Australian Politics
one of
GAS1601 Basic Mathematics
GAS1611 Calculus
GAS1752 Quantitative Methods 1D

Level Two
Common to all Strands:
GAS2851 Programming for Business Applications

Business Strand:
GBU1002 Introductory Accounting B
GBU1201 Introduction to Business Law
GBU1302 Management Theory and Functions

Community Services Strand:
Any three units chosen from
GSC1101 Introduction to Psychology A
GSC1102 Introduction to Psychology B
GSC1201 Introduction to Sociology A
GSC1202 Introduction to Sociology B
GSC1301 Welfare Issues

Science/Technology Strand:
GAS1611 Calculus, or
GAS1832 Computer Programming 1A, and
GAS1631 Probability and Statistics
GAS2332 Working with Systems 1
GEG1812 Understanding Materials
GEG2452 Working With Systems 2
GEG2812 Understanding Materials

Level Three
Business Strand:
GBU1101 Introduction to Economics
GBU1202 Contract Law

Community Services Strand:
Any two units chosen from
GBU7013 Health Administration
GSC1302 Welfare Services and Administration
GSC1402 Media Studies

Science/Technology Strand:
GAS1030 Science and Society
GEG3664 Design

Supervised employment to be taken in conjunction with second and third level studies is the equivalent of 10 semester units of study.
## Unit Outlines

For details of each unit consult the appropriate section of the Handbook as follows:

### Applied Science
- GAS1030 Science and Society
- GAS1080 Physical Science
- GAS1131 Introduction to Technological Development
- GAS2332 Working With Systems 1
- GAS1601 Basic Mathematics
- GAS1611 Calculus
- GAS1631 Probability and Statistics
- GAS1752 Quantitative Methods 1D
- GAS1832 Computer Programming 1A
- GAS1851 Computers in Business
- GAS2851 Programming for Business Applications

### Business
- GBU1001 Introductory Accounting A
- GBU1002 Introductory Accounting B
- GBU1101 Introduction to Economics
- GBU1201 Introduction to Business Law
- GBU1202 Contract Law
- GBU1301 Introduction to Management
- GBU1302 Management Theory and Functions
- GBU7013 Health Administration

### Engineering
- GEG1812 Understanding Materials
- GEG2452 Working With Systems 2
- GEG2812 Understanding Materials
- GEG3664 Design

### Social Sciences
- GSC1101 Introduction to Psychology A
- GSC1102 Introduction to Psychology B
- GSC1201 Introduction to Sociology A
- GSC1202 Introduction to Sociology B
- GSC1301 Welfare Issues
- GSC1302 Welfare Services and Administration
- GSC1401 Introduction to English
- GSC1402 Media Studies
- GSC1502 Australian Politics

For further information on this course consult the course co-ordinator, Mr Peter Hoefer.
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Bachelor of Education (Primary) 8/7
Bachelor of Education (Secondary) 8/7
Bachelor of Education (Secondary) - upgrading 8/9
Bachelor of Education (School Librarianship) 8/9

Graduate Studies

Graduate Diploma of Education (Computers in Education) 8/11
Graduate Diploma of Education (Secondary) 8/11
Graduate Diploma of Education (School Librarianship) 8/12
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School Information

Officers of the school

Head
Professor L.G. Cairns

Executive Assistant
Ms P. Gallop

Administrative Officer (School Experience)
Mrs G. Fitzclarencce

Heads of Divisions

Teaching and Curriculum Studies
Associate Professor J. Hallein

Professional Development
Mr J. Cartledge

Research
Dr D. Harvey

Courses offered

The School of Education offers the following awards:

- Diploma of Teaching (Primary) - A three year full-time diploma for initial professional education of primary teachers. Available by on-campus study only.*

- Bachelor of Education (Primary) - A four year degree for primary teachers which involves distance education study beyond completion of the three year Diploma of Teaching and professional experience. *

- Bachelor of Education (Secondary) - A four year full-time degree for the initial professional education of post-primary teachers; or equivalent part-time/distance education course for teachers wishing to upgrade qualifications.

- Bachelor of Education (School Librarianship) - A four year degree for teachers which involves distance education study beyond initial professional qualification and experience.

- Graduate Diploma of Education (Computers in Education) - A diploma equivalent to one year full-time offered by distance education only for qualified teachers practising at the primary or junior post-primary level.

- Graduate Diploma of Education (Secondary) - A one year full-time or equivalent distance education diploma for prospective secondary/post primary teachers.

- Graduate Diploma of Education (School Librarianship) - A diploma equivalent to one year full-time offered by distance education only for qualified teachers.

- Graduate Diploma of Education (Professional Development Studies) - A diploma equivalent to one year full-time offered by distance education only.

- Graduate Certificate of Education (Professional Development Studies) - A certificate equivalent to 0.5 year full-time offered by distance education only.

- Master of Education - Research Masters Degree.

* It is planned to replace the Diploma of Teaching/Bachelor of Education sequence with a four year full-time Bachelor of Teaching/Bachelor of Education double degree program by 1993. Students who enrol in the Diploma of Teaching in 1992 will be able to transfer to the Bachelor of Teaching in 1993 with full credit.
General information

The School of Education

The School of Education offers a range of courses across the many sub-disciplines of study in education. These include courses leading to teaching qualifications for Primary, Secondary and School Librarianship. Professional development and up-grading courses with specialisations in computers in education and school librarianship are also offered.

The School also offers professional development courses which enable training personnel, nurse educators, and others involved in educational roles in our society to complete appropriate study.

Courses are offered on-campus at Churchill and through distance education, Australia wide.

Credits and Exemptions Policy

(a) Credits and exemptions may be granted in respect of successfully completed tertiary level studies which are adjudged to be the equivalent to, or a satisfactory alternative to studies in the relevant University College course, with particular reference to the ratio of professional education studies to other studies.

(b) Candidates are required to make formal application for credits and/or exemptions, supported by certified and detailed documentation relating to previous academic studies and teaching experience.

(c) Credits and exemptions are not given automatically. Each application is assessed on its merits according to the relevance and recency of previous study and practical experience.

(d) Credits and exemptions are recommended for ratification by the Board of Studies in Education.

Presentation of Work for Assessment

All work presented for assessment must be of good academic quality, including sound English expression. Written work must be clearly legible and all references used must be acknowledged in the list of references and bibliography. Late work, without prior permission, may not be assessed towards the result in the particular unit. Details of workload and assessment will be given as soon as possible after enrolment.

Students in the School of Education are required to observe School of Education Assessment regulations as approved by the Board of Studies in Education which complement University College regulations. A copy of the regulations is available in the library.

Supervised School Experience

The calendar of school placement times for supervised school experience is indicated on the Calendar for 1992 printed in this Handbook.

During these periods of time, it is possible that some students will be absent from formally scheduled general studies units. Academic Staff have been requested by the Academic Board, to indicate in their study materials the specific way in which the problem of absence from classes will be dealt with.

Students are requested to consult with academic staff regarding their study in a particular unit of work, to inform the academic staff member(s) about their practice-teaching sessions and ensure that satisfactory study arrangements are made in relation to any periods of absence from classes.

Structure of courses

Diploma of Teaching (Primary) and Bachelor of Education (Secondary) courses contain three inter-related components:

Professional Studies provide the basis of students' understanding of children, learning, teaching, the nature of education and its relationship to society. Emphasis is placed on skills in curriculum design, implementation and evaluation.

School experience provides the student with carefully guided contact with children in schools and increasing responsibility in the classroom. Students are encouraged to involve themselves in the wider contexts of educational situations. School experience is related to the Professional Studies units.

General Studies are intended to extend the education of students and to give them deeper understanding of the subjects which they are studying with a view to becoming teachers of these subjects in schools, e.g. Mathematics, Science, English, Creative Arts. Diploma of Teaching (Primary) students also complete Foundation Studies units directly related to the subjects presently taught in Primary schools.

The Graduate Diploma of Education (Secondary) contains only Professional Studies and forty-five days of supervised school experience.

The two courses in School Librarianship - the Graduate Diploma of Education (School Librarianship) and the Bachelor of Education (School Librarianship) - contain Professional Studies and/or General Studies units, School Librarianship units and twenty days of school experience and field work.

The Graduate Diploma of Education (Computers in Education) contains eight specific units.
Primary teaching courses

Course Coordinator: Mr J. Pearson

Preparation for teaching at the Primary level of schooling is completed by taking the Diploma of Teaching (Primary)/Bachelor of Education (Primary) qualifications.

Secondary teaching courses

Course Coordinator: Dr T. Taylor

The School of Education offers two courses for those wishing to prepare to teach at the Secondary level of schooling. The courses are the Graduate Diploma of Education (Secondary) and the Bachelor of Education (Secondary).

School librarianship courses

(distance education only)

The School of Education offers two courses in school librarianship - Bachelor of Education (School Librarianship) and Graduate Diploma of Education (School Librarianship). Both courses have been accredited by the Australian Library and Information Association.

Please note that all School Librarianship students should attend a two-day workshop (Saturday/Sunday) at the second weekend of each semester. Failure to complete this workshop may lead to the necessity to undertake additional assessment in order to complete the course.
Diploma of Teaching (Primary)

Course Code: DT
Student Adviser: Mr J. Pearson

The Course

The Diploma of Teaching (Primary) is a three year full-time or equivalent part-time course providing initial preparation for primary teaching.

Course Structure

Seven General Studies units will be chosen from: English, Mathematics, Politics, History, Psychology, Science, Sociology, Visual Arts or other subjects approved for degree purposes. Unit GEC2205 Drama in Performance may be taken as a general studies unit at second or third level, and be credited towards studies in the English subject area. Unit GEC1135 Investigating the Physical Environment is compulsory at the first year level. It is credited as a Science study for the Diploma. Studies in Education (eight units), Curriculum and Teaching Studies (eight units) and one hundred days of supervised school experience must also be completed.

The course structure is represented diagrammatically on the following page.

General Studies Units

The following list indicates some of the units first year students may choose from:

- English - GSC1401 (Semester One), GSC1402 (Semester Two)
- Mathematics - refer to the Applied Science section
- Psychology - GSC1101 (Semester One), GSC1102 (Semester Two)
- Science - refer to the Applied Science section
- Sociology - GSC1201 (Semester One), GSC1202 (Semester Two)
- Visual Arts - GVA1001 or GVA1551 (Semester One), GVA1552 (Semester Two)
- History/Politics - GSC1501 (Semester One), GSC1502 (Semester Two)
# Primary Teaching Courses

## Diploma of Teaching

### Year 1

**Student Adviser:**
Ms J. Rosewarne

You must take:
- GEC1011 Teaching Studies I (.5) (full year)
- GEC1131 Foundation Studies: Maths (.5) (Sem 1)
- GEC1132 Foundation Studies: Lang. & Comm. (full year)
- GEC1135 Investigating the Physical Environment (Sem 2)

*Plus:* Five General Studies units of your choice *

### Year 2

**Student Adviser:**
Mr A. Box

You must take:
- GEC2011 Teaching Studies II (.5) (full year)
- GEC2131 Curriculum Studies: Mathematics (.5) (Sem 1)
- GEC2132 Curriculum Studies: Language Arts (full year)
- GEC1133 Foundation Studies (Creative Arts) (full year)
- GEC2135 Curriculum Studies: Science (full year)
- GEC2013 Human Growth & Development (full year)
- GEC2015 Learning and Individual Differences (full year)

*Plus:* Two General Studies units of your choice *

### Year 3

**Student Adviser:**
Ms J. Southcott

You must take:
- GEC3011 Teaching Studies III (full year)
- GEC3020 Curriculum Studies: Social Studies (full year)
- GEC2133 Curriculum Studies: Creative Arts I (full year)
- GEC3001 Curriculum Development (full year)
- GEC3311 Basic Issues (full year)
- GEC3133 Curriculum Studies: Creative Arts II (full year)
- GEC3131 Curriculum Studies: Mathematics II (full year)
- GEC3122 Curriculum Studies: Language Arts II (Sem 2)

### Bachelor of Education (Primary)

**Year 4**
(usually over 2 years by Dist. Ed)

You may choose 8 units
(six must be from the GEC4400 level units as available)

<table>
<thead>
<tr>
<th>First year part-time</th>
<th>Second year part-time</th>
</tr>
</thead>
</table>

*NOTE:* General Studies units must include at least 2 and not more than 4 different subject areas with 4 units from one field.

8/6 School of Education
Bachelor of Education (Primary)

Course Code: BP
Student Adviser: Ms E. Pascoe

Course Structure

After completion of a three-year Diploma of Teaching and normally after some teaching experience students may take eight distance education units to qualify for a Bachelor of Education (Primary). These eight units must consist of at least six Professional Studies units selected from the list below. The remaining two units may be:

(a) A further two Professional Studies units; or
(b) two General Studies units; or
(c) one Professional Studies unit and one General Studies unit.

General Studies units are units offered by Schools other than the School of Education. Students usually complete the eight distance education units over two years of study.

Professional Studies units

Semester One
GEC4421 Literature in Education
GEC4422 Educational Psychology +
GEC4424 Curriculum Studies: Philosophy in Schools (P-10)
GEC4428 Curriculum Studies: Assessing Children’s Literacy Development
GEC4437 Measurement and Evaluation
GED4465 Curriculum Studies: Advanced Teaching Studies: Music (Primary)
GEC4467 Curriculum Studies: Advanced Teaching Studies: Drama (P-12)+
GEC4468 Clinical Supervision (Professional Development and Support)
GEC4470 Research in Education
GEC4475 Multicultural Education

Semester Two
GEC4426 Curriculum Theory and Evaluation
GEC4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
GEC4429 Curriculum Studies: Children’s Literature in the Primary and Secondary School +
GEC4430 Curriculum Studies: Children’s Literature in the Primary and Secondary School (Australian)
GEC4436 History of Education
GEC4438 Language and Learning
GEC4455 The School Administrator+
GEC4456 Psychology and Evaluation of the Atypical
GEC4457 Alternatives in Education
GEC4458 Computers in Education
GEC4469 Curriculum Studies: Advanced Teaching Studies: Physical Education (P-12)+
GEC4471 Education Research Project

Notes:
1. All units are offered subject to staff availability and student demand.
2. Students enrolling in GEC4470 must have completed four B.Ed(Primary) units.
3. Students enrolling in GEC4471 must have completed GEC4470.

Bachelor of Education (Secondary)

Course Code: BC
Student Adviser: Mr P. Edwards

The Course

The pre-service Bachelor of Education (Secondary) is a four year full-time concurrent course for the preparation of secondary teachers, company trainers and, depending on major studies chosen, other professions requiring an academic background in the sciences, humanities or business studies.

The degree comprises 30 units. Eight of these are professional units, twenty-two are general studies units approved for degree purposes.

Candidates for this degree may study full-time or by distance education.

Majors and Sub-majors Available

A major consists of a minimum of 8 units in one subject area; a sub-major comprises a minimum of 6 units in one subject area. All students complete an 8 unit major in education composed of:

GEC1011 Teaching Studies I (0.5 unit)
GEC2011 Teaching Studies II (0.5 unit)
GEC2013 Human Growth and Development
GEC2015 Learning and Individual Differences
GEC3301 Curriculum Development
GEC3303 Philosophical Foundations of Education
GEC3311 Basic Issues
GEC4003 School Experience (no unit value)

plus 2 teaching method units.

The selection of 22 general studies units must include at least 2 and not more than 5 subject areas. Students must complete either (i) 2 majors, and 6 other units or (ii) 1 major, 2 sub-majors and 2 other units.

In the case of studying a major a maximum of 4 units at first year level are permitted. A minimum of 2 third year level units must be passed. In the case of a sub-major a maximum of 2 first year level units are permitted. A minimum of 2 third year level units are required.
However, all students should plan the details of their course structure with the Student Adviser.

Students may select general studies units (subject to course eligibility) offered by the Schools of Social Science, Applied Science, Business and Visual Arts. Majors and sub-majors may be selected from different schools provided:

(a) at least 2 and not more than 5 subject areas are studied,

(b) students complete either (i) 2 X 8 unit majors (and any 6 other units) or (ii) 1 X 8 unit major, 2 X 6 unit sub-majors (and any 2 other units).

Subject Areas Offered by Other Schools

1 School of Social Sciences

- English
- History and Politics
- Sociology
- Psychology

Majors and sub-majors are available in all of these subjects. History and Politics can be combined with Sociology to make up a social science major. Psychology should not be taken beyond the sub-major without prior permission from the Course Adviser.

2 School of Applied Science

- Physics
- Chemistry
- Biology
- Maths: pure, applied and statistics
- Computing
- Operations research and information management

Majors and sub-majors are available in all of these subjects. In all cases, if a sub-major is elected, 1 subject only may be studied. If a major of 8 or more units is studied a combination of 2 out of the 3 in Group 1 is allowable and a similar combination permitted for Group 2. Students considering a sub-major in mathematics are advised to follow the study plan set out under the section on the multi-disciplinary Bachelor of Applied Science. A double major in 3 subjects from either group is permitted subject to Student Adviser approval.

3 School of Business

- Accounting
- Law
- Economics
- Marketing
- Management
- Tourism Management

Majors and sub-majors are available in Economics and Accounting. Sub-majors are available in Law, Marketing, Management and Tourism Management. If a sub-major is elected, one subject only may be studied for that sub-major. If a major is elected then a combination of 2 subjects is permissible. A double major of 3 subjects may be studied subject to Student Adviser approval.

4 School of Visual Arts

- Foundation Studies in 2D and 3D
- Studios in: Painting
  - Printmaking
  - Ceramics
  - Sculpture
- History and Theory of Art

Majors are available in all studios after completion of Foundation Studies. A sub-major in History and Theory of Art can be studied independently of Foundation Studies and Studios (but will not be accepted as a teaching subject by the Victorian Ministry of Education). With the exception of History and Theory of Art units all other studies in visual arts require the approval of the Student/Course Advisers for both the School of Visual Arts and the Bachelor of Education (Secondary). Initial requests should be lodged with the Bachelor of Education (Secondary) Student Adviser.

In all cases, students are responsible for ensuring that they have the required pre and/or corequisites for the units they propose to study. This is a particularly important matter when it comes to choosing upper level units.

Students may be able to count certain studies from other campuses of Monash University as well as other universities towards their Bachelor of Education (Secondary), eg. studies in classical and modern languages, philosophy, geography, etc. Advice on how to proceed on this is available from the Student Administration Office and Student Adviser.

Course Structure

First Year

8 general studies units

Second Year

GEC1011 Teaching Studies I (unit value 0.5) including 20 days School Experience (full year)
GEC2013 Human Growth and Development (1.0 unit value; full year)
GEC2015 Learning and Individual Differences (1.0 unit value; full year)

5 general studies units (by the end of second year students must have completed at least 4 units in two approved teaching subjects).

Third Year

GEC2011 Teaching Studies II: (unit value 0.5) including 40 days School Experience (Full Year)
Curriculum Studies: Method I (1.0 unit value; full year) 6 general studies units

8/8 School of Education
Fourth Year
GEC4003 School Experience 40 days (0.0 unit value; full year)
GEC3301 Curriculum Development (1.0 unit value; full year)
GEC3303 Philosophical Foundations of Education (1.0 unit value; full year)
GEC3311 Basic Issues (1.0 unit value; full year)
Curriculum Studies: Method 2 (1.0 unit value; full year)
3 general studies units

Curriculum Studies:
Teaching Methods
GEC6321 Curriculum Studies: Social Studies Secondary I
GEC6322 Curriculum Studies: Social Studies Secondary II
GEC6341 Curriculum Studies: Creative Arts Secondary I
GEC6342 Curriculum Studies: Creative Arts Secondary II
GEC6351 Curriculum Studies: Mathematics Secondary I
GEC6352 Curriculum Studies: Mathematics Secondary II
GEC6361 Curriculum Studies: Science/Technology Secondary I
GEC6362 Curriculum Studies: Science/Technology Secondary II
GEC6371 Curriculum Studies: English Secondary I
GEC6372 Curriculum Studies: English Secondary II

Bachelor of Education (Secondary) - Upgrading

Course Code: BC

The Course

Persons who have a teaching qualification may upgrade this to a Bachelor of Education which is a four year, fully recognised award. Candidates who are less than four year trained (e.g. two year certificate or three year diploma holders) who enrol in this course should apply for some credit and/or exemption on the basis of previous successful tertiary studies. Depending on whatever credit/exemption the Board of Studies in Education allows, candidates are then prescribed a course which is consistent with the accredited degree regulations and Teacher Registration in Victoria.

Persons who hold at least a recognised three year degree or diploma in disciplines other than education and a Graduate Diploma in Education (or equivalent) may enrol in the Bachelor of Education (Secondary). This is of advantage to those who wish to update their professional qualification or use the Bachelor of Education as preliminary study towards a Masters degree. Candidates in this category complete eight of the following units:

Professional Studies units
Semester One
GEC4421 Literature in Education
GEC4422 Educational Psychology +
GEC4424 Curriculum Studies: Philosophy in Schools (P-10)
GEC4428 Curriculum Studies: Assessing Children’s Literacy Development
GEC4437 Measurement and Evaluation
GEC4467 Curriculum Studies: Advanced Teaching Studies: Drama (P-12)+
GEC4468 Clinical Supervision (Professional Development and Support)
GEC4470 Research in Education
GEC4475 Multicultural Education

Semester Two
GEC4426 Curriculum Theory and Evaluation
GEC4429 Curriculum Studies: Children’s Literature in the Primary and Secondary School+
GEC4430 Curriculum Studies: Children’s Literature in the Primary and Secondary School (Australian)
GEC4436 History of Education
GEC4438 Language and Learning
GEC4455 The School Administrator +
GEC4456 Psychology and Evaluation of the Atypical
GEC4457 Alternatives in Education
GEC4458 Computers in Education
GEC4469 Curriculum Studies: Advanced Teaching Studies: Physical Education (P-12)+
GEC4471 Education Research Project

Notes:
1. All units are offered subject to staff availability and student demand.
2. Students enrolling in GEC4470 must have completed four B.Ed(Secondary) units.
3. Students enrolling in GEC4471 must have completed GEC4470.


Bachelor of Education (School Librarianship)

Course Code: BL

Student Adviser: Mr L. Yee

The Course

The Bachelor of Education (School Librarianship) caters for two major categories of students: qualified and experienced teachers wishing to become librarians, and classroom teachers wishing to upgrade or to obtain a further qualification. A Diploma of Teaching or its equivalent is required for entry. The course has been accredited by the Australian Library and Information
Course Structure

Students are required to complete the following units:

- GEC7220 Foundations of School Librarianship
- GEC7230 Administration and Organisation of the Resource Centre
- GEC7240 Curriculum Planning and Resources
- GEC7250 Information Needs and Users
- GEC7260 Organisation of Information
- GEC7270 Computer Supported Information Services
- GEC7280 School Librarianship Professional Development (0.5)
- GEC7290 School Librarianship Practicum (0.5)

Plus two Education units:
- GEC4421 Literature in Education
- GEC4438 Language and Learning

The normal pattern of progression in the course is as follows:

**Year One**
- **Semester One**
  - GEC4421 Literature in Education
  - GEC7220 Foundations of School Librarianship
- **Semester Two**
  - GEC7230 Administration and Organisation of the Resource Centre
  - GEC7240 Curriculum Planning and Resources
- **Full Year**
  - GEC7280 School Librarianship Professional Development

**Year Two**
- **Semester One**
  - GEC7250 Information Needs and Users
  - GEC7260 Organisation of Information
- **Semester Two**
  - GEC4438 Language and Learning
  - GEC7270 Computer Supported Information Services
- **Full Year**
  - GEC7290 School Librarianship Practicum

Students will be required to undertake ten different professional activities (unit GEC7280) and twenty days of supervised practical experience (unit GEC7290) in a school library staffed by a trained, experienced teacher librarian approved by the University College’s Librarianship staff. Units GEC7280 and GEC7290 are compulsory for all students and no student will be able to complete the qualification without having met the requirements.

Students must negotiate to do their Practicum (unit GEC7290) in an approved school library during one of the School of Education Practice Teaching periods.

Those students requiring other Professional or General Studies units to complete their courses should take these units concurrently with School Librarianship units.
Graduate Diploma of Education (Computers in Education)

Course Code: GC
Student Adviser: Mr J. Richardson

The Course

This course is designed to develop knowledge, skills and uses of computers in education to establish a practising teacher as a proficient user of computers in education and as a leader in the school community for the uses of and the management of computers in education. The course is offered by distance education and initially over a minimum of two years. Prospective students must have access to a microcomputer and should be able to access a modem.

Course Structure

The part-time course consists of the following eight units:

- GEC8611 Microcomputers and the Curriculum
- GEC8612 Introduction to Computing in Schools
- GEC8613 Computer Programming for Education
- GEC8614 Evaluation of Educational Software
- GEC8615 Technology in Society
- GEC8616 Computer use in Educational Management
- GEC8617 Computers in Education Project
- GEC8618 Facilitating Computers in Education

Graduate Diploma of Education (Secondary)

Course Code: GE
Student Adviser: Dr T. Taylor

The Course

The Graduate Diploma of Education (Secondary) is a one year full-time or two year part-time (distance education) course offered to applicants with an approved degree (or equivalent qualification) from a recognised tertiary institution. Entry is competitive and places may be restricted according to quotas.

Course Structure

The course for 1992 consists of 4 units as set out in the accompanying diagram on the following page. Each of these units has a unit credit value of 2.0.

As well as completing the four units students must successfully complete forty-five (45) days of supervised school experience.

Teaching method units are offered in 1992 in five areas:

(a) English and Teaching of English as a Second Language (TESL)
(b) Social Studies
(c) Creative Arts
(d) Science/Technology
(e) Mathematics

Graduate Diploma of Education (Secondary) students require a major of eight units or a sub-major of at least four units as a prerequisite to studying a teaching method area.
Graduate Diploma of Education

Course Structure

Students are required to study the following nine units:

- GEC7210 Language, Literacy and Literature in Education
- GEC7220 Foundations of School Librarianship
- GEC7230 Administration and Organisation of the Resource Centre
- GEC7240 Curriculum Planning and Resources
- GEC7250 Information Needs and Users
- GEC7260 Organisation of Information
- GEC7270 Computer Supported Information Services
- GEC7280 School Librarianship Professional Development (0.5)
- GEC7290 School Librarianship Practicum (05)
- GEC7700 Special Topic in School Librarianship

Students will be required to undertake ten different professional activities (unit GEC7280) and twenty days of supervised practical experience (unit GEC7290) in a school.
library staffed by a trained, experienced teacher librarian approved by the University College's Librarianship staff. Units GEC7280 and GEC7290 are compulsory for all students and no student will be able to complete the qualification without having met the requirements.

Students must negotiate to do their Practicum (unit GEC7290) in an approved school library during one of the School of Education Practice Teaching periods.

Graduate Diploma students may enrol in any of the electives offered by Monash University College Graduate School of Librarianship MA program in place of unit GEC7700 Special Topic in School Librarianship. Monash University Librarianship students may enrol in Graduate Diploma of Education (School Librarianship) units offered by the University College as an elective for the Monash MA program. Interested students should contact Associate Professor Joe Hallein, School Librarianship, Monash University College Gippsland, for details concerning enrolment in Monash University subjects.

The normal pattern of progression in the course is as follows:

**Year One**
- **Semester One**
  - GEC7210 Language, Literacy and Literature in Education
  - GEC7220 Foundations of School Librarianship
- **Semester Two**
  - GEC7230 Administration and Organisation of the Resource Centre
  - GEC7240 Curriculum Planning and Resources
- **Full Year**
  - GEC7280 School Librarianship Professional Development

**Year Two**
- **Semester One**
  - GEC7250 Information Needs and Users
  - GEC7260 Organisation of Information
- **Semester Two**
  - GEC7270 Computer Supported Information Services
  - GEC7700 Special Topic in School Librarianship
- **Full Year**
  - GEC7290 School Librarianship Practicum

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**Graduate Certificate of Education (Professional Development Studies)**

**Graduate Diploma of Education (Professional Development Studies)**

Course Codes: PD and GD

Student Adviser: Dr G. Detrick

**Entry Requirements**

Admission to the courses will be open to applicants who possess a degree or diploma and who are qualified educators or who have suitable acceptable experience in a related field.

**Course Structure**

The qualifications are designed to be very flexible and will permit a wide range of studies and activities in professional development to be drawn together including credit for certain Ministry (or other) inservice programs, classroom research, formal units of study, supervised independent study, and so on, providing that these form a coherent set.

Programs of study are to be developed as contracts approved by the Board of Studies of the School of Education for individuals, or groups: from a school, a network, or area of responsibility across schools, or other organisational unit. Individual students, schools, districts, networks or groups will plan contracts as "study pathways" with the assistance of tutors. The range of study pathways may vary from a type of contract which may be completed through supervised independent study alone; through mixtures of independent study and formal coursework; through independent study or inservice (with a relevant evaluation component), and formal coursework; or through formal coursework only. "Independent study" includes research, innovation and development. It should be noted that professional development pathways may be contracted by educators in industry or professionals other than school teachers.

Study modes will vary according to the needs of program components and may include a variety of forms of distance education; lectures, seminars, workshops or tutorials at a nominated centre; teleconferences or video conferences; residential schools, research and/or development; and direct experience through innovation, for example.

**Length of Courses**

The Graduate Certificate course is equivalent to four units of study and the Graduate Diploma is equivalent to eight units of study.
Master of Education

Course Code: MD

Student Adviser: Dr G. Dettrick

The School offers a masters degree by research. Entry to this course is open to applicants who have obtained a high level of academic achievement (Honours or approximately 80% A or B grades or the equivalent).

The degree may be undertaken on a full-time or part-time basis. The duration of the program will normally be a minimum of twenty-one calendar months of full-time work (or its equivalent of part-time programs).

Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research" available from Student Administration.
## Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system has been introduced within the University College, to commence in 1992. To assist both students and staff with the implementation of the new system, the following is provided:

<table>
<thead>
<tr>
<th>New Number</th>
<th>Unit Title</th>
<th>Former Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEC0801</td>
<td>Master of Education</td>
<td>4801</td>
</tr>
<tr>
<td>GEC1011</td>
<td>Teaching Studies I: (Introduction to Teaching)</td>
<td>4011</td>
</tr>
<tr>
<td>GEC1131</td>
<td>Foundations Studies: Mathematics</td>
<td>4131</td>
</tr>
<tr>
<td>GEC1132</td>
<td>Foundation Studies: Language and Communication</td>
<td>4132</td>
</tr>
<tr>
<td>GEC1133</td>
<td>Foundation Studies: Creative Arts</td>
<td>4133</td>
</tr>
<tr>
<td>GEC1135</td>
<td>Investigating the Physical Environment</td>
<td>4135</td>
</tr>
<tr>
<td>GEC2011</td>
<td>Teaching Studies II: (Skills of Teaching)</td>
<td>4012</td>
</tr>
<tr>
<td>GEC2013</td>
<td>Human Growth and Development</td>
<td>4113</td>
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<td>GEC2015</td>
<td>Learning and Individual Differences</td>
<td>4215</td>
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<td>GEC2131</td>
<td>Curriculum Studies: Mathematics I</td>
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<td>Curriculum Studies: Language Arts Primary I</td>
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<td>Curriculum Studies: Primary Science</td>
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<tr>
<td>GEC2205</td>
<td>Drama in Performance</td>
<td>4205</td>
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**GEC0801 Master of Education (MD)**

Full Year: 16 hours per week - unit value of 4.0 - internal study.

Prerequisite: First Degree

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

**GEC1011 Teaching Studies I: (Introduction to Teaching) (BE DT)**

Full Year: 5 hours per week - includes 15 days (Diploma of Teaching) or 20 days (Bachelor of Education Secondary) of supervised teaching experience in schools - unit value of 0.5 - internal study.

Prerequisite: Nil

Unit Outline: Students will study factors influencing teaching and practical skills required for effective classroom teaching, e.g. questioning skills. Study will include: planning, implementing and evaluating; observations; classroom management; use of instructional media; micro-teaching.

Teaching Methods: Lectures, films, workshops, micro-teaching, fieldwork.

Assessment:
- Class tests (20%)
- School experience tasks (80%)

Participation in various workshops; Satisfactory Supervised School Experience.

Prescribed Text:
GEC1131 Foundation Studies: Mathematics (DT)

First Semester: 2 hours per week - unit value of 0.5 - internal study.

Prerequisite: Nil

Unit Outline: Foundation Studies Mathematics is concerned with the exploration of modern mathematical ideas and historical concepts of mathematics which underlie the mathematics content of the primary school syllabus. This necessitates a deeper and more detailed investigation of mathematical ideas which can be used in an elementary classroom. Attention will also be given to personal mathematic competence, particularly at the primary school level.

Teaching Methods: Workshops, lectures.

Note: Students who require remedial assistance in basic primary mathematics will be required to undertake a self-instructional course of study in semester two under supervision on an individual basis.

Assessment:
- Evaluated Workshops (75%)
- Teaching Tasks (25%)
- Basic Computational Skill Test.

Prescribed Text:
Victoria Education Department, Background in Mathematics. 2nd ed., ACER, 1972.

GEC1132 Foundation Studies: Language Communication (DT)

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

Prerequisite: Nil

Unit Outline: Students will study approaches to language acquisition and development through listening, talking, writing and reading from infancy to Prep level. Students will be expected to extend their own communication skills throughout this unit, especially in the areas of oral communication, writing and reading development at the tertiary level.

Assessment:
- There will be 2 major assignments, each worth 50% of total marks.

Prescribed Texts: To be advised.

GEC1133 Foundation Studies: Creative Arts (DT)

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

Unit Outline: This unit is designed to introduce and develop basic skills in the areas of music, physical education/health and art, and to provide a basis for confident expression through a variety of experiences in all the areas. There will be a $20 levy to cover the cost of additional art material used throughout the Diploma of Teaching. Attendance at a camp will be an integral part of this unit.

Teaching Methods: Lectures, practical sessions and excursions. Camps may be offered in a variety of areas.

Assessment: The assessment is evenly distributed to include practical tests, resource books, group exercises, teaching tasks.

Prescribed Texts:

GEC1135 Investigating the Physical Environment (DT)

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

Prerequisite: Nil

Unit Outline: The program aims to meet the needs of non-science students for a science program in which students structure their own knowledge and understanding of science through a sequence of inquiry based experiences designed to give personal involvement in scientific activities.

Teaching Methods: Laboratory, seminar, and tutorial sessions.

Assessment: Details to be advised.

Prescribed Text: To be advised.

GEC2011 Teaching Studies II: (Skills of Teaching) (BE DT)

Full Year: 9 hours per week - includes 40 days of supervised teaching experience in schools - unit value of 0.5 - internal study.
1.0

GEC1011

Prerequisite: GEC1011

Unit Outline: Topics covered include: teaching skills (questioning, reinforcement, variability, explaining, introduction and closure); classroom management, measurement and evaluation and classroom organisation.

Teaching Methods: Lectures, workshops, micro-teaching, study guides; supervised teaching in schools.

Assessment:
Two school-based assignments (30% each)
Final Examination (40%)

Prescribed Text:

GEC2013 Human Growth and Development (BE BT DT BS)

Full Year: Internal - 2 hours per week, Distance Education - 3 hours at all weekend schools - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: This unit is about human development. Its major focus will be upon childhood and adolescence but will do this within the context of development across the life span. Consideration will be given to the development of the physique, of the intellect, and of language, together with the social and emotional aspects of the individual. Problems in development will also be considered.

Teaching Methods: Lectures, tutorials, discussions.

Assessment:
Two Essays (25% each)
Final Examination (50%)

Prescribed Text:

GEC2015 Learning and Individual Differences (BE BT DT)

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

Prerequisite: Nil

Unit Outline: This unit focuses on Learning Theory, Motivation, Memory, Intelligence and Cognitive Styles in relation to the school student and the education context.

Teaching Methods: Lecture, discussion, tutorials/workshops.

Assessment:
3 Assignments (80%)
1 Formal Examination (20%)

Prescribed Text:

GEC2131 Curriculum Studies: Mathematics I (DT)

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

Prerequisite: GEC1131

Unit Outline: This unit continues to lay the foundation for later work in curriculum studies by exploring further strategies, activities and the study of mathematical concepts essential to the beginning teacher of mathematics. It is structured in such a way as to present material in an on-going creative problem solving form. It will raise broader issues about the nature of mathematics in today’s classrooms.

Teaching Methods: Workshops, lectures.

Assessment:
5 Assignments (75%)
1 Teaching Task (25%)

Prescribed Texts:
*Guidelines in Number*. Levels 1-8, Curriculum Branch, Education Department of Victoria, 1985.

GEC2132 Curriculum Studies: Language Arts Primary I (DT)

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

Prerequisite: GEC1132

Unit Outline: This unit builds on unit GEC1132. Foundation Studies: Language and Communication by moving to explicitly examine classroom curriculum in the Language area. The emphasis is on examining and implementing a "Whole Language" approach to the Primary Language Arts. The course will examine the approach of Frameworks in Victorian schools and will encourage students to critically examine beliefs and practice in teaching the Language Arts in the Primary School.

Teaching Methods: Lectures; practical activities etc.

Assessment: Two (2) school-based tasks; 1 Essay.
Prescribed Texts:

GEC2133 Curriculum Studies: Creative Arts Primary I
(DT)

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

Prerequisite: GEC1133

Unit Outline: This unit is designed to extend the basic skills and confidence in music, physical education/health and explore curriculum issues in art education previously introduced in Unit GEC1133. First Aid Certificate (St Johns) is a part of this unit and involves a levy. Camps may be offered in a variety of areas.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource collections, group exercises, teaching tasks.

Prescribed Texts:
Eisner, E., Educating Artistic Vision. Macmillan, 1982. (Distance Education students only)

GEC2135 Curriculum Studies: Primary Science
(DT)

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

Prerequisite: GEC1011

Unit Outline: The unit considers the rationale, methodology, materials and techniques for the teaching of science in primary schools. Research, curriculum developments, resources, evaluation and inquiries suitable for pupils are treated in detail.

Teaching Methods: Lectures, workshops, seminars and tutorials.

Assessment:
Assignments (70%)
Classwork and Seminars (30%)

Prescribed Text:

Recommended Reading:

GEC2205 Drama in Performance
(BE BT DT)

Second Semester: 4 hours per week - unit value of 1.0 - internal study. (Maximum 25 students). The unit should be counted as a General Studies unit.

Prerequisite: Nil (Cannot be taken in first year of study)

Unit Outline: This unit has been designed to foster a lively interest in the study of drama in performance. Students will examine issues related to drama in performance through the context of the development of Australian drama. The course consists of weekly practical workshop sessions in which students explore techniques for the performance of selected texts. Students will investigate through exercises, improvisation and performance how and why scripts might work in practice. Students will also be introduced to the performance history of important plays.

Teaching Methods: Workshops, seminars and lectures.

Assessment: Written - students will be expected to keep a journal in which they will note details of workshop activities and their reflections upon them (30%); students will present a research project on a topic in Australian drama which will be approved by the unit adviser (30%). Practical - students will be expected to participate in workshops and workshop presentations (as an actor or a technician)(40%).

Prescribed Texts:

8/19 School of Education
GEC3011 Teaching Studies III:  
(Strategy of Teaching)  
(DT)  
Full Year: 9 hours per week - includes 40 days (from 1993, 45 days) of supervised experience in Primary schools - unit value of 1.0 - internal study.  
Prerequisite: GEC2011  
Unit Outline: Students will study and apply various strategies of teaching (e.g. strategies based on exposition, discovery and inquiry models of teaching). Students will also plan, implement and evaluate units of work which integrate various Primary curriculum areas and which foster the development of a creative and reflective approach to teaching.  
Teaching Methods: Workshops, tutorials, lectures, supervised teaching in schools.  
Assessment:  
Two school based assignments (50% each)  
Satisfactory school experience.  
Prescribed Texts:  

GEC3020 Curriculum Studies: Social Studies Primary  
(DT)  
Full Year: 2 hours per week - unit value of 1.0 - internal study.  
Prerequisite: GEC1011  
Unit Outline: This unit familiarises students with current approaches to social studies teaching. Students will be introduced to social studies curricula to use in primary schools, and to the strategies and techniques appropriate for classroom use.  
Teaching Methods: Lectures, workshops and study guides.  
Assessment: 2 Assignments (each worth 50%)  
Prescribed Texts:  

GEC3131 Curriculum Studies: 
Mathematics Primary II  
(DT)  
Full Year: 2 hours per week - unit value of 1.0 - internal study.  
Prerequisite: GEC2131  
Unit Outline: The general aim of this unit is to provide a vocationally and professionally relevant course which produces confident and competent teachers. It is expected that the students will:  
- understand the basic ideas underlying the learning of elementary mathematics;  
- become familiar with the content of the suggested Victorian course of study;  
- demonstrate an understanding of the use of the instructional materials and concrete aids of elementary mathematics;  
- plan, implement and evaluate an instructional sequence.  
Teaching Methods: Workshops, mini lectures.  
Assessment: Internal - evaluated workshops and 3 teaching tasks.  
Prescribed Text:  
Recommended Reading:  

GEC3132 Curriculum Studies: 
Language Arts Primary II  
(DT)  
Second Semester: 4 hours per week - unit value of 1.0 - internal study.  
Prerequisite: GEC2132  
Unit Outline: A continuation and extension of the second year program, with a major focus on curriculum theory and development in Primary Language arts areas, and on literature based curriculum planning in the whole class/whole school program.  
Attention will be given to formal and informal program assessment using a range of dimensions and descriptions, based on developmental progress in language learning. Students will be expected to develop a program of their own, and teach a significant part of it during school experience visits. Students will plan for a wide range of individual differences, taking account of ethnic and linguistic diversity, children with special needs and the gifted child in the general classroom situations. All areas of the language arts curriculum will be included in

8/20 School of Education
Program development, through detailed studies in the areas of children's literature and children's drama.

Assessment: There will be 2 school-based tasks each worth 25% of total marks, and one major Primary language/literature curriculum project worth 50% of total marks.

Prescribed Texts:
Hancock, J. & Hill, S., Literature-Based Reading Programs at Work. Australian Reading Association, Melbourne, 1987.

GEC3133 Curriculum Studies: Creative Arts Primary II
(DT)

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

Unit Outline: This course is designed to introduce students to curriculum structure and teaching techniques in the areas of music, physical education/health and art. The Australian Teacher of Swimming Certificate will be a part of this unit and a levy will apply ($40). First Aid Certificate (St Johns) is a part of this unit and involves a levy. Camps may be offered in a variety of areas.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource book, group exercises, teaching tasks.

Prescribed Texts:

GEC3301 Curriculum Development
(BE DT)

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

Prerequisite: GEC2011 (for Diploma of Teaching or Bachelor of Education)

Unit Outline: The course will focus on the theory and practice of school based curriculum development, including an introduction to curriculum evaluation. Current issues such as innovation in education in Victoria and technology changes and the curriculum will be examined.

Teaching Methods: Lectures and seminars, study guides.

Assessment:
2 Assignments equally weighted (60%)
1 Project (40%)

Prescribed Texts:

GEC3303 Philosophical Foundations of Education
(BE BT)

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

Prerequisite: 3rd year B.Ed.

Unit Outline: In this unit students are asked to question, examine and analyse some of the key, underlying assumptions in education. In this manner students will come to see that, if education is to be a rational activity, then the concepts involved, the arguments for and the justifications of it need to be made explicit and coherent. Among the topics to be studied are: Introduction to philosophical analysis; the concept of man; aims of education; the nature of knowledge; relation of knowledge to schooling and the curriculum; creativity; freedom and authority; teaching and indoctrination.

Teaching Methods: Study guide material, selected readings, self-evaluation exercises, lectures and seminar/tutorial sessions designed to give students practice in thinking philosophically about educational issues.

Assessment:
Exercise on philosophical analysis (10%)
Essay (40%)
Seminar Paper (50%)

Students not wishing to do the Essay and Seminar may request to sit for a 3 hour examination in November.

Prescribed Text:
GEC3311  Basic Issues
(BE DT)

Full Year: 2 hours per week - unit value of 1.0 - internal study.
Prerequisite: 3rd year B.Ed., GEC2011, Dip.T.

Unit Outline: This unit aims to involve students in critically analysing formal education in Australia from a number of perspectives. Topics covered will include an analysis of:

(a) classroom management;
(b) teacher expectations;
(c) classroom knowledge;
(d) styles of teaching;
(e) evaluation of students;
(f) school-community relationships;
(g) teaching as a career.

Teaching Methods: Readings, lectures, tutorials and study guides.

Assessment: 2 Assignments, Class presentation

GEC4003  School Experience
(BC)

Full Year: 9 hours per week or equivalent block session - internal B.Ed. (Secondary) Year 4 students only - includes 40 days of supervised school experience in secondary schools - unit value 0.0 - internal study.
Prerequisite: GEC2011

Unit Outline: 40 days of supervised school experience in secondary schools undertaking teaching practice in two curriculum areas.

Teaching Methods: Conferences with lecturers before, during and after practice.

Assessment: Satisfactory completion of supervised school experience.

Prescribed Texts:

GEC4421  Literature in Education
(BE BT GD PD)

First Semester: 2 hours per weekend school - unit value of 1.0 - distance education.
Prerequisite: Dip.T. or Grad.Dip.Ed.

Objectives: To introduce students to a wide range of literature for children. To introduce students to the body of specialist and critical writing on children's books. To emphasise the importance of literature in the educative process. For students to be made aware of the importance of literature in the personal development of the child.

Content:
From a base of wide reading of children's literature combined with the reading of critical and specialist writing on children's books, students will develop an understanding and knowledge of children's literature with particular reference to children's responses. Emphasis will be placed on the importance of children's literature within the school language program and the role of the school librarian as a co-operating team member in implementing a literature program throughout the school. The sharing of story through storytelling, poetry and serial reading will be featured in the course. Students will examine various genres of children's literature; historical antecedents and initial approaches to writing for children: Adolescent fiction and contemporary children's publishing which focuses on social issues will be discussed and evaluated.

Teaching Methods: Lectures, readings, group discussion and study guides.

Assessment:
Critical evaluation of children's fiction  (30%)
A unit of work  (40%)
Essay  (30%)

Key Texts or References:
A bibliography of selected children's books, including Classics, teenage fiction, poetry, myths and legends is supplied to all students.

GEC4422  Educational Psychology
(not offered in 1992)
(BE BT GD PD)

First Semester: 4 hours at all weekend and vacation schools - unit value of 1.0 - distance education.
Prerequisite: Dip.T. or Grad.Dip.Ed. or permission.

Unit Outline: The unit considers the place of particular psychological theories and research in education and their applications in classrooms. Topics covered will include applications of learning theory, the development of self-concept, and thinking about thinking (metacognition).

Teaching Methods: Readings, lectures and discussions.

Assessment:
Essay  (25%)
Practical Report  (25%)
Examination on prepared topics  (50%)
Prescribed Texts:

**GEC4424 Curriculum Studies: Philosophy in Schools (P-10)**
(BE GD PD)

First Semester: 3 hours per weekend school and 6 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Philosophy as a sub-major in first degree or Philosophy of Education in Diploma of Teaching or Graduate Diploma of Education.

Unit Outline: In this unit importance is attached to philosophy as an activity (not a body of facts). In line with that, our approach to philosophy in schools will be pupil-orientated with the classroom emphasis being on pupil participation in philosophizing. The unit will provide students with methods, strategies and resources for facilitating philosophical development in pupils from grades P-10. It will give students ideas on how to convey simultaneously the excitement of intellectual adventure and logical rigour. Moreover, attention will be given to the way that philosophizing enhances the learners’ understanding across the school curriculum. So, not only will students be introduced to published philosophy curriculum materials but they will also adapt materials from other curriculum areas and make up their own resources. Although there is a place for teaching philosophy through its history, our activity-based approach will orientate us towards problem-solving through themes. Examples of themes are: moral dilemmas, problems of truth in scientific claims, the “real” world and the world we perceive. Beginning with first-order situations, students will develop methods to help pupils explore the second-order disciplines of logic, epistemology, metaphysics and ethics as means of analysing (and sometimes resolving) the topical problems.

Teaching Methods: Study guides, readings, tutorials, workshops and simulation games.

Assessment: 1 Essay on the rationale for philosophy in schools (15%); Development of 1 or 2 curriculum/teaching kits for use in schools (75%).

Prescribed Texts: To be advised.

**GEC4426 Curriculum Theory and Evaluation**
(BT BE GD PD)

Second Semester: 2 hours at weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: Students will study curriculum theory, design and development, particularly as they relate to the school. An examination of curriculum evaluation will form an important part of this course. The unit focuses heavily upon recent changes in education in Victoria.

Teaching Methods: Study guides, lectures, tutorials.

Assessment: One assignment and a major project involving some evaluation.

Prescribed Text:

**GEC4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)**
(BE GD PD)

Second Semester: 2 hours per weekend school and 2 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit centres around a contract task to suit the particular classroom mathematical interest of the students undertaking this unit of study.

The task will be the completion of a project on a mathematics teaching area of the student’s choice:

- based on day to day teaching;
- showing evidence of depth of reading and research;
- allowing children to pursue an active learning approach, based on the use of concrete materials.

Teaching Methods: Workshops, tutorials.

Assessment:
4 Assignments (80%)
Major Research Task (20%)

Prescribed Text:

**GEC4428 Curriculum Studies: Assessing Children’s Literacy Development**
(BE GD PD)

First Semester: 2 hours per weekend school and 3 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: In this unit students will be assisted to recognise and assess characteristics of literacy growth in children to the stage of maturity. A wide range of modern assessment techniques will be discussed across the 4 major dimensions of language-learning, in the context of classroom, whole school and home. Students will develop and apply their own language assessment measures to obtain clear understandings of children’s literacy development in a practical situation. Students will also evaluate the effectiveness of their own measures.
Teaching Methods: Lectures, Seminars and workshops.

Assessment: 2 Essays (each worth 25% of total marks); 1 Major Project (50% of the total mark)

Prescribed Texts:


**GEC4429** Curriculum Studies: Children's Literature in the Primary and Secondary School
(not offered in 1992)
(BE GD PD)

Second Semester: 2 hours per weekend school and 3 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: A study of children's literature in the Primary and Secondary School curriculum with a particular emphasis on using books with children in the home and classroom situations.

Teaching Methods: Lectures, workshops, seminars.

Assessment:
2 Essays
1 Major Curriculum Project

Prescribed Text:

**GEC4430** Curriculum Studies: Children's Literature in the Primary and Secondary School (Australian)
(BE GD PD)

Second Semester: 2 hours per weekend school and 3 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: GEC4421 or GEC4429

Note: Offered in alternate years to 4429.

Unit Outline: Students will study the history and emergence of literature for children in the Australian setting from the earliest period to the present day. There will be a special study of Aboriginal myths and legends and the emergence of modern Aboriginal children's writers. Students will be expected to draw a wide range of Australian children's books and assess child responses to Australian works. A study of Australian radio, TV and film developments in the area of children's literature will

be included in this unit, together with Australian children's poetry and drama, comics and magazines.

Assessment: Three Essays (each worth 20% of total marks) and a Classroom Project (worth 40% of total marks).

Prescribed Texts:

A reading list accompanies this Unit.

**GEC4436** History of Education
(BE GD PD)

Second Semester: 3 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit will deal with the history of childhood from 1300 - present.

Teaching Methods: Lectures and tutorials.

Assessment: Three written assignments. The first two will be worth 30% each and the final assignment 40%.

**GEC4437** Measurement and Evaluation
(BE GD PD)

First Semester: 3 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The course looks at the functions of classroom measurement, objectives and measurements, forms of assessment, test and examination contribution, reliability and validity, standardised tests.

Teaching Methods: Lectures, tutorials and exercises.

Assessment:
2 Practical Assignments
1 Basic Statistical Test

Prescribed Text:
GEC4438  Language and Learning
(BE GD PD)

Second Semester: 2 hours at two weekend schools and teleconference on one weekend - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Aims: To encourage experienced teachers to reflect upon their practice and to examine it in the light of recent language research. To examine the role of spoken and written language in the learning process in primary and secondary schools. To introduce students to descriptive methods for collecting and analysing classroom language. To carry out a study of language and learning in primary and/or secondary schools.

Content: Basic sociolinguistic and psycholinguistic concepts for describing language learning; spoken language; written language and reading; spoken language in the home and classroom; learning to read and write. Emphasis will be placed on recent theory and research in language learning and its application to practice in classrooms.

Teaching Methods: Study guides, lectures and assigned tasks.

Assessment: 3 Written Assignments (of equal value). The assignments will involve students in action research projects in classrooms.

GEC4455  The School Administrator
(not offered in 1992)
(BE GD PD)

Second Semester: 2 hours per weekend school and 4 hours at one vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The unit will emphasise a selection of issues of contemporary interest to Victorian school administrators, using, where available, current policy and administrative documents as source material. School governance, school and system policy-making and decision-making and political influence upon schools and systems will be emphasised.

Assessment: 3 x 1500 word exercise

GEC4456  Psychology and Evaluation of the Atypical
(BE GD PD)

Second Semester: 4 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit considers characteristics of children who in past years have tended to be segregated into special schools. Attention will be paid to psychological variables associated with disability, educational needs, and how help can be offered in regular schools.

Teaching Methods: Readings, lectures and discussion.

Assessment:
- Essay (25%)
- Resource File (25%)
- Examination on prepared topics (50%)

Prescribed Text:

GEC4457  Alternatives in Education
(BE GD PD)

Second Semester: 2 hours per weekend school and 5 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit explores the alternatives in education as accounted for in free schooling, open schooling and deschooling. The main issues are the extent to which the alternatives are rationalized, justifiable and practised. Past students have found the unit useful for mapping alternatives and modifications to existing educational practices, particularly in respect of curriculum design.

Teaching Methods: Study guide materials, films, selected readings, self-evaluation exercises, tutorial/seminar sessions designed to stimulate critical inquiry into educational options.

Assessment:
- 1 Major Essay (60%)
- 1 Seminar Paper (40%)

Prescribed Texts:

GEC4458  Computers in Education
(BE GD PD)

Second Semester: 3 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The effect of teaching about and with computers on the content and processes of learning in schools. Uses of computers in education. Integration of computers into the curricula. Evaluation of software. Information processing, word processing and programming skills needed for use of computers in education. Social and educational implications of computers.
Teaching Methods: Study guides, workshops and practical work at weekend schools.

Assessment:
2 Assignments (each worth 50%)

Prescribed Texts:

GEC4465 Curriculum Studies: Advanced Teaching Studies Music (Primary)
(BE GD PD)

First Semester: 3 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This course centres upon a contract task to suit the particular classroom music situation of the students undertaking this unit. The contract task will be the design, implementation and evaluation of a program of classroom music. The program design will be supported by workshops, consultation, reading and research, and visits to the classroom by the Unit Adviser.

Teaching Methods: Workshops, consultation with Unit Adviser and classroom visits by the Unit Adviser.

Assessment:
2 Assignments
Classroom Project Report (60%)

Prescribed Texts:

GEC4466 Curriculum Studies: Advanced Teaching Studies Music (Lower Secondary)
(not offered in 1992)
(BE GD PD)

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: permission (some music background).

Objectives: This unit has been designed to prepare teachers in the development and teaching of post primary music. Current Education Department curriculum planning directives will be considered. Lectures will be supplemented with practical sessions involving ensemble direction, arranging and basic music form and syntax.

Content: Popular music in the classroom. Modern idioms and their application to the classroom ensemble; Contemporary Methodologies. Improvisatory sound explanation exercise, based on methodologies and approaches developed by Paynter, Self, Wishart, et al.; Music Methodologies: Consideration of the music education heritage of Orff, Kodaly and Dalcroze and the current eclectic music curriculum; Initial teaching of music syntax and form; Music theory in a music environment.

All these areas will be workshopped in a practical performance situation.

Teaching Methods: Lectures, workshops and seminars.

Assessment:
2 Classroom Music Arrangements (50%)
Methodology Research Paper (25%)
Lesson Plan Sequence (25%)

Recommended Reading:
Swanwick, K., A Basis for Music Education. NFER: Great Britain, 1979.
Landis & Carter, The Eclectic Curriculum in American Music Education. MENC, U.S.A.
(Australia bi-yearly).

GEC4467 Curriculum Studies: Advanced Teaching Studies Drama P-12
(not offered in 1992)
(BE GD PD)

First Semester: 4 hours per week equivalent - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit will provide teachers with an opportunity to examine the role of drama in the P-12 curriculum. Students will explore: the theoretical foundations of drama in education; stages of child and adolescent development in drama education; drama as a learning medium within the school curriculum; subject drama in the Post-Primary school curriculum; drama as an art form, as well as curriculum design in drama education (content, implementation and evaluation).

Teaching Methods: Weekend and vacation school workshops, lectures and written study guides.

Assessment: 3 Assignments of equal value.
Prescribed Texts:

Ministry of Education (Schools Division) Vic., *Drama is Real Pretending: An Approach to Drama Curriculum Development*.

**GEC4468 Clinical Supervision (Professional Development & Support)**
(BE GD PD)

First Semester: 3 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Objectives: To familiarise students with the Clinical Supervision Model. To develop students' skills in the various roles of Clinical Supervision. To assist students to apply the Clinical Supervision Model in practice.


Teaching Methods: Readings, video tape and activity based skill workshops, lectures and discussions.

Assessment:
- Role Assignment (10%)
- Essay (40%)
- Application Exercise (50%)

Prescribed Texts:

**GEC4469 Curriculum Studies: Advanced Teaching Studies Physical Education P-12**
(not offered in 1992)
(BE GD PD)

Second Semester: 4 hours per week equivalent - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The unit will involve the design, implementation and evaluation of a teaching unit in Physical Education, from one of the areas listed below.

The development of the unit will be introduced and supported by lectures, covering areas to include Safety and Legal Liability, Project Design, Curriculum Design and Evaluation. Workshops, readings and research, and field visits will enrich this approach. Areas such as fitness, outdoor education, games, gymnastics, dance, swimming, health and athletics will be covered. Students will be expected to choose one area in which to research and develop a detailed program suitable for use in schools. The program will take the form of a project and report, as most students will already be in schools where they can trial their ideas. This program will be the main form of assessment, along with readings from study guides and an essay. Outdoor education would be a key area in this approach. Attendance at a compulsory vacation school camp will be required at some weekend schools.

Field visits would allow the use of such nearby venues as Hazelwood Pondage, Mt. St. Gwinear Snowfields, Woorabinda School Camp, National Parks and schools such as Churchill Post Primary and Primary.

Teaching Methods: Lectures, workshops, consultation with adviser and field visits.

Assessment:
(a) Assignment: 1500 words. To outline the area in which the student intends to pursue this project. To include current trends, considerations and implications for teaching in this area, e.g. gymnastics, (20%).

(b) Study Guide and Course Reader material will be set. Specific 500 word reports will be required on four topics, (20%).

(c) Project Report: This will record in Journal form the development and implementation of a program in the chosen area. In gymnastics it may follow the sequential development of a 10 week teaching unit leading up to a competition. 2000 words plus data, (60%).

Prescribed Text:

**GEC4470 Research in Education**
(BE GD PD)

First Semester: 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisites: 4 units of a BEd (Primary).

Objectives: To familiarise students with a variety of approaches to undertaking research in education. To assist students to apply at least one of the approaches covered in the unit in a small-scale piece of school-based or classroom-based educational research.
Unit Outline:
1. Purposes of research (basic or applied research; evaluation research; research and development; action research).
2. Methods of research (historical research; discipline research; correlational research; casual-comparative and experimental research).
3. Selecting research problems.
4. Drawing up research plans.
5. Collection, analysis and interpretation of data.
6. Writing a research report.
7. Evaluating research reports.

Teaching Methods: Lectures and workshops.

Assessment:
Review of Research Literature (40%)
Research Report (60%)

Prescribed Texts:

**GEC4471 Education Research Project**
(BE GD PD)

Second Semester: 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: GEC4470

Objectives:
To assist students in the planning and implementation of a school-based or classroom-based piece of original research.

Unit Outline: Application of principles and practices covered in unit GEC4470.

Teaching Methods: Workshops and individual consultations.

Assessment: Research Project Report (100%).

Prescribed Text:

**GEC4475 Multicultural Education**
(BP BC GD PD)

First Semester: 3 hours at each weekend school - unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Objectives: This unit aims to help students to be aware of the multicultural nature of the Australian society, to be aware of the issues surrounding the idea of cultural diversity in society, and to understand and assist pupils from different cultural backgrounds as well as to prepare them for education in a multicultural society.

Unit Outline: Social/cultural development of the child in society; ethno, cultural and linguistic diversity in the Australian society; different social approaches to cultural diversity and the role of education in a multicultural society; review of education programs and resource materials that may be described as contributing to a culturally diverse but socially cohesive nation-state.

Teaching Methods: Study guides, lectures, selected readings and seminars at weekend schools.

Assessment:
Two Essays (30% each)
One project (40%)

Prescribed Text:

**GEC5501 Teaching and Curriculum Studies I**
(GE)

Full Year: unit value of 2.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: This unit comprises the first unit of the Graduate Diploma of Education (Secondary) with studies in Teaching Studies, Curriculum Studies and one Teaching Method (chosen from the four groupings).

Details of the contents, texts and assessment of this unit will be available from the School of Education and Course Coordinator in late 1991.

**GEC5502 Teaching and Curriculum Studies II**
(GE)

Full Year: unit value of 2.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: This unit is the second Teaching and Curriculum Studies unit of the course. In part-time distance education mode this unit will normally be taken in the second year of study.

Students will need to choose to take a "second method" (either following on from their first method choice [i.e. double-method] or a second area of teaching altogether). Students should consult the Student Adviser to check on appropriate teaching methods.

Details of the contents, texts and assessment of this unit will be available from the School of Education and Course Coordinator in late 1991.
GEC5503 Psychological Principles of Teaching (GE)

Full Year: unit value of 2.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: This unit, usually taken in the first year of part-time study with unit GEC5501 includes two modules: Psychological Principles I and II, and provides a basis on child and adolescent growth and development, and learning and individual differences.

Details of the content, texts and assessment of this unit will be available from the School of Education and Course Coordinator in late 1991.

GEC5504 Philosophical Principles & Issues in Education (GE)

Full Year: unit value of 2.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: This is the final unit of the Graduate Diploma of Education (Secondary) and consists of two modules: one dealing with the philosophical principles of teaching and the other with current issues in education.

Details of the content, text and assessment of this unit will be available from the School of Education and Course Coordinator in late 1991.

GEC6321 Curriculum Studies: Social Studies Secondary I (BC)

Full Year: 3 hour workshop session per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: 2nd year B.Ed.

Unit Outline: Social Science Secondary will introduce students to the origins of social studies teaching in Australia and the method and scope of such teaching as well as the range of curriculum materials available to teachers in this area.

Teaching Methods: Teaching will be mainly through workshop presentations and discussion groups.

Assessment: Assessment will be based on minor written assignments and major assignments based on school experience.

GEC6322 Curriculum Studies: Social Studies Secondary II (BC)

Full Year: 3 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Enrolment in GEC6321.

Unit Outline: This unit will allow Social Studies students to specialise in one of the following areas: History, Geography, Politics and Sociology.

Teaching Methods: By workshop presentation and discussion group.

Assessment: Assessment will be based on minor written assignments and major assignments based on school experience.

GEC6341 Curriculum Studies: Creative Arts Secondary I (BC)

Full Year: 3 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: 2nd year B.Ed.

Unit Outline: The unit will encourage you in the formation of your own teaching philosophy, with particular reference to arts education.

Assessment: There are two assignments in the form of seminar presentations or written papers.

Prescribed Text:

GEC6342 Curriculum Studies: Creative Arts Secondary II (BC)

Full Year: 3 hours per weekend school - unit value of 1.0 - distance education.

Corequisite: GEC6341

Unit Outline: This unit is designed to prepare teachers to teach in the arts subjects at post-primary levels (Year 7-10), and VCE (Year 11-12) arts programs.

Teaching Methods: Workshops and seminars.

Assessment: Two (2) practical research studies and participation in workshops. 80% attendance is required.

Prescribed Text:
GEC6351 Curriculum Studies: Mathematics Secondary I
(BC)

Full Year: 3 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: 2nd year B.Ed.

Unit Outline: This unit aims to provide adequate preparation for teaching mathematics in the Post Primary School, Years 7 to 10. The emphasis will be on working on a cooperative way:

(a) To develop units of work, and evaluate/trial these as a group.
(b) To evaluate Teaching Materials.
(c) To teach/team teach lessons in a peer group situation.
(d) To research and report on a negotiated curriculum area, e.g. mixed ability teaching, computers, problem solving, testing, homework.

Teaching Methods: 1 hour lecturing, 2 hours workshop sessions.

Assessment: Initial Assignment; Development of a unit of work; Research Report.

Prescribed Texts:
Rime Lesson Pack.
Secondary Maths Committee Guidelines.
Mathematics Frameworks.

All available from the Government Printer.

Recommended Reading:

GEC6352 Curriculum Studies: Mathematics Secondary II
(BC)

Full Year: 3 hours per weekend school - unit value of 1.0 - distance education.

Corequisite: GEC6351

Unit Outline: This unit aims to prepare the student to teach Year 11 and 12 mathematics. Topics to be covered include:

1. VCAB Group 1 Maths A and B.
2. VCAB Group 2 Business Maths, Commercial Maths, Maths at Work.
3. Available Texts and Resources.
5. Methods of Teaching.
6. Preparation of courses, units and lessons.
7. The Victorian Certificate of Education.
8. Professional Responsibilities.

Teaching Methods: Lectures, discussions and workshops.

Assessment: 3 Assignments.

Prescribed Text: Nil

Students may be required to obtain various course outlines.

GEC6361 Curriculum Studies: Science/Technology Secondary I
(BC GH)

Full Year: unit value 1.0 - distance education - attendance at weekend schools or residential schools is strongly recommended.

Prerequisite: 2nd year B.Ed., or Degree or Diploma. 2nd year B.App.Sci. or first year of Grad.Dip.App.Sci. (Technology Studies).

Unit Outline:
Module 1: History and Philosophy of Science/Technology. Major Themes will explore the nature of science, the nature of technology and the interaction of the two.
Module 2: Teaching Strategies. Teaching skills will be developed in three major areas: (a) process teaching (b) inquiry teaching and (c) the teaching of difficult concepts.
Module 3: Professional Activities. A selection of activities will be pursued in a number of topic areas such as:
(a) Curriculum development of the classroom
(b) Resource materials - survey and use
(c) Evaluation procedures and record keeping
(d) Safety in Science Education
(e) Resolving disadvantage in Science Education

Teaching Methods: Readings, Study Guides, Demonstrations, Workshops; Seminars, lectures and independent study contracts. A microcomputer would be an advantage.

Assessment:
Module 1 - Essay or written discussion of set issues (20%)
Module 2 - Lesson plans, take home test, and peer or class teaching (40%)
Module 3 - Negotiated group or individual projects (40%)

Readings: A list is available on request from the unit adviser.

GEC6362 Curriculum Studies: Science/Technology Secondary II
(BC GH)

Full Year: 3 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: 2nd year B.Ed.

Corequisite: GEC6361
Unit Outline: Students will become familiar with the requirements of teaching science/technology to Years 11 and 12 pupils so they are able to prepare effective curriculum materials and units of work in their chosen specialist area. Topics such as evaluation of courses and curriculum materials, methods of pupil assessment, use of demonstrations and laboratory work and the utilisation of educational technology will be examined. Students will be alerted to the problems and possibilities of science/technology teaching. Students will be encouraged to reflect upon their personal experiences and strategies in learning science/technology.

Teaching Methods: Study guides, lectures, seminars, workshops.

Assessment: Students will develop two units of work applicable to senior school science/technology pupils in their discipline (70%) and will carry out a project (30%).

Prescribed Texts: To be advised.

GEC6371 Curriculum Studies: English Secondary I

(BC)

Full Year: 4 hours per weekend school and 6 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: 2nd year B.Ed.

Unit Outline: The unit is designed to assist students to develop skills in curriculum development in English education. Attention is given to the place and history of English education in the secondary curriculum; current developments and trends in English education; teaching strategies and procedures; understandings, values and skills in English education (reading, writing, speaking and listening); the development, location and evaluation of curriculum resources; and evaluation and assessment in English education. Emphasis is given to the Australian and Victorian contexts.

Teaching Methods: Internal - Lectures, seminars, tutorials and written course material. Distance Education - Study Guides, weekend and extended weekend workshops and lectures, tutorials and written course materials.

Assessment: Written assignments, curriculum materials and preparation of resources for teaching. Attendance at weekend schools is recommended.

Prescribed Texts:

GEC6372 Curriculum Studies: English Secondary II

(BC)

Full Year: 4 hours per weekend school and 6 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: 2nd year B.Ed.

Corequisite: GEC6371

Unit Outline: This unit provides students with specialised insights to and resources for the teaching of language and literature in the senior school and techniques for helping second language learners. Initiative and imagination are encouraged in students who will be expected to prepare curriculum materials.

Teaching Methods: Study guides, selected readings, workshops and tutorials.

Assessment: The preparation of two curriculum packages is required of each student - these are major research undertakings of equal value.

Prescribed Text:

GEC7210 Language, Literacy and Literature in Education

(GS GD PD)

First Semester: 2 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: Nil

Objectives: To introduce students to the wide range of literature available to young people and to facilitate their exploration of this literature. To examine and critically evaluate young people's literature in order to formulate selection criteria. To assess reader response by sharing literature with young people. To examine the reading needs and interests of young people, in order to encourage and promote wider reading. To introduce students to some basic sociolinguistic concepts. To examine the question of literacy from a sociolinguistic viewpoint. To introduce students to strategies for developing literacy in the school.

Content: Some Basic Sociolinguist Concepts: language and attitudes to language, the primitive language myth, standard and nonstandard English, language structure and language use; Sociolinguistics of Literacy: functional literacy, influences on children's language - family, school and peer group, communication and content area reading - subject registers, reading for meaning and decoding to sound, libraries and the growth of literacy; Literature for Young People: introduction to the range of literature available to young people, approaches to Literacy criticism, examination of the child as reader, the reading needs and interests of young people, issues of content and formulation of selection criteria, historical antecedents of modern
literature for young people, introduction to particular themes and genres, a study of selected authors, promotion of reading by evaluating a range of teaching strategies and encouraging reader response, catering for special groups, e.g. those with learning disabilities; ethnic minorities, the role of the librarian as a co-operating team member in promoting literature across the curriculum.

Teaching Methods: Readings, lectures, tutorials and study guides.

Assessment:
Essay on literacy topic (30%)
Critical evaluation of children’s fiction (30%)
Promotional strategies to encourage reading by young people (40%)

Key Texts or References:

GEC7220 Foundations of School Librarianship (BL GS GD PD)

First Semester: 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: Nil

Objectives: To develop an awareness of the historical development of various types of libraries and information agencies, especially school libraries. To analyse the roles and functions of school libraries and other information agencies. To assess the relationships between the school libraries and other information agencies. To identify types of services offered by library and information agencies with emphasis on services to be offered by school libraries. To assess the factors, especially social, technological and educational trends, in relationship to the development of school libraries and the roles of teacher-librarians. To assess the roles of library associations.


School libraries and teacher librarians: their changing roles and functions in the school. Teaching methods: changes in the teaching methods, the use of modern technology in teaching and their effects on the services and resources of the school library. School curriculum: the role of the teacher librarian in the design and implementation of the school curriculum; Means of access to library resources and services, e.g. mobile library, networks, data-banks. Effects of technological development on school libraries: computers and copyright law as they affect access to information and services to be provided by the teacher librarian. Effects of social and educational trends on the provision of services by the teacher librarian and resources in the school library, and on the training of teacher librarians. The roles of library associations, such as the American Library Association, the Library Association of Australia and organisations for teacher librarians.

Teaching Methods: Study guides, readings, lectures and discussions at weekend and vacation schools.

Assessment: Essay on the development of librarianship (30%); Critical review of librarianship related journals (30%); Essay on the trends and issues on the provision of resources and services in school libraries (40%).

Prescribed Texts:

GEC7230 Administration and Organisation of the Resource Centre (BL GS GD PD)

First and Second Semester: 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.

Prerequisite: GEC7220

Objectives: To examine the school library as a complex system and as an organisation. To describe, evaluate and apply methods of organising school libraries and information services in relation to other organisations. To allocate financial provision in relation to preparation of estimates and budget control. To describe and evaluate the utilisation of personnel within school libraries and to be aware of the principles of personnel management. To know the principles of developing architectural briefs for the designing of facilities for school library services. To describe, evaluate and apply methods of acquiring curriculum resources and of controlling and making available such materials for use. To consider methods of evaluating the educational effectiveness of the school library; to be able to compile and maintain statistics and prepare and submit reports relevant to the development of library service. To devise objectives for service and carry out plans for implementation, promotion and innovation.

Teaching Methods: Lectures, workshops, case studies, study guides, teaching notes and individual research.
Assessment:
Policy and Procedures Manual (50%)
Exercise (25%)
Exercise (25%)

GEC7240 Curriculum Planning and Resources
(BL GS GD PD)

Second Semester: 2 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: Nil

Objectives: To assess current developments in curriculum areas in relation to the basis of curriculum theory. To identify the role of educational research in curriculum development. To assess the role of the teacher-librarian as a resource in the curriculum development process. To analyse the role and implementation of print and non-print resources in developing, supporting, and extending the school curriculum. To evaluate curriculum resources.

Content: Curriculum theory and development. The role of the teacher-librarian in co-operative curriculum planning and implementation; Curriculum resources: human resources, material resources, system based resources; Curriculum resources to support specific disciplines: humanities, social sciences and sciences; The selection and evaluation of curriculum resources; Numeracy, literacy, reading and writing: resources and the role of the teacher-librarian; Information and study skills: resources and the role of the teacher-librarian in the implementation of an information skills program; Computer literacy: resources and the role of the teacher librarian.

Teaching Methods: Lectures and tutorials, seminar and workshop activities, audio-visual presentation, and study guides.

Assessment: Two assignments of equal value which require the practical application of cooperative curriculum planning and resource management.

Prescribed Text:

GEC7250 Information Needs and Users
(BL GS GD PD)

First Semester: 2 hours per weekend school and 4 hours at the compulsory vacation school - unit value of 1.0 - distance education.

Prerequisite: GEC7220

Objectives: To analyse the characteristics, behaviour and environment of users and design information and educational resource services based on these characteristics. To allow discussion and clarification of basic concepts in information behaviour especially as these concepts apply to the education environment. To develop awareness of at least two approaches to the assessing and individual’s specific information needs. To be aware of a range of sources of brief factual information.

Content: Part A: Information seeking and information acquisitions behaviour; The library as an information resource with special reference to school libraries; Methods of determining individual information needs; To relate the information function of the school library to the school program as a whole.

Part B: Students will examine the following sources of information as they relate to a variety of library and information services that are appropriate in supporting the role of the school library within the total educational program: Bibliographies - general and subject; Indexing/Abstracting Services; Encyclopedias and dictionaries - general and subject; Geographical sources - maps, atlases, gazetteers and travel; Biographical - universal, national and subject; Yearbooks and almanacs - general, subject and statistical; Handbooks and manuals; Computer-based information systems, including on-line reference services as they pertain to school libraries.

Teaching Methods: Lectures, tutorials, seminar and workshop activities, audio-visual presentation, and study guides.

Assessment: Completion of two practical assignments on reference problems (20% each); Completion of a literature guide (25%); A case study (20%); Reference Interview Assignment (15%)

GEC7260 Organisation of Information
(BL GS GD PD)

First Semester: 2 hour lecture and 2 hour tutorial per weekend school - unit value of 1.0 - distance education. Hands-on experience is a compulsory component of the unit.

Prerequisite: Nil

Objectives: To understand the nature of information and the principles underlying the various methods of organising and controlling information. To apply these principles and techniques in the organisation and control of library materials. To be aware of the importance of information materials in any format, print or non-print, in the library and proper organisation for their access. To identify problems related to the organisation and control of various information materials. To assess the effects of technological development on the organisation and control of the information. To assess the roles of bibliographic networks, such as ASCIS and ABN.

Content: Types and characteristics of information and the forms in which it can be found; Different ways of organising information material for access such as by subject, by class, by types of materials, etc; Development of indexing systems, cataloguing rules and classification schemes and subject headings lists with emphasis on AACR2, DDC, Sears Subject Headings List, and ASCIS Subject Headings List; Organisation and control of print and non-print materials and issues associated with the organisation and control of non-print material; Original
versus shared cataloguing: advantages and disadvantages; Development of database systems such as ASCIS & ABN, and the economics of using such systems as well as their effects on the services and resources provided; The role of ASCIS and the Victorian School Library Services; The use of various formats for information organisation and control, such as the card, the book, the microfiche, and the on-line catalogue: their advantages and disadvantages.

Teaching Methods: Study guides, readings, lectures, tutorials, hands-on experience using microfiche and computer, at weekend and vacation schools.

Assessment: Prepare main and added entries of 5 titles (25%); Allocate subject headings and classification numbers to 20 titles (25%); Prepare main entries of 3 journal titles (10%); Essay on the organisation and control of information (40%)

Prescribed Texts:

GEC7270 Computer Supported Information Services
(BL GS GD PD)

Second Semester: 2 hours per weekend school and 4 hours per vacation school - unit value of 1.0 - distance education.
Attendance at the vacation school is compulsory in order to complete the "hands-on" computer activities.

Prerequisite: GEC7220

Objectives: To develop a greater knowledge and understanding of the application of information technology. To explore the use of computers in indexing, in centralised networks, and in schools for the co-operative dissemination and in storage of bibliographic information, in information retrieval systems and in routine library housekeeping operations. To critically examine the uses being made of computers in information retrieval in schools.

Content: Description and discussion of the main components of computers and their operating characteristics; Bibliographic databases; Co-operative dissemination and storage of bibliographic information; Using computers for library housekeeping operations and word processing; Selective dissemination of information; retrospective search systems, online catalogue consultation; Computers for information retrieval in education; Telecommunications systems such as VIATEL. Information Technology applications, e.g. facsimile, electronic mail and CDROM.

Teaching Methods: Lectures, seminars and practical sessions.

Assessment:
Students complete three reports (60%)
1 Semester project (40%)

Key Texts or References:

GEC7280 School Librarianship
Professional Development
(BL GS GD PD)

Full Year: 2 hours at February weekend school - unit value of 0.5 - distance education.

Corequisite: GEC7220

Objectives: To introduce students to the profession of library and information work. To participate in a range of professional activities. To examine the importance of professional networking for personal development. To develop an understanding and awareness of inter-library co-operation. To examine a wide range of information agencies and information resources.

Content: Students will undertake ten different professional development activities which can be made up from a combination of the following: Attendance at and participation in library seminars and conferences relating to library and information work; Visiting libraries and information agencies other than school libraries; Approved in-service and curriculum courses; Visiting school libraries in other States or Countries; Attending lectures by children's authors, library administrators, etc; Visiting booksellers and publishing firms; Excursions as organised.

Assessment: Satisfactory/Unsatisfactory. Evaluative reports on all Professional Development activities undertaken will be submitted for assessment.

Key Texts or References: Nil

GEC7290 School Librarianship Practicum
(BL GS GD PD)

Full Year: 2 hours at the first Weekend School: individual consultation throughout the year, includes 20 days practicum - unit value of 0.5 - distance education.

Objectives: To enable students to become fully aware of the role of the school library/resource centre within the school's educational program. To enable students to become fully conversant with library management and administration; To enable students to work with children in the selection and use of suitable reading and curriculum materials; To enable students to experience the contribution of the school librarian to the school's educational objectives and policies.

Content: 20 days Practicum to be supervised in a school
library staffed by a trained, experienced librarian; Under
the supervising librarian, students are to participate in all
facets of the administration and organisation of a Library.

Teaching Methods:

2. Individual supervision in the training school by school
librarianship staff.

Assessment: Satisfactory/Unsatisfactory.
1. Individual report on practicum by the training school.
2. Individual report by supervising school librarianship
staff.

Key Texts or References: Nil

GEC7700 Special Topic in School
Librarianship
(GS GD PD)

Second Semester: 2 hour discussion meeting at the first
weekend school and individual consultation at other
weekend schools - unit value of 1.0 - distance education.

Prerequisites: GEC7220

Objectives: To read critically a wide range of literature on
current issue in librarianship. To present an evaluative
synthesis of the view points on a current issue in
librarianship.

Content: The actual content of the course will vary from
semester to semester as students will choose the issues that
are of interest to them. Some of the possible topics that
might be chosen by students to investigate would be - What
is the role of libraries and teacher librarians in curriculum
development?; Censorship and libraries; "Freedom of
Information" and its implications for libraries; School and
children's libraries - do we need both?; Should there be a
general professional library association or specialist library
professional association?; Librarians and social issues -
should they be involved?; Education for librarians; Impact
of school library programs on student achievement; Should
school libraries emphasise reading or should they
emphasise information in developing programs?; Is the first
priority of the school library service to teacher or service
to students?; Are "Library Lessons" an effective means of
teaching students information skills?; Social issues on
children's literature.

Teaching Methods:
Individual consultations, regular progress reports during
semester, group discussions, study guides.

Assessment: Essay of at least 6000 words or an equivalent
project submitted in an alternative format as approved by
Course Adviser (80%); A 1000 word proposal (20%)

GEC8611 Microcomputers and the
Curriculum
(GC GD PD)

First Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will become familiar with the
philosophical basis of computer use in the curriculum.
They will gain thorough competence with a particular
software package and engage with the practical issues of
classroom computer use. They will gain a familiarity with
Action Research methodology.

Assessment: Essay, action plan and research report.

Prescribed Text:

GEC8612 Introduction to Computing in
Schools
(GC GD PD)

First Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: A background and an overview of the
history politics and structures of the professional field; the
students cover the use for various hardware configurations
and learn various models for management of learning with
computers in the classroom.

Assessment: 3 Assignments

Prescribed Text:
McDougall, A., *Computers, Promise and Challenge in

GEC8613 Computer Programming for
Education
(GC GD PD)

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will understand the use and
relevance of computer programming as a system of
thought. They will study programming languages
appropriate to the school setting.

Assessment: 4 sequenced programming projects.

Prescribed Text:
GEC8614 Evaluation of Educational Software
(GC GD PD)
Second Semester: unit value of 1.0 - distance education.
Prerequisite: Degree or Diploma
Unit Outline: Students will classify educational software in terms of content, process and year level. They will review computer-based learning packages, and use and evaluate educational software in the classroom.
Assessment: Essay, Case study, Review.
Prescribed Text: To be advised.

GEC8615 Technology in Society
(GC GD PD)
First Semester: unit value of 1.0 - distance education.
Prerequisite: Degree or Diploma
Unit Outline: The students will engage in critical reflection on the historical and political context and impact of technological change in general and computers in education in particular. They will become conversant with the issues of gender, participation, equity, control, privacy and freedom of information.
Assessment: Journal and Reading Log.
Prescribed Text:

GEC8616 Computer Use in Educational Management
(GC GD PD)
First Semester: unit value of 1.0 - distance education.
Prerequisite: Degree or Diploma
Unit Outline: This unit introduces students to concepts and procedures from system analysis and design which are relevant to the school administrative setting. Students will also use database, spreadsheet and communications software. A modem, and communications software, is necessary to complete this unit.
Assessment: Data Base, Spreadsheet, Administrative Case Study.
Prescribed Texts:

GEC8617 Computers in Education Project
(GC GD PD)
Second Semester: unit value of 1.0 - distance education.
Prerequisite: Degree or Diploma
Unit Outline: The students will undertake an independent and specialised study in an area of computers in education.

GEC8618 Facilitating Computers in Education
(GC GD PD)
Second Semester: unit value of 1.0 - distance education.
Prerequisite: Degree or Diploma
Unit Outline: The students will study school computer policy formulation, implementation and evaluation; the management of school computer resources and the roles of a computer resource person in professional development.
Assessment: 4 Assignments
Prescribed Text:
Monash University College Gippsland Unit Booklet, *Action Research*. 

8/36 School of Education
School Information

Officers of the school 9/2
Courses offered 9/2
Course co-ordinators 9/2

Undergraduate Studies

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Bachelor of Engineering 9/4
Bachelor of Engineering/Bachelor of Business 9/9

Graduate Studies

Graduate Certificate of Engineering 9/10
Graduate Diploma of Engineering (Maintenance Management) 9/11
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Unit Outlines 9/13

School of Engineering
School Information

Officers of the school

Head
Professor K.R. Spriggs

Secretary to the Head
Mrs J.H. Parker

Discipline Leaders
Civil Engineering
Mr P.J. Walker

Electrical Engineering
Dr J.C. Ochsenbein

Mechanical Engineering
Dr I.J. Spark

Graduate Diploma of Engineering (Maintenance Management) - By distance education only.

Master of Engineering - By Research.

* Offered in co-operation with Ballarat University College.

The School also offers the following combined degree in conjunction with the School of Business:

Bachelor of Engineering/Bachelor of Business - Five year full-time, or equivalent part-time on-campus or distance education.

Course co-ordinators

Associate Diploma of Engineering (Industrial Management)  Mr K. Enders

Bachelor of Engineering
- Civil  Mr P. Walker
- Electrical  Dr J. Ochsenbein
- Electro-Mechanical  Dr J. Ochsenbein
- Mechanical  Dr I. Spark
- Mining  Mr D. Nag

Graduate Certificate of Engineering  Mr P. Walker

Graduate Diploma of Engineering (Maintenance Management)  Mr K. Enders

Master of Engineering  Dr I. Spark

Courses offered

The School of Engineering offers the following awards:

- Associate Diploma of Engineering (Industrial Management) - Para Professional; By distance education study only (equivalent to a two year full-time course).

- Bachelor of Engineering - Professional; Four year full-time courses.
  - Civil
  - Electrical
  - Electro-Mechanical
  - Mechanical
  - Mining Engineering*

- Graduate Certificate of Engineering - By internal and distance education.
Associate Diploma of Engineering (Industrial Management)

Course Code: AE

The Course

The Associate Diploma of Engineering (Industrial Management) is a two year equivalent full-time course offered by distance education providing training and education in industrial supervision and basic business and management procedures. It also gives the option of studies in basic engineering subjects. The course provides good supervision/management training for people working as engineering associates in such positions as technical officers, engineering assistants, engineering and industrial supervisors. The engineering associate normally works in a supporting role to professional engineers, but can also work independently in smaller organisations which do not employ professional engineers. In other organisations employing professional engineers, they may also work independently on reaching senior positions.

The course gives particular attention to the needs of small and medium sized industrial businesses.

It is designed for part-time study, causing minimum interference to employment by use of distance education study with weekend schools.

Well motivated students can reasonably undertake four units each year, thus permitting completion of the course by four years distance education study. The course is, however, designed to allow maximum flexibility for each student to proceed through the course at a rate appropriate to their particular circumstances.

Entry Requirements

(a) Mature Age Entry: People with an appropriate employment background who are over 23 years of age may gain entry as mature age students.

(b) Year 12 Entry: The normal academic requirement for entry is successful completion of a Year 12 course of study, preferably including a pass in English (students wanting to do the technical module preferably should have passed mathematics and a science subject at Year 11).

(c) Have successfully completed a two year full-time (or equivalent part-time) middle level certificate course at a Victorian TAFE College.

(d) Applicants with appropriate engineering or industrial qualifications will be accepted into the course and may obtain up to a maximum credit of 8 unit value.

(e) Applicants will not normally be accepted directly from Year 12 studies unless they are employed in industry.

(f) Applicants who have undergone formal employer conducted industrial training may be eligible for up to 6 unit value credit.

Course Outline

The course consists of five modules from which a student must pass Modules 1, 2 and 5 and either Module 3 or 4. Students should normally complete Modules 1 and 2 first before doing other modules. Units from several modules may be studied at the same time. Not all units are offered each year.

Proposed Course Outline

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG5004</td>
<td>Industrial Supervision</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG5012</td>
<td>Human Communications</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG6114</td>
<td>Safety Management</td>
<td>1.0</td>
</tr>
<tr>
<td>GBU7001</td>
<td>Productivity Improvement 1</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS1831</td>
<td>Introduction to Computers</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Bachelor of Engineering

Course Codes:  BI (Civil)
              BM (Mechanical)
              BN (Electro-Mechanical)
              BR (Electrical)

The Bachelor of Engineering courses have just been reviewed as part of a regular process. The first two years of the reviewed course and the third and fourth years of the old course will be available in 1992. The third and fourth years of the new course will be phased in in 1993 and 1994 respectively.

The Courses

The Bachelor of Engineering is a four-year fully professional course and offers specialisation in the following areas:

Civil
Electrical
Mechanical
Mining

The five Bachelor degrees have a common first year, thus students do not have to select their speciality until after some study experience.

In each specialisation there are opportunities at final year level to take electives suited to student interests. All of the engineering degree courses may be studied either full-time or part-time, and many first year, second year and fourth year units within the courses are offered by distance education. Within the next two years it will be possible to study up to 75% of the course by distance education.

The Bachelor of Engineering in Mining Engineering may be completed by undertaking two years of full-time study at Monash University College Gippsland and a further two years of full-time study at Ballarat University College.

Entry Requirements

The normal entry requirement is the Victorian Certificate of Education to include English, Mathematics: Extensions (Change and Approximation) units 3 and 4, and one Science. [It is recommended that a further Science subject be included and a further Mathematics: either Space and Number units 3 and 4 or Reasoning and Data units 3 and 4.] In considering an applicant for admission the University College may take into account the applicant’s motivation, extra-curricula interests, and recommendations from referees. The University College seeks to encourage students of mature age whose academic qualifications may appear formally incomplete. Preparatory or bridging tuition in Physical Science and Mathematics is available by distance education to facilitate the entry of such students.
School leavers who have not attained the normal entry standard in the mathematics area but who are otherwise well qualified may be admitted to the first year technology.

This year is an extension of first year of the Bachelor of Engineering course wherein GAS1611 Calculus is replaced with a 45 week course with the same terminal standard. The technology first year commences one month earlier than the normal first year. On successful completion students go on to the normal second year.

Course Recognition

All Bachelor of Engineering Degree courses are submitted to the professional recognition process required by the Institution of Engineers, Australia to entitle graduates to membership of that Institution.

Course Outlines

Civil Engineering Degree

In the Civil Engineering degree course students are academically equipped to work as professional civil engineers. Particular areas of specialisation include structures, water engineering, and environmental engineering, geotechnical engineering and transport planning.

All four levels of the reviewed course are tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEG1102</td>
<td>Engineering Design and Practice</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG1123</td>
<td>Engineering Computing Tools</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1132</td>
<td>Engineering Computer Techniques</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG1303</td>
<td>Statics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1503</td>
<td>Electric Circuits</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1713</td>
<td>Engineering Materials</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1723</td>
<td>Dynamics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1733</td>
<td>Thermodynamics and Chemical Systems</td>
<td>0.75</td>
</tr>
<tr>
<td>GAS1388</td>
<td>Physical Science for Engineers</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS1611</td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS1612</td>
<td>Vectors and Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>8.0</td>
</tr>
<tr>
<td>Level Two</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2303</td>
<td>Structural Design</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2313</td>
<td>Structural Engineering I</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2323</td>
<td>Geology and Geomechanics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2333</td>
<td>Surveying</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2513</td>
<td>Energy Conversion and Machines</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2703</td>
<td>Mechanical Design II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2723</td>
<td>Applied Mechanics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2743</td>
<td>Fluid Mechanics I</td>
<td>0.75</td>
</tr>
<tr>
<td>GAS2641</td>
<td>Engineering Mathematics</td>
<td>0.5</td>
</tr>
<tr>
<td>GAS2741</td>
<td>Operations Research and Statistics</td>
<td>0.75</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>8.0</td>
</tr>
</tbody>
</table>

Level Three

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG3000</td>
<td>Industrial Experience II**</td>
<td>0.0</td>
</tr>
<tr>
<td>GEG3014</td>
<td>Control Theory and Systems/or Approved Elective</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3202</td>
<td>Structural Design and Construction</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG3214</td>
<td>Water Supply and Waste Water Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3222</td>
<td>Hydraulic Design and Construction</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Note that levels 3 and 4 will be phased in in 1993 and 1994 respectively. Levels 3 and 4 of the old course only will be available in 1992. These are tabulated below.

<table>
<thead>
<tr>
<th>Unit No.</th>
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<tbody>
<tr>
<td>GEG3000</td>
<td>Industrial Experience II**</td>
<td>0.0</td>
</tr>
<tr>
<td>GEG3014</td>
<td>Control Theory and Systems/or Approved Elective</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3202</td>
<td>Structural Design and Construction</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG3214</td>
<td>Water Supply and Waste Water Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3222</td>
<td>Hydraulic Design and Construction</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total 8.0
Two Electives (+) to be chosen from:
- GEG3234 Soils and Foundations 1.0
- GEG3244 Theory of Structures I 1.0
- GEG3264 Road Design and Construction 1.0
- GEG3802 Engineering Materials II 0.5
- 7189 Operations Research for Engineering (not offered in 1992) 0.5
- Elective*** 1.0

Level Four
- GEG4008 Engineering Project 2.0
- GEG4014 Engineering Management and Industrial Relations 1.0
- GEG4024 Engineering Project Management 1.0

Two Electives (+) to be chosen from:
- GEG4034 Environmental Engineering 1.0
- GEG4204 Structural Design II 1.0
- GEG4224 Water Engineering 1.0
- GEG4234 Construction Practices 1.0
- GEG4244 Theory of Structures II 1.0
- GEG4264 Traffic Engineering 1.0

Two Additional Electives to be chosen from:
- the above Units
- approved electives from other Engineering degrees, e.g. GEG4044 Terotechnology
- other approved Electives

** Industrial Experience, to be completed after Level Two and Level Three studies and during the University College Vacation period, to total a minimum of 12 weeks.

*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).

+ The offering of the fourth year electives is dependent on student demand and staff availability.

Electrical Engineering Degree

In the Electrical Engineering degree course students are academically equipped to work as professional electrical or electronic engineers. Particular areas of specialisation include electronics, computers, and power applications.

All four levels of the reviewed course are tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG31102</td>
<td>Engineering Design and Practice</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG31123</td>
<td>Engineering Computing Tools</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG31132</td>
<td>Engineering Computer Techniques</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG31303</td>
<td>Statics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG31503</td>
<td>Electric Circuits</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG31713</td>
<td>Engineering Materials</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG31723</td>
<td>Dynamics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG31733</td>
<td>Thermodynamics and Chemical Systems</td>
<td>0.75</td>
</tr>
<tr>
<td>GAS3388</td>
<td>Physical Science for Engineers</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS31611</td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS31612</td>
<td>Vectors and Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>8.0</td>
</tr>
</tbody>
</table>

Level Two
- GEG2113 Measurement and Instrumentation 0.75
- GEG2503 Electrical Design II 0.75
- GEG2513 Energy Conversion and Machines 0.75
- GEG2523 Analog Electronics I 0.75
- GEG2533 Digital Electronics and Computers 0.75
- GEG2543 Circuits and Electromagnetic Fields 0.75
- GEG2723 Applied Mechanics 0.75
- GEG2733 Thermodynamics 0.75
- GEG2743 Fluid Mechanics I 0.75
- GAS2641 Engineering Mathematics 0.5
- GAS2741 Operations Research and Statistics 0.75
|          | Total                                     | 8.0        |

Level Three
- GEG3000 Industrial Experience 0.0
- GEG3913 Energy and the Environment (or Approved Elective) 0.75
- GEG3104 Engineering Project Management 1.0
- GEG3133 Engineering Computer Applications 0.75
- GEG3503 Electrical Design III 0.75
- GEG3513 Electrical Machines 0.75
- GEG3523 Analog Electronics II 0.75
- GEG3533 Digital Electronics and Computers II 0.75
- GEG3553 Power Electronics 0.75
- GEG3563 Computer Systems Engineering I 0.75
- GEG4**4 Transdisciplinary Elective 1.0
|          | Total                                     | 8.0        |

Level Four
- GEG4008 Engineering Project 2.0
- GEG4104 Engineering Management 1.0
- GEG4154 Control Systems 1.0
- GEG4**4 Transdisciplinary Elective 1.0

Three options to be chosen from:
- GEG4504 Power Systems 1.0
- GEG4514 High Voltage Engineering 1.0
- GEG4524 Communication Systems 1.0
- GEG4544 Discrete Signals and Control Systems 1.0
- GEG4554 Industrial Power Applications 1.0
- GEG4564 Computer Systems Engineering II 1.0
|          | Total                                     | 8.0        |

Level 3 & 4 Transdisciplinary Electives
- GEG4034 Environmental Engineering 1.0
- GEG4044 Terotechnology 1.0
- GEG4054 Digital Imaging 1.0
- GEG4064 Power Station Engineering 1.0
- GEG4074 Finite Element Applications 1.0
- GEG4084 Robotic Systems 1.0
- GEG4094 Advanced Engineering Computer Applications 1.0
- GEG4114 Instrumentation Systems 1.0
- GEG4124 Telemetry and General Data Communications 1.0
- GEG4174 Land Use Planning 1.0
Note that levels 3 and 4 will be phased in in 1993 and 1994 respectively. Levels 3 and 4 of the old course only will be available in 1992. These are tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG3000</td>
<td>Industrial Experience II**</td>
<td>0.0</td>
</tr>
<tr>
<td>GEG3014</td>
<td>Control Theory and Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3404</td>
<td>Electrical Design III</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3413</td>
<td>Electrical Machines II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3423</td>
<td>Analog Electronics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3433</td>
<td>Digital Electronics &amp; Computers II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3454</td>
<td>Power Electronics</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3463</td>
<td>Digital Systems</td>
<td>0.75</td>
</tr>
<tr>
<td>GAS1631</td>
<td>Probability and Statistics</td>
<td>0.5</td>
</tr>
<tr>
<td>7189</td>
<td>Operations Research for Engineering</td>
<td>0.5</td>
</tr>
<tr>
<td>Elective***</td>
<td></td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Level Three**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4008</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>GEG4014</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4024</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Two Electives (+) to be chosen from:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4404</td>
<td>Power Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4414</td>
<td>Industrial Power Applications</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4434</td>
<td>Electronic Instrumentation Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4454</td>
<td>Communications Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4464</td>
<td>Advanced Digital Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4474</td>
<td>Advanced Control Systems</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Two Additional Electives to be chosen from:

- the above Units
- approved electives from other Engineering degrees, e.g. GEG4034 Environmental Engineering and GEG4044 Terotechnology.
- other approved Electives

** Industrial Experience, to be completed after Level Two and Level Three studies and during the University College Vacation period, to total a minimum of 12 weeks.

*** Elective to be chosen from Core Studies units or any approved non-Engineering unit(s).

+ The offering of any of the fourth year electives is dependent on student demand and staff availability.

**Mechanical Engineering Degree**

In the Mechanical Engineering degree course students are academically equipped to work as professional mechanical engineers. Particular areas of specialisation include thermodynamics, engineering design, and machinery applications.

All four levels of the reviewed course are tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG1102</td>
<td>Engineering Design and Practice</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG1123</td>
<td>Engineering Computing Tools</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1132</td>
<td>Engineering Computer Techniques</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Level Two**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2203</td>
<td>Structural Design</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2513</td>
<td>Energy Conversion and Machines</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2523</td>
<td>Analog Electronics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2533</td>
<td>Digital Electronics and Computers I</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2703</td>
<td>Mechanical Design II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2723</td>
<td>Applied Mechanics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2733</td>
<td>Thermodynamics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2743</td>
<td>Fluid Mechanics I</td>
<td>0.75</td>
</tr>
<tr>
<td>GAS2641</td>
<td>Engineering Mathematics</td>
<td>0.5</td>
</tr>
<tr>
<td>GAS2741</td>
<td>Operations Research and Statistics</td>
<td>0.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG3000</td>
<td>Industrial Experience</td>
<td>0.0</td>
</tr>
<tr>
<td>GEG3913</td>
<td>Energy and the Environment (or Approved Elective)</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3104</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3133</td>
<td>Engineering Computer Applications</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3703</td>
<td>Mechanical Design III</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3713</td>
<td>Engineering Materials and Manufacturing Processes</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3723</td>
<td>Mechanics of Material</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3733</td>
<td>Thermodynamics III</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3743</td>
<td>Fluid Mechanics II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3763</td>
<td>Vibration and Noise Control</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG4**4</td>
<td>Transdisciplinary Elective</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Level Three**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4008</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>GEG4014</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4024</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Three options to be chosen from:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4604</td>
<td>Mechanical Design IV</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4614</td>
<td>Computer Integrated Manufacture</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4624</td>
<td>Rotodynamic Machines</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4654</td>
<td>Combustion and Heat Transfer</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Level Four**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4034</td>
<td>Environmental Engineering</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4044</td>
<td>Terotechnology</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4054</td>
<td>Digital Imaging</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4064</td>
<td>Power Station Engineering</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4074</td>
<td>Finite Element Applications</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4084</td>
<td>Robotic Systems</td>
<td>1.0</td>
</tr>
</tbody>
</table>
GEG4094 Advanced Engineering Computer Applications 1.0
GEG4114 Instrumentation Systems 1.0
GEG4124 Telemetry and General Data Communications 1.0
GEG4174 Land Use Planning 1.0

Note that levels 3 and 4 will be phased in 1993 and 1994 respectively. Levels 3 and 4 of the old course only will be available in 1992. These are tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG3000</td>
<td>Industrial Experience II**</td>
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<tr>
<td>GEG3014</td>
<td>Control Theory and Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3604</td>
<td>Mechanical Design III</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3614</td>
<td>Mechanics of Materials</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3633</td>
<td>Thermodynamics II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3643</td>
<td>Fluid Mechanics II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3674</td>
<td>Vibration and Noise Control</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3802</td>
<td>Engineering Materials II</td>
<td>0.5</td>
</tr>
<tr>
<td>GAS1631</td>
<td>Probability and Statistics</td>
<td>0.5</td>
</tr>
<tr>
<td>7189</td>
<td>Operations Research for Engineering (not offered in 1992)</td>
<td>0.5</td>
</tr>
<tr>
<td>Elective***</td>
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<td>1.0</td>
</tr>
</tbody>
</table>

Level Four

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4008</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>GEG4014</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4024</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td>Two Electives (+) to be chosen from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEG4044</td>
<td>Terotechnology</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4054</td>
<td>Digital Imaging</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4254</td>
<td>Structural Design</td>
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</tr>
<tr>
<td>GEG4604</td>
<td>Mechanical Design IV</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4624</td>
<td>Rotodynamic Machines</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4634</td>
<td>Thermodynamics III</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4654</td>
<td>Fuel &amp; Combustion Technology</td>
<td>1.0</td>
</tr>
<tr>
<td>Two Additional Electives to be chosen from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- the above Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- approved electives from other Engineering degrees, e.g. GEG4034 Environmental Engineering.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- other approved Electives, e.g. GEG3484 Electrical Machines.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Industrial Experience, to be completed after Level Two and Level Three studies and during the University College Vacation period, to total a minimum of 12 weeks.

*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).

+ The offering of any of the fourth year electives is dependent on student demand and staff availability.

Electro-Mechanical Engineering Degree

In the Electro-Mechanical degree course students are academically equipped to work as professional engineers in either electrical or mechanical engineering plant. A wide variety of final year options allows the student to tailor the course to their interests.

All four levels of the reviewed course are tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG1102</td>
<td>Engineering Design and Practice</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG1123</td>
<td>Engineering Computing Tools</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1132</td>
<td>Engineering Computer Techniques</td>
<td>0.5</td>
</tr>
<tr>
<td>GEG1303</td>
<td>Statics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1503</td>
<td>Electric Circuits</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1713</td>
<td>Engineering Materials</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1723</td>
<td>Dynamics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG1733</td>
<td>Thermodynamics and Chemical Systems</td>
<td>0.75</td>
</tr>
<tr>
<td>GAS1388</td>
<td>Physical Science for Engineers</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS1611</td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS1612</td>
<td>Vectors and Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>8.0</strong></td>
</tr>
</tbody>
</table>

Level Two

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2513</td>
<td>Energy Conversion and Machines</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2523</td>
<td>Analog Electronics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2533</td>
<td>Digital Electronics and Computers I</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2543</td>
<td>Circuits and Electromagnetic Fields</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2723</td>
<td>Applied Mechanics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2733</td>
<td>Thermodynamics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2743</td>
<td>Fluid Mechanics I</td>
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</tr>
<tr>
<td>GAS2641</td>
<td>Engineering Mathematics</td>
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</tr>
<tr>
<td>GAS2741</td>
<td>Operations Research and Statistics</td>
<td>0.75</td>
</tr>
<tr>
<td>Either:</td>
<td></td>
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</tr>
<tr>
<td>GEG2503</td>
<td>Electrical Design II</td>
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</tr>
<tr>
<td>GEG2703</td>
<td>Mechanical Design II</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>8.00</strong></td>
</tr>
</tbody>
</table>

Level Three

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG3000</td>
<td>Industrial Experience</td>
<td>0.0</td>
</tr>
<tr>
<td>GEG3913</td>
<td>Energy and the Environment (or Approved Elective)</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3104</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3133</td>
<td>Engineering Computer Applications</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3503</td>
<td>Electrical Design III</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3513</td>
<td>Electrical Machines</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3523</td>
<td>Analog Electronics II</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3533</td>
<td>Digital Electronics and Computers II</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3553</td>
<td>Power Electronics</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3563</td>
<td>Computer Systems Engineering I</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3703</td>
<td>Mechanical Design III</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3713</td>
<td>Engineering Materials and Manufacturing Processes</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3723</td>
<td>Mechanics of Material</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3733</td>
<td>Thermodynamics III</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3743</td>
<td>Fluid Mechanics II</td>
<td>0.75+</td>
</tr>
<tr>
<td>GEG3763</td>
<td>Vibration and Noise Control</td>
<td>0.75+</td>
</tr>
<tr>
<td></td>
<td>+ Select 10 0.75 unit value subjects over Levels 3 &amp; 4</td>
<td></td>
</tr>
</tbody>
</table>

Level Four

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4008</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>GEG4104</td>
<td>Engineering Management</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4154</td>
<td>Control Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4504</td>
<td>Power Systems</td>
<td>1.0*</td>
</tr>
</tbody>
</table>
LECT 3 & 4 Transdisciplinary Electives

GEG4034 Environmental Engineering 1.0
GEG4044 Terotechnology 1.0
GEG4054 Digital Imaging 1.0
GEG4064 Power Station Engineering 1.0
GEG4074 Finite Element Applications 1.0
GEG4084 Robotic Systems 1.0
GEG4094 Advanced Engineering Computer Applications 1.0
GEG4114 Instrumentation Systems 1.0
GEG4124 Telemetry and General Data Communications 1.0
GEG4174 Land Use Planning 1.0

Note that levels 3 and 4 will be phased in in 1993 and 1994 respectively. Levels 3 and 4 of the old course only will be available in 1992. These are tabulated below:

Unit No. | Unit Name | Unit Value
--- | --- | ---
GEG3000 | Industrial Experience II** | 0.0
GEG3014 | Control Theory and Systems | 1.0
GEG3103 | Electrical Machines II | 0.75
GEG3323 | Analog Electronics | 0.75
GEG3433 | Digital Electronics & Computers II | 0.75

or

GEG2523 | Manufacturing Engineering | 0.75
GEG3614 | Mechanics of Materials | 1.0
GEG3533 | Thermodynamics II | 0.75
GEG3674 | Vibration and Noise Control | 1.0
GEG3802 | Engineering Materials II | 0.5
GAS1631 | Probability and Statistics | 0.5
** | Elective** | 1.0

Level Four

GAS4008 | Engineering Project | 2.0
GAS4014 | Engineering Management and Industrial Relations | 1.0
GAS4024 | Engineering Project Management | 1.0

Four Electives to be chosen from:

GEG3454 | Power Electronics | 1.0
GEG4034 | Environmental Engineering | 1.0
GEG4044 | Terotechnology | 1.0
GEG4054 | Digital Imaging | 1.0
GEG4404 | Power Systems | 1.0
GEG4434 | Electronic Instrumentation Systems | 1.0
GEG4454 | Communications Systems | 1.0

GEG4474 | Advanced Control Systems | 1.0
GEG4604 | Mechanical Design IV | 1.0
GEG4624 | Rotodynamic Machines | 1.0
GEG4634 | Thermodynamics III | 1.0
GEG4654 | Fuel and Combustion Technology | 1.0

** Industrial Experience, to be completed after Level Two and Level Three studies and during the University College Vacation period, to total a minimum of 12 weeks.

*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).

Admission to Degree with Advanced Standing

Admission to one of the undergraduate degrees in Civil, Electrical, Electro-mechanical, Mechanical or Mining Engineering may be possible with advanced standing on the basis of a professional qualification obtained in another Engineering or non-Engineering specialisation.

Such a conversion program leading to the award of a second qualification would typically require the completion of one to two years full-time or two to four years part-time study.

Many study units required for completion of these programs are available by distance education. Candidates taking distance education units should anticipate the need to attend a residential school at Churchill each teaching semester.

Bachelor of Engineering/Bachelor of Business Combined Degree

This combined course is a five year full-time or equivalent distance education professional course and offers specialisation in the following engineering and business areas:

- Civil
- Electrical
- Electro-Mechanical
- Mechanical
- Accounting
- Economics
- Management
- Marketing

Students normally complete first year of either the Bachelor of Engineering or Bachelor of Business before starting the combined studies. The normal Bachelor of Engineering entry requirements must be met along with an average result of at least "C" in the first year of study.
Graduate Certificate of Engineering

Course Code: PE

The Course

This one year part-time offering enables professional engineers to complete a specialist selection of units at final year or post-graduate level and, on completion, to obtain the formal award of the Graduate Certificate of Engineering. The program is designed to allow Engineers in full-time employment to refresh some aspect of their academic training, or to embark on a new aspect of training related to changed employment expectations. Coursework will generally be offered by distance education. Areas of study which may be available in 1992 are as follows:

1. Structural Computations Stream (Course Adviser: Dr M. Isreb)
   - GEG4204 Structural Design II
   - GEG4214 Structural Computations
   - GEG4244 Theory of Structures II
   - GEG4254 Structural Design

2. Engineering Management Stream (Course Adviser: Mr P. Walker)
   - GEG4014 Engineering Management and Industrial Relations
   - GEG4024 Engineering Project Management
   - GEG8004 Engineering Management I
   - GEG8014 Engineering Management II

3. Maintenance Management Stream (Course Adviser: Mr K. Enders)
   - GEG7014 Terotechnology and Life Cycle Costs
   - GEG7024 Maintenance Management

   GEG7044 Industrial Techniques in Maintenance Management
   GEG7064 Maintenance Techniques

4. Reliability Engineering Stream (Course Adviser: Mr Y. Ibrahim)
   - GEG7114 Basic Quantitative Skills
   - GEG7124 Understanding Reliability
   - GEG7134 Advanced Reliability
   - GEG7144 Reliability Applications

Entry Requirements

(a) A Degree or Diploma in an appropriate discipline from an approved Australian Tertiary Institution. In many cases this will be an Engineering Degree, but applicants working in an Engineering Environment with Degrees in such as Science, Business, Architecture would be considered. Equivalent overseas qualification will be acceptable for candidates competent in the use of English written language.

(b) Such other academic or industry based training that may be judged by the Head, School of Engineering, to give the candidate a good chance of success in the course.

Note:

1. Candidates not possessing relevant prerequisite studies will be required to complete additional subjects prerequisite to the relevant Graduate Certificate subjects.

2. In some circumstances, candidates may be required to undertake preliminary studies before embarking on a Graduate Certificate program.

3. There will normally be a restriction on the maximum number of non-graduate enrolments in any year.

Further details can be obtained by contacting Mr P. Walker, School of Engineering.
Graduate Diploma of Engineering 
(Maintenance Management)

Course Code: GT

The Course

Engineering maintenance management is one of the few areas of management or engineering activities in which there are still tremendous opportunities for improvements and scope for contributing significantly to an organisation's profitability. The past fifteen years has seen a revolution in the technical and management techniques available to the Maintenance Engineer or Maintenance Manager. This Graduate Diploma is aimed at bringing together these techniques to enable the practising engineer to play a more effective role within the organisation.

This part-time course is to be offered only by distance education. It consists of eight one-semester units and normally takes two years of distance education study to complete.

Progression Through Course

Students will progress through the course in the format given in the following table. This will normally take two years to complete by distance education on a part-time basis. In all cases, advancement to higher units will depend on the successful completion of the necessary prerequisites.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Semester Offered</th>
<th>Prerequisites</th>
<th>Residential Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG7014</td>
<td>Terotechnology and Life Cycle Costs</td>
<td>1 &amp; 2</td>
<td>Nil</td>
<td>Students must attend a Residential School in the first year.</td>
</tr>
<tr>
<td>GEG7024</td>
<td>Maintenance Management</td>
<td>1 &amp; 2</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>GEG7064</td>
<td>Maintenance Techniques</td>
<td>1 &amp; 2</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>GEG7044</td>
<td>Industrial Techniques in Maintenance Management</td>
<td>1 &amp; 2</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>GEG7054</td>
<td>Fault Diagnosis and Condition Monitoring</td>
<td>3 &amp; 4</td>
<td>GEG7024</td>
<td>Students must attend a 7-day Residential School in second year.</td>
</tr>
<tr>
<td>GEG7034</td>
<td>Quantitative Techniques for Asset Management</td>
<td>3 &amp; 4</td>
<td>GEG7014</td>
<td></td>
</tr>
<tr>
<td>GEG7074</td>
<td>Computer Applications in Terotechnology</td>
<td>3 &amp; 4</td>
<td>GEG7024, GEG7034</td>
<td></td>
</tr>
<tr>
<td>GEG7094</td>
<td>Research Project</td>
<td>3 &amp; 4</td>
<td>Completion of at least 3 units</td>
<td></td>
</tr>
</tbody>
</table>

Entry Requirements

To obtain admission to the course the following requirements need to be met:

(a) A recognised degree or diploma in an engineering or related area coupled with at least two years experience, or a recognised degree or diploma in an engineering or related area coupled with work experience in the field of Maintenance Engineering or Maintenance Management, or extensive work experience in a specific and relevant area, for example: a Maintenance Manager or Senior Maintenance Engineer who must have an adequate background and the ability to cope with the course. There will normally be a restriction on non-graduate/diplomate entrants of a maximum of one-third of enrolments.

(b) A letter from employer/organisation confirming that the employer/organisation is aware of the course requirements and commitments (including residential school) expected of the students. This requirement may be waived on the recommendation of the course adviser where the applicant is self-employed, or in other exceptional circumstances, provided that assurances can be given by the applicant regarding the ability to meet the time commitments of the program and gain access to practical situations as required for the completion of field projects and research.
Special Unit Requirements

Students before proceeding to unit GEG7074 Computer Applications in Terotechnology should have at least an introductory level of computer literacy.

Credits and Exemptions Policy

All students will be required to complete eight credit units to qualify for the Graduate Diploma. Credits may be allowed for students who have completed or partially completed a similar course.

Distance Education

The University College's distance education program offers a range of degree and diploma courses for those adults whose work, family commitments, or whose geographical location precludes them from full-time courses of internal study. With this program the University College accepts the obligation to provide as many of the necessary resources as practicable to enable the student to complete their course off-campus. In the case of the Graduate Diploma of Engineering (Maintenance Management), students will be sent study materials which enable them to do their work effectively at home, and they will be required to attend residential schools at the University College. The objectives of these residential schools are to provide an intensive interactive learning experience and to provide the necessary access to laboratory, and computer equipment. They are also to provide opportunities for presentations by outside experts. Residential School dates appear on the College Calendar.

Further information may be obtained from the Course Co-ordinator, Mr K.B. Enders.

Master of Engineering

Course Code: ME

Master degree programs are available by research and are individually tailored to suit the needs of applicants. Encouragement is given to programs which are industry based. Candidates must demonstrate that they have the necessary background to succeed: approval to undertake a program will only be given where appropriate supervisors and adequate resources are available. Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research" available from Student Administration. Anyone contemplating a Masters Degree program should contact Dr I.J. Spark to discuss its suitability.
### Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system has been introduced within the University College, to commence in 1992. To assist both students and staff with the implementation of the new system the following is provided:

<table>
<thead>
<tr>
<th>New Number</th>
<th>Unit Title</th>
<th>Former Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG1102</td>
<td>Engineering Design and Practice</td>
<td>5110</td>
</tr>
<tr>
<td>GEG1123</td>
<td>Engineering Computing Tools</td>
<td>5112</td>
</tr>
<tr>
<td>GEG1132</td>
<td>Engineering Computer Techniques</td>
<td></td>
</tr>
<tr>
<td>GEG1303</td>
<td>Statics</td>
<td>5113</td>
</tr>
<tr>
<td>GEG1503</td>
<td>Electric Circuits</td>
<td>5150</td>
</tr>
<tr>
<td>GEG1713</td>
<td>Engineering Materials</td>
<td>5171</td>
</tr>
<tr>
<td>GEG1723</td>
<td>Dynamics</td>
<td>5172</td>
</tr>
<tr>
<td>GEG1733</td>
<td>Thermodynamics and Chemical Systems</td>
<td>5173</td>
</tr>
<tr>
<td>GEG1812</td>
<td>Understanding Materials 1</td>
<td>5181</td>
</tr>
<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>5201</td>
</tr>
<tr>
<td>GEG2303</td>
<td>Structural Design</td>
<td>5220</td>
</tr>
<tr>
<td>GEG2313</td>
<td>Structural Engineering I</td>
<td>new unit</td>
</tr>
<tr>
<td>GEG2323</td>
<td>Geology and Geomechanics</td>
<td>5221,5223</td>
</tr>
<tr>
<td>GEG2333</td>
<td>Surveying</td>
<td>5224</td>
</tr>
<tr>
<td>GEG2394</td>
<td>Mining Technology</td>
<td>new unit</td>
</tr>
<tr>
<td>GEG2452</td>
<td>Working With Systems 2</td>
<td>5245</td>
</tr>
<tr>
<td>GEG2503</td>
<td>Electrical Design II</td>
<td>5240</td>
</tr>
<tr>
<td>GEG2513</td>
<td>Energy Conversion and Machines</td>
<td>5241</td>
</tr>
<tr>
<td>GEG2523</td>
<td>Analog Electronics I</td>
<td>5242</td>
</tr>
<tr>
<td>GEG2533</td>
<td>Digital Electronics and Computers</td>
<td>5243</td>
</tr>
<tr>
<td>GEG2543</td>
<td>Circuits and Electromagnetic Fields</td>
<td>5244</td>
</tr>
<tr>
<td>GEG2703</td>
<td>Mechanical Design II</td>
<td>5250</td>
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<tr>
<td>GEG2723</td>
<td>Applied Mechanics</td>
<td>5251</td>
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<tr>
<td>GEG2733</td>
<td>Thermodynamics</td>
<td>5263</td>
</tr>
<tr>
<td>GEG2743</td>
<td>Fluid Mechanics I</td>
<td>5264</td>
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<tr>
<td>GEG2812</td>
<td>Understanding Materials 2</td>
<td>5281</td>
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<tr>
<td>GEG3000</td>
<td>Industrial Experience</td>
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<tr>
<td>GEG3014</td>
<td>Control Theory and Systems</td>
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<tr>
<td>GEG3202</td>
<td>Structural Design and Construction</td>
<td>5320</td>
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<tr>
<td>GEG3214</td>
<td>Water Supply and Wastewater Systems</td>
<td>5321</td>
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<tr>
<td>GEG3222</td>
<td>Hydraulic Design and Construction</td>
<td>5322</td>
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<tr>
<td>GEG3234</td>
<td>Soils and Foundations</td>
<td>5323</td>
</tr>
<tr>
<td>GEG3244</td>
<td>Theory of Structures I</td>
<td>5324</td>
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<tr>
<td>GEG3264</td>
<td>Road Design and Construction</td>
<td>5326</td>
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<tr>
<td>GEG3404</td>
<td>Electrical Design III</td>
<td>5340</td>
</tr>
<tr>
<td>GEG3413</td>
<td>Electrical Machines II</td>
<td>5341</td>
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<tr>
<td>GEG3423</td>
<td>Analog Electronics</td>
<td>5342</td>
</tr>
<tr>
<td>GEG3433</td>
<td>Digital Electronics and Computers II</td>
<td>5343</td>
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<tr>
<td>GEG3454</td>
<td>Power Electronics</td>
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<td>GEG3463</td>
<td>Digital Systems</td>
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<tr>
<td>GEG3604</td>
<td>Mechanical Design III</td>
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<tr>
<td>GEG3614</td>
<td>Mechanics of Materials</td>
<td>5361</td>
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<td>GEG3633</td>
<td>Thermodynamics II</td>
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<tr>
<td>GEG3643</td>
<td>Fluid Mechanics II</td>
<td>5364</td>
</tr>
<tr>
<td>GEG3664</td>
<td>Design (not 1992)</td>
<td>5366</td>
</tr>
<tr>
<td>GEG3674</td>
<td>Vibration and Noise Control</td>
<td>5367</td>
</tr>
<tr>
<td>GEG3802</td>
<td>Engineering Material II</td>
<td>5380</td>
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<tr>
<td>GEG3904</td>
<td>Energy and Society</td>
<td>5190</td>
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<tr>
<td>GEG4008</td>
<td>Engineering Project</td>
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<tr>
<td>GEG4014</td>
<td>Engineering Management and Industrial Relations</td>
<td>5401</td>
</tr>
<tr>
<td>GEG4024</td>
<td>Engineering Project Management</td>
<td>5402</td>
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<td>GEG4034</td>
<td>Environmental Engineering</td>
<td>5403</td>
</tr>
<tr>
<td>GEG4044</td>
<td>Terotechnology (not 1992)</td>
<td>5404</td>
</tr>
<tr>
<td>GEG4054</td>
<td>Digital Imaging</td>
<td>5405</td>
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<tr>
<td>GEG4204</td>
<td>Structural Design II</td>
<td>5420</td>
</tr>
<tr>
<td>GEG4214</td>
<td>Structural Computations</td>
<td>5421</td>
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<td>GEG4224</td>
<td>Water Engineering</td>
<td>5422</td>
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<td>GEG4234</td>
<td>Construction Practices</td>
<td>5423</td>
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<tr>
<td>GEG4244</td>
<td>Theory of Structures II</td>
<td>5424</td>
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<tr>
<td>GEG4254</td>
<td>Structural Design</td>
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<td>GEG4264</td>
<td>Traffic Engineering</td>
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<td>GEG4404</td>
<td>Power Systems</td>
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<td>GEG4414</td>
<td>Industrial Power Applications</td>
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<td>GEG4434</td>
<td>Electronic Instrumentation Systems</td>
<td>5443</td>
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<td>GEG4454</td>
<td>Communications Systems</td>
<td>5445</td>
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<td>GEG4464</td>
<td>Advanced Digital Systems (not 1992)</td>
<td>5446</td>
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<td>GEG4474</td>
<td>Advanced Control Systems (not 1992)</td>
<td>5447</td>
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<tr>
<td>GEG4604</td>
<td>Mechanical Design IV</td>
<td>5460</td>
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<tr>
<td>GEG4624</td>
<td>Rotodynamic Machines</td>
<td>5462</td>
</tr>
<tr>
<td>GEG4634</td>
<td>Thermodynamics III</td>
<td>5463</td>
</tr>
<tr>
<td>GEG4654</td>
<td>Fuel and Combustion Technology</td>
<td>5465</td>
</tr>
<tr>
<td>GEG5004</td>
<td>Industrial Supervision</td>
<td>5500</td>
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<tr>
<td>GEG5012</td>
<td>Human Communications</td>
<td>5501</td>
</tr>
<tr>
<td>GEG5124</td>
<td>Drawing and Design</td>
<td>5512</td>
</tr>
<tr>
<td>GEG5634</td>
<td>Plant Engineering (not 1992)</td>
<td>5563</td>
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<tr>
<td>GEG6004</td>
<td>Industrial Management Methods</td>
<td>5600</td>
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<td>GEG6044</td>
<td>Industrial Project</td>
<td>5604</td>
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<tr>
<td>GEG6058</td>
<td>Industrial Experience</td>
<td>5605</td>
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</table>

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GEG6114 Safety Management 5611
GEG6124 Engineering Project Supervision 5612
GEG6634 Maintenance Supervision (not 1992) 5663
GEG6904 Production and Operations Management 5690
GEG7014 Terotechnology and Life Cycle Costs 5701
GEG7024 Maintenance Management 5702
GEG7034 Quantitative Techniques for Asset Management 5703
GEG7044 Industrial Techniques in Maintenance Management 5704
GEG7054 Fault Diagnosis and Condition Monitoring 5705
GEG7064 Maintenance Techniques 5706
GEG7074 Computer Applications in Terotechnology 5707
GEG7094 Research Project 5709
GEG7114 Basic Quantitative Skills new unit
GEG7124 Understanding Reliability new unit
GEG7134 Advanced Reliability new unit
GEG7144 Reliability Applications new unit
GEG8004 Engineering Management I (Operations Management) 5800
GEG8014 Engineering Management II (Project Management) 5801
GEG9264 Master of Engineering (Civil) 5920
GEG9464 Master of Engineering (Electrical) 5940
GEG9664 Master of Engineering (Mechanical) 5960
GEG9864 Master of Engineering (Electro-Mechanical) 5980

GEG1102 Engineering Design and Practice (BI BM BN BR)

Unit Adviser: Mr Y. Ibrahim

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

Prerequisite: Nil

Unit Outline:

1. Drawing:
   - Projection of Lines and Surfaces, Letters, Numerals, Scales.
   - Sketching and Orthographic Projections.
   - Projection and Isometric Drawing.
   - Sectioning.
   - Conventional representation of Common Features.
   - Dimensioning, Fits and Tolerance.
   - Detail and Assembly Drawing.

2. CAD:
   - Introduction to CAD in the engineering workplace.
   - Use of CAD for 2-D & 3-D drawings.
   - Using of CAD for 2-D & 3-D drawings.
   - Using CAD as a design tool.
   - CAD exercises.

3. Creative Design Projects:
   - Participation in a group design project requiring exposure to elements of feasibility, scheduling, design, organisation, group communication, and teamwork.
   - Development of a simple prototype from design to fabrication.

Prescribed Texts:

GEG1123 Engineering Computing Tools (BI BM BN BR)

Unit Adviser: Professor K.R. Spriggs

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: Nil

Unit Outline:

- Introduction to Personal Computers: (15%)
  - Role of the computer in the engineering workplace.
  - Keyboard skills, alpha/numeric and special function keys, functioning of input and output devices including printers, plotters, digitising tablets and mice. Operating system usage including commands, files, directories, editors and disk management.

- Elements of Software Engineering: (10%)
  - General concepts of software engineering including program/function specification, algorithmic structure and sequential execution. Programming constructs including English, flowchart, pseudo code, modular design, object orientation. Discussion of need for development of documentation standards and program testing.
  - Comparative discussion of common engineering languages including BASIC, FORTRAN, PASCAL and C.
  - Discussion of role of CAD, CASE, CAM, CAI, CIM in industry.

- Application Packages: (75%)
  - Discussion of the role of application packages in various engineering environments including design, construction, operation and maintenance.
  - Detailed example usage of industry packages for wordprocessing, spreadsheets, databases, graphic packages, CAD linked packages, and other application packages. Introduction to software analysis tools.

Recommended Reading:
- Manuals for operating system (e.g. MSDOS), package handbooks for relevant application (e.g. Lotus 123, Wordperfect, dBase IV etc).

Resources:
- Distance Education students to have access to appropriate computer hardware and software.
GEG1132  Engineering Computer Techniques
(BI BM BN BR)

Unit Adviser: Mr G.G. Vains

Second Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: GEG1123

Unit Outline: Comparison of operating systems DOS and UNIX.

Detailed consideration of structured programming techniques following the principles introduced in "Elements of Software Engineering" of unit GEG1123. Study of "C" programming language including variables, expressions, assignments, data types, flow of control and logic, if, while, do, branching statements, functions, arrays, and strings; input, output and files in the UNIX environment.

Recommended Reading:
Manuals for the Operating Systems DOS, UNIX, and the "C" language.

HP C / HP-UX Programmer's Guide.
HP C / HP-UX Quick Reference Guide.
A Beginners Guide to HP-UX.
A Beginners Guide to Using Shells.
A Beginners Guide to Text Editing.
Quick Reference Card for Vi Editor.


Resources:
Distance Education students to have access to appropriate computer hardware and software.

GEG1303  Statics
(BI BM BN BR)

Unit Adviser: Mr L. Soste

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: Nil


Assessment:
Written examinations supplemented with laboratory sessions and/or industrial visits.

Prescribed Text:

GEG1503  Electric Circuits
(BI BM BN BR BS)

Unit Adviser: Mr N. Samaan

Second Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: Year 12 Mathematics or GAS1601.

Unit Outline: Circuits Variables and Elements: active and passive circuit elements; Ohm's Law; Kirchoff's Laws; resistors in series and in parallel; voltage and current dividers; voltage and current sources; dependent sources; basic DC meters; the potentiometer circuit; delta-to-wye equivalent circuits. DC Network analysis; Node voltage and mesh current analysis; Network theorems (Superpositions; Thevenin's and Norton's); Source transformation; Max power transfer. RL, RC and RLC Networks: Inductance; capacitance; series and parallel combination of L and C; Natural and step responses of series and parallel RLC circuit. Sinusoidal Steady-State Analysis: Inductive and Capacitive reactances; phasor analysis; impedance and admittance; phasor diagrams; Effective and Average values, Complex power; Max power transfer; series and parallel resonance; bandwidth and Quality factor. Analogies between Electrical and Mechanical Components; Force-Current analogy; classification of elements; Application of Electrical Mechanical analogy; Fluid Flow Systems and heat flow systems.

Prescribed Text:

GEG1713  Engineering Materials
(BI BM BN BR)

Unit Adviser: Mr T.J. Richards

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: Nil

GEG1723 Dynamics
(BI BM BN BR)

Unit Adviser: Dr H. Aziz

Second Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: Nil

Unit Outline:

Kinematics of Particles:
Rectilinear motion, plane curvilinear motion, rectangular components of velocity and acceleration, motion relative to a frame in translation, motion of a particle in space.

Kinetics of Particles:
Newton's second law of motion, linear momentum, rate of change in linear momentum, equations of motion, dynamic equilibrium, angular momentum of a particle, rate of change of angular momentum, work of a force, kinetic energy, power and efficiency, potential energy, conservation of energy, impulse and momentum.

Kinetics of Systems of Particles:
Steady mass flow.

Kinematics of Rigid Body:
Translation, rotation about a fixed axis, general plane motion, absolute and relative velocity in instantaneous centre of rotation, absolute and relative acceleration, motion about a fixed point.

Plane Kinetics of Rigid Bodies:
Equation of motion, angular momentum, D'Alembert's principle, work and energy principle, kinetic energy, conservation of energy, principle of impulse and momentum, conservation of momentum.

Prescribed Text:

GEG1733 Thermodynamics and Chemical Systems
(BI BM BN BR)

Unit Adviser: Dr Y. Sidrak

Second Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: VCE Mathematics or GAS1610.

Unit Outline:
2. First Law of Thermodynamics: Conservation of energy equation, for different processes.
3. The working fluid: characteristic equations for gases and liquid and the use of steam tables for vapours.
4. Reversible and irreversible processes for gases and steam.
5. Second Law of Thermodynamics: concept of heat engines and entropy; T-s charts and entropy changes for different types of processes for both gases and vapour; availability; thermal efficiency and work ratio.
7. Thermodynamics of Chemical Reactions: Study of combustion as both thermo dynamic and chemical process; First and Second Law balances.

Prescribed Texts:

GEG1812 Understanding Materials 1
(DE BS GH)

Unit Adviser (Interim): Dr I.J. Spark

First Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.

Corequisites: GAS1331, GAS1332 or permission.

Aim: To introduce materials and their processing so that the limit of past, present and future materials can be understood.

Objectives: On completing this unit students will have:
1. An understanding of how the properties of solid materials are determined by their structure and how their structure can be influenced by the method of processing the material. Emphasis in this unit is on metallic materials.
2. An understanding of the inherent limits to materials properties.

Unit Outline: Atomic Structure and Interatomic Bonding; The Structure of Crystalline Solids; Imperfection in Solids; Solid State Diffusion; Mechanical Properties of Metals; Dislocations and Strengthening Mechanisms; The Four basic mechanisms of fracture; Phase Diagrams (or equilibrium diagrams); Non Equilibrium Phase Transformations; The Iron-Iron Carbide System; Non Ferrous Alloys.

Teaching Methods: Comprehensive study guides will be provided, supplemented by a reader containing relevant material. Tutorial assistance and practical classes will be provided at weekend schools.
Assessment:
Three hour Examination (50%)
Practical Reports and Assignments (50%)

Prescribed Text:

GEG2113 Measurement and Instrumentation
(BI BM BN BR)

Unit Adviser: Dr W. Perera

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: GEG1503

Unit Outline: Systems of units of measurement, types of errors and statistical analysis of errors, introduction to analogue and digital electronics: number systems, binary and hexadecimal representation, analogue and digital measuring devices: moving coil, moving iron and other movements, amplified dc meter, digital meters, oscilloscope theory and techniques, transducers and applications. Techniques for error minimisation, such as screening for electronic and electromagnetic systems: IEEE instrumentation bus system.

Assessment:
End of semester examination, practicals and assignments.

Prescribed Text:

GEG2303 Structural Design
(BI BM)

Unit Adviser: To be advised.

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisites: GEG1303, GAS1611, GAS1612.

Unit Outline: Design for strengths, stability and serviceability. Design of steel beams, columns and ties to resist axial bending and combined stresses. Design of simple standard steel connections viz: welding and bolting. Design of reinforced concrete beams, slabs and columns to resist bending and shear stresses.

Assessment:
Assignments; Seminar; Laboratory Work and Written Examination.

Prescribed Texts:

GEG2313 Structural Engineering I
(BI)

Unit Adviser: To be advised.

Second Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisites: GEG2303, GEG2723.


Assessment:
Assignments; Seminar; Laboratory Work and Written Examination.

Prescribed Texts:

GEG2323 Geology and Geomechanics
(BI)

Unit Adviser: Mr D. Nag

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisites: GEG1303, GEG1723, GAS1611, GAS1612.


Assessment:
Written Examination - Mid year and end of year (60%)
Assignment/class tests (20%)
Laboratory (20%)

Prescribed Texts:
GEG2333  Surveying
(BD
Unit Adviser: To be advised.
Second Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.
Prerequisites: GEG1303, GAS1611, GAS1612.
Unit Outline: Distance and angular measurement in plane surveying using optical and electronic instruments, The use of the microcomputer in survey reduction and plan drafting. The survey level, booking and reduction of data. The recognition of errors and correction or errors in instruments and observations. Surveying in Engineering design and construction.
Assessment:
Assignments, Field Work, Survey Camp and Written Examination.
Prescribed Text:

GEG2394  Mining Technology
(BI)
Unit Adviser: To be advised.
Full Year: 3 hours per week - unit value of 1.0 - distance education.
Prerequisites: GEG1303, GEG1723.
Unit Outline:
Topics
Description
1. Introduction to the Mining Industry
2. Exploration and appraisal of mineral deposits
3. Establishing a mine site
4. Drills and drilling
5. Explosives and blasting
6. Mine Development
7. Underground mining methods
8. Surface mining techniques
9. The environment and safety of mines
10. Environmental, social and political issues
Prescribed Text:

GEG2452  Working with Systems 2
(DE BS GH)
Unit Adviser: Mr G. Harrison
Second Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.
Prerequisites: GAS2332, GAS1611 or equivalent.
Aims:
To study the concepts of system control and the application of feedback to improve system operation. To consider the nature of the response of basic systems due to the presence of delay, inertia, damping, negative and positive feedback, proportional and rate control. To introduce the application of computers to control and data management tasks.
Unit Outline: Topics to be covered will include: Basic Control Loop Systems; Feedback; Time response of Closed Loop Systems; Positive Feedback; Steady State response; Some simple nonlinearities; Control Elements; Digital Computers in Control.
Assessment: One three hour examination; two compulsory laboratory sessions; Assignments; Project.
Prescribed Text: To be advised.

GEG2503  Electrical Design II
(BN BR)
Unit Adviser: Mr G. Harrison
Second Semester: 5 hours per week - unit value of 0.75 - internal study.
Prerequisites: GEG1102, GEG1503.
Unit Outline: Thermal analysis of electrical systems including heat generation, storage, transfer and dissipation processes. Design of DC voltage and current circuits considering the interaction of specifications, material properties, design equations and key assumptions. Analysis of iron cored/air gap chokes using theoretical and imperial design approaches. Construction of electronic circuits using soldering, wirewrapping and breadboarding techniques. Use of PC software for schematic capture of circuit design.
Assessment:
Three Laboratory sessions, assignments.
Prescribed Text:

GEG2513  Energy Conversion and Machines
(BI BM BN BR)
Unit Adviser: Mr N. Samaan
First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.
Prerequisite: GEG1503
Unit Outline: Magnetic Circuits; B-H relation; magnetic equivalent circuit; magnetisation curve, magnetic circuit with air gap; Inductance; Core losses, sinusoidal excitation. Energy Conversion: electromechanical energy

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conversion; mechanical force in the electro-magnetic system; Faraday's Law and induced e.m.f.; Lorentz force; three-phase (balanced) networks (Y, delta-connection); power calculations; measurement of real power. Transformers single phase transformer; impedance transfer; polarity; effect of winding resistance, components of magnetic flux; Transformer equivalent circuit; phasor diagram; parameter determination; transformer efficiency; regulation, 3-phase transformers, per-unit system. Direct Current Machines; Construction; armature voltage; development torque; magnetisation curve; classification of DC machines; armature reaction. DC motors; starting; speed control. AC Machines: Rotating magnetic field, polyphase induction motors; Constructional features; Cage rotor and wound rotor induction motors; slip; induced e.m.f.; rotor power; torque; losses and efficiency; induction motor starting; synchronous generators; basic structure and operation; e.m.f. equation; equivalent circuit model; the infinite bus and synchronising.

Prescribed Text:

**GEG2523 Analog Electronics I**
(BM BN BR BS)

Unit Adviser: Mr W.S. Nageswaran

First Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisite: GEG1503

Unit Outline: Introduction to semiconductor devices and their characteristics, applications of diodes such as clipping, clamping, rectifiers and filters - series Inductors and shunt capacitors and L sections; Transistor amplifiers, Operational amplifiers, and their amplifier configurations such as inverting and non-inverting, and input - output impedances, applications such as adders, subtractors, multipliers, log amps and comparators. Introduction to frequency response and time response of circuits and their interpretation, feedback and stability - closed and open loop gain, bandwidth improvements, lead/lag compensation, stability.

Assessment:
Based on written examination, assignments and laboratory work.

Prescribed Text:

**GEG2533 Digital Electronics and Computers**
(BM BN BR BS)

Unit Adviser: Mr W.S. Nageswaran

Second Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: GEG1503

Unit Outline: Detailed study of transistor-transistor logic, input, output configurations, loading rules, and DC noise margins. Logic functions such as AND OR NOT NAND NOR EX OR logic diagrams, Karnaugh maps, Boolean algebra, DeMorgan's Theorem, numerical codes such as Binary, BCD, Hex, Gray, and error correction, arithmetic functions, combined circuits such as encoders, decoders, multiplexers, de-multiplexers, comparators, MSI, SSI. Introduction to Computers Analog, Digital and hybrids, mini computers, micro computers, detailed study of Motorola MC6800 family of processors, Hardware organisation including addressing, data and control bus addressing modes, 1/0 using parallel interface MC6821. Introduction to assembler, designing assembly level software, editors, and debugging.

Assessment:
Based on written examination, assignments and laboratory work.

Prescribed Texts:

**GEG2543 Circuits and Electromagnetic Fields**
(BN BR)

Unit Adviser: Mr G. Harrison

Second Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisites: GAS1388, GEG1503.

Corequisites: GAS2621, GAS2741.


Polyphase Systems: Analysis of polyphase, 3 or 4 wire, balanced and unbalanced, star or delta connected systems. Complex power. Metering.

Electric and Magnetic Fields: Characteristics and analysis of magnetic and electric fields and materials. Faraday's, Lenz's, Gauss' and Coulomb's laws, magnetic and electrostatic induction and forces, inductance and capacitance.

Field Theory: Maxwell's equations and time varying fields, boundary conditions and wave equations.

Transmission Lines: Models, telegraphers equations, Bewley lattice diagram and Smith charts to solve transmission line problems.

Assessment:
One three hour examination, six laboratory sessions, assignments.

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GEG2703 Mechanical Design II
(BI BM BN)

Unit Adviser: Dr H. Aziz

Second Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisites: GEG1102, GEG1303, GEG1723.

Unit Outline: Introduction; philosophy of design; selection of material; factor of safety; design for rigidity; design for strength; design of shafts according to Australian Standards; design of welded joints; selection of rolling contact bearings design of bolted joints; design against fatigue failure. The use of computer and computer aided design systems as part of the design process.

Prescribed Text:

GEG2723 Applied Mechanics
(BI BM BN BR)

Unit Adviser: Dr M. Isreb, Mr Y. Ibrahim

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisites: GEG1303, GEG1723, GAS1611, GAS1612.

Unit Outline: Tension, compression and shear stresses; elastic constraints; axially loaded members; torsion; shear force and bending moment. Stresses in beams; Euler's equation; simple structural design exercise.

Plate clutches, cone clutches and centrifugal clutches; belt drivers and band brakes - flat belt drives, V-belt drive, effect of centrifugal tension and initial tensions on belt drives; gear trains - simple gear trains, compound gear trains, epicyclic trains, cams and cam followers - design of cam's profile for specified followers, displacement trajectory.

Assessment:
Laboratory Work and Examination.

Prescribed Texts:

GEG2733 Thermodynamics
(BM BN BR)

Unit Adviser: Dr Y. Sidrak

Second Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisite: GEG1733

Unit Outline:
1. Steam Plant: analysis of different cycles; h.s. chart; binary vapour cycle; modern boiler plant; steam condensers and steam for process work.
2. Positive Displacement Machines: compressors types and analysis; rotary machines and air motors.
4. Gas Turbines: basic cycle and modifications; combustion; jet propulsion.

Prescribed Texts:

GEG2743 Fluid Mechanics I
(BI BM BN BR)

Unit Adviser: Mr D. Walker

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: GEG1723

Unit Outline:
1. Introduction of fluid properties.
3. Concepts of fluid flow. The equation of continuity, conservation of energy - Bernoulli's equation, the momentum equation. Viscous effects, Reynolds experiment, laminar and turbulent flow. Applications of the flow equations.
4. Friction flow and pipes, friction factor, application of Bernoulli's equation with friction. Consideration of losses in bends, valves, fittings, etc. Bernoulli's equation with addition and extraction of energy, hydraulic grade line.
6. The boundary layer concept, boundary layer separation. Drag and lift - sample applications of drag and lift forces.
7. Compressible flow - Bernoulli's equation in its compressible form, simple applications, compressible flow tables. Introduction to shock waves.
8. Dimensional analysis techniques. Similarity and the principles of model testing.

Prescribed Text:

**GEG2812 Understanding Materials 2**
(DE BS GH)

Unit Adviser (Interim): Dr I.J. Spark

Second Semester: 3 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisite: GEG1812

Aim: To introduce materials and their processing so that the limits of past, present and future materials can be understood.

Objectives: On completing this unit the students will have:

- An understanding of how the properties of solid materials are determined by their structure can be influenced by the method of processing the material. Emphasis in this unit will be on non metallic materials.

- An understanding of the inherent limits to material properties.

Unit Outline: Structure and Properties of Ceramics; Application and Processing of Ceramics; Polymers; Composite Materials - having the best of both worlds; Cement and Concrete; Timber and Timber Products; Materials for Bearings; Adhesives; Corrosion and Degradation of Materials; Electrical Properties of Materials; Magnetic Properties of Materials; Expansion of Materials Fabrication Methods (with particular reference to economic factors); Materials as the raw materials of the designer.

Assessment:

Examination (Three hours) (50%)

Practical Reports and Assignments (50%)

Prescribed Text:

Recommended Reading:

**GEG3000 Industrial Experience**
(BN BM BR BI)

Unit Adviser: Appropriate Principal Lecturer.

Full Year: 0.5 hours per week - internal study.

Unit Outline: As part of the requirement of the Institution of Engineers, Australia, for all engineering degree programs, it is necessary for students to complete a total of 12 weeks of industrial experience. This experience is normally to be gained during the Christmas vacation periods between second - third years, and third - fourth years. A formal report on the experience is required upon completion.

Recommended Reading: Nil

**GEG3014 Control Theory and Systems**
(BI BM BN BR)

Unit Adviser: Mr K. Cale

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG2113, GAS1832, 7169.

Unit Outline: Control Theory: Introduction to and evolution of control systems; Definitions and elements of feedback control; Effects of negative feedback on system characteristics; Modelling and transfer function representation; Mathematical techniques for analysis of control systems including frequency domain and Laplace transform methods; PID controllers, sensors and actuators; Steady state regulation; Dynamic response, stability and system compensation; Use of computer packages for design and analysis; Introduction to state variable techniques;

- Control System Applications: Discussion and analyses of control system applications in each of the Civil, Electrical and Mechanical Engineering disciplines.

Prescribed Text:

Recommended Reading:

**GEG3202 Structural Design and Construction**
(BI)

Unit Adviser: Mr P.J. Loftus

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

Prerequisites: GEG2303, GEG2723, 5282.


Prescribed Texts:
*Standards Association of Australia*. Latest Editions. Other texts to be advised.

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GEG3214 Water Supply and Wastewater Systems
(BI)
Unit Adviser: Mr L. Soste
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: 5222
Prescribed Text:

GEG3222 Hydraulic Design and Construction
(BI)
Unit Adviser: Mr L. Soste
Full Year: 1.5 hours per week - unit value of 0.5 - internal study.
Prerequisites: 5222, GEG2733.
Prescribed Text:

GEG3234 Soils and Foundations
(BI)
Unit Adviser: Mr D. Nag
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5223, GEG2723.
Prescribed Texts:


GEG3244 Theory of Structures I
(BI)
Unit Adviser: Dr M. Isreb
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: GEG2723
Prescribed Text:

GEG3264 Road Design and Construction
(BN BI)
Unit Adviser: Mr P. Walker
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: GEG2323, GEG2333.
Unit Outline: Road location and route surveying, use of aerial photography, design and setting out of vertical and horizontal curves; Calculation of earthwork quantities, quarrying and the use of explosives; The design of road pavements, design and placement of bituminous surface layers. Road drainage provisions, the calculations of rainfall runoff. Provisions in the Local Government Act for the design and construction of subdivisional roads. An introduction of types of earthmoving plant and their application.
Prescribed Texts:
Road Design Manual. RCA Victoria.
Pavement Design. NAA.SRA.
Technical Notes. Cement and Concrete Association of Australia.

GEG3404 Electrical Design III
(BR)
Unit Adviser: Mr G.J. Harrison
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: GEG2503, GEG2513, GEG2523.
Unit Outline: Topics include: reliability engineering; economic comparisons (tender analysis and discounted cash flow techniques); programmable logic controllers and their applications; transformer design; linear and non-linear integrated circuit applications; system interfacing.

Prescribed Text:
*Design Data for Electrical Engineers.* Compiled by Staff, Electrical & Electronic Engineering Department, Swinburne Institute of Technology.

Recommended Reading:
*Texas Instruments PLC Manuals.*

**GEG3413 Electrical Machines II**
(BN BR)

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: GEG2513


Prescribed Text: To be advised.

Recommended Reading:

**GEG3423 Analog Electronics**
(BN BR BS)

Unit Adviser: Mr S. Nageswaran

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: GEG2523

Unit Outline: Large signal amplifiers, feedback amplifiers, operational amplifiers, D.C. regulators, applications of computer analysis packages.

Prescribed Text:
See GEG2523 Analog Electronics I.

**GEG3433 Digital Electronics and Computers II**
(BN BR BS)

Unit Adviser: Dr J.C. Ochsenbein

First Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisite: GEG2533

Unit Outline: Digital Circuits - Comparison of and interfacing between integrated circuit logic families (TTL, ECL, MOS, etc.). Sequential circuits including semiconductor memories, design of sequential circuits (shift register, synchronous and asynchronous counters, pulse and timing circuits).

Microprocessors & Microcomputers - assemblers and cross assemblers, parallel and serial input/output, interrupt systems, vectored and polled interrupts, programed I/O operation using handshake, direct memory access.

Prescribed Texts:

Recommended Reading:

**GEG3454 Power Electronics**
(BN BR)

Unit Adviser: Dr W.R. Perera

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG2513, GEG2523, GEG2543.

Unit Outline: Characteristics, rating and protection of thyristor devices. Analysis of converter performance. Voltage control and variable frequency applications for motor drives. The causes and effects of harmonic distortion and methods of suppression.

Prescribed Text:
GEG3463 Digital Systems
(BR BS)
Unit Adviser: Dr J.C. Ochsenbein
Second Semester: 5 hours per week - unit value of 0.75 - internal study.
Prerequisites: GEG2523, GEG3433.
Unit Outline: Topics include: Computers, Minicomputers and Microcomputers (8080, 8085, Z80, 6809 and 68000); computer peripherals; memories; input/output structures and interfacing; design and testing of interface circuits (hardware and software); standard serial and parallel busses (IEEE488, IEEE696, etc.).
Prescribed Texts:
Recommended Reading:

GEG3604 Mechanical Design III
(BM)
Unit Adviser: Dr H.A. Aziz
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: GEG2703
Unit Outline: Specific topics will be taken from the following: Fluid power system Design; Design of pressure vessels and pressure piping systems including the selection of components such as valves and supports; Design of materials handling equipment such as cranes, hoists and conveyors; Introduction to human engineering (Ergonomics); Design of bearings and lubrication systems including metallic and non-metallic bearings; The design and selection of mechanical power transmission systems and components such as gears, clutches, and couplings; Further study of the design aspects of fatigue. Where necessary the unit topics will be supplemented by case studies and design projects. Where applicable the appropriate standards, codes and statutory requirements will be referred to in the design process. The introduction of new topics and techniques will be regarded as essential to keep the unit up-to-date and wherever possible, computers will be used in the design and optimisation of systems and components.
Prescribed Text:

GEG3614 Mechanics of Materials
(BN BM BR)
Unit Adviser: Dr H.A. Aziz
First Semester: 6 hours per week - unit value of 1.0 - internal study.
Prerequisites: GEG2723, GAS1832, GAS1612.
Unit Outline: Specific topics will be taken from the following areas: Deflection under combined loading. Unsymmetrical bending and shear centre. Inelastic bending and torsion. Stresses in bars of considerable curvature. Stresses in thick cylinders. Contact stresses. Introduction to advanced elasticity theory and computer techniques for stress analysis. Experimental stress analysis techniques. Stresses due to Interference Fits; Thermal Effect. Stresses in rotating discs. Stresses and deflections due to dynamic loading. Theory of Plasticity with engineering applications. The addition of appropriate topics to keep the unit up to date.
Prescribed Text:
Reference:

GEG3633 Thermodynamics II
(BN BM)
Unit Adviser: Dr Y. Sidrak
Full Year: 2.5 hours per week - unit value of 0.75 - internal study.
Prerequisite: GEG2733
Prescribed Texts:
GEG3643 Fluid Mechanics II
(BM)

Unit Adviser: Mr D. Walker

Full Year: 2.5 hours per week - unit value of 0.75 - internal study.

Prerequisite: GEG2743


Prescribed Text:

GEG3664 Design
(not offered in 1992)
(DE)

Unit Adviser (Interim): Mr K.B. Enders

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: 1233, 5245, 5282

Aims: To examine in detail the fundamental process by which engineering designs and designers generally arrive at acceptable solutions to design problems.

Unit Outline: Topics to be covered include: The Design Process and Design Methods; Creativity; Problem Solving and Decision Making; Modelling and Simulation; Materials Selection; Interaction of Materials; Production and Design; Product Planning and Development; Industrial Design; Ergonomics; Reliability and Maintainability; Safety and Risk Analysis; The Legal Aspects of Design.

Assessment: Design Projects and Assignments (100%)

Prescribed Texts:

Recommended Reading:

GEG3674 Vibration and Noise Control
(BN BM)

Unit Adviser: Mr G. Vains

First Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisite: GEG2723

Unit Outline: Sound waves, sound levels, decibels and directivity. Human response; the human ear, hearing loss, psychological effects. Noise sources. Noise control; criteria and regulations. Vibration control systems; mathematical model, structural supports, critical shaft speeds, vibration measurements, structural dynamics. Machine protection and malfunction diagnosis; causes of vibration, rotor dynamics, diagnostic analysis. Instrumentation and data analysis; microphones, sound level meters, magnetic tape recorders, accelerometers, spectrum analysers, signature analysis.

Prescribed Texts:

Recommended Reading:

GEG3802 Engineering Materials II
(BN BM BI)

Unit Adviser: Dr I.J. Spark

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

Prerequisite: 5280

Unit Outline: The making and shaping of steel, heat treatment of steel and cast iron, metallurgy of welding, fracture mechanics, non-destructive testing, surface hardening, non ferrous alloys, thermodynamics and kinetics of corrosion, corrosion control.

Prescribed Texts:

GEG3904 Energy and Society
(BE BS BM BN BI BR BT)

Unit Adviser: Dr I.J. Spark

Full Year: 2 hours per week - unit value of 1.0 - distance education.

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

Assessment: 4 written assignments.

Prescribed Text: To be advised.

GEG4008 Engineering Project
(BN BM BI BR)

Unit Adviser: Mr G. Harrison

Full Year: 6 hour contact, up to 6 hours private study - unit value of 2.0 - internal and distance education study.

Prerequisite: Completion of 3rd year studies.

Unit Outline: An engineering project is required for each final year student. The primary function of the Engineering Project unit is to give the student personal responsibility for a realistic industrial problem under carefully controlled conditions; he/she will thus obtain valuable experience in applying his/her developing engineering skills and knowledge. It is expected that many of the project problems will derive directly from local industries, so that much of the project work should be of value to the Gippsland community. Assessment of the engineering project is based upon the supervisor's report on attitude and achievement, evaluation of an initial and final project seminar, the evaluation of a full technical report on the project, and the technical quality of the final engineering project.

GEG4014 Engineering Management and Industrial Relations
(BN BM BI BR PE)

Unit Adviser: Mr K.B. Enders

Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GEG3000

Unit Outline: This unit is designed to introduce engineering students to an understanding of the functions of the engineer in relation to management and industrial relations; in particular to matters relating to planning, organising, supervising, controlling, decision making, industrial safety, industrial conflicts, trade unions, employer organisations, conciliation and arbitration, and worker participation. Professionalism, ethics, communication and time management are also covered.

Prescribed Texts:

GEG4024 Engineering Project Management
(BI BM BN BR PE)

Unit Adviser: Mr K. Cale

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG3000, 7189

Unit Outline: Project planning, precedence diagrams, arrow diagrams, resource allocation, time-cost optimisation, decision making, mathematics of interest, nominal and effective interest, engineering financial management. Cost control, cost variances, cash flow forecasting P.E.R.T. analysis of networks. The nature of engineering contracts.

Prescribed Texts:

GEG4034 Environmental Engineering
(not offered in 1992)
(BI BM BN BR)

Unit Adviser: Mr P. Walker

Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GEG3000


Prescribed Text:

GEG4044 Terotechnology
(not offered in 1992)
(BI BN BR)

Unit Adviser: Mr M.Y. Ibrahim

Full Year: 3 hours per week - unit value of 1.0 - distance
education.

Prerequisite: Completion of 3rd year studies.

Unit Outline: Introduction to asset management and terotechnology. The application of terotechnological techniques to increase profitability of an organisation. Life cycle costs and costs of ownership. Design/re-design of plant, machinery, equipment, buildings and structures to improve maintainability, reliability and reduce life cycle costs. Application of CAD/CAM to terotechnology. Introduction to the effect of installation and commissioning practice on the maintenance cost and life cycle of an asset; installation and commissioning standard procedures. Maintenance budgets and cost control. Terotechnology aspects of engineering economics and accountancy, including risk analysis. Cost of using and maintaining assets. Introduction to asset purchase/replacement policies and those techniques concerned with decisions to buy or replace major units of plant.

Prescribed Text:

Recommended Reading:

GEG4054 Digital Imaging
(BI BM BN BR)

Unit Adviser: Mr G. Vains

Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisite: Completion of 3rd year Bachelor of Engineering.

Unit Outline: Topics to be covered may include:

1. Introductory concepts:

2. Imaging Fundamentals:
   Image models: sampling quantisation, pixel relationships; imaging geometry. Image Transforms: 2-D Fourier Transforms; filters, digital approximations to the Gradient and Laplacian; convolution. Image Enhancement: discussion of spectral and frequency domain methods; enhancement by histogram-modification techniques; smoothing methods (e.g. neighbourhood average, filtering multiple image methods); image sharpening (High pass filter, 1 differentiation). Pseudo-colour image processing: colour fundamentals, filtering, Gray-level transformations. Image encoding and segmentation: discontinuity detection (e.g. line, edge); thresholding; fidelity and mapping.

3. Commercial and Dedicated Software:
   Laboratory and application practice with axial range of commercial package, both menu and library sub-routine types. Packages to include Image-Pro, Dr.Halo, Iris and Aurora. Exposure to writing dedicated imaging packages using "C" or "Pascal" languages.

4. Imaging Hardware Systems:
   Discussion of hardware systems including cameras, image transmission, encoding, processing, array processing, and display. Hands-on experience with image capture, processing, analysis, and display.

5. Applied Image Processing:
   Application of Engineering imaging techniques to a cross-section of topical applications spanning Civil, Electrical, and Mechanical disciplines. Applications will include the use of imaging in design operation and maintenance. Typical application may include: aerial imaging for population/land use/road construction purpose; thermal imaging in low and high temperature industrial situations; analysis of mechanical component motion; applications in Reliability Engineering such as remote sensing of on-line bearing failure, electrical over-current and hot-spot detection; remote on-line detection of corons or surface tracking discharges; water shed/flow pattern analysis; discrimination of coal/sediment beds in open-cut mining.

Prescribed Text: Nil

Recommended Reading:

Handbooks associated with Imaging Laboratory hardware and software.

GEG4204 Structural Design II
(BI PE)

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week - unit value of 1.0 - distance education.
Prerequisites: GEG3204, GEG3234, GEG3802.

Unit Outline: Specialised design in structural steel, aluminium, plastics, timber and reinforced and pre-stressed concrete.

Prescribed Text: To be advised.

**GEG4214 Structural Computations**
(BI BM BN BR PE)

Unit Adviser: Dr M. Isreb

Full Year: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: GEG2723


Assessment: Seminar, Assignments and Written Examination.

Prescribed Text:

**GEG4224 Water Engineering**
(BI)

Unit Adviser: Mr L. Soste

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG3214, GEG3222.


Prescribed Text:

or

Recommended Reading:

**GEG4234 Construction Practices**
(BI)

Unit Adviser: Mr D. Nag

Full Year: 3 hours per week - unit value of 1.0 - internal

and distance education study.

Prerequisite: GEG3234


Prescribed Text: Nil

**GEG4244 Theory of Structures II**
(BI PE)

Unit Adviser: Dr M. Isreb

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisite: GEG3244


Prescribed Text: To be advised.

**GEG4254 Structural Design**
(BM PE)

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisite: GEG2723

Unit Outline: Design of Reinforced Concrete, Prestressed Concrete and Steel Structures in accordance with current Australian Standards.

Prescribed Texts:
AS1480 The Use of Reinforced Concrete in Structures
AS1511 The Use of High-Strength Bolts in Steel Structures
AS1554 Structural Steel Welding
AS1170 Minimum Design Loads on Structures
AS1250 The Use of Steel in Structures

**GEG4264 Traffic Engineering**
(BI)

Unit Adviser: Mr P. Walker

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisite: GEG3264

9/28 School of Engineering
Unit Outline: Land use planning and its influence on the demand for transport of goods and people. Common transport modes, their operational characteristics and operating costs, the public transport systems for transport of goods and people. The road transport system, traffic surveys, estimation of future growth, the theory of traffic flow, road safety and accident studies, the design of intersections, traffic signals and street lighting schemes. Current practices in urban traffic management.

Prescribed Text:

**GEG4404 Power Systems**
(BN BR)

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisites: GEG3413, GAS2622.

Unit Outline: Transmission lines, fault analysis, basic system protection, computerised load flow analysis, transient stability studies and switchgear technology.

Prescribed Texts:

Recommended Reading:

**GEG4414 Industrial Power Applications**
(BR)

Unit Adviser: Dr W.R. Perera

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG3413, GEG3453.

Unit Outline: Industrial power supply requirements, distribution engineering practice, plant co-ordination, switchboards and switchgear, protection equipment, ASA wiring regulations, tariff structures, energy management systems, harmonic interference and illumination engineering.

Recommended Reading:
*Electrical Engineer*. Monthly magazine, Thomson Publications.
*SECV Industrial Information Sheets*.

AS 3000 Wiring Rules.

**GEG4434 Electronic Instrumentation Systems**
(BN BM BR)

Unit Adviser: Mr S. Nageswaran

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG2113, GEG2523, GEG2533.

Unit Outline: Electronic instruments, circuit design for electronic instrumentation, data acquisition systems and intelligent controllers, signal processing, instrumentation systems including biomedical and microcomputer applications, microprocessor based instrumentation.

Prescribed Texts:

Recommended Reading:

**GEG4454 Communications Systems**
(BR BN)

Unit Adviser: Mr S. Nageswaran

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG3423, GEG3433.

Unit Outline: Topics covered will include: Information theory, information transmission and acquisition systems, noise and error control, transmitters and receivers, propagation, telephone systems and switching techniques.

Prescribed Texts:

Recommended Reading:
Advanced Digital Systems

Not offered in 1992

Unit Adviser: Dr J.C. Ochsenbein

Full Year: 3 hours per week - unit value of 1.0 - internal study

Prerequisite: GEG3463

Unit Outline: Review of hardware and software available for digital systems with particular emphasis on microprocessor based applications. Study of real time operating systems using a microprocessor development system: editor, assembler, compiler, linker, in-circuit emulation, prom programmer, state and timing analyzer. Microprogramming and fault tolerant design.

Prescribed Texts:

Recommended Reading:
HP64000 Logic Design System Handbook.

Advanced Control Systems

Not offered in 1992

Unit Adviser: Mr G.J. Harrison

Full Year: 3 hours per week - unit value of 1.0 - internal study

Prerequisite: GEG3014


Recommended Reading:


Mechanical Design IV

Unit Adviser: Mr K.B. Enders

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisites: GEG3604, GAS1631.

Unit Outline: In this unit the fundamental processes by which designers arrive at acceptable solutions are examined in more detail than previously. Further methods by which designs can be guided towards the best solution are studied along with creativity, optimisation, reliability, product design, design for manufacture, computer applications in mechanical design, case studies, and other appropriate current topics. Possible solutions to particular mechanical design problems are examined throughout the course.

Prescribed Text: To be advised.

Rotodynamic Machines

Unit Adviser: Mr D. Walker

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG2743, GEG3674.

Unit Outline: Basic fluid flow and thermodynamic relations for a rotodynamic machine; dimensional analysis aspects. Analysis and performance of pumps, fans, compressors and turbines, including centrifugal and axial flow machines. Aspects of vibration and balancing, including monitoring techniques, allowable levels of vibrations, control and reduction of vibration. Noise generation in machines and associated pipework, noise reduction and control.

Prescribed Texts:

Recommended Reading:

GEG4634 Thermodynamics III  
(BI BM BN)

Unit Adviser: Dr Y. Sidrak

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisite: GEG3633

Unit Outline:
1. Heat Transfer: Unsteady state conduction; Principles of convection; Empirical and practical relations for forced head transfer; Natural convection systems; Radiation heat transfer; Condensation and boiling heat transfer; Heat exchangers.
2. Thermodynamics: Availability concepts and applications; Thermodynamics of irreversible systems processes; Principles of statistical thermodynamics; Applications of statistical thermodynamics; Direct energy conversion.

Prescribed Texts:

GEG4654 Fuel and Combustion Technology  
(BI BM BN)

Unit Adviser: Mr G.G. Vains

Full Year: 3 hours per week - unit value of 1.0 - internal study.

Prerequisite: GEG3633

Unit Outline:
1. Fuels: Classification of coal; Liquid and gaseous fuels; Gasification and liquefaction of coal.
2. Combustion: Chemistry of combustion; Physics of combustion; Kinetically controlled combustion phenomena; Combustion of solids liquids and gases; Combustion models.
3. Practical Aspects of Combustion: Flame temperature calculations and specific energy; Flue gas analysis.
4. Heat Transfer; Radiative heat transfer; Heat transfer in flames; Boiling and condensing heat transfer; Modelling of heat exchangers.
5. Boiler Furnaces for Power Generation: Introduction to large boilers - types of boilers, past and present; Furnace types for large boilers.
6. Aspects of furnace design: Fuel preparation; Flame and burner design; Ash handling; Furnace dynamics.

Prescribed Text: As no single reference book covers this syllabus, students are referred to journal articles and given printed study guides.

GEG5004 Industrial Supervision  
(AE)

Unit Adviser: Mr K.B. Enders

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: GEG5012

Unit Outline: This unit is designed to give students an understanding of the theory of organisations and to develop supervisory skills. Topics include: management functions of planning and organising work, supervising, leadership, controlling, motivation, counselling skills, self-improvement, job satisfaction, training and development, group and organisational behaviour.

Prescribed Texts: To be advised.

GEG5012 Human Communications  
(AE)

Unit Adviser: Mr Y. Ibrahim

First Semester: 3 hours per week - unit value of 0.5 - distance education.

Prerequisite: Nil

Unit Outline: Technical and non-technical report writing, memorandums, business letter writing, use of library resources and specialised information services, oral communication, public speaking and public meetings, conduct of meeting, audio-visual communication and engineering presentation, non-verbal communication, methods of instruction.

Prescribed Text: To be advised.

GEG5124 Drawing and Design  
(AE)

Unit Adviser: Mr Y. Ibrahim

First Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit is divided into two sections and aims at providing a basic training in engineering drawing and to introduce the area of engineering design.
1. Engineering Drawing - This section covers the fundamentals of engineering drawing and includes basic drawing skills, drawing media lines, lettering, numerals and symbols, sketching, projection, sectioning, scales, representation of common engineering features such as fasteners, springs, etc., dimensioning and basic tolerancing.
2. Engineering Design - Introduction to Engineering Design. Design exercises involving the preparation of design reports including sketches, design calculations and drawings.
GEG5634 Plant Engineering
(not offered 1992)
(AE)

Unit Adviser: Mr G.G. Vains

Second Semester: 6 hours per week - unit value of 1.0 -
distance education.

Prerequisite: Nil

Unit Outline: Plant Layouts: Production and Workshop
Plant Layouts; Installation and Commissioning of Plant;
Installation and Commissioning Procedures; Vibration and
Shock Isolation, Methods of Machine Mounting and
alignment; Corrosion and Corrosion Control; Selection of
Corrosion Resistant Materials; Boiler Water Treatment;
Principles of Materials Handling; Containers, Conveyors,
Cranes and Hoists. Pumps and Piping, Design and
Selection. Energy Management and Control. Specialist
Corrective Maintenance Techniques.

Prescribed Texts:

GEG6004 Industrial Management
Methods
(AE)

Unit Adviser: Mr K. Enders

Second Semester: 6 hours per week - unit value of 1.0 -
distance education.

Prerequisite: GAS1831 or permission.

Unit Outline: Decision Making: Definitions and factors
to be considered in decision situations. Decision making
methods and decision making under conflict, risk and
uncertainty. Value Analysis procedures and techniques.
Linear Programming with industrial applications.
Creativity with particular reference to decision making and
problem solving. Statistics and statistical quality control.
Negotiating styles and skills involved. The application of
commercial computer software such as spreadsheets and
data bases to engineering and industrial applications. New
Topics: To keep up to date and to meet specific industry
needs, additional topics will be added when required.

Prescribed Text:
Lockyer, K., Muhlemann, A., & Oakland, J., Production
and Operations Management. 5th ed., Pitman,

GEG6044 Industrial Project
(AD)

Unit Adviser: Mr K. Enders

Full Year: 3 hours per week - unit value of 1.0 - distance
education.

Prerequisite: Completion of Modules 1 and 2 or
permission.

Aim: The unit aims to:

(a) Introduce students to basic research techniques and
information and data gathering;
(b) Allow students to integrate the knowledge and
experience gained in the course units into a realistic
industrial project;
(c) To give them experience in writing and oral
presentation of their project findings and conclusions.

Unit Outline: The emphasis of the unit is to expose the
students to the requirements and skills necessary in
carrying out realistic industrial projects preferably within
their own work situation. The type of project selected will
not be restricted to any particular area. Examples of areas
in which it could be undertaken: design, supervision/
management, project planning and implementation,
operations, computer based, etc.

The students will be involved in various stages of problem
solving in carrying out the project:
1. Defining the overall objective which is to be satisfied.
2. Determine other objectives which are essential or
desirable. These may be technological, economic or
social factors.
3. Generate alternative courses of action or solutions.
4. Determine the outcomes for each action or solution.
5. Evaluate the outcomes against the objectives.
6. Select one course of action or solution.
7. Implement the chosen course of action or solution.

The student will develop skills and methods in the
following areas:
1. Project design and implementation.
2. Project planning.
3. Literature and data searching and analysis.
4. Analysis of workplace policies relating to the project.
5. Written and oral presentations.
6. The implementation of the project in the workplace.

Teaching Methods: Study guide material supplemented by
lectures/tutorials at weekend schools. Compulsory student
presentation of the project report.

Prescribed Text: Nil

Assessment:
Oral presentation (20%)
Written report (80%)
GEG6058  Industrial Experience  
(AE)

Unit Adviser: Mr K. Enders

Full Year: 6 hours per week - unit value of 2.0 - distance education.

Prerequisite: Nil

Aim: The aim of this unit is to ensure that students are exposed to realistic industrial experience before they complete the course.

Unit Outline: Students will be required to gain experience in a work situation which will enable them to appreciate and apply the knowledge and skills gained in the course. The type of experience will not be restricted to any particular area. It may be gained for example from employment in manufacturing, production, operations, service, or consulting companies, government or semi-government instrumentalities. The type of employment will not be prescribed other than it must be of an 'industrial nature'. Students who have not been previously employed in a suitable position will need to be employed for the equivalent of one year full time in a position approved by the course co-ordinator.

Students who have already been employed in a suitable position may apply for credit for the unit by submitting a report outlining their work experience including job titles and employers. The report will need to be endorsed by at least one person who has personal knowledge of the work carried out by the students for at least 12 months. The person should be a supervisor, manager, owner, etc. in one of the organisations in which the student has worked.

Teaching Methods: Nil

Prescribed Texts: Nil

Assessment: Students without appropriate experience will need to submit three monthly reports on the work carried out in their approved employment.

GEG6114  Safety Management  
(AE)

Unit Adviser: Mr D. Walker

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil


GEG6124  Engineering Project Supervision  
(AE)

Unit Adviser: Mr K. Cale

First Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil


Prescribed Text: To be advised.

GEG6634  Maintenance Supervision  
(not offered in 1992)  
(AE)

Unit Adviser: Mr J. Ang

First Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: Maintenance planning and control; Planned preventive, corrective and condition based maintenance; Types of failure; Maintenance policies; Structure and communication within maintenance personnel; Documentation for control and planning; Computerised maintenance management systems; Responsibilities and duties of a maintenance supervisor; Shutdown planning using bar charts and introduction to network planning; Short term PM and CM planning; Use of historical maintenance data; Downtime and availability; Maintenance costs and budget control; Use and control of contractors for maintenance work.

Prescribed Text: To be advised.

GEG6904  Production and Operations Management  
(AE AG AP)

Unit Adviser: Mr J. Ang

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisites: Completion of all first level units or permission.

Aims: To familiarise students with the major production and operations aspects of an enterprise. To outline and discuss the major techniques of production and operations management.
To allow students to gain insight into production and operations management through the use of case studies.

Unit Outline:
1. Introduction to the production and operations functions.
2. The Product: The design, choice, control of variety and quality of the product.
3. The Workplace: Location, design, layout, equipment, terotechnology and life cycle costs, maintenance, budgets and budgetary control of the workplace.
4. Production: Types of production, workstudy, ergonomics of the workplace, materials handling, estimating and planning, control of quality, costing.
5. The Timetable: Production planning and control line of balance, material control, buying, storekeeping, inventory control.

Prescribed Text:

GEG7014 Terotechnology and Life Cycle Costs
(GT PE)

Unit Adviser: Mr Y. Ibrahim

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline:
1. Introduction to asset management and Terotechnology. The application of terotechnological techniques to increase profitability of an organisation. Life cycle costs and the costs of ownership; assets as the profit generators; impact of maintenance on profitability and life cycle costs.
2. Introduction to asset management systems that can be used to ensure that maintenance costs are considered throughout the life cycle of equipment. Maintenance budgets and cost control. Terotechnological aspects of inering economics and accountancy, including risk analysis. Terotechnology and maintenance control ratios. Introduction to asset purchase/replacement policies and those techniques concerned with decisions to buy or replace major units of plant.
3. Design/re-design of plant to improve maintainability, reliability and reduce life cycle costs; Design maintenance techniques. Application of CAD/CAM to the maintenance department.
4. Introduction to the effect of installation and commissioning practice on the maintenance cost and life cycle of an asset; installation and commissioning standard procedures.

This unit includes a considerable number of terotechnology and life-cycle costing case studies.

Prescribed Text:

GEG7024 Maintenance Management
(GT PE)

Unit Adviser: Mr J. Ang

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline:
1. Maintenance Planning and Control; Objectives of the Maintenance Department; Availability of Plant; Types of failures; Types of Maintenance; Maintenance Strategies.
2. Structures of Maintenance Departments; Job descriptions of Maintenance Personnel; Communication within the Maintenance Function; Use of Multi-Skilled maintenance personnel to reduce resourcing difficulties.
3. Documentation and Computer Control Systems; Selection of appropriate manual or computerised control systems for a maintenance department depending on size and type of organisation.
4. The implementation of Maintenance Planning systems, including Plant Inventories; Coding; Asset Registers; Scheduling; Resource Planning; Work Order Control; History and Feedback.

This unit includes a considerable number of case studies of Maintenance Management techniques applied to industry; government; fleet operators; and buildings.

Prescribed Texts: To be advised.

GEG7034 Quantitative Techniques for Asset Management
(GT)

Unit Adviser: Dr Y. Sidrak

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisite: GEG7014

Unit Outline:
1. Introduction to the techniques applicable to the analysis of feedback data obtained in the maintenance planning system; statistical techniques applied to maintenance activities; the need for data analysis; methods of presenting analysed data; Weibull Analysis.
2. Mathematical modelling of maintenance data; Monte Carlo simulation; Queueing theory; Determining optimum frequencies for fixed-time maintenance activities/shutdowns.
Prescribed Text:

**GEG7044 Industrial Techniques in Maintenance Management**  
(GT PE)

Unit Adviser: Mr J. Ang

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisites: Nil

Unit Outline: Motivation and control of the maintenance workforce; industrial relations in a maintenance environment; problems associated with the production/maintenance interface; Leadership styles and Managerial assumptions about maintenance tradesmen. Work measurement, method study and activity sampling applied to maintenance activities; Time Management. Stock control of materials and parts within the maintenance function; design of stores layout; establishing stores coding, inventories, stock levels, re-order levels and purchasing procedures. Planning of shutdowns and major maintenance project activities using Gantt charts and critical path networks.

Prescribed Texts: To be advised.

Recommended Reading:  
*Relevant Australian Standards.*

**GEG7054 Fault Diagnosis and Condition Monitoring**  
(GT)

Unit Adviser: Dr I.J. Spark

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisite: GEG7024

Unit Outline:
1. Types of failure; Fault diagnosis techniques applied to electrical and mechanical maintenance activities; diagnostic documentation and associated costs; fault and cause tables with probability rankings; design and use of algorithms; problems of fault diagnosing systems.
2. Condition Monitoring and Condition Based Maintenance. Introduction to vibration monitoring, corrosion monitoring, oil analysis, thermography and crack detection; condition monitoring and non-destructive testing equipment. Costs and problems associated with condition monitoring systems; computerised monitoring equipment; decisions on periodicity of monitoring.
3. Further study of vibration monitoring techniques. Selection of vibration measuring equipment; Measurement of vibration; Spectral analysis; Cepstra, Kurtosis, and shock-pulse methods; Trend analysis.
4. Further study of oil analysis. Wear Debris and Contaminant Monitoring. Oil analysis techniques; Ferrography; Spectrometric oil analysis.
5. Corrosion monitoring; Corrosion types and associated monitoring equipment.

Prescribed Text:

Recommended Reading:  

**GEG7064 Maintenance Techniques**  
(GT PE)

Unit Adviser: Mr K. Enders

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil


Prescribed Texts: To be advised.

**GEG7074 Computer Applications in Terotechnology**  
(GT)

Unit Adviser: Mr G.G. Vains

Full Year: 3 hours per week - unit value of 1.0 - distance education.

Prerequisites: GEG7024, GEG7034, Introductory level of computer literacy.


Prescribed Texts: To be advised.
GEG7094 Research Project
(GT)
Unit Adviser: Mr J. Ang
Full Year: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Completion of at least 3 course units.
Unit Outline: The essential feature of the research project is that it provides the student with an opportunity to assume personal responsibility for the solution of a terotechnology problem.
It therefore enables the student to gain confidence in their ability to apply the techniques, skills and knowledge acquired in the structured course work units, while still having academic staff available to provide guidance and constructive criticism. The research project can also provide an opportunity for the student to tackle problems which lie outside their range of expertise (acquired to date) and in this context it both increases the student's area of expertise and gives them confidence that they can so broaden their expertise as the need arises.
Assessment: The student will be required to prepare a typed research report of around 10,000 words, and will be required to present a seminar on their research project.
Prescribed Texts:
The student will be required to review the literature relevant to their project.

GEG7114 Basic Quantitative Skills
(PE)
Unit Adviser: To be advised.
First Semester: unit value of 1.0 - distance education.
Prerequisites: Familiarity with personal computer.
Unit Outline: This unit is divided into three different-interactive sections as follows:
(a) Introduction to Reliability Mathematics
The aim of this section is not to make a candidate an expert in the statistics and probability theories, but rather to let them enjoy a conceptual understanding of the foundation theories on which reliability sciences are based. This section will be offered to ensure an easy and firm grasp of the subsequent reliability topics.
The topics covered in this section include:
- Probability concepts.
- Probability distribution.
- Discrete and continuous distribution.
- Statistical confidence.
- Goodness of fits.
- Series of events.
(b) Reliability Data Analysis
The main aim of this section is to establish the required knowledge-base to analyse data related to reliability problems solving. The skills acquired through this section will help a candidate in sound decision making in regard to reliability assessment and improvement.
The topics covered in this section include:
- Probability plotting techniques.
- Ranking of data.
- Lognormal probability plots.
- Weibull probability plots.
- Hazard plotting.
- Reliability analysis of repairable systems.
- Probability plotting for binomial data.
(c) Computer Applications in Reliability Engineering
This section will involve introducing students to reliability software packages available. Knowledge of personal computers would be a prerequisite for this section.

GEG7124 Understanding Reliability
(PE)
Unit Adviser: To be advised.
First Semester: unit value of 1.0 - distance education.
Prerequisite: Nil
Unit Objectives and Contents: The main objective of this unit is to provide the essential reliability knowledge foundation for solving practical problems. It could be considered as a core subject in this Graduate Certificate. The unit will cover the following topics:
- Introduction to reliability.
- Reliability in management and quality control.
- Reliability in design.
- Reliability, Maintainability and Availability.
- Reliability production and modelling.
- Reliability testing.
- Managing and solving reliability problems.

GEG7134 Advanced Reliability
(PE)
Unit Adviser: To be advised.
Second Semester: unit value 1.0 - distance education.
Prerequisites: GEG7114, GEG7124.
Unit Objectives and Contents: The main aim of this unit is to further extend the candidate's knowledge on the advanced and strategic reliability. Another aim of this unit is also on how to use the advanced techniques to increase systems reliability and how to optimally manage reliability information.
The unit will include the following topics:
- Monitoring system.
- Design of sensor system.
- Synthesis of fault trees with control loops.
- Knowledge engineering and isolation of cause.
- Human reliability and adversary modelling.
- Reliability optimisation techniques.
GEG7144  Reliability Applications
(PE)
Unit Adviser: To be advised.
Second Semester: unit value 1.0 - distance education.
Prerequisites: GEG7114, GEG7124.
Unit Objectives and Contents: The major aim of this unit is to expose a candidate to the techniques of reliability applications. Also, the unit is designed to give a candidate the opportunity to apply the knowledge gained to practical problems related to their work environment. This half-a-unit-worth project will be conducted under joint supervision from the University College and the candidate’s organisation.
The other half of the unit will be designed to expose the candidates to the applicability of reliability in various systems. The topics covered in this section will include:
- Power systems reliability.
- Electronic systems reliability.
- Mechanical systems reliability.
- Computerised systems reliability.
- Software reliability.
The above-mentioned topics will be offered concurrently with the project section of this unit. That will give a candidate the opportunity for an oral presentation on their project during the residential school of the second semester.

GEG8004  Engineering Management I
(Operations Management)
(GB PE)
Unit Adviser: To be advised.
Second Semester: 6 hours per week - unit value of 1.0 - distance education.
Prerequisite: GBU8003
Aim: To provide students with an appreciation of the factors which contribute to the management of a successful engineering project.
Unit Outline: The project environment: markets, human resources, labour relations, economic factors and government policies; Selection of the optimum project; The structure and selection of the project team; Planning and cost control techniques; Construction management and project safety management; Decision making related to project management; The use of modern computer project planning techniques; Project management case studies.
Teaching Methods: This unit will normally be conducted in the part-time and distance education mode. In addition to the provision of formal study materials, lectures and tutorials will also be provided including presentations by specialist lecturers.
Assessment:
Assignments (60%)
Examination (3 hours) (40%)
Prescribed Texts: To be advised.

GEG8014  Engineering Management II
(Project Management)
(GB PE)
Unit Adviser: To be advised.
First Semester: 6 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Aim: To provide students with an appreciation of the factors which contribute to the management of a successful engineering project.
Unit Outline: The project environment: markets, human resources, labour relations, economic factors and government policies; Selection of the optimum project; The structure and selection of the project team; Planning and cost control techniques; Construction management and project safety management; Decision making related to project management; The use of modern computer project planning techniques; Project management case studies.
Teaching Methods: This unit will normally be conducted in the part-time and distance education mode. In addition to the provision of formal study materials, lectures and tutorials will also be provided including presentations by specialist lecturers.
Assessment:
Assignments (60%)
Examination (3 hours) (40%)
Prescribed Texts: To be advised.

GEG9264  Master of Engineering (Civil)
GEG9464  Master of Engineering (Electrical)
GEG9664  Master of Engineering (Mechanical)
GEG9864  Master of Engineering (Electro-Mechanical)
(ME)
Unit Adviser: Dr I. Spark
Full Year: 32 hours per week - unit value of 8.0 - internal study.
Unit Outline: Students undertaking research masters degrees are required to engage in a personal research
project for a period equivalent to 1.5 to 2 years full-time duration. Industry based part-time research projects are particularly encouraged. Potential students should consult with the unit advisers to develop a prospectus for a possible project. Research supervision is available in a number of specialist areas within the Civil, Electrical, and Mechanical Engineering disciplines. Applicants must possess a good first degree preferably with significant industrial experience.
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Courses offered 10/2
Course advisers 10/2
General information 10/2

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Bachelor of Applied Science (Nursing) 10/4

Graduate Studies

Graduate Diploma of Health Science (Community Health) 10/6
Graduate Diploma of Health Science (Gerontics) 10/6
Master of Health Science (Nursing) 10/7

Unit Outlines 10/8

School of Health Sciences
School Information

Officers of the school

Head
Professor F.E. Kretlow

Executive Assistant
Mrs C. Smith

Courses offered

The School of Health Sciences offers the following awards:

- Diploma of Applied Science (Nursing) - Offered only as an internal full-time course which normally requires three years of study.
- Bachelor of Applied Science (Nursing) - Currently offered as a distance education course, which normally requires four years of part-time study.
- Graduate Diploma of Health Science (Community Health) - Offered by distance education, over two years.
- Graduate Diploma of Health Science (Gerontics) - Offered by distance education, over two years.
- Master of Health Science (Nursing) - Offered by distance education, over four years; by coursework and minor thesis.

Course advisers

<table>
<thead>
<tr>
<th>Award</th>
<th>Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Applied Science (Nursing)</td>
<td>Ms Peg Carmody</td>
</tr>
<tr>
<td>Bachelor of Applied Science (Nursing)</td>
<td>Mrs Bridget Swearse</td>
</tr>
<tr>
<td>Graduate Diploma of Health Science</td>
<td>To be advised.</td>
</tr>
<tr>
<td>(Community Health)</td>
<td></td>
</tr>
<tr>
<td>Graduate Diploma of Health Science</td>
<td>To be advised.</td>
</tr>
<tr>
<td>(Gerontics)</td>
<td></td>
</tr>
<tr>
<td>Master of Health Science (Nursing)</td>
<td>To be advised.</td>
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</tbody>
</table>

General information

Credits and Exemptions

Students who wish to seek credits and exemptions from course requirements (because of relevant and equivalent studies in other courses or institutions) should apply through the Student Administration Office to the Head of the School of Health Sciences.

Professional Recognition

Diploma of Applied Science (Nursing) - Successful graduates will be eligible for registration with the Victorian Nursing Council (VNC).
Diploma of Applied Science (Nursing)

Course Code: DN

The Course

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

Entry Requirements

Victorian Certificate of Education to include English with Mathematics to Year 10. (It is strongly recommended that students undertake one or more Year 12 VCE studies in Chemistry, Human Biology, Human Development and Society, Physical Education, Physics, Physical Sciences, or Mathematics: any two semesters 1 and 2. Chemistry to at least Year 11 is highly recommended.) For mature age entry, applicants must have successfully completed Year 11 English and Year 10 mathematics or have passed the Victorian Nursing Council (VNC) qualifying Mathematics and English tests.

The School of Health Sciences requires applicants to submit an original certified copy of their academic record as part of the selection process. In order to meet requirements of the VNC, in addition, students must submit a certified copy of their birth certificate and marriage certificate.

Course Requirements

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

Course Outline

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Level One</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Semester One</strong></td>
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<tr>
<td>GAS1114</td>
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<tr>
<td>GAS1091</td>
<td>Physical Science for Health Care 1</td>
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<tr>
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<td>Psychology for Nurses A</td>
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<td>GHS1401</td>
<td>Human Care Nursing Science 1 (Remedial Mathematics if required)</td>
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<tr>
<td>GAS1115</td>
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<td>GAS1121</td>
<td>Microbiology for Health Care 1</td>
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<td>GAS1092</td>
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<td>GSC1104</td>
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<td>GHS1402</td>
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<td>GAS1122</td>
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<td>Introduction to Sociology A</td>
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<td>GHS2413</td>
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<tr>
<td>GAS2115</td>
<td>Bioscience 4</td>
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<td>GSC1203</td>
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<tr>
<td>GAS1839</td>
<td>Computers in the Health Care Setting</td>
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<tr>
<td>GHS3415</td>
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<tr>
<td>GHS3416</td>
<td>Human Care Nursing Science 6</td>
<td>1.50</td>
</tr>
</tbody>
</table>
Semester Two
GHS3427  Human Care Nursing Science 7  2.00
GHS3428  Human Care Nursing Science 8  (Clinical Elective)  2.00

Attendance Requirements
Mandatory clinical experience will take place at numerous locations throughout the entire Gippsland region including schools, centres for the disabled and other community based services, as well as hospitals. During semester it will consist of either single full days on a weekly basis or, in most instances, weekly blocks. Students undertaking clinical experience are responsible for arranging their own transportation and accommodation.

Including the mandatory clinical experience of Human Care Nursing Science units - see above - students are required to attend Human Care Nursing Science laboratory sessions each week as timetabled.

Students undertaking Human Care Nursing Science units must have completed both the theoretical and clinical components of all prerequisite units.

In order for eligible students to register with the VNC as registered nurses it is necessary for students to have successfully passed all transcribed units as above, including the mandatory clinical component.

Bachelor of Applied Science (Nursing)

Course Code: BU

This course provides opportunities for students to develop the academic and clinical skills necessary to comprehend and evaluate new information and concepts from a range of sources, in order that after completion of the degree, they can continue to review, consolidate and apply the knowledge and skills acquired, to provide a basis for graduate specialisation and study in nursing.

The School of Health Sciences is offering a Bachelor of Applied Science (Nursing) course which is available by distance education.

The course is designed to enable registered nurses to upgrade their present nursing qualifications to degree level, and to provide opportunities for the development of academic and clinical skills as a basis for post-graduate study and specialisation.

The duration of this course is normally two years full-time or four years part-time, and currently available on a part-time basis only.

Entry Requirements
An applicant must satisfy the general entrance requirements for admission to the Monash University College Gippsland, and must be a registered general, psychiatric or mental retardation nurse, and holder of a current practising certificate, issued by the Victorian Nursing Council and other appropriate bodies.

Registered Nurses who hold a Diploma of Applied Science (Nursing) or equivalent qualification may receive advanced standing up to 50% of the prescribed course, subject to approval by the Head of the School of Health Sciences.

Course Requirements
The requirements for the award of the Bachelor of Applied Science (Nursing) are:

Satisfactory completion of sixteen units of study which include nine nursing units, five support units and two electives. In some cases relevant work experience may be accepted as satisfying elective requirements, and an accelerated study program permitted to complete the course in less than the standard time.

Course Outline
Sixteen units are studied in eight semesters of the course.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester One</td>
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<tr>
<td>GHS1441</td>
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<td>GHS1442</td>
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<td>GAS1013</td>
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<td>Year Two</td>
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<tr>
<td>GHS2445</td>
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<tr>
<td>GHS2446</td>
<td>Management of Nursing Care</td>
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<tr>
<td>Year Three</td>
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<tr>
<td>Semester One</td>
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<td></td>
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<tr>
<td>GHS3541</td>
<td>Clinical Teaching</td>
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<tr>
<td>GHS3543</td>
<td>Legal and Ethical Studies in Nursing</td>
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<tr>
<td>Semester Two</td>
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<td>GHS3544</td>
<td>Sociology of Health</td>
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<td>Year Four</td>
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<tr>
<td>Semester One</td>
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<tr>
<td>GHS4542</td>
<td>Psychological Basis of Health Care</td>
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</table>

10/4 School of Health Sciences
Course Outline

(for Registered Nurses who hold a Diploma of Applied Science (Nursing) or equivalent qualification)

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Year One</strong></td>
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<tr>
<td>Semester One</td>
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<td>Semester One</td>
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<td>Semester Two</td>
<td>GHS2446 Management of Nursing Care</td>
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<td>GHS3541 Clinical Teaching</td>
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</table>
Graduate Diploma of Health Science (Community Health)

Course Code: GNC

This course is of two years duration, offered part-time and by the distance education mode. The structure consists of three core units and five specialist units in Community Health. The course has been designed to provide Registered Nurses with in-depth knowledge and specialised skills to ensure effective functioning in the Community Health area.

Course Outline

Community Health

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>Year One</td>
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<tr>
<td>Semester One</td>
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<tr>
<td>GHS7640</td>
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<td>GHS7740</td>
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<tr>
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<tr>
<td>GHS7741</td>
<td>Family Health</td>
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<td>GHS7743</td>
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<tr>
<td>GHS7744</td>
<td>Clinical Project</td>
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</table>

Graduate Diploma of Health Science (Gerontics)

Course Code: GNG

This course is of two years duration, offered part-time and by the distance education mode. The structure consists of three core units and five specialist units in Gerontics. The course has been designed to provide Registered Nurses with in-depth knowledge and specialised skills to ensure effective functioning in the Gerontics area.

Course Outline

Gerontics

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
<tr>
<td>Year One</td>
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<tr>
<td>Semester One</td>
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<td>GHS8746</td>
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<tr>
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<td>Clinical Project</td>
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</table>
Master of Health Science
(Nursing)

Course Code: MHC

A new course will be introduced in semester one 1992. The course is at Masters level and offered initially in the part-time distance education mode over four years. The program has been designed to provide advanced nursing studies to prepare suitable candidates for positions of leadership and influence in the health care system.

Entry Requirements

The School offers a masters degree by course work and minor thesis. Entry to this course is open to applicants who have obtained a high level of academic achievement (honours, distinctions) in their undergraduate courses.

Course Requirements

Satisfactory completion of four core units, one elective and a minor thesis.

Course Outline

Year One
Semester One
GHS9841 Research Methods and Issues (core unit)
Semester Two
GHS9842 Graduate Nursing Studies 1 (core unit)

Year Two
Semester One
GHS9843 Graduate Nursing Studies 2 (core unit)
Semester Two
GHS9845 Advanced Nursing Electives

Year Three
Semester One
GHS9844 Graduate Nursing Studies 3 (core unit)
Semester Two
GHS Thesis (Minor)

Year Four
Semester One
GHS Thesis (Minor)
Semester Two
GHS Thesis (Minor)
## Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system has been introduced within the University College, to commence in 1992. To assist both students and staff with the implementation of the new system the following is provided:

<table>
<thead>
<tr>
<th>New Number</th>
<th>Unit Title</th>
<th>Former Number</th>
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<tbody>
<tr>
<td>GHS1401</td>
<td>Human Care Nursing Science 1</td>
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<td>Nursing Health Assessment</td>
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<td>GHS3427</td>
<td>Human Care Nursing Science 7</td>
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<tr>
<td>GHS3544</td>
<td>Sociology of Health</td>
<td>8544</td>
</tr>
<tr>
<td>GHS3545</td>
<td>Clinical Nursing Specialities</td>
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<td>Psychological Basis of Health Care</td>
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<tr>
<td>GHS4546</td>
<td>Nursing Research</td>
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<tr>
<td>GHS7642</td>
<td>Health Education and Promotion</td>
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### GHS1401 Human Care Nursing Science 1: Promoting Health

(DN)

**Unit Adviser:** Mrs J. Grubb

**First Semester:** 13 hours per week and 2 weeks clinical practice - unit value of 1.5 - internal study.

**Prerequisite:** Nil

**Corequisites:** GAS1114, GAS1091, GSC1103.

**Aims:** To introduce the student to: the belief that nursing is a caring science, the concept of health and its subjective nature, the needs hierarchy, ethical values systems and the roles of health professionals and community groups in the provision of health directed care as a framework for the consideration of health status.

**Unit Outline:** This unit provides an introduction to concepts related to the health of individuals throughout the lifespan. Nursing assessment skills necessary to understand the healthy individual are introduced within the context of nursing process. Emphasis is placed on the nursing process as an approach to disciplined enquiry, particularly within the context of Watson's Conceptual Framework of Nursing. Clinical experience allows students to observe and assess individual developmental stages including use of beginning nursing interventions related to caring (i.e. therapeutic communication).
Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignments (50%)
Examination (50%)
Clinical Practice (Pass/Fail)

Prescribed Texts:

GHS1402 Human Care Nursing Science 2: Promoting Health (DN)

Unit Adviser: Mrs J. Grubb

Second Semester: 7 hours per week and 5 weeks clinical practice - unit value of 1.5 - internal study.

Prerequisites: GAS1114, GHS1401.

Corequisite: GAS1115

Aims: To expand the concept of health to include the effect of minimal health impairment; to introduce the student to the practicalities of assessment, planning and implementation of care; to examine nurse education in Australia in an historical context.

Unit Outline: This unit expands on the theme of health of individuals throughout the lifespan, particularly examining individuals with problems related to minimal health impairments and the resultant impact on their families. Nursing assessment skills within the context of the nursing process are further developed in the laboratory and in the clinical setting. Emphasis is placed upon disciplined enquiry in the process of care delivery. The concept of the nurse as a teacher is highlighted as well as ethical and legal considerations of nursing practice. Statistics is introduced in order to assist students to begin to read nursing research papers critically.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignment (50%)
Examination (50%)
Clinical Practice (Pass/Fail)

Prescribed Texts:

GHS1441 Therapeutic Communication (BU)

Unit Adviser: Mrs Bridget Swearse

First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: Registered Nurse

Aim: To explore the concept of communication as central to therapeutic interventions in nursing practice. These communication skills will promote the nurse as an independent practitioner within a variety of care giving settings.

Assessment:
Three Assignments (30%; 30%; 40%)

Recommended Texts: To be advised.

GHS1442 Politics and Health (BU)

Unit Adviser: Mr David Schmitt

First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: Registered Nurse

Aim: To introduce students to the processes of social policy decision-making in Australia with emphasis on the welfare state as applied to health and nurses as active participants in the political system.

Assessment:
Three Assignments (15%; 40%; 45%)

Prescribed Text: To be advised.

GHS1443 Professional Issues I (BU)

Unit Adviser: Mrs Bridget Swearse

Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: GHS1442 or DipAppSci(Nursing) or equivalent.

Aim: To introduce and encourage students to critically analyse and reflect upon selected contemporary issues and trends in nursing.

Assessment:
Three Assignments (100%)
GHS2413 Human Care Nursing Science 3: Caring for the Sick and Restoring Health (DN)

Unit Adviser: To be advised.

First Semester: 18 hours per week - unit value of 1.5 - internal study.

Prerequisites: GAS1115, GAS1121, GAS1092, GSC1103, GSC1104, GHS1402.

Corequisite: GAS2114

Aim: To provide the student with an introduction to the formal study of nursing as the art and science of human care for acute illness.

Unit Outline: This unit introduces students to concepts related to the illness experience in a hospital environment. Appropriate nursing interventions will be explored and practised to assist patients and their families to cope with illness at various stages of the life cycle. Nursing interventions will be based upon assessment skills developed from an understanding of interruptions to health and a knowledge of measures utilised to restore wellness.

Nursing knowledge gained from research will be utilised in theoretical and clinical teaching and students will be encouraged to utilise disciplined enquiry in care delivery as well as teaching/learning strategies.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
- Assignments (50%)
- Examination (50%)
- Clinical Practice (Pass/Fail)

Prescribed Text:

GHS2444 Professional Issues II (BU)

Unit Adviser: Professor Fran Kretlow

First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: GHS1443 or DipAppSci(Nursing) or equivalent.

Aim: To introduce the student to innovative and creative perspectives of nursing based on the rapidly developing knowledge of nursing theoretical concepts. It is acknowledged that pluralism in nursing theories is desirable therefore an explanation of existing theories is essential for enhancing the utility of theory and for continuing the development and progress of the discipline of nursing.

Assessment:
- Three Assignments (20%; 20%; 60%)

GHS2445 Nursing Health Assessment (BU)

Unit Adviser: Mrs Bridget Swearse

Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: GAS1013

Aim: To provide nurses with a comprehensive foundation for assessing clients’ needs for nursing care.

Nursing Health Assessment is viewed within the context of the nursing process and acknowledges the need for nurses to systematically obtain client data in order to give competent care based upon the goal of health promotion.
Assessment:
Two Practical Assignments (30%; 30%)
One Open Book Examination (40%)

Prescribed Text:

**GHS2446 Management of Nursing Care (BU)**

Unit Adviser: Mrs Ingrid Jones

Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisites: GHS1441, GHS1443.

Aim: To provide students with an understanding of the management process as it applies to the delivery of direct nursing care to patients and clients in a variety of settings.

Assessment:
One Assignment (30%)
One Minor Project Document (30%)
One Examination (40%)

Prescribed Text: To be advised.

**GHS2520 Pharmacology for Nursing (DN)**

Unit Adviser: To be advised.

Second Semester: 2 hours per week - unit value of 0.25 - internal study.

Prerequisites: GAS1093, GAS2114, GHS2413.

Corequisite: GHS2424

Aim: To provide students with a basic understanding of the pharmacodynamics of commonly used medications and the attendant nursing implications.

Unit Outline: This unit enables students to continue to gain a basic understanding of the pharmacodynamics of commonly used medications and the attendant nursing implications. This unit further develops theoretical concepts of pharmacology and related nursing responsibilities as described in Human Care Nursing Science 3.

Teaching Methods: Lectures and tutorials.

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

Prescribed Text:

**GHS3415 Human Care Nursing Science 5: Restoration and Maintenance of Optimal Mental Health (DN)**

Unit Adviser: Mrs S. Henderson

First Semester: 11 hours per week and 3 weeks clinical practice - unit value of 2.0 - internal study.

Prerequisites: GAS2115, GHS2424.

Aims: To provide the student with an introduction to the concepts of mental health and mental illness, and to examine the framework of mental health. These concepts are the foundations for exploring nursing interventions appropriate to the care of mentally ill clients.

Unit Outline: The concept of mental health and mental illness are examined from an historical perspective. Assumptions underlying the framework from which mental health care operates are examined. Clinical relationships and the use of clinical judgement are emphasised in the nursing care of people experiencing life style disruptions related to either personality disorders or substance abuse, the impact of life pattern disintegration and failure in coping. Nursing skills necessary for the therapeutic use of self within the framework of the nursing process are explored.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignments (50%)
Examinations (50%)
Clinical Practice (Pass/Fail)

Prescribed Text:

**GHS3416 Human Care Nursing Science 6: Women’s Health (DN)**

Unit Adviser: To be advised.

First Semester: 9 hours per week and 3 weeks clinical practice - unit value of 1.5 - internal study.

Prerequisites: GAS2115, GHS2424, GHS2520.

Aims: To provide the student with concepts and issues in reference to women's health across the lifespan and related nursing responsibilities and care.

Unit Outline: This unit introduces students to concepts related to the health of women across the lifespan. Issues pertaining to society’s expectation of the role of women will be explored and from this perspective matters such as sexuality, childbearing, functions and dysfunctions of the female reproductive system shall be examined. Students
will be encouraged to continue to use critical thinking skills and disciplined enquiry in both nursing theory and in the clinical component to enhance their understanding of women's health across the lifespan.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignments (50%)
Examination (50%)
Clinical Practice (Pass/Fail)

Prescribed Texts:

GHS3427 Human Care Nursing Science 7: Nursing in the Community (DN)

Unit Adviser: Ma M. McQuillen

Second Semester: 6 hours per week and 3 weeks clinical practice - unit value of 2.0 - internal study.

Prerequisites: GHS3415, GHS3416.

Aim: To provide students with an expanded knowledge of health and health care concepts related to the needs of the community.

Unit Outline: Students will be encouraged to expand their knowledge of health and health related concepts with particular reference to the needs of communities. The focus of the unit will be upon the preventative and educative role of the nurse in professional interactions with communities and families within Australian society. The utilisation of nursing therapeutics and interventions to improve the health status of communities will be explored.

Teaching Methods: Lectures, tutorials, clinical experience.

Assessment:
Assignments (100%)
Clinical Practice (Pass/Fail)

Prescribed Text:

GHS3428 Human Care Nursing Science 8: Clinical Elective (DN)

Unit Adviser: To be advised.

Second Semester: 4.5 hours per week and 4 weeks clinical practice - unit value of 2.0 - internal study.

Prerequisites: GHS3415, GHS3416, GAS1839.

Corequisite: GHS3427

Aim: To allow students to explore an area of special interest related to clinical nursing practice.

Unit Outline: This unit allows a student to explore an area of special interest related to clinical nursing practice. Students will be encouraged to further develop and utilise skills needed to use the nursing process. Students will develop their own learning objectives as well as a plan for fulfilling these objectives in consultation with nursing academic staff. Students will also be accountable for the evaluation of their learning objectives. This final clinical experience is seen as an opportunity for students to synthesise learning from nursing and related disciplines within the practice of the nursing profession.

Teaching Methods: Self-directed learning. The student will discuss the proposed area of study with the Course Co-ordinator who will allocate an academic supervisor. A detailed plan will be developed by the student and the supervisor.

Assessment: An individual program of assessment will be negotiated by the student with the Nursing Academic Supervisor. Assessments may take the form of:
Assignments, case studies, seminar presentation, clinical evaluation of nursing skills.

References: As appropriate to learning contract.

GHS3541 Clinical Teaching (BU)

Unit Adviser: Mrs Bridget Swearse

First and Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: Registered Nurse

Aim: To explore, in depth, the educative process as an integral part of nursing practice and nursing professional development.

Assessment:
Three Assignments (25%: 25%: 50%)

Recommended Texts: To be advised.

GHS3543 Legal and Ethical Studies in Nursing (BU)

Unit Adviser: Mrs Ingrid Jones

First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisites: GHS1441, GHS1443.
Aim: To provide students with an understanding of the major legal parameters related to nursing practice and to provide a framework for exploring ethical issues in health care.

Assessment:
Three Assignments (30%; 30%; 40%)

Prescribed Text:

**GHS3544 Sociology of Health**
*(BU)*

Unit Adviser: Ms Lucy Empson

Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisites: GHS1442, GHS1443.

Aim: This unit is designed to provide students with a critical understanding of individual and group behaviour to disease and illness together with an examination of society's response to such behaviour from a sociological perspective.

Assessment:
Two Assignments (20%; 30%)
One Examination (50%)

Prescribed Texts: To be advised.

**GHS3545 Clinical Nursing Specialities**
*(BU)*

Unit Adviser: Mrs Bridget Swearse

Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisites: GHS2444, GHS2445.

Aim: To provide professional nurses with the opportunity to reflect on unique issues related to nursing in non-urban settings and allow nurses employed in metropolitan areas to reassess their role.

Assessment:
Three Assignments (20%; 35%; 45%)

Recommended Texts: To be advised.

**GHS4542 Psychological Basis of Health Care**
*(BU)*

Unit Adviser: To be advised.

First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: GHS1441

Aim: To develop an understanding of psychological factors influencing health status and responses of individuals to illness. This will include psychological factors related to aetiology, prevention and treatment of illness in the context of the health care system and health policies with the aim of providing the student with added perspectives in the areas of health promotion and maintenance.

Assessment:
Two Assignments (25%; 25%)
Examination (50%)

Recommended Texts:

**GHS4546 Nursing Research**
*(BU)*

Unit Adviser: To be advised.

First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisites: GHS2444, GHS2445.

Aim: To demonstrate that nursing practice is shaped by research findings rather than habit. Emphasis is placed on the belief that investigative skills of all nurses is an integral part of their professional repertoire. It is acknowledged that theoretical and clinical sensitivity starts with the ability to raise important and meaningful questions in the course of giving nursing care.

Assessment:
One Assignment (20%)
Research Proposal (40%)
Pilot Project (40%)

Prescribed Text: To be advised.

**GHS7640 Methods of Information Collection, Analysis and Usage**
*(GNC GNG)*

Unit Adviser: To be advised.

First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.

Prerequisite: Registered Nurse with degree or diploma and/or substantial relevant clinical experience.

Aim: To introduce students to the collection, analysis and use of both quantitative and qualitative data in nursing.

Assessment:
Three Assignments (30%; 30%; 40%)

10/13 School of Health Sciences
GHS7641  Politics and Social Policy  
(GNC GNG)
Unit Adviser: Mr David Schmitt
First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.
Prerequisite: Registered Nurse with degree or diploma and/or substantial relevant clinical experience.
Aim: This unit is designed to introduce students to the dynamic nature of the policy process in Australia. The unit is divided into five main areas each of which represent 20% of the unit.
Assessment:
Three Assignments (100%)
Prescribed Text: To be advised.

GHS7642  Health Education and Promotion  
(GNC GNG)
Unit Adviser: Mrs Ingrid Jones
Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.
Prerequisite: Registered Nurse with degree or diploma and/or substantial relevant clinical experience.
Aim: To develop an understanding of health as a positive attribute, and identify nursing strategies to promote optimum health for individuals, families and communities.
Assessment:
Two Assignments (40%; 40%)
Health Teaching Plan (20%)
Prescribed Text: To be advised.

GHS7740  Population Health  
(GNC)
Unit Adviser: Mrs Ingrid Jones
Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.
Prerequisites: GHS7640, GHS7641, GHS7642.
Aim: To provide the student with knowledge and skills in Primary Health Care and the use of Epidemiological Methods in the promotion of Population Health.
Assessment:
Three Assignments (25%; 25%; 50%)
Prescribed Text: To be advised.

GHS7741  Family Health  
(GNC)
Unit Adviser: Mrs Ingrid Jones
First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.
Prerequisites: GHS7640, GHS7641, GHS7642, GHS7740.
Aim: To provide the student with skills and knowledge of the processes involved in planning Community Health programs, including Maternal and Child Health programs.
Assessment:
Three Assignments (30%; 30%; 40%)
Prescribed Text:

GHS7742  Community Health I  
(GNC)
Unit Adviser: Mrs Bridget Swearse
First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.
Prerequisites: GHS7640, GHS7641, GHS7642, GHS7740.
Aim: To introduce the student to Contemporary Health Care Systems and Community Health nursing; conceptual foundations for Community Health nursing practice and the Community as the client.
Assessment:
Three Assignments (30%; 30%; 40%)
Prescribed Text:

GHS7743  Community Health II  
(GNC)
Unit Adviser: Mrs Bridget Swearse
Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.
Prerequisites: GHS7640, GHS7641, GHS7642, GHS7740.
Aim: To introduce the student to the concepts of major Community Health problems, and the diversity of the Community Health Nursing role.
Assessment:
Two Assignments (40%; 60%)
GHS7744  Clinical Project  
(GNC)  
Unit Adviser: To be advised.  
Second Semester: 4 hours contact per week equivalent - unit value of 1.0 - distance education.  
Prerequisites: GHS7640, GHS7641, GHS7642, GHS7740.  
Aims: This unit is offered to students for elective study in recognition of the need for Registered Nurses to develop creative and imaginative approaches in the clinical, education, or administrative areas of nursing. It aims to provide an opportunity for students to contract to investigate and/or develop an area of particular interest or relevance to Community Health Care.  
Assessment:  
Learning Contract (10%)  
Progress Reports (10%)  
Completed Report (70%)  
Process Report (10%)  
Prescribed Text:  
No textbook is prescribed for this unit, but guidance on suitable textbooks can be obtained from the school or from distance education supervisors when the nature of each specific learning contract is negotiated.  
GHS8745  The Physiology of Ageing  
(GNG)  
Unit Adviser: Dr Valerie Willington  
Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.  
Prerequisites: GHS7640, GHS7641, GHS7642.  
Aim: This unit is designed to enable students to develop an understanding that ageing is not a disease, but a process of life, and is universal to all humans. It begins with conception and ends with death.  
Assessment:  
Three Assignments (30%; 30%; 40%)  
Prescribed Text:  
GHS8746  Lifespan Development: A Psycho-social Perspective  
(GNG)  
Unit Adviser: Mrs Ingrid Jones  
First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.  
Prerequisites: GHS7640, GHS7641, GHS7642, GHS8745.  
Aim: This unit is designed to enable students to develop an understanding of ageing as a part of the lifespan, and explore the psycho-social reality of ageing, including both the positive and negative aspects of old age.  
Assessment:  
Three Assignments (30%; 30%; 40%)  
Prescribed Text:  
GHS8747  Gerontic Nursing Processes I  
(GNG)  
Unit Adviser: Dr Valerie Willington  
First Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.  
Prerequisites: GHS7640, GHS7641, GHS7642, GHS8745.  
Aim: To develop an understanding of Gerontic Nursing as a speciality, and explore the knowledge and skills required to provide creative Gerontic Nursing care.  
Assessment:  
Two Essays (40%; 60%)  
Prescribed Text:  
GHS8748  Gerontic Nursing Processes II  
(GNG)  
Unit Adviser: Dr Valerie Willington  
Second Semester: 4 hours per week contact equivalent - unit value of 1.0 - distance education.  
Prerequisites: GHS7640, GHS7641, GHS7642, GHS8745.  
Aim: To develop an understanding of the major health deficits of ageing, and nursing approaches to assist those older adults who acquire one or more of these deficits.  
Assessment:  
Two Essays (40%; 60%)  
Prescribed Text:  
GHS8749  Clinical Project
(GNG)
Unit Adviser: To be advised.
Second Semester: 4 hours contact per week equivalent - unit value of 1.0 - distance education
Prerequisites: GHS7640, GHS7641, GHS7624, GHS8745.
Aims: This unit is offered to students for elective study in recognition of the need for Registered Nurses to develop creative and imaginative approaches in the clinical, education, or administrative areas of nursing. It aims to provide an opportunity for students to contract to investigate and/or develop an area of particular interest or relevance to Geriatric Health Care.
Assessment:
Learning Contract (10%)
Progress Reports (10%)
Completed Report (70%)
Process Report (10%)
Prescribed Text:
No textbook is prescribed for this unit, but guidance on suitable textbooks can be obtained from the school or from distance education supervisors when the nature of each specific learning contract is negotiated.

GHS8800  Health Administration I
(GB)
Unit Adviser: Dr Valerie Willington
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Aim: To introduce students to the speciality of health administration management, by studying major concepts and processes essential for effective provision of services.
Contents:
Health administration defined.
The nature of human services management.
Specific management roles and functions.
Information systems in health services management.
Special problems of leadership in health services organisations.
Industrial relations in health service agencies.
Methods and approaches in evaluation, effectiveness and efficiency.
Teaching Methods:
In addition to the provision of formal study materials and tutorials, the unit will include learning and self-development tasks to maximise the student’s ability to develop problem solving skills.
Assessment:
Three Assignments (20%; 30%; 50%)

GHS8801  Health Administration II
(GB)
Unit Adviser: Dr Valerie Willington
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: GHS8800
Aim: To assist the student in the acquisition of knowledge and skills relevant to the health/illness patterns of the community and the legal, political, and economic influences of State and Commonwealth Governments.
Contents: Definitions of health and illness.
Health service and welfare policy formulation at Commonwealth and State Government levels. Provision of Health Services in the community. Criteria for assessing effectiveness of health service provision, including relevance to social needs, equity, accessibility and economic efficiency. Economic aspects of health service delivery. Legal aspects of health service delivery.
Teaching Methods: In addition to the provision of formal study materials and tutorials, the unit will include learning tasks which are designed to help the student develop analytical skills.
Assessment:
Two Assignments (20%; 30%)
Case Study (50%)
Prescribed Text: To be advised.

GHS9841  Research Methods and Issues
(MHC)
Unit Adviser: To be advised.
First Semester: 8 hours per week - unit value of 2.0 - distance education.
Prerequisite: Nil
Aim: The aim of the unit is to enable students to critically evaluate the major paradigms, theories and methodologies utilised in research and to acquire the skills and cognitive ability to design their own research thesis.
Unit Outline: Research Methods and Issues has been designed around four research strands; quantitative, qualitative, interpretative and critique. The final section discusses design, implementation and method required in a research thesis of your choice. Each of the four major strands of research is discussed and evaluated in terms of history, theory and practical rationale so the reader gains knowledge in research and treats research as a tool to validate the reader’s hypotheses.
The unit has been developed to cater to a variety of students in education, administration, and clinical areas of study, and the content of the study guides and readings embraces the disciplines associated with these studies. The student will possess the necessary knowledge to translate those ideas that do not directly relate to their field of study, so as to increase their global view of nursing practice.

Assessment:
Four Assignments (25%; 25%; 25%; 25%)

GHS9842 Graduate Nursing Studies 1 (MHC)

Unit Adviser: To be advised.

Second Semester: 8 hours per week - unit value of 2.0 - distance education.

Prerequisite: GHS9841

Unit Outline: This unit examines in depth the belief that nursing's main function is that of caring. This concept is examined from a nursing theoretical viewpoint assessing theories developed by Watson, Parse, Rogers, Newman, Leininger and Benner as theories of caring. Caring is viewed as being linked with religion, language, politics, economics, cultural values and most importantly, philosophy. Philosophical views drawn from the existentialists, in particular Heidegger, Buber and the phenomenologists will be examined for their relevance to a caring paradigm.

Patients' descriptions of illness and nurses as carers will be examined. Students will be given the opportunity to relate caring to human growth as a search for meaning and creativity.

Students will be expected to examine their own practice to develop skills in reflection, analysis, argument and cognition to enhance their role as carers.

Assessment:
Field Diary not graded
Two Assignments (35%; 65%)
School Information

Officers of the school  11/2
Courses offered     11/2

Undergraduate Studies

Associate Diploma of Arts (Koories Studies)  11/3
Associate Diploma of Arts (Welfare Studies)  11/4
Bachelor of Arts (Social Science)     11/5

Graduate Studies

Graduate Certificate of Arts (Social Science)  11/12
Graduate Diploma of Arts (Social Science)     11/12
Postgraduate Diploma of Social Science (Counselling Psychology)  11/13
Master of Arts              11/14

Unit Outlines  11/15

School of Social Sciences
School Information

Officers of the school

Head of School
Professor P.K. Harwood

School Administrative Officer
Mrs B.V. Mennell

Administrative Officers
Mrs B. Abraham
Ms J. Roberts

Teaching Team Leaders

English
Mr R.N. Hanley

Koorie Studies
Ms M. Drysdale

Politics/History
Dr M.J. Kennedy

Psychology
Dr C.O. Fraser

Social Research
Associate Professor L. Cox

Welfare Studies
Mrs M. Lynn

Courses offered

The School of Social Sciences offers the following awards:

- Associate Diploma of Arts (Koorie Studies) - Two year full-time course; or equivalent part-time.
- Associate Diploma of Arts (Welfare Studies) - Two year full-time course; or equivalent part-time/distance education.
- Bachelor of Arts (Social Science) - Three year full-time course; or equivalent part-time/distance education.
- Graduate Certificate of Arts (Social Science) - Half year full-time course; or equivalent part-time/distance education.
- Graduate Diploma of Arts (Social Science) - One year full-time course; or equivalent part-time/distance education.
- Postgraduate Diploma of Social Science (Counselling Psychology) - Two year part-time course, via distance education only.
- Master of Arts - Research Master Degree.
Undergraduate Studies

Associate Diploma of Arts (Koorie Studies)

Course Code: AA

The Course

The Associate Diploma of Arts (Koorie Studies) is a two year full-time course open to Koorie people. The course is designed to assist students to develop a sense of place and orientation in contemporary Australian society and to equip them with the confidence and skills so that they can participate fully in the processes of self management and self development.

During the course students will build on, acquire and refine a broad range of skills within the context of studies which will expand and enhance their understanding and appreciation of Koorie traditions, cultures and history. Particular emphasis is placed on assisting students gain self-confidence and personal enrichment and to increase the range of life style alternatives open to them. In particular the course provides them with the opportunity to gain a fully accredited tertiary award which will significantly enhance prospects in meaningful careers and also enables them to proceed into further tertiary study in vocationally specific awards should they so desire.

The course is available for on-campus study only - full-time and part-time.

Entry Requirements

To be admitted to the course for the Associate Diploma of Arts (Koorie Studies), applicants are required to present for an interview for selection. Participants will be chosen from those who demonstrate an understanding of, and an interest in, Koorie culture and heritage.

Course Regulations

To qualify for the Associate Diploma of Arts (Koorie Studies), a candidate shall:

(a) Complete a total of 16 units of study;
(b) Complete a minimum of 14 units specific to Koorie Studies;
(c) Follow the necessary prerequisites and corequisites as set out in the unit descriptions for Year One.

To proceed to Year Two students must normally satisfactorily complete the requirements of 75% of Year One of the course, however in order to graduate, students are expected to satisfactorily complete all 16 units of study.

Credits and Exemptions

Students with previously completed, or partially completed, tertiary studies may be entitled to apply for up to eight units of specified credits or up to a maximum of six units of unspecified exemptions. In total there will be no more than eight units credits/exemptions.

Students completing the Associate Diploma of Arts (Koorie Studies) may be granted up to eight units of credits/exemptions towards the Bachelor of Arts (Social Science). Appropriate credits/exemptions may be available for other University College courses. Students who undertake studies in other tertiary institutions are also eligible for enrolment in the Koorie Studies course. Cross accreditation can be arranged with the approval of both institutions.

Students are advised to plan their electives with the Course Adviser so as to correspond with any intended future program of study.

Course Structure

Level One
Semester One
GSC1801 Introduction to Koorie Society
GSC1802 Dynamics of Koorie Language A
GSC1803 Patterns of Social Organisation A
GSC1804 Oral History & Customs of Gippsland Koories
Semester Two
GSC1805 Koorie Art
GSC1806 Dynamics of Koorie Language B
GSC1807 Patterns of Social Organisation B
GSC1808 Koorie Literature

Level Two
Semester One
GSC2801 Colonialism
GSC2802 Traditional Koorie & British Law
GSC2803 Dominant & Minority Cultures
Elective*

Semester Two
GSC2804 Contemporary Issues in Koorie Society
GSC2805 Land Rights
GSC2806 Archaeology
Elective*

The above units each have a credit value of 1.0.

* The elective units will be available in Year Two and may be chosen from first level subjects in a range of areas. Subjects are selected in consultation with a course adviser.

Associate Diploma of Arts (Welfare Studies)

Course Code: AW

The Course

This course is designed to provide academic and practical training for students wishing to become welfare officers. It will qualify and equip them for employment with statutory bodies, private welfare agencies and local councils, and for work in a wide variety of welfare settings. Accordingly, it combines a sound intellectual and experiential grounding in welfare studies with practical experience of field situations.

A minimum of two years full-time or equivalent part-time/distance education study is required to complete the course. The sequence of units for both full-time and part-time/distance education study is set out below.

Entry Requirements

In addition to meeting standard entry requirements, ALL APPLICANTS ARE REQUIRED TO COMPLETE A WELFARE STUDIES COURSE ADMINISTRATION FORM. This form can be obtained from the Student Administration Office, Monash University College Gippsland, Switchback Road, Churchill, 3842, and must be returned by 18 October 1991. Applicants will be short listed on the basis of information contained in these forms, for a more detailed selection process. Applicants are strongly advised that academic criteria are not the only ones for entry into the course. Other factors such as work and life experience, personal qualities and maturity, are taken into account.

Course Recognition

The course is recognised by the Victorian Public Service Board, Commonwealth Public Service Board, and the Australian Institute of Community and Welfare Workers.

Course Regulations:

(a) To qualify for the Associate Diploma of Arts (Welfare Studies) a candidate shall complete a total of 16 units of study.

(b) These units are to be as specified in the sequencing of units for full-time internal students or for part-time/distance education students respectively.

(c) All first level units must be completed before any second level "welfare" units can be attempted.

(d) The system of prerequisites and corequisites as set out in the Handbook shall be followed.

(e) Full and regular attendance at all specifically welfare units in both first and second levels, for internal and distance education students, is a necessary requirement for successful completion of the units. Attendance at weekend schools for all "welfare" units is compulsory in 1992, though structural changes in the course planned for 1993 will require significantly less attendance in future years.

(f) All applicants should be willing to undertake a normal workload of eight units per year full-time, or four units per year part-time/distance education.

Credits and Exemptions

Candidates who have successfully completed approved tertiary studies (either at the Monash University College Gippsland or elsewhere) may receive credit in respect of equivalent studies at the University College. It is the responsibility of applicants to supply full details of the content of units for which credit is sought, plus official verification that these units have been successfully completed. As a general rule, specific credits will not be granted for studies completed more than ten years prior to enrolment in the current course. Relevant vocational experience may also be credited. Students are advised to obtain a copy of the Associate Diploma of Arts (Welfare Studies) Credits and Exemptions Policy.

Sequence for On-Campus Students

Level One
Semester One
GSC1101 Introduction to Psychology A
GSC1201 Introduction to Sociology A
GSC1301 Welfare Issues
GSC1303 Welfare Methods IA

11/4 School of Social Sciences
Semester Two
GSC1102 Introduction to Psychology B
GSC1202 Introduction to Sociology B
GSC1302 Welfare Services and Administration
GSC1304 Welfare Methods IB

Level Two
Semester One
GSC2301 Fieldwork and Practice A
GSC2303 Welfare Methods IIA
GSC2305 Welfare Law and Policy
Upper level Psychology or Sociology elective
Semester Two
GSC2302 Fieldwork and Practice B
GSC2304 Welfare Methods IIB
Free choice elective from Psychology (second level), Sociology, English, History/Politics or Economics, or any other subject by consultation.
Upper level Psychology or Sociology in discipline other than that selected in Semester One.

Note: Students may negotiate a re-arrangement of electives between first and second semester, in 2nd level, providing requirements of one Psychology, one Sociology and one elective unit are met.

Sequence for Part-time or Distance Education Students

Level One
Year One
Semester One
GSC1101 Introduction to Psychology A
GSC1201 Introduction to Sociology B
Semester Two
GSC1102 Introduction to Psychology B
GSC1202 Introduction to Sociology B

Year Two
Semester One
GSC1301 Welfare Issues
GSC1303 Welfare Methods IA
Semester Two
GSC1302 Welfare Services and Administration
GSC1304 Welfare Methods IB

Level Two
Year Three
Semester One
GSC2303 Welfare Methods IIA
Upper level Psychology or Sociology elective
Semester Two
Upper level Psychology or Sociology elective
(not in the same discipline as Semester One)
Full Year
GSC2301 Fieldwork and Practice A

Year Four
Semester One
GSC2305 Welfare Law and Policy
Free elective

Bachelor of Arts (Social Science)

Course Code: BT

General Outline

The Bachelor of Arts (Social Science) requires a minimum of three years of full-time study or the equivalent in part-time/distance education study.

A major attraction in the Bachelor of Arts (Social Science) is its orientation towards the learning and application of a wide range of professional skills to suit a diversity of occupational requirements. The degree is also generally recognised as a stepping stone for further specialist or postgraduate study e.g. Graduate Diploma of Education, Postgraduate Diploma of Social Science (Counselling Psychology), in a wide range of community based activities. The course places strong emphasis on a basic core of units that will provide students with a sound foundation for working effectively in different social settings. This core of studies is designed to provide students with some basic social research skills that can be applied across a range of vocational fields. Graduates should find employment in such areas as government instrumentalities (local, State and Commonwealth), community organisations, management and personnel, industry and educational institutions.

Entry Requirements

Victorian Certificate of Education to include English, or TOP, to include English, or TAFE Middle-Level Certificate, or previous tertiary level study. Mature age and special entry provisions apply. Students applying under mature age entry should include a letter with a brief resume and their reasons for wishing to undertake a Bachelor of Arts course. All applicants should be willing to undertake a normal work load of eight units a year full-time or four units a year part-time/distance education.
Course Recognition

The course is recognised by the Victorian Public Service Board, the Commonwealth Public Service Board and the Ministry of Education.

Course Regulations

To qualify for the Bachelor of Arts (Social Science) a candidate shall:

(a) Complete a total of twenty-four units of study.

(b) Complete nine or ten common core units (depending on the major).

(c) Complete major studies in at least one discipline approved for the degree. Approved major studies are available in English, Psychology, Sociology and History/Politics. From 1992, students have the option to commence a Mass Communications major in addition to their first major. For the purpose of the degree, major studies comprise a minimum of eight units and a maximum of ten units in one discipline. The first two units of a major are normally in the common core and the remaining six to eight units are taken at the second and third levels.

(d) Complete a minimum of six units and a maximum of nine units of supporting studies to complement the major. Normally the maximum number of first level units is 10. (Students doing a second major sequence would reduce the number of supporting studies accordingly.)

Course Requirements

All upper level units will require prerequisites. Where course requirements have changed since the student's initial enrolment, the student is to be given the choice between the original and the current requirements for the completion of the course.

Course Components

The relative weighting of each component of the total degree program is as follows:

- Common Social Science Core: 9-10 credits (depending on major)
- Major Study: 6-8 upper level credits
- Supporting Studies: 6-9 credits
- Total: 24 credits

The specific purpose and content of each of the above three components of the degree can be outlined as follows:

(a) Common Social Science Core

All students will be required to take the common core units designed to equip them for further work in all of the major areas. In order to achieve this aim, students will be required to complete the core components within the first sixteen units taken.

The ten common core units are:

First Level:
- GSC1101 Introduction to Psychology A
- GSC1102 Introduction to Psychology B
- GSC1201 Introduction to Sociology A
- GSC1202 Introduction to Sociology B
- GSC1401 Introduction to English
- GSC1402 Media Studies
- GSC1501 Modern European History
- GSC1502 Australian Politics

Second Level:
- GSC2601 Methods of Social Research A
- GSC2602 Methods of Social Research B

Note: Students will normally be required to complete first level studies from the Common Core in English, History/Politics, Psychology and Sociology. ALL students will be required to complete unit GSC2601 Methods of Social Research A. Students majoring in Psychology and/or Sociology are required to complete unit GSC2602 Methods of Social Research B. (i.e. Students majoring in Psychology or Sociology are required to complete ten common core units, those majoring in English or History/Politics are required to complete nine.)

(b) The Major Study

Primary Major studies will be offered in four disciplines: English; Psychology; Sociology; History/Politics, and an additional major may be undertaken in Mass Communications.

Since two introductory units of English, Psychology, Sociology, History/Politics are included in the common core, a minimum of six additional units must be taken to constitute a major in those areas. Two extra units may be chosen to augment the major if desired.

(c) Supporting Studies/Streams

Units of supporting studies may be selected to complement the major. They will come from outside the chosen major discipline, and they will be selected on the basis of their relevance to the major study and their perceived relationship to students' vocational goals. Students may include in their supporting studies units from any one or more of the following areas; providing prerequisites are met:

- Upper level units outside the chosen major area(s) of study;
Selected units from the Associate Diploma of Arts (Koorie Studies), Bachelor of Business, the Bachelor of Education, Bachelor of Arts (Visual Arts) or the Bachelor of Applied Science programs;
- Approved relevant units from a degree course at another tertiary institution.

An additional option for Bachelor of Arts students is to include an interdisciplinary "stream" – a selection of units in an identified area – in Australian Studies or Women’s Studies.

A "stream" normally consists of six units which may be chosen from current offerings from the University College, or, with permission, from other approved tertiary institutions. Examples of units which may be selected are as follows:

**Australian Studies**
- GSC1402 Media Studies (core unit)
- GSC1502 Australian Politics (core unit)
- GSC1801 Introduction to Koorie Society*
- GSC2202 Sociology of Race and Ethnic Relations
- GSC2204 Work and Technology (from 1993)
- GSC2501 Australian and Regional History
- GSC2504 Public and Social Policy
- GSC2806 Archaeology*

* Distance education mode only

**Women’s Studies**
- GSC2203 Sociology of Children
- GSC2207 Women’s Sociology
- GSC2406 Women’s Writing

Students wishing to complete the Women’s Studies stream would need to do additional units offered by other institutions. (Advice on this should be sought from the Women’s Studies co-ordinator or the Administrative Officer.)

### Additional Major Study

Approved students may be allowed to undertake an additional major, selected from within the school (including Mass Communications); or from another school within the University College; or, in special cases, from another approved institution, and hence their common core units may be varied to meet prerequisites. (For students undertaking an additional major the number of ‘supporting studies’ units is greatly reduced and a minimum of three of the four core subjects must be taken at first level.) Early course counselling is necessary.

### Course Plan

The course plan for a single major can be represented as follows.

**Level One**
- **Semester One**
  - GSC1101 Introduction to Psychology A
  - GSC1201 Introduction to Sociology A
  - GSC1401 Introduction to English
  - GSC1501 Modern European History

**Semester Two**
- GSC1102 Introduction to Psychology B
- GSC1202 Introduction to Sociology B
- GSC1402 Media Studies
- GSC1502 Australian Politics

**Level Two**
- **Semester One**
  - GSC2601 Methods of Social Research A
    - Major Study (credit value of 1.0)
    - Supporting Study (credit value of 2.0)
- **Semester Two**
  - GSC2602 Methods of Social Research B
    - (not compulsory for students majoring in English or History/Politics)
    - Major Study (credit value of 1.0)
    - Supporting Study (credit value of 2.0)

**Level Three**
- **Semester One**
  - Major Study (credit value of 2.0)
  - Supporting Study (credit value of 1.0)
- **Semester Two**
  - Major Study (credit value of 2.0)
  - Supporting Study (credit value of 1.0)

Students are required to submit an individual course plan outlining the units they wish to undertake to complete a degree. The plan will be checked by a course adviser, to ensure that all requirements will be met. It can be amended after submission, by mutual agreement. Students must complete, or receive credit for, at least fourteen upper level units.

### Credits and Exemption Policy

Students with previously completed or partially completed tertiary studies should apply to the Student Administration Office for credits and exemptions. The onus is on the student to provide course records and details of course content and duration (including extracts from relevant handbooks). Students in this category will be required to complete a course plan prior to commencement of study, and in some cases a variation to common core requirements will be approved. Students may be granted up to a maximum of twelve credits/exemptions. As a general rule, specific credits will not be granted for studies completed more than ten years prior to the date of enrolment in the current course.

### Work Loads

(a) A normal work load is considered to be four units per semester for full-time students, two units per semester for part-time or distance education students. Only in exceptional circumstances will students be permitted to reduce their work load to less than the normal level, and they must outline their reasons in writing.

Students with a reduced workload may have certain conditions attached to approval of their re-enrolment.
(b) Full-time students shall not take more than four units in any one semester without the permission of the Chairperson of the Board of Studies in Social Sciences (or nominee).

(c) Part-time or distance education students shall not normally take more than two units in any one semester without the permission of the Chairperson of the Board of Studies in Social Sciences (or nominee).

Deferrals

(a) VTAC entry students see entry under “Enrolment” at the front of the Handbook.

(b) All other students Students with a good course record who present a valid reason will normally be granted one deferral only for up to twelve months. Students with a poor course record and/or not undertaking a full study load, i.e. eight units internally or four units by distance education per year, must reapply for entry.

Withdrawal

Students should note that withdrawal from units without penalty is not automatic.

Student Progress

The Board of Examiners and the Board of Studies in Social Sciences will review the progress of all students enrolled in all Social Science courses at least once during the course of each semester.

Subsequently, students may be required to discuss their progress and/or continuation with teaching staff or to make appropriate submission in writing to the Chairperson of the Board of Studies in Social Sciences (or nominee).

Because of demand for places students should note that continued enrolment is dependant upon satisfactory completion of a normal course work load. Applications for re-enrolment must be received by the due date each year. Any variations from the regulations should be discussed with the course Admissions Officer, or the Administrative Officer, School of Social Sciences.

Teaching Areas

This section contains information about the following areas of study:

Primary Majors:
English; Psychology; Sociology and History/Politics.

Additional Major: Mass Communications

Common Core: Social Research

Students wanting more detailed information or advice should contact the Student Administration Office, or the Administrative Officer, School of Social Sciences.

English

The English program offers units in literature and media studies. The units in literature cover the significant fields of English literary history and some important areas of writing in the language since the mid-nineteenth century. They aim at developing an understanding of the major literary genres and at teaching the skills of literary criticism.

The study of media involves an introductory unit which involves the role played by media in modern society. Upper level units from Mass Communications are available in the English major (Film, Narrative and Representation, and Contemporary Writing).

The program caters for the needs of students who are developing careers in the areas of the social sciences, administration and education. Units are also available as supporting studies for students in Welfare, Business, Visual Arts and Applied Science. They are recognised and supported by the Victorian Ministry of Education for professional purposes.

Units offered:

GSC1401 Introduction to English
GSC1402 Media Studies
GSC2401 Shakespeare and the Age of Expansion
GSC2402 Romanticism: Nature and the City (from 1993)
GSC2403 The Rise of the Modern (from 1993)
GSC2404 Myth, Legend and Folk tale
GSC2405 Contemporary Fiction
GSC2406 Women’s Writing
GSC2407 Contemporary Writing (from 1993)
GSC2408 Film
GSC2409 Narrative and Representation (from 1993)
GSC2411 Political Literature (1992 only)

Students should note:

- Elements from units 6311 American Literature, 6310 Australian Literature and 6317 Political Literature will be included in the following units: GSC1401 Introduction to English, GSC2403 The Rise of the Modern, GSC2407 Contemporary Writing, GSC2408 Film, and GSC2409 Narrative and Representation. (GSC2403, GSC2407 and GSC2409 will be introduced in 1993.)

- GSC2411 Political Literature (formerly 6317) will be offered in 1992 only.

- 6211 The Age of Shakespeare and 6316 Satire will form the basis of GSC2401 Shakespeare and the Age of Expansion with substantial changes in the texts to be studied. Students who have completed either or both of 6211 The Age of Shakespeare and 6316 Satire can enrol in GSC2401 Shakespeare and the Age of Expansion.

- GSC2408 Film is available for the English and Mass Communications majors.
Note: GSC2402 Romanticism: Nature and the City will be introduced to the English major in 1993 and will include substantial sections of 6213 Victorian Literature and 6212 Romantic Literature.

GSC2407 Contemporary Writing, GSC2409 Narrative and Representation will be offered in 1993 and available for the English and Mass Communications majors.

Mass Communications

The major offers a range of units with the flexibility to service a variety of career paths including journalism, educating, educational media systems, public relations, and organisational management. It gives students an understanding of the roles and functions of 'traditional' and 'new' mass communications technologies (print, electronic and film), and develops awareness of the social and cultural dimensions of mass communications along with an understanding of communications processes. Students also develop skills in utilising language, image and media delivery systems to communicate effectively. There is a focus on the roles of mass communication in the areas of public relations and marketing. The major is completed by studying the critical frameworks for analysis of the mass media and the processes of mass communications.

Units offered:
- GSC1402 Media Studies
- GSC2102 Social Psychology
- GSC2202 Sociology of Race and Ethnic Relations
- GSC2407 Contemporary Writing (from 1993)
- GSC2408 Film
- GSC2409 Narrative and Representation (from 1993)
- GSC2410 Public Relations and Mass Communications Technologies
- GSC3401 Theories of Mass Communications (from 1993)
- GSC3503 International Relations
- GBU1401 Introductory Marketing Management (School of Business unit)
- GBU1402 Consumer Behaviour (School of Business unit)
- GBU3407 Promotion Management (School of Business unit)

Students should note:
- GSC2408 Film will be available for the English and Mass Communications majors.
- GSC2410 Public Relations and Mass Communications Technologies is available by on-campus mode only in 1992.

Psychology

Psychology is the scientific study of human and animal behaviour. The psychology major at Monash University College Gippsland has an emphasis on the study of human behaviour in its social context, and its applications in clinical, organisational, educational and other settings. The psychology major is accredited by the Australian Psychological Society. This means that students who complete a major in psychology will have fulfilled the first three years of the four year academic requirement for Associate Membership of the Australian Psychological Society. Students who intend to practise as professional psychologists will also need to complete an accredited fourth year course in psychology and should plan their undergraduate program accordingly.

Compulsory attendance in psychology units.
All psychology units include a component requiring on-campus attendance. This will involve one full day session in each unit, except for GSC3104 Research Methods in Psychology which will require two full day sessions. Alternative times (and in some cases venues) will be provided for these sessions. Details will be specified for each unit.

The units in the psychology major are structured into three distinct levels.

Level One
- GSC1101 Introduction to Psychology A
- GSC1102 Introduction to Psychology B

Level Two
Students must complete two of the following units before being eligible to enrol in third level units.

- GSC2101 Personality Psychology
- GSC2102 Social Psychology
- GSC2103 Developmental Psychology

Level Three
Students must complete

- GSC3104 Research Methods in Psychology and at least two other units at third level.

Units offered:
- GSC1101 Introduction to Psychology A
- GSC1102 Introduction to Psychology B
- GSC2101 Personality Psychology
- GSC2102 Social Psychology
- GSC2103 Developmental Psychology
- GSC2104 Community Psychology
- GSC3101 Biological Psychology (not offered in 1992)
- GSC3102 Clinical Psychology
- GSC3103 Organisational Psychology
- GSC3104 Research Methods in Psychology
- GSC3105 Clinical Biopsychology (1992 only)

Because of the need to complete Psychology units in sequence, the psychology major must be completed over three years; or part-time equivalent.

Students should note:
- 6395 Personality Psychology will be moved from Level 3 to Level 2 in 1992 and become GSC2101 Personality Psychology.
- GSC3105 Clinical Biopsychology will be offered in 1992 and will cease from 1993.
Sociology

Sociology is the study of people and the relationships they enter into as members of various social institutions. Sociologists study a wide range of social issues that are important in contemporary Australian society. The Sociology major offers units which draw upon important areas of sociological endeavour.

In addition to standing as a major area of study in the Bachelor of Arts, Sociology is an important supporting discipline in other courses. Sociology units form an integral part of the Welfare and Nursing courses and may be taken as an appropriate component in the preparation of both primary and secondary teachers in the School of Education. Sociology units may also be taken by students enrolled in courses in the Schools of Applied Science, Business and Visual Arts.

The Sociology major is designed to meet a range of student needs. Some students want only a basic introduction to sociology and the first level units are designed to meet this need. Other students want to study a number of substantive areas related to their vocational interest and they may select from the range of upper level units offered. Students who want to obtain a specialist qualification in sociology complete the full major.

The two introductory units in sociology are normally taken as part of the common core of Social Science studies. The substantive units selected are taken at second and third level. The compulsory unit in Sociological Theory and Method is a third level unit and may only be taken after completing the two introductory sociology units, the two Common Core units in Methods of Social Research, and two substantive sociology units.

Sociology units are designed to prepare graduates for a range of occupations where sociological skills are relevant to employment; these include administration, planning, social research, health, welfare, community services and equal opportunity.

Units offered:
- GSC1201 Introduction to Sociology A
- GSC1202 Introduction to Sociology B
- GSC2201 Family and Generations
- GSC2202 Sociology of Race and Ethnic Relations
- GSC2203 Sociology of Children
- GSC2204 Work and Technology (from 1993)
- GSC2205 Sociology of Deviance
- GSC2206 Sociology of Health
- GSC2207 Women's Sociology
- GSC2208 A Sociology of Educating (1992 only)
- GSC3201 Sociological Theory and Method

Students should note:
- The units 6224 Sociology of Ethnic Relations and 6222 Social Change will form the basis of GSC2202 Sociology of Race and Ethnic Relations. Students who have completed 6224 Sociology of Ethnic Relations cannot enrol in GSC2202 Sociology of Race and Ethnic Relations.
- Elements of unit 6227 Sociology of Gender will be included in unit GSC2203 Sociology of Children and in other units. Students who have completed 6227 Sociology of Gender can enrol in GSC2203 Sociology of Children.
- The units 6321 A Sociology of Educating and 6228 Australian Society will form part of the basis of GSC2204 Work and Technology. Students who have completed 6321 A Sociology of Educating and 6228 Australian Society can enrol in GSC2204 Work and Technology (from 1993).
- GSC2208 A Sociology of Educating will be offered in 1992 and cease from 1993.
- Unit 6326 Sociology of Health and Welfare is replaced by GSC2206 Sociology of Health. Students who have completed 6326 cannot enrol in GSC2206.
- Unit 6322 Sociology of the Family is replaced by GSC2201 Family and Generations. Students who have completed 6322 Sociology of the Family cannot enrol in GSC2201 Family and Generations.

History/Politics

The major provides students with a structured program of study of history and politics. The units are designed to build up, in a systematic way, significant bodies of knowledge on the history and politics of Europe, Australia, Asia and the major world powers. Students are provided with a systematic development of learning skills; including skills in reading, information retrieval, oral and written communications; methodological approaches and research techniques.

The major provides a broad historic and political knowledge of Australia and the Modern World. The units offered are designed to give a formal study of the historical and political development of Western Europe and its impact of the world. A special focus is then given to Australian regional, national and international history and politics. Further units are offered to provide a study of Asian history and international relations with particular studies of the Soviet Union and United States. The application of knowledge of political systems and structures is developed in public and social policy studies for students in the Bachelor of Arts and in other courses. The major is completed with a unit which examines the methodologies of history and politics and the application of this knowledge in a research paper.

The History/Politics major provides a stimulating course which will give students a high level of academic competence in the study of continuity and change in human society and a deeper understanding of the nature of the past and the modern world. The first year units: Modern European History and Australian Politics are compulsory core units and the unit Theories and Research in History and Politics is the compulsory upper level unit.

Units offered:
- GSC1501 Modern European History
- GSC1502 Australian Politics
- GSC2501 Australian and Regional History
- GSC2502 United States Politics
- GSC2503 Soviet Politics
- GSC2504 Public and Social Policy
- GSC3501 East Asian History
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<td>International Relations</td>
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<tr>
<td>GSC3504</td>
<td>Theories and Research in History and Politics</td>
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Students should note:
- GSC2504 Public and Social Policy is a new option for degree and diploma students. (Health Sciences students who have completed unit 8641 are not eligible to enrol in GSC2504.)
- Unit 6233 Gippsland History will become part of GSC2501 Australian and Regional History. Students who have completed 6233 Gippsland History can enrol in GSC2501 Australian and Regional History.
- GSC3503 International Relations will be developed from some elements of 6354 Societies in Transition. Students who have completed 6354 Societies in Transition can enrol in GSC3503 International Relations.
- GSC3504 Theories and Research in History and Politics will be developed from 6358 Theories of History and Politics and 6370 Research Project, History/Politics.

**PROPOSED TABLE OF UPPER LEVEL UNIT OFFERINGS 1992 - 1994**

**ENGLISH**

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<thead>
<tr>
<th>Course Title</th>
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<td>Myth, Legend and Folktales</td>
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<td>Women's Writing</td>
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<td>Film</td>
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<td>The Rise of the Modern</td>
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**MASS COMMUNICATIONS**

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<tr>
<td>Public Rel/Mass Comm Tech.</td>
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<tr>
<td>Film</td>
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<td>International Relations</td>
<td>X</td>
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<tr>
<td>Social Psychology</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Soc. of Race/Ethnic Relations</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Contemporary Writing</td>
<td>-</td>
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<tr>
<td>Narrative and Representation</td>
<td>-</td>
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<td>Theories/Mass Comm.</td>
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<td>[&quot;Consumer Behaviour]</td>
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<td>[&quot;Promotion Management]</td>
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**HISTORY/POLITICS**

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<td>Australian and Regional Hist.</td>
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<td>United States Politics</td>
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<td>Soviet Politics</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Public and Social Policy</td>
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<td>X</td>
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<td>South East-Asian Hist.</td>
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<td>East Asian History</td>
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<td>International Relations</td>
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**PSYCHOLOGY**

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<td>Community Psych.</td>
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<td>Clinical Psychology</td>
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<tr>
<td>Research Methods in Psych.</td>
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<tr>
<td>Clinical Biopsychology</td>
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**SOCIOLOGY**

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<tr>
<td>Soc. of Race/Ethnic Relations</td>
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<tr>
<td>Soc. of Children</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A Sociology of Educating</td>
<td>X</td>
<td>-</td>
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<tr>
<td>Family and Generations</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Soc. of Health</td>
<td>X</td>
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<td>Women's Sociology</td>
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<td>Soc. Theory and Method</td>
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<td>Sociology of Deviance</td>
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<tr>
<td>Work and Technology</td>
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**SOCIAL RESEARCH**

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<th>Course Title</th>
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<tr>
<td>Methods of Social Res. A</td>
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<tr>
<td>Methods of Social Res. B</td>
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</table>

X = offered
- = not offered
° = offered by School of Business
Graduate Certificate of Arts (Social Science)
Graduate Diploma of Arts (Social Science)

Course Codes: PA and GA

General

These courses have been introduced as a response to a constant demand from people who wish to undertake a specific group of units of study, in order to upgrade their previous qualifications or to meet vocational needs. Some are graduates who wish to be eligible to enter advanced levels of study but do not have the prerequisites; some need additional skills and knowledge in order to obtain career promotions. Another group are teachers who may wish to widen their studies so that they may teach in additional disciplines.

Entry Requirements

Normally an undergraduate degree/diploma (three years of full-time study or part-time equivalent) will be necessary for entry into these courses. Prerequisites will normally be required.

Course Structure and Duration

Graduate Certificate of Arts (Social Science)
The Graduate Certificate consists of four units, normally completed in one semester of full-time study* or two semesters (one year) of part-time study.

Graduate Diploma of Arts (Social Science)
The Graduate Diploma consists of eight units, normally completed in two semesters of full-time study* or four semesters (two years) of part-time study.

* Due to sequencing requirements this is not often possible.

Students may select to do either the Graduate Certificate or the Graduate Diploma depending on their needs. Some students may wish or need to articulate from the Graduate Certificate into the Graduate Diploma; this is quite acceptable.

Students in either program will select units within the current Bachelor of Arts course structure to suit their individual needs.

Examples of units in the subject areas are as follows:

Australian Studies
GSC1402 Media Studies
GSC1502 Australian Politics
GSC2202 Sociology of Race and Ethnic Relations
GSC2204 Work and Technology (from 1993)
GSC2501 Australian and Regional History
GSC2504 Public and Social Policy
GSC1801 Introduction to Koorie Society*
GSC2806 Archaeology*
(* Distance education only)

Psychology

GSC1101 Introduction to Psychology A
GSC1102 Introduction to Psychology B
GSC2101 Personality Psychology
GSC2102 Social Psychology
GSC2103 Developmental Psychology
GSC2104 Community Psychology
GSC3101 Biological Psych. (not offered 1992)
GSC3102 Clinical Psychology
GSC3103 Organisational Psychology
GSC3104 Research Methods in Psychology +
GSC3105 Clinical Biopsychology (1992 only)

* Psychology units are structured into three levels and must be completed in sequence.
+ Compulsory unit

First Level
GSC1101 Introduction to Psychology A
GSC1102 Introduction to Psychology B

Second Level

Students must complete two of the following units before being eligible to enrol in third level units
GSC2101 Personality Psychology
GSC2102 Social Psychology
GSC2103 Developmental Psychology
Third Level
Students must complete
GSC3104 Research Methods in Psychology
and at least two other units at third level.

History/Politics
GSC1501 Modern European History
GSC1502 Australian Politics
GSC2501 Australian and Regional History
GSC2502 United States Politics
GSC2503 Soviet Politics
GSC2504 Public and Social Policy
GSC3501 East Asian History
GSC3502 South-East Asian History
GSC3503 International Relations
GSC3504 Theories and Research in History and Politics
+ Compulsory unit

English
GSC1401 Introduction to English
GSC1402 Media Studies
GSC2401 Shakespeare and the Age of Expansion
GSC2404 Myth, Legend and Folktale
GSC2405 Contemporary Fiction
GSC2406 Women’s Writing
GSC2407 Contemporary Writing (from 1993)
GSC2408 Film
GSC2409 Narrative and Representation (from 1993)
GSC2411 Political Literature (1992 only)

Sociology
GSC1201 Introduction to Sociology A
GSC1202 Introduction to Sociology B
GSC2201 Family and Generations
GSC2202 Sociology of Race and Ethnic Relations
GSC2203 Sociology of Children
GSC2204 Work and Technology (from 1993)
GSC2205 Sociology of Deviance
GSC2206 Sociology of Health
GSC2207 Women’s Sociology
GSC2208 A Sociology of Educating (1992 only)
GSC3201 Sociological Theory and Method*
* Compulsory unit

Mass Communications
GBU1401 Introductory Marketing Management*
GSC1402 Media Studies
GSC2102 Social Psychology
GSC2202 Sociology of Race and Ethnic Relations
GSC2407 Contemporary Writing (from 1993)
GSC2408 Film
GSC2409 Narrative and Representation (from 1993)
GSC2410 Public Relations and Mass Communications Technologies (On-campus only 1992)
GSC3401 Theories of Mass Communications (from 1993)
GSC3503 International Relations
GBU1402 Consumer Behaviour*
GBU3407 Promotion Management*
* offered by the School of Business

Social Research
These units are available to students pursuing awards in Psychology and Sociology,
GSC2601 Methods of Social Research A
GSC2602 Methods of Social Research B

Students in the Graduate Certificate program choose four units in one subject area; students in the Graduate Diploma program will choose eight.

Postgraduate Diploma of Social Science (Counselling Psychology)

Course Code: GP

General
The course is offered as a two-year part-time distance education program for students who hold a first degree with a major in psychology. There is an intake every second year.

The course provides an introduction to the professional practice of psychology, and aims to establish a foundation of knowledge in counselling and related disciplines. The guiding orientation of the course is towards helping persons with socio-emotional problems including assessment, diagnosis and treatment of psychological difficulties other than psychotic illness, and promotion and maintenance of psychological wellbeing.

The content of the course is designed for persons wishing to work in the field of counselling psychology and community development.

It would be particularly relevant for people working in community health centres, community welfare agencies and educational establishments.

Attendance Requirements
Students are required to attend a five-day residential program each semester. The residential schools are to be devoted to counselling and other experiential components of the curriculum. Attendance is compulsory. Students are also required to acquire supervised work experience for a minimum of 50 client-contact hours over the two years.

Admission Requirements
Admission to the course is open to applicants who possess a Bachelor degree with a major in Psychology from any Australian Psychological Society accredited course. Applicants are required to have a sound knowledge of abnormal psychology.
Course Structure

Level One
GSC4101 Counselling Theory and Practice A
GSC4103 Psychological Assessment
GSC4106 Research Methods in Counselling Psychology

Level Two
GSC4102 Counselling Theory and Practice B
GSC4104 Health Psychology
GSC4105 Community Psychology in Australia
GSC4107 Research Project - Thesis

Level One & Two
GSC4108 Professional Practice

Ethical and Legal Issues in Professional Practice will be taught under Professional Practice and other relevant units.

Course Regulations

To qualify for the Postgraduate Diploma of Social Science (Counselling Psychology) a candidate shall:

(a) Complete all the prescribed eight units of study.
(b) Complete 50 hours practicum in two agencies.
(c) Attend four residential schools of five days duration.

Further details may be obtained from the Administration Officer, School of Social Sciences.

Master of Arts

Course Code: MA

The School offers a masters degree by research. Entry to this course is open to applicants who have obtained a high level of academic achievement (honours, distinctions) in their undergraduate courses.

The course may be undertaken on a full-time or part-time basis. The duration of the program will normally be a minimum of twenty-one calendar months of full-time work (or its equivalent for part-time programs) and a maximum period of thirty-six calendar months (or its equivalent part-time.)

Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research" available from the Student Administration Office.

Further details may be obtained from the Course Consultant, Dr P.K. Roy.
Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system has been introduced within the University College, to commence in 1992. To assist both students and staff with the implementation of the new system, the following is provided:

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<td>Introduction to Psychology A</td>
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<td>GSC1102</td>
<td>Introduction to Psychology B</td>
<td>6191</td>
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<tr>
<td>GSC1103</td>
<td>Psychology for Nurses A</td>
<td>6192</td>
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<tr>
<td>GSC1104</td>
<td>Psychology for Nurses B</td>
<td>6193</td>
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<tr>
<td>GSC1201</td>
<td>Introduction to Sociology A</td>
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<td>GSC1202</td>
<td>Introduction to Sociology B</td>
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<td>GSC1203</td>
<td>Introduction to Sociology C (Health Care)</td>
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<td>GSC1301</td>
<td>Welfare Issues</td>
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<tr>
<td>GSC1302</td>
<td>Welfare Services and Administration</td>
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<td>GSC1303</td>
<td>Welfare Methods IA</td>
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<td>GSC1304</td>
<td>Welfare Methods IB</td>
<td>6141</td>
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<td>GSC1401</td>
<td>Introduction to English</td>
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<td>GSC1402</td>
<td>Media Studies</td>
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<td>Modern European History</td>
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<td>GSC1502</td>
<td>Australian Politics</td>
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<td>GSC1801</td>
<td>Introduction to Koorie Society</td>
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<td>GSC1802</td>
<td>Dynamics of Koorie Language A</td>
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<td>GSC1803</td>
<td>Patterns of Social Organisation A</td>
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<td>GSC1804</td>
<td>Oral History &amp; Customs of Gippsland Koories</td>
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<td>Koorie Art</td>
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<td>GSC1806</td>
<td>Dynamics of Koorie Language B</td>
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<td>GSC1807</td>
<td>Patterns of Social Organisation B</td>
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<td>Koorie Literature</td>
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<td>GSC2201</td>
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<td>GSC2202</td>
<td>Sociology of Race &amp; Ethnic Relations</td>
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GSC2203 Sociology of Children                                      6225
GSC2204 Work and Technology (not 1992)                            new unit
GSC2205 Sociology of Deviance                                      6320
GSC2206 Sociology of Health                                       6326
GSC2207 Women's Sociology                                        6328
GSC2208 A Sociology of Educating                                  6321
GSC2301 Fieldwork and Practice A                                  6246
GSC2302 Fieldwork and Practice B                                  6247
GSC2303 Welfare Methods IIA                                       6240
GSC2304 Welfare Methods IIB                                       6241
GSC2305 Welfare Law and Policy                                    6242
GSC2401 Shakespeare and the Age of Expansion                      6211,6316
GSC2402 Romanticism: Nature and the City (not 1992)               new unit
GSC2403 The Rise of the Modern (not 1992)                          new unit
GSC2404 Myth, Legend and Folktale                                 6315
GSC2405 Contemporary Fiction                                      6318
GSC2406 Women's Writing                                           6319
GSC2407 Contemporary Writing (not 1992)                           new unit
GSC2408 Film                                                      6216
GSC2409 Narrative and Representation (not 1992)                   new unit
GSC2410 Public Relations and Mass Communications Technologies      new unit
GSC2411 Political Literature                                      6317
GSC2501 Australian and Regional History                           6252,6233
GSC2502 United States Politics                                    6280
GSC2503 Soviet Politics                                           6281
GSC2504 Public and Social Policy                                  6270
GSC2601 Methods of Social Research A                              6271
GSC2602 Methods of Social Research B                             9201
GSC2801 Colonialism                                               9202
GSC2802 Traditional Koorie and British Law                        9203
GSC2803 Dominant and Minority Culture,                           9204
GSC2804 Contemporary Issues in Koorie Society                     9205
GSC2805 Land Rights                                               9206
GSC2806 Archaeology                                               9206
GSC3101 Biological Psychology (not 1992) 6290
GSC3102 Clinical Psychology 6396
GSC3103 Organisational Psychology 6391
GSC3104 Research Methods in Psychology 6399
GSC3105 Clinical Biopsychology 6397
GSC3201 Sociological Theory and Method 6332
GSC3401 Theories of Mass Communications (not 1992) new unit
GSC3501 East Asian History 6357
GSC3502 South-East Asian History 6356
GSC3503 International Relations 6354
GSC3504 Theories and Research in History and Politics 6358,6370
GSC4101 Counselling Theory and Practice A 6500
GSC4102 Counselling Theory and Practice B (not 1992) 6501
GSC4103 Psychological Assessment 6502
GSC4104 Health Psychology (not 1992) new unit
GSC4105 Community Psychology in Australia (not 1992) 6503
GSC4106 Research Methods in Counselling Psychology 6505
GSC4107 Research Project-Thesis (not 1992) 6506
GSC4108 Professional Practice 6507
GSC8001 Master of Arts Research 6611
GSC8002 Master of Arts Research 6612
GSC8003 Master of Arts Research 6613
GSC8004 Master of Arts Research 6614

GSC1101 Introduction to Psychology A (common core unit)  
(BT AW BB BS BV DT DE GA PA)

Unit Adviser: Mrs V. Harvey

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Nil

Unit Outline: This unit, together with Introduction to Psychology B, provides a general introduction to the discipline of psychology as a behavioural science, and as a basis for further detailed study of specific areas of psychology. The major theme of this unit is a study of the basic principles of behaviour with an emphasis on experimental methods and laboratory techniques in psychology. The specific topics covered will include the processes of human learning (conditioning and cognitive processes), biological bases of behaviour, states of consciousness, sensation and perception, motivation and emotion.

Teaching Methods: Lectures, tutorials, and practical classes are held for internal and distance education students. The practical work is designed to introduce the methodology of research and statistical analysis in psychology, to provide practical experience in the problems of actually conducting psychological experiments, and to teach the skills involved in writing research papers in psychology.

Study materials are provided for distance education students. Distance education students will be required to attend a one-day weekend school program. Additional non-compulsory tutorial sessions will be provided at other weekend schools.

Assessment:
Methodology Assignment 1 (20%)
Methodology Assignment 2 (20%)
Final Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

Prescribed Texts:

GSC1102 Introduction to Psychology B (common core unit)  
(BT AW BB BS BV DT DE GA PA)

Unit Adviser: Dr S. Kelliher

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

Prerequisites: Nil

Unit Outline: Together with Introduction to Psychology A, this unit provides a general introduction to the science of psychology as a basis for future detailed study of specific areas of psychology. The major theme of this unit is a consideration of the factors that influence individual differences in human behaviour. The topics covered in the unit include: human development and personality, social influences on human behaviour, abnormal and clinical psychology.

Teaching Methods: Lectures, tutorials and practical classes are held for internal and distance education students. Study materials are provided for distance education students. Distance education students will be required to attend a one-day weekend school program. Additional non-compulsory tutorial sessions will be provided at other weekend schools.

Assessment:
Practical Laboratory Report (20%)
Essay (20%)
Final Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

Prescribed Text:
GSC1103 Psychology for Nurses A
(Cannot be counted towards a Psychology major) (DN)

Unit Adviser: Ms S. Burney-Banfield

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

Prerequisites: Nil

Unit Outline: This unit introduces the scientific discipline of psychology, its methods of research, and different perspectives from which it seeks to explain human behaviour.

General principles of development through the lifespan are introduced. The interaction of genetic and environmental factors on behaviour are examined with specific applications to health and illness behaviour. Psychology's use of scientific methodology and emphasis on experimental research is introduced, with applications to nursing and health related research. Basic psychological processes, learning, memory, perception, motivation and emotion, are examined with particular emphasis on how social settings such as hospital environments can alter these.

Teaching Methods: Lectures, tutorials and laboratory/practical sessions cover the main concepts introduced in the unit.

Assessment:
Methodology Assignment 1 (20%)
Methodology Assignment 2 (20%)
Final Examination (60%)

A pass on the final examination is a requirement for successful completion of this unit.

Prescribed Text: To be advised.

GSC1104 Psychology for Nurses B
(Cannot be counted towards a Psychology major) (DN)

Unit Adviser: Ms S. Burney-Banfield

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

Prerequisites: Nil

Unit Outline: This unit introduces the student to individual differences in ability and personality and how these influence health professional's and clients' behaviour in hospital and community settings. Abnormal behaviour and psychological methods used to help people experiencing psychological distress or behaviour problems are described. The social context of human behaviour, involving both social influences and social processes used in judging others, is examined. Specific topics within health psychology including the Health Belief model, compliance, naive health beliefs and the practice of health maintenance behaviour are described.

Teaching Methods: Lectures, tutorials and laboratory/practical sessions.

Assessment:
Practical Laboratory Report (20%)
Essay (20%)
Final Examination (60%)

A pass on the final examination is a requirement for the successful completion of this unit.

Prescribed Texts: To be advised.

GSC1201 Introduction to Sociology A
(common core unit) (BT AW BE BS BV DT DN DE GA FA)

Unit Advisers: Mr I. Hamilton, Mr L. Munro

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: This unit is designed to give students a broad introduction to sociology. The following topics will be covered:

(a) introducing sociology, including the origins of the discipline, the nature of sociological knowledge, and the sociological imagination;
(b) the mass media as a source of cultural information and a major institution in the social construction of inequality;
(c) the family as the foundation of identity and a major influence on the social construction of life-chances;
(d) the education system in the social construction of life-chances;
(e) sociological theory and social action, using such concepts as social structure, socialisation, class, culture, role, gender, and power to explore functionalist, conflict and interpretive perspectives in sociology.

Teaching Methods: This unit will be taught to both distance education and on-campus students. Distance education students will be able to attend lectures and seminars at weekend and vacation schools.

Assessment:
Two Assignments: (1 x 1200 words) (20%)
(1 x 2000 words) (40%)
Three hour Final Examination (40%)

Prescribed Texts:
GSC1202 Introduction to Sociology B
(common core unit)
(BT AW BE BS BV DT DE GA PA)

Unit Advisers: Dr M. Collis, Dr P.K. Roy

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

Prerequisite: Nil

Unit Outline: This unit builds on GSC1201 Introduction to Sociology A by continuing the investigation of one of the major sociological areas of concern, social inequality. It does this by critically evaluating the major social explanations for inequality, studying the different dimensions of inequality (class, gender, race, ethnicity and age), and analysing the ways in which inequality affects the structure of three major social institutions (work, health care and the criminal justice system), and people's experience of these institutions.

Teaching Methods: Internal: Two, one hour lectures and a two hour tutorial per week. Distance education: lectures and tutorials at weekend and extended weekend schools. Relevant teaching materials will be provided.

Assessment:
Two Assignments: (1 x 1500 words) (25%)
Three hour Final Examination (1 x 2000 words) (35%)

Prescribed Texts:

GSC1203 Introduction to Sociology C
(Health Care)
(Cannot be counted towards a Sociology major)
(DN)

Unit Advisers: Mr I. Hamilton, Ms L. Empson

Second Semester: 6 hours per week for 10 weeks - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: The unit provides an introduction to the sociology of health and illness by covering the following topic areas:

(a) The structure of Australian society in terms of factors that affect both the distribution of health and illness and people's experience of health and illness. These factors include gender and family, class and work, and ethnicity, race and culture.

(b) The organisation of health care in Australia, in terms of the part played by the state, the part played by the medical profession, the increasing use of sophisticated medical technology, and the health care needs of Australians.

(c) The division of labour in health care, focusing upon gender and class as they affect the relationship between medicine and nursing, and looking at sociological explanations for the process of professionalisation.

Teaching Methods: Teaching will be based upon lectures, seminars and appropriate printed materials will be provided. Three hours per week for lecture-tutorial sessions and three hours per week in small group workshops.

Assessment:
Two Assignments (60%)
Final Examination (40%)

Prescribed Texts:

GSC1301 Welfare Issues
(AW AA DE)

Unit Adviser: Ms J. Cohen

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Nil

Corequisites: GSC1201 (all students); GSC1301, GSC1101 (full-time internal students).

Unit Outline: Identifying welfare issues; sociological perspectives; poverty; the family; societal and family violence; sexual assault; child abuse; mental health issues: A.I.D.S.; disability; the aged; health and dying; media influence; Koorie issues; multi-culturalism.

Teaching Methods: Lectures, videos, group discussions and experiential exercises, Agency/Institutional visits, visiting practitioners.

Assessment:
1 Assignment looking at social issues to stimulate thinking: (1000 words) (15%)
1 Journal (2000 - 2500 words) (35%)
1 Research assignment on a particular welfare issue of the students' choice, incorporating a media survey (3000 - 3500 words) (50%)

Prescribed Text:
Issues Facing Australian Families: Human Services
GSC1302 Welfare Services and Administration
(AW AA DE)

Unit Adviser: Ms K. Lynch

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

Prerequisites: GSC1301 (all students)

Corequisites: GSC1202 (all students); GSC1102, GSC1304 (full-time students)

Unit Outline: The unit provides an historical overview of the development of welfare services in Australia. Different perspectives are used to analyse human service organisations and develop organisational skills. A particular focus is placed on networking and planning. Workplace issues such as supervision, teamwork, resolution of conflict are covered as a preparation for the first fieldwork placement.

Teaching Methods: A variety of teaching methods will be used: lectures, and workshops using guest speakers from the field; experiential class activities; task and area group activities focussed around assessment procedures; and written study guides.

Assessment:
Major network assignment (50%)
Group Planning assignment (50%)

Prescribed Text:
Lauffer, A. et al, Understanding your Social Agency.

GSC1303 Welfare Methods 1A
(AW)

Unit Adviser: Mr G. Dawber

First Semester: 6 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Internal Full-time/Nil; Distance Education and Part-time; Two first level units in psychology and two first level units in sociology or their equivalents.

Corequisites: Internal Full-time; GSC1301, GSC1201, GSC1101; Distance Education and Part-time; GSC1301.

Unit Outline: This unit gives a general introduction and overview of the practice of welfare work. It examines the principles and values of welfare, its knowledge base, interpersonal skills, and the basic methods of social casework.

Teaching Methods: Some didactic lecture presentation, but emphasis on learning by doing. Large group (full class) simulation activities and exercises; smaller group discussion and role play. Small group presentation of case analyses to full class. Videos and films.

Assessment:
Two assignments: (2 X 1500 words) (each 20%)
Attendance and participation in classes and tutorial groups (10%)
Three hour Final Examination (a pass grading is required in the exam) (50%)

Prescribed Texts:

GSC1304 Welfare Methods 1B
(AW)

Unit Adviser: Ms J. Cohen

Second Semester: 6 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: All students GSC1303; Distance Education and Part-time students must also have passed two first level sociology units.

Corequisites: All students GSC1102; Full-time internal students must also undertake GSC1202 and GSC1302.

Unit Outline: Models of group work; developmental stages of groups; group processes and factors affecting processes; values and ethics of group work; roles functions and types of leadership styles; conflict and decision making within groups; recording and evaluating groups. History of community workload, definition of community; locality development; social planning; social action; ethics and values in community work; participation; setting up and working with community groups; withdrawing from the community.

Teaching Methods: Lectures, videos, group discussion and tutorials, experiential activities/exercises.

Assessment:
Personal Journal re Groupwork component
Case Study re Community work component

Prescribed Texts:

GSC1401 Introduction to English
(common core unit)
(BT BE BB DT BV DE AA AW BS GA PA)

Unit Adviser: Mr N. Courtney

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Nil

Unit Outline: The texts come from different historical periods and cultures, with some emphasis on works from...
the twentieth century.

* Only Diplomia of Tertiary Studies students will pursue the prose extract strand paying attention to the various purposes, techniques and problems of written composition in order to develop their own expressive skills using these extracts as models. These Extracts are included in Writing Prose. (All other students will pursue the poetry strand of the unit and require Seven Centuries of Poetry in English.)

Teaching Methods: Lectures and tutorials for internal students. Study guides and classes are provided for distance education students. Audio and video tapes will be used where available and appropriate.

Assessment:
- Essay One (1500 words) (30%)
- Essay Two (1500 words) (30%)
- Examination (40%)

Prescribed Texts:
- Prose Extracts:
  - Poetry:
  - Fiction:
  - Drama:

GSC1402 Media Studies
(common core unit)
(BT BE BN BB BS BV DT AA DE AW GA PA)

Unit Adviser: Mrs O.M. Griffiths

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

Prerequisites: Nil

Unit Outline: The unit is selective in orientation, focussing on news, advertising, television comedy and drama, and film. Broad topics include critical perspectives on the media and issues central to the nature and functions of the media (economic basis, ownership, regulation and control, bias, values and perspectives promoted through the media). More specific topics focus on newspapers, radio and television to consider what is and is not “news”, news presentation, advertising techniques, stereotyping in advertising, and advertising directed at children. The final section of the unit considers examples of Australian television comedy and drama, and introduces students to film studies.

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

Assessment:
- Essay One (1500 words) (33½%)
- Essay Two (1500 words) (33½%)
- Essay Three (1500 words) (33½%)

Prescribed Texts:
- or

GSC1501 Modern European History
(common core unit)
(BT BE BB BS BV DT GA PA)

Unit Adviser: Dr K. Wilson

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

Prerequisites: Nil

Unit Outline: The unit provides an introduction to modern European history which takes as its major focus the development of the capitalist economic and social system and the response which emerged to it in the nineteenth and twentieth centuries. An important consideration is the effect of new ideologies and socio-political movements on European society. Three themes are studied in the course: the Revolution in Technology (Preindustrial Europe, Demographic Agricultural and Industrial Revolutions); Revolution in Political Affairs (Nationalism, Imperialism, Russian Revolution, Depression, Nazi Revolution); and Revolution in Warfare (World War I and II, and Post-War Europe).

Teaching Methods: Lectures, tutorials and seminars, supplemented by audio-visual presentations, simulation games and class debates. Study guides are provided for all students. A Reader of selected articles and extracts is provided for all distance education students, and sufficient copies for the use of internal students are deposited in the library. Team teaching is used in this unit.

Assessment:
- Tutorial Exercise (750 words) (20%)
- Essay (1500 words) (40%)
- Examination (40%)

11/20 School of Social Sciences
GSC1502 Australian Politics
(common core unit)
(BT BE BB BS BV DT AW AA GA PA)

Unit Adviser: Mr N. Economou

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

Prerequisites: GSC1501 or permission.

Unit Outline: This unit gives students a basic grounding in analysing and understanding the politics of a liberal-democratic state - in this particular instance, the Australian liberal-democratic state. The course evolves around the exploration of four core concepts in politics - democracy, "the state", ideology and power. From each of these core concepts we obtain analytical insights into crucial aspects of Australia's political institutions - representation and elections, Federalism and the notion of a Westminster system of parliamentary government, the public service, and the role of interest groups and the institutionalised political framework in the creation of public policy. As we move further into the course, we concentrate on concepts and theories relating to the location and exercise of power within the liberal democratic state. The overall objectives of the course are twofold; first, it aims to explain and demystify the Australian political system by studying the structures of political institutions in some depth. The starting point for this task is the assumption that students have little or no prior knowledge of Australian politics. Secondly, it aims to give students a grounding in basic political theory. Amongst other things, this should act as a challenge for those students who have done HSC-VCE Australian politics, and for those students whose interests lie more in studying politics generally rather than concentrating exclusively on Australian politics.

This unit will be of great use to those students who seek to obtain a fuller understanding of the Australian political system. It also caters for those who wish to tackle theoretical approaches to politics and society. The unit will give an excellent grounding for those students wishing to undertake comparative and/or public policy courses in later years of study.

Teaching Methods: Lectures, tutorials, debates, films, class simulations, handbooks, study guides and readers. Team teaching is used in this unit.

Assessment:

Internal Students
Class Paper (20%) 
Research Essay (40%) 
Examination (40%)

Distance Education Students
Essay 1 (20%) 
Research Essay (40%) 
Examination (40%)

Prescribed Text:

GSC1801 Introduction to Koorie Society
(AA BT BE DT AW BV BB BS BL BU GA PA)

Unit Advisers: Ms M. Drysdale, Mr M. Harris

First Semester: 4 hours per week - unit value of 1.0 - internal (Ass.Dip.Koorie Studies students only) and distance education study.

Prerequisites: Nil

Unit Outline: This unit is divided into four sections. It commences with a definition of who is a Koorie and the state of race relations in Australia. The structure of traditional Koorie society is then examined. This section concentrates upon the centrality and importance of Dreaming systems of belief. Other aspects of traditional Koorie society which are examined include the maintenance of social order, the role of ceremonies and rites and the division of labour. The third section of the unit examines the nature of frontier conflict and how the white settlement affected Koorie society, in particular we will focus upon the role of the missions and repressive legislation. The final section of the unit concentrates upon the contemporary issues which confront Koories. The importance of land rights, the impact of the white legal system upon Koories, health and housing issues and the drafting of a treaty between Koories and the Australian government will all be considered.

Teaching Methods: Apart from the more formal input of lectures and the presentation of audio-visual material, it is also intended to utilise opportunities to make field trips and to have members of the Koorie community as guest lecturers.

Assessment:
ADAS students:
Essay 1 (1000 words) (30%)
Essay 2 (1000 words) (30%)
Overview Essay (1500 words) (40%)

Distance Education students:
Essay 1 (1500 words) (20%)
Journal One (1500 words) (30%)
Essay 2 (1500 words) (20%)
Journal Two (1500 words) (30%)

Prescribed Text:

GSC1802 Dynamics of Koorie Language A
(AA)

Unit Adviser: Dr M.C. Sharpe

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

Prerequisites: Nil

Unit Outline: The aim of this unit is to give students a grounding in skills in speaking and transcribing Koorie
languages.
On the successful completion of this unit students will be able to speak some of the Bundjalung language, have a grounding in skills in transcribing Koorie languages including Bundjalung, and appreciate differences in the construction of English and Koorie languages.

The unit concentrates on an oral control of the Bundjalung language, once spoken in the Northern Rivers area of N.S.W. and border areas of South-east Queensland. Practical application of these skills will be tested in short role plays in small groups and in questioning.

In addition to the study of the Bundjalung language, the students learn some phonetic symbols from the International Phonetic Alphabet to aid in accurate transcription of Koorie languages. Practical application of these skills will be tested in dictation of Bundjalung and other Koorie words.

Teaching Methods: Instruction takes place through lectures, language practice, and tutorials. The students are encouraged to speak in the Bundjalung language in class as part of the learning process.

Assessment:
Two short written assignments (20% total)
Final oral examination (40%)
Final written examination (40%)

Prescribed Texts:
Sharpe, M., *How we are spelling in Bundjalung (revised)*.

**GSC1803 Patterns of Social Organisation A**

(AA)

Unit Adviser: Ms I. Ellender

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

Prerequisites: Nil

Unit Outline: The unit commences with concept attainment for culture, society, social structure and then progresses to a discussion of the methodology of cross-cultural comparison. The economic organisation and the system of traditional law within Koorie tribes are both examined. The example of the Kurnai of Gippsland is used where possible as illustrations of the points covered. The unit then examines the working of kinship systems and concludes with a comparison of Koorie values and white values.

Teaching Methods: The unit will consist of lectures and tutorials. Audio-visual presentations will be used to augment the teaching program. Where relevant, guest speakers or field trips will be incorporated into the program.

Assessment:
Tape and transcript of oral history interview (30%)
Essay (1000 words) (30%)
Overview Essay (1500 words) (40%)

Prescribed Texts:

**GSC1804 Oral History and Customs of Gippsland Koories**

(AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisites: Nil

Unit Outline: The course will provide students with an introduction to the methodology of conducting oral interviews. Students will attempt to re-construct Gippsland Kurnai history from discussions and interviews with family and elders of the local Kurnai community.

Emphasis will be directed to the customs, beliefs and practices of the Kurnai of Gippsland. Students will examine the social, economic and political organisation of family groups, interaction between tribes, initiation and burial rites practised.

Students will discuss various roles and status of men and women in traditional Kurnai society.

The unit concludes with an appraisal of the extent white impact has had on the destruction of oral history, language and customs of the Kurnai of Gippsland.

Teaching Methods: Formal lectures and tutorials will be conducted. Where possible, the unit will incorporate guest lecturers from the local community. Excursions to local sites of significance and to the work of the Koorie Oral History program at the State Museum will be conducted.

Assessment:
Tape and transcript of oral history interview (30%)
Essay (1000 words) (30%)
Overview Essay (1500 words) (40%)

Prescribed Texts:

**GSC1805 Koorie Art**

(AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisites: Nil
Unit Outline: The unit commences with an explanation of the symbolic importance of art in the Koorie systems of belief or religion. The role of art in depicting the Creation (Dreamtime) stories is emphasised and contrasted with the art used for ceremonial or decorative purposes. Students also engage in a variety of practical art/craft sessions, including bark painting and rock painting. The last component of the unit is based upon a study of contemporary Koorie artists and their work.

Teaching Methods: Lectures and tutorials are combined with field trips to art galleries and artefact workshops. The practical work carried out by the students in various art/craft areas involves informal tuition and may include the use of guest lecturers. Where possible, it is hoped that Koorie Elders who are skilled in various crafts will be able to instruct the students.

Assessment:

**Essay 1** (500 words) (20%)  
**Essay 2** (800 words) (30%)  
**Collection of Art Work** (30%)  
**Fieldwork Journal** (20%)

Prescribed Texts:  

**GSC1806 Dynamics of Koorie Language B**  
(AA)

Unit Adviser: Dr M.C. Sharpe  
Second Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: GSC1802

Unit Outline: Students will extend their fluency and control of the Bundjalung language, will also develop more skills in handling phonetic transcriptions, and will learn what is known of the Gippsland area languages, in particular Koorai. Practical application of these skills will be further tested in role plays, dictation tests, oral and written work.

Teaching Methods: Instruction takes place through lectures, language practice, and tutorials. The students are encouraged to speak in the Bundjalung language in class as part of the learning process.

Assessment:  
**Dictation test** (10%)  
**Translation task** (10%)  
**Final oral assessment** (40%)  
**Final written test** (40%)

Prescribed Texts: As for unit GSC1802.

**GSC1807 Patterns of Social Organisation B**  
(AA)

Unit Adviser: Ms I. Ellender  
Second Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: GSC1803

Unit Outline: The unit develops the grounding received by the students in Unit GSC1803. The emphasis is upon the customs and beliefs which serve to maintain and enforce the societal links within Koorie society. The importance of Kinship links within the family group is examined, followed by a consideration of the role of religion and spiritual life. The structure of the course then closely follows the ceremonies which mark the passage of the individual through life. The unit begins with a study of the beliefs surrounding intermarriage between certain skin groups and totems. There follows a consideration of the initiation ceremonies of the young boys and the role of the Elders in ensuring the continuance of the tribe's cultural heritage to the ceremonies and burial rites at death.

Teaching Methods: Lectures and tutorials will be supplemented with the use of audio-visual materials.

Assessment:

**Essay 1** (1000 words) (30%)  
**Essay 2** (1000 words) (30%)  
**Overview Essay** (1250 words) (40%)

Prescribed Texts:  

**GSC1808 Koorie Literature**  
(AA)

Unit Adviser: Mr M. Harris  
Second Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: The unit studies the work of Koorie playwrights, novelists and poets. The unit commences with the study of Sally Morgan's *My Place*. Students are also encouraged to look at the work of other Koorie writers which deal with the issues of identity and the telling of life stories. The issues of racial stereotyping in literature dealing with Koories by white authors, and the emergence of a "black viewpoint" to counter this, will be examined. The emphasis upon the latter point is important as it can be seen as a continuation of the traditional Koorie society's emphasis upon the oral transmission of stories. The same themes are also examined in the poetry anthology and the play which the students will study.
Teaching Methods: The main body of instruction will be through formal lectures and tutorial discussion. Where possible the students will make field trips to view plays or readings by Koorie writers.

Assessment:
Essay 1 (1000 words) (30%)
Essay 2 (1000 words) (30%)
Overview Essay (1500 words) (40%)

Prescribed Texts:

**GSC2101  Personality Psychology**
(BT AW BE BB BS DT GA PA)

Unit Adviser: Dr K. Rahman

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

Prerequisites: Two first level Psychology credits.

Unit Outline: Five major perspectives on personality will be examined; dispositional, psychodynamic, phenomenological, learning and information processing. Research findings and methods of assessment associated with each perspective will be examined.

Teaching Methods: Lectures, tutorials and practical classes will be held for internal and distance education students. Study materials will be provided for distance education students. Distance education students are required to attend a one-day weekend school program. Additional non-compulsory tutorials will be provided at other weekend schools.

Assessment:
Laboratory Report (40%)
Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

Prescribed Text:

**GSC2103  Developmental Psychology**
(BT BE BB BS DT AW GA PA)

Unit Adviser: Dr C. Rodgers

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level Psychology credits.

Unit Outline: This unit aims to provide an introduction and general understanding of developmental aspects of human behaviour across the life span. Course topics will cover the major developmental changes in language, cognition and social behaviour throughout childhood and adolescence and developmental issues in adulthood and old age.

Teaching Methods: Lectures, tutorials and practical classes are held for internal and distance education students. Study materials will be provided for distance education students. Distance education students will be required to attend a one-day weekend school program. Additional non-compulsory tutorials will be provided at other weekend schools.

Assessment:
Practical Report (40%)
Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

GSC2104 Community Psychology
(BT BE BB BS DT AW GA PA)

Unit Adviser: Dr A. Veno

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level Psychology credits.

Unit Outline: To achieve the goal of providing an overview of the field of community psychology this unit examines a number of perspectives and their relative impact on activities of the professionals, particularly psychologists. This impact is considered both in terms of legitimate intervention strategies and the attitudes and values fostered by adopting each perspective. Students will have the opportunity to reconsider the basic psychological skill and knowledge they have developed in other units and examine the ways in which these skills can be used for the enhancement of individual and community well-being. Topics covered include empowerment, citizen participation, health promotion, prevention of mental and physical disorders, ecological perspectives, the impact of economic factors on mental health and stress or strain relationships.

Teaching Methods: Lectures and tutorials are held for internal and distance education students. Study materials are provided for distance education students. Distance education students will be required to attend a one-day weekend school program. Additional non-compulsory tutorials will be provided at other weekend schools.

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

A pass on the examination is a requirement for the successful completion of this unit.

Prescribed Text:

GSC2201 Family and Generations
(replaces Sociology of the Family)
(BT AW BE BB BS DT GA PA)

Unit Adviser: Mr I. Hamilton

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

Prerequisites: Two first level Sociology credits.

(Student who have completed 6322 Sociology of the Family cannot enrol in GSC2201.)

Unit Outline: The unit will cover material on the following topics: family structure and industrialisation, kinship, courtship and mate selection, family interaction, changing gender roles within the family, family disruption and generations and the family life cycle.

Teaching Methods: This unit will be taught to both on-campus and distance education students. Teaching will be based on a set of printed materials designed to guide students through the literature on the set topics and to encourage their reflection on the processes of family change. Internal students will be able to attend small group classes on a weekly basis. Distance education students will be able to attend small group classes at weekend schools.

Assessment:
Three Assignments: (1 X 1500 words) (30%)
(1 X 1500 words) (30%)
(1 X 2000 words) (40%)

Prescribed Texts:

GSC2202 Sociology of Race and Ethnic Relations
(replaces Sociology of Ethnic Relations and Social Change)
(BT AW BE BB BS DT GA PA)

Unit Advisers: Dr P. K. Roy, Mr I. V. Hamilton

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level Sociology credits.

(Student who have completed 6224 Sociology of Ethnic Relations cannot enrol in GSC2202.)

Unit Outline: This unit will emphasise the study of social relations between racial and ethnic groups in selected societies. The unit will pay special attention to the place of ethnic and Aboriginal groups in Australia. The concepts race, racism, ethnicity, prejudice, discrimination and multiculturalism will be analysed and discussed in detail. The unit will cover several contemporary social issues including how and why racism developed in Australian society and how it is expressed in contemporary Australian society.

Teaching Methods: The course will be taught to both distance education and on-campus students. On-campus students will have two hours of lectures and two hours of tutorials each week.

Distance education students will be able to attend lectures and tutorials at weekend schools. A range of relevant teaching materials will also be provided for distance education students.

11/25 School of Social Sciences
Assessment:
Two Assignments: (1 x 1500 words) (30%)
(1 x 2000 words) (40%)
Final Examination (30%)

Prescribed Texts:
Australia 1989.
Poole, M.E., de Lacey, P.R., & Randhawa, B.S., (eds.), Australia in Transition: Culture and Life Possibilities.
Callan, V. J., Australian Minority Groups. Harcourt

GSC2205 Sociology of Deviance
(BT AW BE BB BS DT GA PA)

Unit Advisers: Mr L. Munro, Mr H. Ballis

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

Prerequisites: Two first level Sociology credits.

Unit Outline: The unit focuses on a sociological analysis of
deviant behaviour by examining a wide range of
theoretical perspectives on deviance. The course considers
why and how some behaviours are defined as deviant (e.g.
sexual deviance, crime, delinquency, mental disorders) and
other important social problems are not (e.g.
unemployment, sexism, racism). The role of social
control agents, particularly in relation to young people,
will be examined. These issues will be studied within the
context of both Australian and overseas experience. The
range of topics for study is extensive and students will
have the opportunity to choose on the basis of personal
interest and experience.

Teaching Methods: The unit will be taught to both
distance education and on-campus students. On-campus
students will be able to attend two 2-hour lectures/tutorials
each week. Distance education students will be able to
attend lectures and tutorials at weekend schools. A range
of relevant teaching materials will also be provided for
distance education students.

Assessment:
Two Assignments: (1 x 1500 words) (30%)
(1 x 2000 words) (40%)
Final Examination (30%)

Prescribed Texts:
Aggleton, P., Deviance. Tavistock Publications Ltd.,
Asher, G., Custody and Control: The Social Worlds of
Little, C., Deviance and Control: Theory, Research and
Social Policy. F.E. Peacock Publishers Inc., Illinois,
1989.

GSC2206 Sociology of Health
(replaces Sociology of Health and Welfare)
(BT AW BE BB BS DT GA PA)

Unit Adviser: Ms L. Empson

First Semester: 4 hours per week - unit value of 1.0 -
internal and distance education study.

Prerequisites: Two first level Sociology credits.

(Students who have completed 6326 Sociology of Health
and Welfare cannot enrol in GSC2206.)
Unit Outline: This unit is designed to give students a macro view of the present structure of the health care system in Australia, as well as emphasising that health and illness are more the result of social processes than biological ones. A range of health issues is used to illustrate different sociological perspectives.

Teaching Methods: Lectures, seminars and tutorials will be supplemented by video presentations, as well as resource material designed to guide students through the unit. Distance education students will be encouraged to communicate by telephone and post.

Assessment:
Short Assignment (1000 words) (20%)
Long Assignment (2000 words) (40%)
Final Examination (40%)

Prescribed Texts:

**GSC2207 Women's Sociology**
(BT AW BE BB BS DT GA PA)

Unit Adviser: Dr M. Collis

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

Prerequisites: Two first level Sociology credits.

Unit Outline: Students will be introduced to feminist critiques of traditional sociological perspectives, their theoretical and conceptual frameworks and methods of inquiry, and to alternative feminist approaches to both theory and research. A feminist perspective will then be applied to a number of themes and issues currently of importance in the lives of Australian women. Topics will include women and class, and women's interaction with and control by some of the dominant institutions of our society, including the state social security and social welfare systems, the criminal justice system, the Church, medicine and medical technology, psychiatry and psychotherapy.

Teaching Methods: Whilst lectures and presentation of audio-visual material will constitute the more formal input to the unit, it is intended that (in line with the ideology of a Women's Sociology) tutorial and seminar groups will provide an important forum for the interchange and discussion of ideas and experiences. The unit will be taught to both internal and distance education students. Internal students will be able to attend classes weekly and distance education students weekend schools.

A unit book will cover the critique of traditional sociological theory and the development of a feminist perspective, including a discussion of alternative feminist reading perspectives and key concepts such as patriarchy. Extensive reading lists will be provided as a resource for seminar papers/presentations and assignments which concentrate on the application of feminist perspective to important areas of women's lives in Australia.

Some of these readings will be available in the Unit Readers; this is in recognition of the wealth of new Australian, British and American literature which is being published all the time, much of it in the form of journal articles and books of readings.

Assessment:
Three Assignments: (1 x 1500 words) (30%)
(1 x 1500 words) (30%)
(1 x 2000 words) (40%)

Prescribed Texts:

**GSC2208 A Sociology of Educating**
(BT AW BE BB BS DT GA PA)

Unit Advisers: Mr L. Munro, Assoc Prof D. Nation

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

Prerequisites: Two first level Sociology credits.

Unit Outline: This course is a basic introduction to concepts, theories and research developed by contemporary sociologists of education. Its central theme is the relationship between practice, theory and research in education. It takes a wide definition of "education" and, indeed, asks students to look rigorously at the concept of "educating" - teaching and learning processes.

Students are encouraged to apply the knowledge available in the course to practical educational problems they meet. The unit aims to cater for students with a wide range of backgrounds and aspirations. It should be equally useful to those who wish to be welfare workers, informed citizens, policy advisers, administrators, advertising workers, journalists, family members, scientists, teachers and so on. It should provide students with significant insights into the educating processes they are subject to in the unit itself and their overall course.

Above all, it aims to develop interested and interesting sociologists with a capacity to use their knowledge in the "everyday world".

Teaching Methods: Teaching will be based upon a set of printed and audio course materials, which are aimed at bringing the prescribed books to life. Internal students are able to attend small group classes on a weekly basis. Distance education students are able to attend small group classes at weekend schools. Students will be encouraged to manage their own learning.

Assessment:
Two Assignments: (1 x 1500 words) (30%)
(1 x 2000 words) (40%)
Final Examination and/or tests (30%)
Prescribed Texts:
Henry M., Knight J., Lingard R. & Taylor S.,
Meighan, R., A Sociology of Educating. Holt-Rinehart

GSC2301 Fieldwork and Practice A
(AW)

Unit Adviser: Mr T. Lucas

Full Year and First Semester: 24 hours per week* - unit value of 1.0 - internal study first semester, distance education full year.

* Number of weekly hours involves averaging out total placement commitment over the fourteen weeks of the semester.

Prerequisites: Successful completion of the eight first level Diploma units.

Unit Outline: The major component of this unit and unit GSC2302 is a total of ninety days practical work experience in two different and (if possible) contrasting social welfare agencies. Each placement is of a minimum duration of forty working days and a maximum duration of fifty days. However, if student progress is not satisfactory, an extension of placement days may be required. Attendance at seminars during semester is also a requirement of this unit. During these sessions each student will be required to run a seminar covering one aspect of their work while on placement. A major objective of the unit is to provide students with the opportunity to integrate theoretical aspects of the welfare course to the practical welfare situation.

Teaching Methods: Students will be placed in an agency setting under the supervision of a qualified field educator. Each student will be assigned a liaison visitor from the Welfare teaching team at the University College who will visit the student at least twice during the course of the placement. Internal students will attend one two-hour seminar each week during semester.

Assessment:
Practice seminar prepared and delivered by the student (30%)
Field Educator’s Report (30%)
Placement Report prepared by the student (40%)

Recommended Reading:

GSC2302 Fieldwork and Practice B
(AW)

Unit Adviser: Mr T. Lucas

Full Year and Second Semester: 24 hours per week* - unit value of 1.0 - internal study second semester, distance education full year.

* Number of weekly hours involves averaging out total placement commitment over the fourteen weeks of the semester.

Prerequisite: GSC2301

Note: Distance education students will be required to complete units GSC2301 and GSC2302 in consecutive years (see course outline). For each unit the practical field education will be done in semester one and classroom sessions in semester two. This arrangement ensures that students complete practical and theoretical studies (in units GSC2303 and GSC2304) concurrently and allows for fuller integration of these two strands of learning in the placement report and class presentation required in semester two.

GSC2303 Welfare Methods IIA
(AW)

Unit Adviser: Ms H. McAdam

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Successful completion of eight first level diploma units.

Unit Outline: From the foundations established in unit GSC1303, this unit looks at theoretical frameworks and models of intervention in welfare casework practice. These include: systems theory; crisis intervention theory; problem solving theory; family theories; and feminist casework theory.

Teaching Methods: A variety of teaching methods will be used, including: full group lectures; small group discussions, role plays and skills practice; films; and visits to the class by current field practitioners.

Assessment:
Major assignment (2500-3000 words) (40%)
Crisis intervention assignment (1500 words) (30%)
Family assessment and caseplan (1000-1500 words) (30%)
Prescribed Texts:

**GSC2304 Welfare Methods IIB (AW)**

Unit Adviser: Ms M. Lynn

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

Prerequisites: All first level units, GSC2301, GSC2303.

Corequisite: GSC2302

**Unit Outline:** Community work deals with a major contextual theme of rurality, and lesser themes of gender and ethnicity, and identifies the marginalising processes leading to inequality. This provides the material for examining and developing strategies for change.

Groupwork adopts an experiential and skills-based approach. The content is the material that each student presents each week and all students participate in. The staff member helps to draw linkages to theory in an evaluation period at the end of each session.

Teaching Methods: Community work involves lecture/discussions, and small group exercises within class to apply theory to practice. Groupwork is undertaken in tutorial groups, led each week by a student. Students keep a log of each session.

Assessment:
First Assignment:
Community work: (1200 words) (20%)
An evaluation of a community organisation's meeting which students attend.
Second Assignment:
A critical analysis of a community work project or aspect of practice.
Groupwork: (2500 - 3000 words) (50%)
The conceptualising of the group leadership experience is assessed in 3 parts: a plan, a process report and an analysis.

Prescribed Text:
Groupwork:

**Prescribed Texts:**

**GSC2305 Welfare Law & Policy (AW)**

Unit Adviser: Ms K. Lynch

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: GSC1302

**Unit Outline:**

**Social Policy**
A series of lectures and workshops outlining the history, development and sources of social policy in Australia; theories, principles and perspectives of social policy development and implementation; skills for policy analysis; and a more detailed study of the Australian Welfare State, Social Justice, selected policy issues and current trends.

**Law**
Outline of the Legislative Process, Judicial System, legal statutes and procedures with particular attention to the interface between welfare work and the law.

Teaching Methods: Series of lectures and workshops involving the use of guest speakers and video tapes augmented by written study guides and area discussion groups.

Assessment:
Court Observation Report (15%)
Analysis of Legal/Welfare case studies (35%)
Major research assignment in policy analysis (50%)

Prescribed Texts:

**GSC2401 Shakespeare and the Age of Expansion** (replaces The Age of Shakespeare and Satire)
(BT BB BE BS DT GA PA)

Unit Adviser: Dr B. Coleborne

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level English credits.

(Students who have completed either or both - 6211 The Age of Shakespeare and 6316 Satire can enrol in GSC2401.)

**Unit Outline:** The works prescribed for study range from two plays by Shakespeare to a selection of Blake's poems. There are four plays, three works of prose fiction and one collection of poetry. A selection of other verse will be studied. The texts will encourage analysis of the theme of urban experience, the nature of country life and the extent of movement to the city and the world of new discoveries.

Teaching Methods: Internal students will be taught in lectures and seminars, and distance education students will be taught with the use of distributed material.
Assessment:
Each student will be required to submit three essays
Minor essay A (1500 words) (25%)
Minor essay B (1500 words) (25%)
Major essay (2500 words) (50%)

Prescribed Texts:
Johnson, S., Rasselas. ed. J.P. Hardy, Oxford.

A selection of verse will also be prescribed for study.

GSC2404 Myth, Legend and Folktales
(BT BB BE BS DT GA PA)

Unit Adviser: Mr N. Courtney

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

Prerequisites: Two first level English credits.

Unit Outline: The unit will concentrate on four major traditions: Aboriginal, Greek, Norse and Arthurian. In each area, a comparative study will be made of selected early material and a number of modern versions for children.

The emphasis throughout will be literary appreciation, but the subject will also be studied in its relationship to history, religion, ritual and oral tradition.

Teaching Methods: Seminars, tutorials and individual consultations. Study guides and classes are provided for distance education study.

Assessment:
Internal Students
Essay (2500 words) (30%)
Seminar Paper (1500 words) (30%)
Examination (40%)

Distance Education Students
Essay 1 (2000 words) (30%)
Essay 2 (2000 words) (30%)
Examination (40%)

Prescribed Texts:
Robinson, R. (ed.), Aboriginal Myths and Legends. Sun Books, Melbourne, 1966. (Extracts to be supplied by the College.)

GSC2405 Contemporary Fiction
(BT BB BE BS DT GA PA)

Unit Adviser: Mr M. Griffiths

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

Prerequisites: Two first level English credits.

Unit Outline: This unit will cover a selection of significant examples of recent fiction drawn from a range of traditions (e.g. West Indian, African, British, American) and exemplifying different kinds of formal developments. Issues to be considered will include: experiments in the novel form, the feminist novel, the novel of social comment and historical settings.

Teaching Methods: Lectures and/or seminars for internal students. Tutorials for distance education students, in addition to materials supplied in the form of study guides.

Assessment:
Essay (3000 words) (50%)
Examination (50%)

Prescribed Texts:

11/30 School of Social Sciences
GSC2406 Women's Writing
(BT BB BE BS DT GA PA)

Unit Adviser: Mrs O.M. Griffiths

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level English credits.

Unit Outline: The texts include fiction, drama and poetry by Australian, British, American, European and post-colonial writers.

Teaching Methods: Seminars. Study Guides, classes and resource materials are provided for distance education.

Assessment:
Progressive Assessment (100%)

Prescribed Texts: Subject to Availability

GSC2408 Film
(BT BE BS DT GA PA)

Unit Adviser: Mr N. Courtney

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level English credits or permission.

(GSC2408 Film is available for the English and Mass Communications majors.)

Unit Outline: The syllabus at present samples a number of major developments in film post-Second World War, namely: Italian Neo-Realism, French New Wave, European Art Cinema, Women in Cinema, Australian New Wave and Asian Cinema. One or more films are taken as examples of each of these movements. There are also a number of films demonstrating the stylistic development of one director, Luis Bunuel.

This syllabus can be varied, for example, to treat the broad historical development of film, or several specific genres' such as 'film noir' and silent comedy. The following list of prescribed films refers to the syllabus outlined above.

Teaching Methods: Film screenings introduced and followed by class discussions and tutorials. All students are provided with a study guide; distance education students are also provided with a unit reader. The unit may be taught by more than one member of staff.

Assessment:
Essay 1 (2500 words) (50%)
Essay 2 (2500 words) (50%)

Prescribed Films:
Ingrid Bergman, Persona.
Jutter Brueckner, Do Right and Fear No-one.
Luis Bunuel, Los Olvidados (Young and Damned).
Luis Bunuel, Land Without Bread.
Luis Bunuel, Viridiana.
Luis Bunuel, Un Chien Anadolu.
Sjuman Djaya, Athels.
Akiro Kurosawa, Living.
Alan Pakula, Klute.
Christina Pericinioi, The Power of Men is the Patience of Women.
Roberto Rossellini, Rome, Open City.
Francois Truffaut, Les Quatre Cents Coups (The Four Hundred Blows).
Margarethe von Trotta, Sisters.
Peter Weir, The Last Wave.
The Boorlangola People, Two Laws.
Alain Resnais, Hiroshima, Mon Amour.

Prescribed Text:

GSC2410 Public Relations and Mass Communications Technologies
(BT BE BS DT GA PA)

Unit Adviser: Mr N. Hanley

Second Semester: 4 hours per week - unit value of 1.0 - internal only 1992; (internal and distance education 1993.)

Prerequisites: Two first level English credits or GBU1401 and GSC1402.

Unit Outline: The unit has two strands, Public Relations and Media Technologies. Students are introduced to the roles, processes and organisation of public relations. Various media technologies are introduced and explored as tools in the public relations process. Particular attention is given to innovations in mass communications.

Teaching Methods: Lectures, workshops and study guides (from 1993).

Assessment:
Folio project (50%)
Examination (50%)
Prescribed Texts:

GSC2411  Political Literature
(offered in 1992 only)
(BT BE BB BS DT GA PA)

Unit Adviser: Mr P. Morgan

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level English credits.

Unit Outline: A study of European literature of the period 1930 to 1990 which covers the rise and fall of apocalyptic political regimes. The course works of poetry, drama and the novel which deals with these topics. A set of themes related to the topic is developed through the course in relation to the texts.

Teaching Methods: Lectures, tutorials, films, play readings. Background material is introduced as important but not a primary part of the course. In English speaking countries there is a split in critical material between literary and political approaches.

Assessment:
Assignment Essay (2000 words) (40%)
Examination (60%)

Prescribed Texts:
Drama:

Prose:

Poetry:

GSC2501  Australian and Regional History
(replaces Australian History and Gippsland History)
(BT BE BB BS DT GA PA)

Unit Advisers: Dr M.J. Kennedy, Mr D. Schmitt.

Mr P. Morgan

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level History/Politics credits.

(Students who have completed 6233 Gippsland History can enrol in GSC2501. Students who have completed 6252 Australian History cannot enrol in GSC2501.)

Unit Outline: This unit provides a general introduction to the history of Australia from the arrival of the Aboriginal people to the postwar period. The unit seeks to give an overview of the development of Australian society; the development of rural and urban life; the nature of Australian character in studies of colonial life, the utilisation of land and resources, and the involvement in and impact of war; and the emergence of a mixed economy.

Students will have the opportunity to select for detailed study two options from the following five topics: Aboriginal Australia; the Nature of Colonial Society; the Consequences of War on Australian Society; Australian Women's History; and Gippsland as an Historic Region.

The themes and options are explored by a comparative study of the 'traditional' and more recent 'revisionist' historians' accounts of Australian history. The accent of this unit is on how and why the economic and social structure and institutions developed and matured in their present form. The major research essay will provide a vehicle for the development and application of primary research skills on an original essay topic taken from one of the options studied.

Teaching Methods: The core section of the course will take up the first eight weeks of study followed by three weeks devoted to each of the two options selected by students. Lectures, tutorials, debates, study guides and readers. Individual consultations will be arranged for students in the design, research and writing of their research essay. Team teaching is used in this unit and staff with a particular expertise will teach each of the options studied.

Assessment:
Essay 1: Tutorial Topic (1500 words) (25%)
Essay 2: Theme Study (1500 words) (30%)
Research Essay: Option Study (2000 words) (45%)

Prescribed Texts:

GSC2502  United States Politics
(BT BE BB BS DT GA PA)

Unit Advisers: Dr M.J. Kennedy, Dr K.P. Wilson

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: Two first level History/Politics credits.

Unit Outline: The United States political system is examined in terms of the political theory, historic experiences, institutional developments and human dynamics that have been involved in its operation since 1900. The interaction and checks and balances formed between the Congress, the Presidency, the Supreme Court and the Bureaucracy are the focus of study. An assessment is made of the degree to which elections, parties and the formal institutions of government are able to provide suitable responses to democratic demands. Other major areas of study include: the Civil Rights Movement, the New Right, public action committees and "issues" politics. A special study is made of presidential conduct of domestic affairs and foreign policy.

Teaching Methods: Lectures, tutorials, seminars, films, debates, handbooks, study guides and readers. Team teaching is used in this unit.

Assessment:
Tutorial Paper (1500 words) (20%)
Essay 1 (1500 words) (35%)
Essay 2 (2000 words) or Examination (45%)

Prescribed Texts:

GSC2503 Soviet Politics
(BT BE BB DT GA PA)

Unit Adviser: Mr P. Farago

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level History/Politics credits.

Unit Outline: A brief study of nineteenth century Russia; the impact of Marxism; the Bolshevik Revolution and the consolidation of Bolshevism; social and economic forces of change; the thoughts and personalities of Lenin, Stalin, and Stalin's critics; Trotsky, Bukharin and Djilas. The post-Stalin era and the structure and functioning of present day society, institutions, politics and dissent. The Soviet Union as a Great Power. The Gorbachev era, its successes and failures.

Teaching Methods: Lectures, tutorials, class debates, seminars, handbooks, study guides and readers. Weekend schools and taped lectures are made available to those distance education students who wish to take advantage of them.

Assessment:
Essay 1 (1500 words) (20%)
Essay 2 (1500 words) (35%)

Seminar Paper (2000 words) or Examination (45%)

Prescribed Texts:

GSC2504 Public and Social Policy
(equivalent to Politics and Social Policy)
(BT AW BE BB DT GA PA)

Unit Advisers: Mr N. Economou, Ms K. Lynch, Mr D. Schmitt, Nominee from Health Sciences

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Completion of first year units or equivalent.

(Health Sciences students who have completed 8641 cannot enrol in GSC2504.)

Unit Outline: This unit is designed to provide a range of students with an advanced understanding of the public and social policy process in Australia. In order to meet these requirements the course is divided into a core and optional studies.

The core will examine contemporary issues in the areas of Federalism, the Bureaucracy and Political Parties and evaluate their impact upon the policy process. These sections will conclude with a critical examination of models of public policy and the impact of counter movements.

Students will be able to select one optional area of study from the following three topics: Corporatism and Public Policy in the Hawke Government; Health Policy: Gerontics and Community Health; and Social Welfare Policy. Each of the options will form a separate stream in which students will be able to apply the core knowledge. This will take the form of a critical evaluation of a specific area of public policy. The research essay will provide students with a vehicle for the practical application of the specific skills and knowledge.

Teaching Methods: The core study section will take up the first six weeks of the course. The eight remaining weeks will be devoted to the option selected by the student. Lectures, tutorials, study guides, readers and individual consultation will be arranged for the students. The course will use the team teaching approach so that particular expertise can be used to the students advantage.

Assessment:
Research Essay based on optional study (50%)
Examination (50%)

Prescribed Texts:
Core:
Emy, H., & Hughes, O., Australian Politics: Realities in
GSC2601 Methods of Social Research A (BT BE BS DT AA GA PA)

Unit Adviser: Assoc Prof L. Cox

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Seven common core units, to include two first level Psychology credits and two first level Sociology unit credits; or permission.

Unit Outline: The course covers social research ethics and protocols, research design and methods, management of research, constraints, information retrieval, pilot studies, analysis of data, reporting, editing and marketing results. Verbal skills of interviewing and reporting are assessed as well as written skills.

Word processing is introduced using Wordperfect software package. All or part of the final report must be produced by the student using a word processing package.

Teaching Methods: As described above, students will learn the theory and immediately apply this. All assignments will be on the topic selected from given list. There will be an introduction to computers as a means of word processing.

Assessment:
Progressive Assessment (100%)

Prescribed Texts:
Any Wordperfect 5.1 Ready Reference Manual
or

GSC2602 Methods of Social Research B (BT BE BS DT AA GA PA)

Unit Adviser: Assoc Prof L. Cox

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

Prerequisite: GSC2601

Unit Outline: An introduction to basic statistical analysis (Chi-square, t-test and correlation, that is, the unit includes non-parametric as well as parametric statistics), sampling and issues involved in applying social research methods. In conjunction with this unit students will learn to use computers in social science (statistical analysis) using the University College computer and microcomputers. Word processing skills acquired in unit GSC2601 continue to be developed and practised.

Teaching Methods: A questionnaire will be administered to all students in unit GSC2601 in order to generate quantitative data for statistical analysis in unit GSC2602 on some topical matter. All students will be required to analyse part of the data generated from these studies though they may choose different aspects for analysis.

Assessment:
Progressive Assessment (50%)
Final Examination (50%)

Prescribed Texts:

GSC2801 Colonialism (AA)

Unit Adviser: Ms I. Ellender

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

Prerequisites: Passes in 75% of first year units.

Unit Outline: The unit commences with a brief explanation of the lifestyle of Koorie prior to the arrival of the white man and then proceeds to an examination of the Koorie experience of the white invasion in Gippsland. Emphasis is placed upon the early difficulties in race relations and the atrocities perpetrated by the settlers. The role of missionaries and government stations in regulating the lives of the Koorie is also examined. The experience of the Koories in each of the States and Territories is then examined.

Teaching Methods: Lectures and tutorials supported by audio visual materials. Students will be encouraged to develop research skills during the first part of the unit by utilising the resources available in the Centre for Gippsland Studies. Where relevant, guest lecturers will also be used.

Assessment:
Fieldwork Report (20%)
Essay 1 (1200 words) (40%)
Essay 2 (1000 words) (40%)

Prescribed Texts:
GSC2802  Traditional Koorie and British Law
(AA)

Unit Adviser: Mr M. Harris

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

Prerequisites: Passes in 75% of first year units.

Unit Outline: The unit commences with an overview of the working of "law" in Koorie culture prior to the arrival of the white settlers. The incompatibility of the two systems of "law" is stressed and particular attention is focused upon the manner in which British law was utilised to speed the decimation of the tribes. The effects of British justice upon Koories is studied from two perspectives: the use of legislation to control the lives of Koories by proscribing their places of residence or removing children from their families and the inequities in the application of British justice. In the latter case, emphasis is placed upon the legitimisation of sexual violence against Koorie women and the manner in which officials condoned punitive expeditions, such as the 1928 Coniston massacre.

The study of contemporary issues concerning Koories and the law includes an examination of the disproportionately high number of Koories in custody. The implications of this failing in the system are emphasised through the study of deaths in custody. The unit concludes with an examination of the ramifications of a treaty being framed between Koories and the Australian government and the struggle to have the British system of justice recognise the validity of customary Koorie law.

Teaching Methods: The main body of instruction will be through formal lectures and tutorial discussion. Where relevant, videos will be incorporated.

Assessment:
Essay 1  (1500 words)  (30%)
Essay 2  (1500 words)  (30%)
Overview Essay  (2000 words)  (40%)

Prescribed Reading:

GSC2803  Dominant and Minority Cultures
(AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisites: Passes in 75% of first year units.

Unit Outline: The unit commences with an examination of the terminology and concepts related to any study of racial relations. This involves discussion of the historical manifestations of racism. The unit then focuses upon various examples of minority cultures in plural societies. In studying minority cultures such as the Kanaks in New Caledonia and the Maoris in New Zealand, emphasis is placed upon the attempts made to negotiate treaties or agreement between the dominant and minority cultures.

Teaching Methods: Lectures and tutorials supported by audio-visual materials. Where possible, guest lecturers will also be utilised.

Assessment:
Essay 1  (1500 words)  (30%)
Essay 2  (1500 words)  (30%)
Overview Essay  (2000 words)  (40%)

Prescribed Texts:

GSC2804  Contemporary Issues in Koorie Society
(AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisites: Passes in 75% of first year units.

Unit Outline: It is in the areas of health, education and employment that Koories suffer the greatest disadvantages. This unit examines the causes of these problems and focuses upon different strategies which aim to redress the problems. Similarly, the inadequacies of the prison system’s treatment of Koories is examined. The consequence of disproportionately high imprisonment levels amongst Koories is examined in the light of the deaths in custody and the subsequent Royal Commission. The positive initiatives studied include the development of the “outstation” movement and Koorie radio. The political activities of Koories are also studied, which in turn leads to a consideration of the role of Koorie women, particularly in the area of land rights.

Teaching Methods: Lectures and tutorials. Guest lecturers will be incorporated and students will also undertake field trips.

Assessment:
Essay 1  (1000 words)  (25%)
Essay 2  (1500 words)  (35%)
Overview Essay  (2000 words)  (40%)

Prescribed Texts:
GSC2805  Land Rights  (AA)
Unit Adviser: Mr M. Harris
Second Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisites: Passes in 75% of first year units.

Unit Outline: The unit commences with an historical background to the land rights movement, specifically the movement in England during the 1830's. The fraudulent nature of the British claim to Australia is also examined in the light of international law at the time. The status of land rights legislation in each of the States and Territories is discussed and, where possible, a current dispute is used as a case study. The current political climate is then examined to stress the capability of mining companies to turn public opinion against land rights. The unit concludes with a comparative study of the status of land rights in another country with an indigenous people.

Teaching Methods: Lectures and tutorials supplemented by audio-visual materials and class discussion.

Assessment:
- Essay 1 (1000 words) (30%)
- Essay 2 (1000 words) (30%)
- Overview Essay (1500 words) (40%)

Prescribed Texts:

GSC2806  Archaeology  (AA BT BE DT AW BV BB BS BL BU GA PA)
Unit Adviser: Ms I. Ellender
Second Semester: 4 hours per week - unit value of 1.0 - internal (Ass.Dip. Koorie Studies students only) and distance education study.

Prerequisites: Internal students passes in 75% of first year unit; Distance Education students GSC1801 or permission.

Unit Outline: The unit commences with background instruction as to the meaning of archaeology and theories about human evolution. The unit focuses upon the development of human culture and specifically on the history of Aboriginal people in Australia. The students examine a number of archaeologically significant sites throughout Australia: Lake Mungo, the Western District, the Murray Valley and Gippsland. The unit concludes with an appraisal of the role of Victorian public archaeology and the legislation concerned with site management and preservation.

Teaching Methods: The unit will be based around lectures and tutorials. Where appropriate audio-visual materials will be incorporated into the teaching. At least one major field excursion will be conducted to an area of archaeological significance.

GSC3102  Clinical Psychology  (BT BE BB BS DT GA PA)
Unit Adviser: Dr C. Rodgers
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two units from GSC2101, GSC2102, GSC2103.

Students enrolling in second level psychology units prior to 1992, any two of the following units will be accepted as prerequisites for third level psychology 6290, 6291, 6295, GSC2101, GSC2102, GSC2103.

Unit Outline: The objective of the course is to provide an overview of the field of clinical psychology. It covers all important aspects: historical influences, theory, assessment, psychopathology, treatment methods and legal issues. Both the scientific and professional aspects of clinical psychology are presented. Efforts will be made to give students the broadest possible view of abnormal behaviour by studying the various behaviour deviations from different theoretical perspectives - psychodynamic, behavioural, humanistic-existential, cognitive and biological.

Teaching Methods: Lectures and tutorials are held for internal and distance education students. Study materials are provided for distance education students. Distance education students will be required to attend a one-day weekend school program. Additional non-compulsory tutorials will be provided at other weekend schools.

Assessment:
- Review (40%)
- Examination (60%)

A pass on the examination is a requirement for the successful completion of this unit.

Prescribed Text:

GSC3103  Organisational Psychology  (BT BE BS BB DT GA PA)
Unit Adviser: Ms S. Burney-Banfield
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: Two from GSC2101, GSC2102, GSC2103.

Students enrolling in second level psychology units prior to 1992, any two of the following units will be accepted as prerequisites for third level psychology 6290, 6291, 6295, GSC2101, GSC2102, GSC2103.

Unit Outline: This unit is designed to introduce the student to all aspects of human behaviour in organisations - the way organisational members are affected by an organisation and its environment, and the way an organisation is affected by its members and its environment. Emphasis is placed on systems-oriented organisational psychology, and on viewing organisational members as part of a work and social system.

Teaching Methods: Lectures and tutorials are held for internal and distance education students. Study materials are provided for distance education students. Distance education students will be required to attend a one-day weekend school program. Additional non-compulsory tutorials will be provided at other weekend schools.

Assessment:
Case study/review (40%)
Final Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

Prescribed Texts:

GSC3104 Research Methods in Psychology (BT BE BS BB DT GA PA)

Unit Adviser: Dr S. Kellihor

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two units from GSC2101, GSC2102, GSC2103.

Students enrolling in second level psychology units prior to 1992, any two of the following units will be accepted as prerequisites for third level psychology 6290, 6291, 6295, GSC2101, GSC2102, GSC2103.

Unit Outline: This unit will deal with principles of research design and analysis in psychology. There are three main components: methodology, statistics and computing. Methodological issues to be covered relate to: methods of data collection, operationalising variables, experimental design, control problems, and classifying threats to valid inference. Statistical procedures to be covered are: revision of Chi square test, t-test and correlation; simple regression will be introduced as will more advanced topics such as ANOVA. The computing component will cover analyses of the above statistics using a statistical package.

Teaching Methods: Lectures, tutorials and computing workshops are held for internal and distance education students. Study materials are provided for distance education students. Distance education students will be required to attend a two-day weekend school program. Additional non-compulsory tutorials will be provided at other weekend schools.

Assessment:
Review (40%)
Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

Prescribed Texts:


GSC3105 Clinical Biopsychology (offered in 1992 only) (BT BE BS BB DT GA PA)

Unit Adviser: Dr K. Rahman

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two units from GSC2101, GSC2102, GSC2103.

Students enrolling in second level psychology units prior to 1992, any two of the following units will be accepted as prerequisites for third level psychology 6290, 6291, 6296, GSC2101, GSC2102, GSC2103.

Unit Outline: The unit will focus on the biological mechanisms of psychopathological phenomena and examine the close interaction between the psychological factors and biological processes in the determination of physical and mental health. The unit will explore the possibilities of utilising psychobiological techniques like biofeedback, relaxation, autogenic and visualisation therapies, hypnotherapy, and meditation for therapeutic use in health-related and psychopathological problems, in addition to the conventional psychotherapeutic techniques.

Teaching Methods: Lectures, tutorials and practical classes are held for internal and distance education students. Study materials are provided for distance education students. Distance education students will be required to attend a one-day weekend school program. Additional non-compulsory tutorials will be provided at other weekend schools.

Assessment:
Review (40%)
Examination (60%)
A pass on the examination is a requirement for the successful completion of this unit.

Prescribed Texts:

Recommended Reading:

**GSC3201  Sociological Theory and Method**
(BT BE BB BS DT GA PA)

Unit Adviser: Dr M. Collis

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level and two upper level Sociology credits and two Methods of Social Research credits.

Unit Outline: The unit will address the following topics:
(a) a developmental and comparative analysis of the major sociological perspectives;
(b) the issue of fragmentation within the sociological perspective and attempts by recent sociologists at synthesis;
(c) the relationship between sociological theories and research strategies;
(d) techniques of data gathering and analysis

Teaching Methods: The unit will be taught to both internal and distance education students by means of study guides, lectures, tutorials and workshops.

Assessment:
- Three Assignments: (1 x 1500 words) (30%)
- (research report) (1 x 1500 words) (35%)
- (1 x 2000 words) (35%)

Prescribed Texts:

**GSC3501  East Asian History**
(BT BE BB DT GA PA)

Unit Adviser: Mrs E. Menzies

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Two first level History/Politics credits.

Unit Outline: This unit examines China and Japan from the middle of the nineteenth century to the present, comparing their historical development within the general themes of modernisation and socio-political continuity and change. Attempts are made to find explanations for the differing approaches of each country to the problems of foreign intrusion, economic exploitation and development; the social transition from feudalism to capitalism and beyond, and revolution and reaction. Topics to be studied are drawn from: Traditional Society and Government in China and Japan; The Impact of Western Penetration; the Chinese and Japanese Response to the Need for Modernisation; Imperial Japan; the Chinese Revolutions; the Impact of War on Japan and China; Defeat, Occupation and Civil War; The Recent Modernisation and Developmental Problems of Japan and China.

Teaching Methods: Lectures, tutorials, films, seminars, handbooks, study guides and readers. Team teaching is used in this unit.

Assessment:
- Tutorial Exercise (Mapping) (10%)
- Tutorial Paper (1500 words) (20%)
- Essay 1 (2000 words) (30%)
- Essay 2 (2000 words) or Examination (40%)

Prescribed Texts:

**GSC3502  South-East Asian History**
(BT BE BB DT GA PA)

Unit Adviser: Mrs E. Menzies

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

Prerequisites: Two first level History/Politics credits.

Unit Outline: This unit examines the region of South-East Asia during the nineteenth and twentieth centuries. It considers the impact of colonisation, the development of nationalism and independence movements and the quest for modernisation during the post colonial period. The course takes as its focus the nations of Indonesia, Malaysia, the Philippines, Thailand and Vietnam. Although a History
subject, the unit requires students to be aware of (and employ) political science skills as they apply to the countries and regions studied. The themes examined include the long-term impact of geography on the region; the importance of race and religion in determining the nature of South-East Asian cultural forms; the impact of imperialism and colonisation on these nations together with a thorough examination of the post-colonial period; the problems involved in transforming traditional societies into modern socio-economic states; the internal frictions and conflicts holding back progress in the new states; finally the start of rapid industrial and economic development in most of these nations in the late 1980's and early 1990's.

Teaching Methods: Lectures, tutorials, films, debates, seminars, handbooks, study guides and readers. Team teaching is used in this unit.

Assessment:
- Tutorial Exercise: (Mapping) 10%
- Tutorial Paper: 1500 words 20%
- Essay 1: 2000 words 30%
- Essay 2: 2000 words or Examination 40%

Prescribed Texts:

GSC3503 International Relations
(replaces Societies in Transition)
(BT BE BB DT GA PA)

Unit Adviser: Dr M.J. Kennedy

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

Prerequisites: Two first level History/Politics credits or permission.

(Students who have completed 1254 Societies in Transition can enrol in GSC3503.)

Unit Outline: The unit provides an economic and historical approach to the study of international relations. The focus of the course will be upon the evolution of international behaviours and the developments of theories of international relations. The unit will offer the following areas of study: the emergence of great powers; the balance of power experiments; the emergence of diplomacy and foreign policy; the use of conflict resolution and force as instruments of policy; the sources of power; collaboration and co-operation in international affairs; the emergence of a global system of international relations; and the theory and practice of Australia's international relations.

Teaching Methods: Lectures, tutorials, debates, games and simulations, study guides, readers and film.

Assessment:
- Tutorial Paper: (1500 words) 30%
- Seminar Paper: (2000 words) 30%
- Research Essay: (2500 words) 40%

Prescribed Texts:

GSC3504 Theories and Research in History and Politics
(replaces Theories of History/Politics and Research Project History/Politics)
(BT BE BB DT GA PA)

Unit Adviser: Dr M.J. Kennedy

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

Prerequisites: Two first level History/Politics credits and two upper level History/Politics credits.

Unit Outline: The unit will introduce students to the epistemology and methodologies of history and political science. The course will give emphasis to the development of a critical analysis approach to research and method in history and political science and social sciences. Students will develop an ability to apply a critical analysis method to questions of assumptions, facts, values and objectivity, hypotheses, quantification, causation and explanation in the preparation of an original history or politics topic.

The original topic can be drawn from an issue in the methodology of History or Politics or from a general area of interest in either of these disciplines. The research essay will involve the use of primary sources, data bases, interviews, survey work and/or the use of basic statistical packages.

Teaching Methods: Lectures, seminars, group discussion, individual mentoring, study guides and readers.

Assessment:
- Seminar Paper: (1500 words) 30%
- Method Essay: (1500 words) 30%
- Research Essay: (3000 words) 40%

Prescribed Texts:
GSC4101 Counselling Theory and Practice A (GP)

Unit Adviser: To be advised.

First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit provides an overview of the theoretical foundation of counselling psychology. A variety of counselling theories and methods will be surveyed. The problem solving approach will form the basis of practical counselling strategy. Students will have the opportunity to acquire counselling skills at residential schools and via case work assignments.

Assessment:
Progressive assignments (50%)
Examination (50%)

Prescribed Texts:

GSC4103 Psychological Assessment (GP)

Unit Adviser: Dr D. Harvey

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This course is designed to provide a critical overview of the theory and technique of psychological assessment and diagnosis. The syllabus includes: methods of assessment, theoretical perspectives on assessment, principles of test construction, testing and evaluation, use of tests and inventories: intelligence, personality, depression, anxiety, stress, occupational interest etc.

Students will receive some practical experience in selection, administration, scoring and interpretation of tests during vacation school and in case work assignments.

Assessment:
Progressive assessment (60%)
Examination (40%)

Prescribed Texts:


GSC4104 Health Psychology (not offered 1992) (GP)

Unit Adviser: Ms S. Burney-Banfield

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit deals with the theory of how psychological factors affect all aspects of health and illness, and how psychological methods can be used in the promotion and maintenance of health, and the prevention and treatment of illness. Some of the topics included are behaviour change techniques; major theoretical models that explain the use or non use of health maintaining and risk reducing behaviours; personality factors and propensity to disease; role of social support in health and illness; pain management.

Assessment:
Progressive assignments (60%)
Examination (40%)

Prescribed Texts:

GSC4105 Community Psychology in Australia (not offered in 1992) (GP)

Unit Adviser: Dr A. Veno

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit provides an overview of the theory and practice of community psychology in the context of Australian society. It covers different perspectives, knowledge base intervention strategies, underlying values and applications. Ecological issues and cultural plurality will have prominence. This unit will adopt an interventionist orientation with emphasis on system level intervention. Attempts will be made to keep the focus on practical applications in an Australian context.

Assessment:
Progressive assignments (60%)
Examination (40%)
Prescribed Texts:

GSC4106 Research Methods in Counselling Psychology (GP)

Unit Adviser: Dr S. Kelliher

Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit attempts to ensure competence in research design and analysis with special reference to research in counselling psychology eg. evaluation of therapies and intervention programs, case studies, micro-level strategies of specific counselling techniques. It will also include revision of statistical methods and use of SPSSx statistical package for analysing data.

Each student will be required to select a topic for an individual research project and submit a proposal suitable for GSC4107 Research Project (a second level unit).

Assessment:
Progressive assessment (60%)
Examination (40%)

Prescribed Text:

GSC4108 Professional Practice (GP)

Unit Adviser: Dr D. Harvey

First and Second Semesters: 4 hours per week - unit value of 1.0 for two years - distance education.

Prerequisite: Nil

Unit Outline: This unit is designed to provide practical experience of supervised client contact in professional work settings.

It consists of 50 hours supervised client - contact involving two human service organisations where counselling services are offered to a range of clients experiencing psychological difficulties. This placement will take place throughout the course duration of two years. It can be worked as one whole block each year, a series of blocks or as a series of full days. The most preferred mode is weekly, full-day placement. Fieldwork will be supplied by case conferences, counselling and workshop at residential schools.

The ethical, legal and social issues involved in psychological practice are incorporated in this unit. The course will cover a wide range of subjects including:

a) The Mental Health Act 1986 of Victoria and other states in Australia.
b) The APsS Code of Professional Conduct.
c) The Psychologists’ Registration Act.
d) Laws and codes that regulate the conduct of psychologists.

Assessment:
Progressive case work (60%)
Examination (20%)
Supervisor’s evaluation (20%)

Prescribed Texts:
School Information

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Courses offered      12/2

Undergraduate Studies

Bachelor of Arts (Visual Arts)  12/3

Graduate Studies

Graduate Diploma of Arts (Visual Arts)  12/6
Master of Arts (Visual Arts)  12/6

Unit Outlines  12/7

School of Visual Arts
## School Information

### Officers of the school

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<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>Professor N.A. Creighton</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Ms R. Nevill</td>
</tr>
</tbody>
</table>

### Courses offered

The School of Visual Arts offers the following awards:

- **Bachelor of Arts (Visual Arts)** - Three year full-time course, or equivalent part-time on-campus study, some units available by distance education.

- **Graduate Diploma of Arts (Visual Arts)** - One year full-time course, or equivalent part-time on-campus study, or by distance education.

- **Master of Arts (Visual Arts)** by research and/or exhibition.
Bachelor of Arts (Visual Arts)

Course Code: BV

The Course
The degree course in Visual Arts, involving three years of full-time study or the equivalent in part-time study, offers a sequence of study areas relating to the chosen artistic directions of the student, within the limits of the facilities and expertise available.

The course presently offers study in the studio areas of Painting, Sculpture, Printmaking, Ceramics, Drawing, Photography, and Woodcraft with Theory and History of Art also offered. The course units have been structured to allow for students to select and design an individual course from the range of major and minor studio offerings and supporting disciplines. After a common first semester of introductory studies, the student's course is developed in consultation with the appropriate lecturer(s), selecting from or combining those areas listed above. Up to two approved units from other courses offered by the University College may also be included in the course as non-art elective units. Part-time students may choose to undertake certain Theory and History of Art units and non-Visual Arts units by distance education.

Employment possibilities, after completion of the course, depend on the specialisation, inclination or versatility of each student. A student's future might lead towards becoming an independent creative artist, an art and craft teacher, or employment in any one of the variety of occupations where visual intelligence and artistic or craft skills are relevant and important.

Selection of Students
Selection of students will take place on the basis of enrolment information and an interview. During interviews prospective students will be able to discuss their background, previous general education and art education to date. Specific interests in this type of course and other related questions can also be discussed. Candidates should bring a selection of recent work to the interview.

It should be understood that, after acceptance, the first semester will be considered introductory, exploratory and provisional, to determine each student's suitability and specific direction within the course.

Credits and Exemptions
Students who are transferring from another College, or have already gained some tertiary education may be granted credits and exemptions by the Board of Studies in Visual Arts in accordance with the University College's guidelines.

Cost of Materials
Although some materials are provided, students should expect some expenditure on art equipment, materials and supplies. Students should own, or have access to, a single lens reflex camera. Students should also be prepared to purchase any prescribed textbooks, and to contribute to their participation in optional excursions organised by the School to galleries and art collections.

Student Workload
Major studio units are normally 18 hours per week. Minor studio units are usually 6 hours per week. Non-studio units are usually equal to one two-hour lecture, one tutorial session and one film/video session per week. Detailed contact hours for each unit are provided in the unit Study Guide, and are arranged to suit the School's timetable.

General Conditions
The University College reserves the right to retain the work executed by students as part of their course studies. Work not required by the University College may be claimed by the student only after it has been released following assessment.
Course Regulations

1. General

1.1 Each student’s study program shall be approved by the Head of the School of Visual Arts or the Head’s nominee for that purpose.

1.2 Each student’s study program shall consist of twenty-four points of credit value taken over at least three years of full-time study. Part-time students will progress through the course over a more extended period.

1.3 The units of the degree course shall be taken in the numerical order in which they are listed for each visual arts discipline, and prerequisites as indicated in the unit descriptions in each case shall be observed.

1.4 Successful completion of the course under the provisions of these regulations will enable a student to apply for the award of the degree of Bachelor of Arts (Visual Arts).

1.5 In exceptional circumstances, a student may apply for a course regulation to be varied where such variation will enable the student to make satisfactory progress within the terms of the overall aims and assessment requirements of the course, and where otherwise considerable disadvantage to the student could occur.

2. Studies in the First Semester of First Year

The first semester of the first year of the course shall consist of: Foundation 2D, Foundation 3D, Foundation Drawing, together with Modern Art.

3. Major Study Units

3.1 Beginning with the second semester of the first year of the course, each student shall undertake a study program with a total of ten points credit value taken in units offered for major study within one of the studios of Painting, Printmaking, Ceramics or Sculpture.

3.2 In exceptional circumstances a student may apply for permission to undertake a major study consisting of eight points credit value within one of the studios listed in 3.1 above.

4. Minor Study Units

Each student’s study program may include up to four points credit value taken in units offered for minor study. Minor study units shall not be selected from the same studio as the student’s major study (unless with permission under 3.2 above).

5. Non Visual Arts Units

A study program may include not more than two points credit value in units chosen from approved courses offered outside the School of Visual Arts.

6. Theory Study Units

Each student’s study program shall include at least four points credit value taken in History and Theory of Art units.

7. Professional Practice Unit

A single unit of Professional Practice shall be included in each student’s study program in the final semester of the course. This unit carries one point credit value.

8. Assessment: All Units

Individual units within the degree course shall be assessed as indicated within each unit description. The grades awarded by the examiners appointed by the Head of School shall be reported to the Academic Board by the Board of Examiners in Visual Arts. Final assessment in any unit shall be recorded in the form determined by the College regulations on assessment.

Course Structure

Six semesters of full-time study. 24 units credit value.

Level One

Semester One

GVA1001 Foundation Drawing
6 hours/week; 1 unit value

GVA1002 Foundation 2D
9 hours/week; 1 unit value

GVA1003 Foundation 3D
9 hours/week; 1 unit value

GVA1551 Modern Art
1 lecture & 1 tutorial/week; 1 unit value

Semester Two

Major Studio
18 hours/week; 2 units value

Minor Studio
6 hours/week; 1 unit value

GVA1552 Recent Art
1 lecture & 1 tutorial/week; 1 unit value

Level Two

Semester One

Major Studio
18 hours/week; 2 units value

Minor Studio
6 hours/week; 1 unit value

GVA2551 The Classical Tradition
1 lecture & 1 tutorial/week; 1 unit value

Semester Two

Major Studio
18 hours/week; 2 units value

Minor Studio
6 hours/week; 1 unit value

GVA2552 The Romantic Sensibility
1 lecture & 1 tutorial/week; 1 unit value

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Level Three
Semester One

- Major Studio
  - 18 hours/week; 2 units value
- Minor Studio
  - 6 hours/week; 1 unit value
- GVA3551 Readings in Art
  - 1 lecture & 1 tutorial/week; 1 unit value

Semester Two

- Major Studio
  - 18 hours/week; 2 units value
- GVA3552 Special Topic in Art
  - 1 lecture & 1 tutorial/week; 1 unit value
- GVA3660 Professional Practice
  - 1 lecture & 1 tutorial/week; 1 unit value
Graduate Studies

Graduate Diploma of Arts
(Visual Arts)

Course Code: GV

Painting, Printmaking, Sculpture, Ceramics

The Graduate Diploma of Arts (Visual Arts) course aims to provide an opportunity for the continuation and extension of studies in Visual Arts. To complete the requirements for the Graduate Diploma of Arts (Visual Arts), students must achieve satisfactory assessment in an eight-unit course of advanced work. Completion of a final show of work, and a written assignment or approved research projects, and supervised studies in the Visual Arts at advanced levels will be required.

The course may be completed in one year of full-time study or the equivalent in part-time or distance education study. Submissions from individual students will largely determine the content and character of their course. Acceptance of a student’s study proposal will be determined by the availability of specialist staff to supervise the project and the availability of suitable space, facilities and equipment.

The Graduate Diploma of Arts (Visual Arts) consists of an extensive course of professional training and, therefore, only a limited number of students will be admitted to the course at any time. Priority for admission depends on both the previous work history of the applicant and on the nature and quality of the applicant’s proposals for advanced study projects.

Applications will be carefully considered by the Board of Studies in Visual Arts. Applicants will be expected to submit on the relevant forms a proposal/statement of intent covering their proposed studio work and topic for research paper, plus slides of recent work and a curriculum vitae. Distance education students must provide evidence of access to appropriate studio/workshop facilities and the ability to take leave to attend the mid-year graduate symposium and assessment. All students will be required to undertake an interview, distance education students may be interviewed by telephone. Enquiries and submissions should be directed in the first instance to the Head of School. Completed applications must reach the Monash University College Gippsland by mid-October each year.

Master of Arts (Visual Arts)

Course Code: MV

The Master of Arts (Visual Arts) course is available to graduates through a research program equivalent to two years of full-time study. Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research" available from the Student Administration Office. All enquiries should be directed to the Head, School of Visual Arts.
## Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system has been introduced within the University College, to commence in 1992. To assist both students and staff with the implementation of the new system, the following is provided:

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<thead>
<tr>
<th>New Number</th>
<th>Unit Title</th>
<th>Former Number</th>
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<tbody>
<tr>
<td>GVA1001</td>
<td>Foundation Drawing</td>
<td>2007</td>
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<tr>
<td>GVA1002</td>
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<td>GVA1003</td>
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<td>Minor Printmaking/Photography 1</td>
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### GVA1001 Foundation Drawing

**(BV BE DT)**

**Unit Adviser:** Ms J. Adams

**First Semester:** 6 hours/week - unit value of 1.0 - internal study.

**Prerequisite:** Nil

**Unit Outline:** This unit is concerned with the exploration of basic possibilities in drawing practice, its methods and its materials. Through exercises and classes in direct observation of the subject, this unit is designed to develop perceptive and manipulative skills through the study of proportion, line, form, rhythm, shape and pattern.
Assessment: Progress will be monitored throughout the semester and final assessment will be based on a) progress, attendance and participation, and b) a final review of all work completed in the unit. Assessment will be the responsibility of the lecturer(s) involved in the teaching of Drawing.

Prescribed Text: Nil

Recommended Reading:
Reading references will be provided in class.

GVA1002 Foundation 2D
(BV BE DT)

Unit Adviser: Ms J. Adams

First Semester: 9 hours/week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: An introductory program including experiences in the Printmaking and Painting studios.

(a) This subject is designed to establish the foundation knowledge of image-making by developing a strong visual awareness involving the ability to manipulate and relate to each other, the basic elements of line, tone, colour, form and texture. Students will be set major projects with specific tasks related to resource material, research and composition.

(b) To acquire practical studio/workshop skills and theoretical knowledge related to the range of materials, processes and media available to the artist.

(c) To encourage committed personal motivation.

Assessment: Progress will be monitored throughout the semester and final assessment will be based on a) progress, attendance and participation, and b) a final review of all work completed in the unit. Assessment will be the responsibility of the lecturer(s) involved in each studio.

Prescribed Text: Nil

Recommended Reading:
List of reading material will be provided in class.

GVA1003 Foundation 3D
(BV BE DT)

Unit Adviser: Mr D. Wollmering

First Semester: 9 hours/week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline:

(a) An introductory program which provides a range of cerebral and practical experiences in the Ceramics and Sculpture studios.

(b) This unit is concerned with building a foundation of art-work processes. It is concerned with the value of active participation in art making, encouraging the confrontation of problems as they arise during the work process. Students will be introduced to the work of professional artists whose work processes will be analysed. Projects will be set to enable students to experience similar work-processes, but with sufficient freedom for individual discovery of personal ways of doing, thinking, seeing and problem solving.

(c) A structured introduction to the safe use of the School's wood and metal machines and equipment. Special emphasis with awareness and usage of potential hazardous chemicals and materials will be addressed.

(d) By the conclusion of the unit students will be familiar with the basic equipment, materials and safe procedures for operation in the Sculpture, and Ceramics studios. As well, each student will have the necessary confidence and sufficient experience to begin further and more penetrating studies in these areas.

Assessment: Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in each studio area. The final assessment will be conducted by all staff involved in Foundation Studies as a group and will include an element related to the student’s achievements in a general creative way and will not simply be a summation of their performance in individual studios.

Prescribed Text: Nil

Recommended Reading:
Texts will be advised at the beginning of each individual program.

GVA1111 Painting 1
(BV BE DT)

Unit Adviser: Mr C. Coventry

Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA1002

Unit Outline: Students are set a series of painting projects to allow them to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of painting. Each student is encouraged to make an individual response to the project work.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.
Prescribed Texts:

Recommended Reading:
Selected Art periodicals.
Other references will be provided in class.

GVA1121 Minor Painting 1
(BV BE DT)

Unit Advisers: Ms J. Adams

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: Up to four Minor Studio units may be taken in Painting. Students undertaking Painting as a Minor Studio will not be expected to attain the same depth of understanding as those majoring in the discipline, however, they are required to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a number of paintings, each with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Text:

Recommended Reading:
Selected Art periodicals.
Other references will be provided in class.

GVA121 Printmaking 1
(BV BE DT)

Unit Advisers: Mr E. Heng, Ms K. Green

Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA1002

Unit Outline: This unit is designed to assist the student to develop conceptual and manipulative skills related to the practice of Fine Art Printmaking and to become familiar with the methods, materials and workshop practice associated with the graphic processes. Although students will be encouraged to take a broad and experimental approach to this subject, formal sessions, lectures and demonstrations will be held as an introduction to the processes of monotype, relief, intaglio and planographic Printmaking. Drawing is considered an activity central to the study of all Printmaking units and, as such, students will attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

Artistic and conceptual development \((40\%)

Technical achievement \((25\%)

Drawing \((25\%)

Involvement and contribution to workshop \((10\%)

(ii) Method of assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:


GVA1221 Minor Printmaking/Photography 1
(BV BE DT)

Unit Advisers: Ms K. Green, Ms S. Purdy

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: Students enrolled in this unit will choose one of the following strands:
Printmaking

This unit is designed to introduce the student to the practice of Fine Art Printmaking. Lectures and demonstrations will be held as an introduction to the processes of monotype, relief, intaglio or planographic printmaking and the materials and methods associated with these processes.

or

Photography

This unit introduces students to the range of techniques and approaches available to the Artist/Photographer. Comprised of a schedule of lectures, practical demonstrations and individual experimentation, the unit aims to familiarise students with basic black and white photographic technique.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

Artistic Development (45%)
Technical Achievement (45%)
Involvement and Contribution to Workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:


Tamarind Technical Papers (periodical). University of New Mexico, 1975 to current issues.

Additional references are provided in class, including current periodicals and journals.

GVA1311 Ceramics 1

(BV BE DT)

Unit Adviser: Dr O. Rye

Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA1003

Unit Outline: Main topics include the following:

- Introductory clay preparation;
- Introductory form development;
- Introductory biaque packing and firing;
- Introductory glaze preparation;
- Introductory glaze testing procedures;
- Introductory glaze packing and firing;
- Introductory safety procedures.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Drawing is 15% of assessment.

Prescribed Text:


Recommended Reading:

An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA1321 Minor Ceramics 1

(BV BE DT)

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: This unit aims to build on the experiences of Foundation 3D, encouraging artistic fluency in the medium of clay, and building the appropriate skills to achieve personal goals. Safe use of materials and equipment is to be monitored by the technician, and made available under supervision as required.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Text:


Recommended Reading:

An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.
GVA1411 Sculpture 1
(BV BE DT)

Unit Adviser: Mr C. Murray-White

Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA1003

Unit Outline: Since this is the first opportunity for students to study a chosen subject in some detail, every effort is made to discover a student's individual aesthetic, materials, process, subject and historical bias. Students are encouraged to try any number of different approaches until one that suits them personally is found. Once that occurs, it is expected that the student should consolidate, expand and develop their approach towards a fledgling sculptural expression. At least three hours of the allocated time per week will be devoted to additional drawing studies.

Assessment: Staff teaching this unit will be prepared to discuss a student's progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (80%)
Staff overview of a student's progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:
Additional references are chosen by the staff to suit the needs of each individual student.

GVA1551 Modern Art
(BV BE BT DT BS BC)

Unit Adviser: Mr K.E. Bensley

First Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: A survey of the important features of modern art and ideas including an introduction to nineteenth century European Art, and with an emphasis on the visual arts of the first half of the twentieth century. Included are sections on Post-Impressionism, Symbolism, Fauvism, Expressionism, Cubism, Constructivism, Abstract Art and Surrealism.

Assessment: Assessment is based on the submission of written assignments, and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:

Recommended for Distance Education Students:
Additional references are provided in study guides.
GVA1552 Recent Art
(BV BE BT DT BS BC)

Unit Adviser: Mr K.E. Bensley

Second Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil, but GVA1551 Modern Art is strongly recommended.

Unit Outline: A survey of art and ideas relevant to the visual arts with an emphasis on developments in international art since the middle of the twentieth century. Included are sections on Abstract Expressionism, Post-Painterly Abstraction, Pop art, Minimal art, New Perceptual Realism, Assemblage, Kinetic art, Conceptual art, the Transavantgarde, and other recent art forms.

Assessment: Assessment is based on the submission of one class paper or short assignment, one long assignment, and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:

Recommended for Distance Education Students:

Additional references are provided in study guides.

GVA2112 Painting 2
(BV BE DT)

Unit Adviser: Mr C. Coventry

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA1111

Unit Outline: This unit continues the study of the discipline of painting by project work requiring the completion of a number of paintings with supporting studies and writing, and by a comparative study of contemporary painting by visiting galleries and by extensive reading in conjunction with the student’s own individual development. The painting projects will continue to deal with specific themes or problems in painting.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

GVA2113 Painting 3
(BV BE DT)

Unit Adviser: Mr C. Coventry

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2112

Unit Outline: Students will continue with project work in the manner prescribed for Painting 1, but will be expected to develop a more critical attitude to techniques and concepts. Students are expected to express their ideas verbally and in writing.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.
Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

GVA2122 Minor Painting 2
(BV BE DT)

Unit Adviser: Ms J. Adams

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA1121

Unit Outline: Up to four Minor Studio units may be taken in Painting. Students undertaking Painting as a Minor Studio will not be expected to attain the same depth of understanding as those majoring in the discipline. However, they are required to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a number of paintings each with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Text:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

GVA2212 Printmaking 2
(BV BE DT)

Unit Adviser: Ms K. Green

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA1211

Unit Outline: This unit is designed to develop the basic printmaking methods previously studied. At this stage, students would be expected to begin serious investigation of ideas by use of drawing and works on paper that could be further developed and explored in one or all of the print mediums. Drawing is considered an activity central to the study of all Printmaking units and students will be expected to attend weekly drawing classes.

Assessment:
(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

Artistic and Conceptual Development (40%)
Technical Achievement (25%)
Drawing (25%)
Involvement and Contribution to Workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.
A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:


Additional references are provided in class, including current periodicals and journals.

GVA2213 Printmaking 3
(BV BE DT)

Unit Adviser: Ms K. Green

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2212

Unit Outline: At this stage in the course, students will be encouraged to use their knowledge and experience acquired in the previous semester to develop their image making and deal with the problems of form and content that will possibly be utilised in the development of a personal visual language. Formal lectures and demonstrations will be held to expand the student's technical skills, e.g. colour printing, viscosity, multi-plate, etc. Drawing is considered an activity central to the study of all Printmaking units and students will be expected to attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

| Artistic and conceptual development | (40%) |
| Technical achievement              | (25%) |
| Drawing                            | (25%) |
| Involvement and contribution to workshop | (10%) |

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Recommended Reading:


GVA2222 Minor Printmaking/Photography 2
(BV BE DT)

Unit Advisers: Ms K. Green, Ms S. Purdy

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA1221

Unit Outline: Students enrolled in this unit will choose one of the following strands:

(a) Printmaking

This unit is designed to continue the development of the printmaking processes studied in the previous unit. Students will be encouraged to explore graphically concepts related to work undertaken in their major study. At this stage of the course, students may wish to concentrate their study in one printmaking process only. By taking part in workshop demonstrations and tutorials, students will have an opportunity to expand their technical skills, e.g. colour printing.

or

(b) Photography

This unit assumes that the student has a working knowledge of basic black and white photographic technique and allows them time to explore more specialised areas of interest. Artistic and conceptual development is emphasised. Both traditional and contemporary fine art images studied in order to provide a context for the student's own work and a basis for them to experiment.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

| Artistic and conceptual development | (45%) |

12/14 School of Visual Arts
Technical achievement (45%)  
Involvement and contribution to workshop (10%)  
(ii) Method of Assessment - by folio.  
(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.  
(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:
Gilmour, P., Ken Tyler Master Printer & The American Print Renaissance. ANG, 1986.
*Tamarind Technical Papers (periodical)*. University of New Mexico, 1975 to current issues.
Additional references are provided in class including current periodicals and journals.

**GVA2223 Minor Printmaking/Photography 3**  
(BV BE DT)  

Unit Advisers: Ms K. Green, Ms S. Purdy  
First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.  
Prerequisite: GVA2222

Unit Outline: Students enrolled in this unit will choose one of the following strands:  
(a) Printmaking  
By utilising knowledge and experience acquired in the previous semesters, students will be encouraged to develop their image making by extending their visual vocabulary. It is expected that students will pursue work of an individual nature with an emphasis on a graphic sensibility.  
(b) Photography  
As much as practicable, students will be able to determine their own direction of study within the broad range of photo media possibilities. Each student, in consultation with the lecturer, will write a concept proposal for the creation of a body of work. At the end of the semester, a written appraisal by each student of the project will assess processes involved, direction and outcome of the work.

**Assessment:**  
(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:  
Artistic and conceptual development (45%)  
Technical achievement (45%)  
Involvement and contribution to workshop (10%)  
(ii) Method of Assessment - by folio.  
(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.  
(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

Additional references are provided in class including current journal and periodicals.

**GVA2312 Ceramics 2**  
(BV BE DT)  

Unit Adviser: Dr O. Rye  
First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.  
Prerequisite: GVA1311

Unit Outline: Further development in the whole rhythm of Ceramics, building on the major topics in GVA1311. Regular firing cycles in shared kilns are encouraged for the constant building of understanding of the whole process. Participation in group projects is the basis for learning. One drawing class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Texts:  
Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA2313 Ceramics 3
(BV BE DT)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2312

Unit Outline: Further development towards the individual discipline of regular work cycles in the whole spectrum of Ceramics from clay to fire. Regular group and private firings in small kilns are encouraged throughout the semester. One drawing class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Text: Nil

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA2322 Minor Ceramics 2
(BV BE DT)

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA1321

Unit Outline: Students will be encouraged to limit their intentions in consultation with the staff, so that means can be devised to work at a deeper level in a narrower field of ceramic processes, e.g. Raku. Narrowing the media and the ideas focuses the student on quite specific goals achievable with some competence within the confines of the Minor unit timeframe.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA2323 Minor Ceramics 3
(BV BE DT)

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA2322

Unit Outline: Students are encouraged to build a strong ideas base in their journals, and produce results of quality from competence with clay and fire. Yet the clay and fire aspect is still fairly narrow, and some areas of ceramics may be inappropriate. Usually, earthenware and low fire work will be most appropriate. Ideas must be supported by skill development.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA2412 Sculpture 2
(BV BE DT)

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA1411

Unit Outline: Although attendance at regular lecture sessions and participation in projects is compulsory, special emphasis on development of each student’s individual direction is seen as most important in this unit. At least three hours of the allocated time per week will be devoted to additional drawing studios.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (80%)
Staff overview of a student’s progress during semester (20%)

12/16 School of Visual Arts
Prescribed Text: Nil

Recommended Reading:
Additional references are chosen by the staff to suit the needs of each individual student.

**GVA2413 Sculpture 3**  
**(BV BE DT)**

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2412

Unit Outline: Continuation of programs introduced in previous semesters with greater emphasis placed on each student’s individual direction. At least three hours of the allocated time per week will be devoted to additional drawing.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission  
Staff overview of a student’s progress during semester  

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

**GVA2423 Minor Sculpture/Woodcraft 3**  
**(BV BE DT)**

Unit Advisers: Mr C. Murray-White, Mr D. Wollmering

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA2422

Unit Outline: Up to four Sculpture/Woodcraft Minor units may be taken. These units should be seen as a complementary or broadening element in the course. Students can choose one of two streams, Woodcraft or Sculpture. The Sculpture component follows the general procedure outlined in the unit guide for all Sculpture units but does not expect the same levels of achievement. Woodcraft concentrates on encouraging students to develop skills in one area of study chosen from carving, construction, lamination and woodturning. Students are expected to develop competence in the design of, and the aesthetic issue as applied to objects made from wood.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission  
Staff overview of a student’s progress during semester

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

**GVA2422 Minor Sculpture/Woodcraft 2**  
**(BV BE DT)**

Unit Advisers: Mr C. Murray-White, Mr D Wollmering

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA1421

Unit Outline: Up to four Sculpture/Woodcraft Minor units may be taken. These units should be seen as a complementary or broadening element in the course.
Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

GVA2551 The Classical Tradition
(BV BE BT DT)

Unit Adviser: Ms A. Modesti

First Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisites: GVA1551, GVA1552

Unit Outline: The unit will examine the Classical Tradition generally, including its application in nineteenth and twentieth century art. Included are sections on the Proto-Renaissance; Iconography and Iconology; Perspective and Proportion; Humanism and Naturalism; Classical Renaissance Art and Ideas. A contextual and social historical approach will be taken, examining art, architecture and sculpture within their cultural framework.

Assessment: Assessment is based on the submission of written assignments and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:


GVA2552 The Romantic Sensibility
(BV BE BT DT)

Unit Adviser: Ms A. Modesti

Second Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisites: GVA1551, GVA1552

Unit Outline: The unit will examine the Romantic sensibility generally, including its application in twentieth century art. Themes, styles, modes and aesthetic ideas in paintings, prints, drawings, and sculptures of Baroque, Rococo, French and Northern Romantic artists will be considered in the context of philosophical, social and political developments.

Assessment: Assessment is based on the submission of written assignments and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:

GVA3114 Painting 4
(BV BE DT)

Unit Adviser: Mr C. Coventry

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2113

Unit Outline: Students will continue with set project work but are expected to respond in an increasingly personal way, and begin to show a continuity in their response to each project.
Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

**GVA3115 Painting 5**

**(BV BE DT)**

Unit Adviser: Mr C. Coventry

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA3114

Unit Outline: Students will be expected to have developed a personal, technical, and conceptual understanding, enabling them to produce work of a professional standard, and to set their own individual programs based on that knowledge.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

**GVA3124 Minor Painting 4**

**(BV BE DT)**

Unit Adviser: Mr J. Adams

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA2123

Unit Outline: Up to four Minors may be taken in Painting. Students undertaking Painting as a Minor discipline will not be expected to attain the same depth of understanding as those majoring in the discipline, however, they are expected to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a number of paintings each with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Text:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

**GVA3214 Printmaking 4**

**(BV BE DT)**

Unit Adviser: Mr E. Heng

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2213

Unit Outline: At this level of the course, students should have a technical competency to work in any printmaking medium of their choice and will be expected to design an individually approved program of study from which a personal approach to Printmaking is derived. Drawing is considered an activity central to the study of all Printmaking units and, as such, students will attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

- Artistic and conceptual development (40%)
- Technical achievement (25%)
- Drawing (25%)
- Involvement and contribution to workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written
work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

GVA3215 Printmaking 5
(BV BE DT)

Unit Adviser: Mr E. Heng

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA3214

Unit Outline: This unit is designed to complement Printmaking 4 and students will continue to work within an individually approved program of study. As this is the final unit of printmaking practice, students should be able to demonstrate:

(a) A personal utilisation of established printmaking skills.
(b) A facility for investigation and problem solving related to printmaking.
(c) The development of a personal visual language that is in accordance with the anticipated level of professional achievement.

Drawing is considered an activity central to the study of all Printmaking units and students will attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:
Artistic and conceptual development (40%)
Technical achievement (25%)
Drawing (25%)

(ii) Method of Assessment - by folio.
(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.
(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

GVA3224 Minor Printmaking/Photography 4
(BV BE DT)

Unit Advisers: Ms K. Green, Ms S. Purdy

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA2223

Unit Outline: Students enrolled in this unit will choose one of the following strands.

(a) Printmaking

By this semester, students will have a reasonable command of their chosen Printmaking medium(s). They should be aware of expressive possibilities, both conceptually and visually, and therefore, have the ability to design an individually approved program. This program should take into account their Major field of study.

(b) Photography

The emphasis in this unit is on the production of exhibition quality photographs of a high standard and strong conceptual base. In addition, students are
expected to develop a critical and analytical approach to viewing fine art photographic images and to formulate and express an opinion about works presented.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:
   - Artistic and conceptual development (45%)
   - Technical achievement (45%)
   - Involvement and contribution to workshop (10%)

(ii) Method of assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading: To be advised.

GVA3314 Ceramics 4
(BV BE DT)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2313

Unit Outline: Three and four week cycles of production are encouraged, but will vary with the creative intentions of the individual. Specialisations should be emerging and may develop in areas of low fire, raku, stoneware, saltfire, woodfire or any area for which staff and facilities can be made available. Technical back-up continues as appropriate. One drawing class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Text: Nil

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA3315 Ceramics 5
(BV BE DT)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA3314

Unit Outline: Individual work cycles are encouraged in order to follow personal directions towards developing objects of quality. In so doing the student should have developed a healthy understanding of the main areas of specialisation. It must be acknowledged in the final semester of a Ceramics course, that the student is now only at the threshold. The three year course being a strong foundation for a possible lifetime of exploration and discovery in the medium of clay. Achievements should include the following: Appropriate skill levels and confidence with Ceramics equipment and materials; attitudes which make further discovery obligatory; creativity limited only by goals and experimentation. One drawing class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Text: Nil

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA3324 Minor Ceramics 4
(BV BE DT)

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA2323

Unit Outline: Though not imposed, the student will be wise not to spread too widely within the spectrum of ceramics. A strong sense of direction, and cross reference to the student's chosen Major will be encouraged, endeavouring to focus the student's artistic life. Independent production of works of quality will be monitored and form the basis of critical discussion.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of set projects, and on a final show of work. Assessment will be the responsibility of the lecturer(s) involved in the teaching of ceramics. A mid-semester review will give students and indication of progress, students "at risk of failure" will
be notified in writing.

Prescribed Text:

Recommended Reading:
An extensive ceramics bibliography is issued to all Ceramics students.

GVA3414 Sculpture 4
(BV BE DT)

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2413

Unit Outline: In this unit students are expected to undertake major self-selected projects which must be worked through thoroughly. Special emphasis is placed on the working processes and the establishment of personal integrity.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (80%)
Staff overview of a student’s progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

GVA3424 Minor Sculpture/Woodcraft 4
(BV BE DT)

Unit Advisers: Mr C. Murray-White, Mr D. Wollmering

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA2423

Unit Outline: Up to four Sculpture/Woodcraft Minor units may be taken. These units should be seen as a complementary or broadening element in the course. Students can choose one of two streams, Woodcraft or Sculpture. The Sculpture component follows the general procedure outlined in the unit guide for all Sculpture units but does not expect the same levels of achievement. Woodcraft concentrates on encouraging students to develop skills in one area of study chosen from carving, construction, lamination and woodturning. Students are expected to develop competence in the design of, and the aesthetic issue as applied to objects made from wood.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (80%)
Staff overview of a student’s progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:
Additional references are chosen by the staff to suit the needs of each individual student.

**GVA3551  Readings in Art**  
(BV BE DT BT BC BP)

Unit Advisers: Mr K.E. Bensley, Ms A. Modesti

First Semester: 1 lecture/seminar/week - unit value of 1.0 - internal and distance education study.

Prerequisites: GVA2551, GVA2552 or permission.

Unit Outline: This unit consists predominantly of a guided reading program supported by lectures and seminars. Students may select from a range of topics offered for study. Example topics are the History of the Concept of Beauty; Psychology of Visual Pleasure; Deconstruction of Visual Pleasure; Feminism and Art; Issues in Post-Modernism; Australian Visual Culture; Regionalism; Radicalism.

Assessment:
- Seminar paper (40%)
- Written paper (60%)

Prescribed Text: To be advised.

Recommended Reading:
Reading guides which refer students to relevant books and articles will be given out in class.

**GVA3552  Special Topic in Art**  
(BV BE DT BT BC BP)

Unit Advisers: Mr K.E. Bensley, Ms A. Modesti

Second Semester: 1 seminar/tutorial per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GVA2551, GVA2552 or permission.

Unit Outline: This unit consists of the study of a special topic in art history or art theory. The topic must be approved by the unit advisers before study commences. In most cases work for the special topic will entail a review of the literature pertaining to that topic, and students will be required to write a critical appraisal of the literature in the form of a long essay of 6,000-7,000 words. Students will be expected to demonstrate advanced uses of Library resources and references.

Assessment:
- Written report on work-in-progress by mid-semester (30%)
- Long Essay of 6,000 - 7,000 words (70%)

Prescribed Text: Nil

Recommended Reading: Assistance will be given with the development of relevant reading lists.

**GVA3660  Professional Practice**  
(BV)

Unit Adviser: Professor N. Creighton

Second Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisite: The accumulation of 20 points credit value in the Visual Arts degree course.

Unit Outline: This single unit subject deals with the preparation of the artist for professional practice. Elementary business practice, exhibition planning, art dealership, promotion and other aspects of professional artistic practice will be included. Subject matter will be related to Major Studio work and relevant to aspects of each student's own particular art form. Aspects of health and safety will also be considered. The unit involves attendance throughout the semester at lectures, workshops and tutorials. Students will be assisted in the preparation of a personal presentation portfolio of their work, and an artist's résumé. Some excursions will be undertaken.

Assessment: Assessment will be the responsibility of the staff teaching Professional Practice. Written and practical projects will be required for assessment.

Prescribed Text: Nil

Recommended Reading:

**GVA4140  Graduate Diploma - Painting**  
F/T*

**GVA4141  Graduate Diploma - Painting**  
P/T*

**GVA4142  Graduate Diploma - Painting**  
P/T*

**GVA4240  Graduate Diploma - Printmaking**  
F/T*

**GVA4241  Graduate Diploma - Printmaking**  
P/T*

**GVA4242  Graduate Diploma - Printmaking**  
P/T*

**GVA4340  Graduate Diploma - Ceramics**  
F/T*

**GVA4341  Graduate Diploma - Ceramics**  
P/T*

**GVA4342  Graduate Diploma - Ceramics**  
P/T*

**GVA4440  Graduate Diploma - Sculpture**  
F/T*

**GVA4441  Graduate Diploma - Sculpture**  
P/T*

**GVA4442  Graduate Diploma - Sculpture**  
P/T*  
(GV)
Graduate Diploma of Arts (Visual Arts) Course
Co-ordinator: Mr E. Heng

Full Year: full-time units have a unit value of 8.0 and part-time units have a unit value of 4.0 - internal and distance education study.

Unit Outline: See course entry.

Assessment: Assessment is based on participation and on submission of studio work and written work as appropriate to the investigations carried out. Before the completion of the course, a final submission of work in a form suitable for assessment is required.

GVA8170 Master of Arts (Visual Arts)
(MV)

See course entry for further details.
The table which follows is produced as a guide to units currently offered in 1992. Detailed information of unit outlines, contact hrs/wk, credit value, prerequisite and corequisite units, teaching methods, assessment, and prescribed and recommended texts are to be found on the pages referred to in the table.

Note Carefully the Column Headings Used in this Table

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8 School of Education  
9 School of Engineering  
10 School of Health Sciences  
11 School of Social Sciences  
12 School of Visual Arts

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8  School of Education  
9  School of Engineering  
10 School of Health Sciences  
11 School of Social Sciences  
12 School of Visual Arts  

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GSC3103 ORGANISATIONAL PSYCHOLOGY 2 I & X BT BE DT BB BS GA PA 11/36
GSC3104 RESEARCH METHODS IN PSYCHOLOGY 1 I & X BT BE DT BB BS GA PA 11/36
GSC3105 CLINICAL BIOLOGY 1 I & X BT BE BB BS DT GA PA 11/37
GSC3201 SOCIOLOGICAL THEORY AND METHOD 1 & X BT DT BE BB BS GA PA 11/38
GSC3501 EAST ASIAN HISTORY 1 I & X BT BE BB DT GA PA 11/38
GSC3502 SOUTH-EAST ASIAN HISTORY 2 I & X BT BE BB DT GA PA 11/38
GSC3503 INTERNATIONAL RELATIONS 2 I & X BT BE DT BB GA PA 11/39
GSC3504 THEORIES AND RESEARCH IN HISTORY AND POLITICS 2 I & X BT BE DT BB GA PA 11/39
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GSC4106 RESEARCH METHODS IN COUNSELLING 2 X GP 11/41
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GVA1003 FOUNDATION 3D 1 I BV BE DT 12/8
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GVA1211 PRINTMAKING 1 2 I BV BE DT 12/9
GVA1221 MINOR PRINTMAKING/PHOTOGRAPHY 1 1,2 I BV BE DT 12/9
GVA1311 CERAMICS 1 2 I BV BE DT 12/10
GVA1321 MINOR CERAMICS 1 1,2 I BV BE DT 12/10
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GVA3124 MINOR PAINTING 4 1,2 I BV BE DT 12/19
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GVA3660 PROFESSIONAL PRACTICE 2 I & X BV 12/23
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HUMAN CARE NURSING SCIENCE 6: WOMEN'S HEALTH

HUMAN CARE NURSING SCIENCE 7: NURSING IN THE COMMUNITY

HUMAN CARE NURSING SCIENCE 8: CLINICAL ELECTIVE

THERAPEUTIC COMMUNICATION

POLITICS AND HEALTH

PROFESSIONAL ISSUES I

PROFESSIONAL ISSUES II

NURSING HEALTH ASSESSMENT

MANAGEMENT OF NURSING CARE

CLINICAL TEACHING

PSYCHOLOGICAL BASIS OF HEALTH CARE

LEGAL AND ETHICAL STUDIES IN NURSING

SOCIOLOGY OF HEALTH

RURAL NURSING

NURSING RESEARCH

METHODS OF INFORMATION COLLECTION, ANALYSIS AND USAGE

HEALTH EDUCATION AND PROMOTION

POPULATION HEALTH

FAMILY HEALTH

COMMUNITY HEALTH I

COMMUNITY HEALTH II

CLINICAL PROJECT

THE PHYSIOLOGY OF AGEING

LIFESPAN DEVELOPMENT: A PSYCHO-SOCIAL PERSPECTIVE

GERONTIC NURSING PROCESSES I

GERONTIC NURSING PROCESSES II

CLINICAL PROJECT

HEALTH ADMINISTRATION I

HEALTH ADMINISTRATION II

SOCIAL SCIENCES

INTRODUCTION TO KOORIE SOCIETY

DYNAMICS OF KOORIE LANGUAGE A

PATTERNS OF SOCIAL ORGANISATION A

ORAL HISTORY AND CUSTOMS OF GIPPSLAND KOORIES

KOORIE ART

DYNAMICS OF KOORIE LANGUAGE B

PATTERNS OF SOCIAL ORGANISATION B

KOORIE LITERATURE

COLONIALISM

TRADITIONAL KOORIE AND BRITISH LAW

DOMINANT AND MINORITY CULTURES

CONTEMPORARY ISSUES IN KOORIE SOCIETY

LAND RIGHTS

ARCHAEOLOGY
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GSC1103 Psychology for Nurses A
GSC1104 Psychology for Nurses B
GSC1201 Introduction to Sociology A
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GSC1302 Welfare Services and Administration
GSC1303 Welfare Methods IA
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GSC1401 Introduction to English
GSC1402 Media Studies
GSC1501 Modern European History
GSC1502 Australian Politics
GSC1801 Introduction to Koorie Society
GSC1802 Dynamics of Koorie Language A
GSC1803 Patterns of Social Organisation A
GSC1804 Oral History & Customs of Gippsland Koories
GSC1805 Koorie Art
GSC1806 Dynamics of Koorie Language B
GSC1807 Patterns of Social Organisation B
GSC1808 Koorie Literature
GSC2101 Personality Psychology
GSC2102 Social Psychology
GSC2103 Developmental Psychology
GSC2104 Community Psychology
GSC2201 Family and Generations
GSC2202 Sociology of Race & Ethnic Relations
GSC2203 Sociology of Children
GSC2204 Work and Technology (not 1992)
GSC2205 Sociology of Deviance
GSC2206 Sociology of Health
GSC2207 Women's Sociology
GSC2208 A Sociology of Educating
GSC2301 Fieldwork and Practice A
GSC2302 Fieldwork and Practice B
GSC2303 Welfare Methods IIA
GSC2304 Welfare Methods IIB
GSC2305 Welfare Law and Policy
GSC2401 Shakespeare and the Age of Expansion
GSC2402 Romanticism: Nature and the City (not 1992)
GSC2403 The Rise of the Modern (not 1992)
GSC2404 Myth, Legend and Folktale
GSC2405 Contemporary Fiction
GSC2406 Women's Writing
GSC2407 Contemporary Writing (not 1992)
GSC2408 Film
GSC2409 Narrative and Representation (not 1992)
GSC2410 Public Relations and Mass Communications Technologies
GSC2411 Political Literature
GSC2501 Australian and Regional History
GSC2502 United States Politics
GSC2503 Soviet Politics
GSC2504 Public and Social Policy

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GVA1002 Foundation 2D 2005
GVA1003 Foundation 3D 2006
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GVA1121 Minor Painting 1 2116
GVA1211 Printmaking 1 2121
GVA1221 Minor Printmaking/Photography 1 2126
GVA1311 Ceramics 1 2131
GVA1321 Minor Ceramics 1 2136
GVA1411 Sculpture 1 2141
GVA1421 Minor Sculpture/Woodcraft 1 2146
GVA1551 Modern Art 2193
GVA1552 Recent Art 2194
GVA2112 Painting 2 2212
GVA2113 Painting 3 2213
GVA2122 Minor Painting 2 2217
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GVA2323 Minor Ceramics 3 2238
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GVA2413 Sculpture 3 2243
GVA2422 Minor Sculpture/Woodcraft 2 2247
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