MONASH UNIVERSITY
GIPPSLAND

Postal address: Switchback Road, Churchill 3842
Telephone: (IDD + 6151/AUS 051) 226 200
Fax: (IDD + 6151/AUS 051) 226 300

Chancellor
David William Rogers LLB(Melb)

Vice- Chancellor
Malcolm Ian Logan BA PhD DipEd(Syd) FASSA

Pro Vice-Chancellor and Chief Executive Officer of Monash University College Gippsland
Thomas Kennedy BSc(Hons) PhD(Glas) GDipEd(WAIT) CChem FRSC FAIM ARACI

Schools and Professors

Applied Science
Barry Thomas Dunstan DipAppChem(ASMB) TTTC(MelbTTC) MSc(Monash) FRACI FAIE MACS

Business
Murray James Cree BA(Well) MA(Hons)(Cant) AIMM

Education
Leonard George Cairns PhD(Syd) BComm(AppPsychHons)(UNSW) TCert(NSW) MEd(Hons)(Syd) MEd(Arizona) FRSA FATAE

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(Mane) FRCNA MACE AIMM

Social Sciences
Daryl Evelyn Nation BA DipEd BEd MEd(Monash)

Visual Arts
Norman Andrew Creighton TSTC FRMIT BEd(LaT)
Monash University
College Gippsland
Handbook
1993
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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 publishes handbooks for each
of its 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.

Caution This handbook provides a guide to courses available in 1993. The
handbooks cannot hope to cover all of the various options adequately, although they
attempt to be as accurate as possible, and students should always check with the
relevant officers in planning their courses. 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 enrollments 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. The information contained in this
handbook is accurate as at 30 June 1992.

At the time of publication, discussions are taking place between the University
College and the University concerning the integration of the Schools of the College
with the faculties of the University. This may lead to some changes in details in this
booklet, which will be notified to students as necessary.
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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 1993, 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 (Multidiscipline)
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)
Bachelor of Teaching/Bachelor of Education (Primary & Secondary)
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 (Electronic and Computer Engineering)
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 Health Science (Nursing)
Bachelor of Nursing
Graduate Diploma of Health Science (Community Health)
Graduate Diploma of Health Science (Geriatrics)
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)
Graduate 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.
** Offered in cooperation with Ballarat University College.
Principal Dates 1993
Principal Dates

The standard dates below apply to the university college as a whole. Where individual courses have different dates, they are listed by school following this section. Please refer to both sections.

### General

**December (1992)**
- 24T Last date for payment of fees for 1993 re-enrolment

**January**
- 5T University College re-opens

**February**
- 1M Australia Day holiday
- 8M Enrolment of VTAC students
- 20Sa Weekend School begins
- 21Su Weekend School ends
- 22M Orientation of new students begins
- 24W Orientation of new students ends

**March**
- 1M First semester begins
- 12F Last date for the addition of distance education units to a first semester and full year study program
- 20Sa Weekend School begins
- 21Su Weekend School ends
- 30T Last date for withdrawal from first semester and full year units without penalty

**April**
- 9F Good Friday holiday
- 12M Easter Monday holiday
- 13T Easter Tuesday holiday
- 16F Mid-semester vacation ends
- 17Sa Weekend School begins
- 18Su Weekend School ends

**May**
- 14F Last day for lodging HECS Liability forms for first semester
- 29Sa Weekend School begins
- 30Su Weekend School ends

**June**
- 14M Queen’s Birthday holiday
- 15T First semester examination period begins
- 26F First semester examination period ends
- First semester concludes

**July**
- 8Th Boards of Examiners begins
- 9F Boards of Examiners ends
- 17Sa Weekend School begins
- 18Su Weekend School ends
- 19M Second semester commences
- 30F Last date for the addition of distance education units to a second semester study program

**August**
- 21Sa Weekend School begins
- 22Su Weekend School ends
- 30T Last date for withdrawal from second semester units without penalty

**September**
- 25Sa Weekend School begins
- 26Su Weekend School ends
- 27M Mid-semester vacation begins

**October**
- 1F Mid-semester vacation ends
- 8F Last date for lodging HECS Liability forms for second semester
- 23Sa Weekend School begins
- 24Su Weekend School ends
- 29F Last date for applications for most postgraduate scholarships
The School dates below are only those which differ from the standard dates: if no dates are shown students should refer to the standard dates only.

School of Business

February
8M Industrial Relations Summer School begins
12F Industrial Relations Summer School ends

July
12M Personnel Management Winter School begins
16F Personnel Management Winter School ends

School of Education

May
3M B Teach 1, B Ed 2 Fieldwork begins
B Teach 3, B Ed 4 Fieldwork begins
7F B Teach 1, B Ed 2 Fieldwork ends
28F B Teach 3, B Ed 4 Fieldwork ends

August
16M B Teach 2, B Ed 3 Fieldwork begins
B Teach 3, B Ed 4 Fieldwork begins
Grad Dip Ed Fieldwork begins
23M B Teach 1, B Ed 2 Fieldwork begins

September
10F B Teach 1, B Ed 2 Fieldwork ends
B Teach 3, B Ed 4 Fieldwork ends
17F B Teach 2, B Ed 3 Fieldwork ends
Grad Dip Ed Fieldwork ends

School of Engineering

June
27Su Grad Dip Eng first year Residential School begins

July
17F Grad Dip Eng first year Residential School ends

October
1F Grad Dip Eng second year Residential School ends

School of Health Sciences

March
22M First year Clinical Experience begins (two days/week)
Second year Degree Clinical Experience begins

April
8Th First year Clinical Experience ends
Second year Degree Clinical Experience ends
26M First year Clinical Experience begins (two days/week)
Third year examinations begin

May
7F Third year examinations end
10M Third year Clinical Experience begins
14F First year Clinical Experience ends
31M Second year Degree Clinical Experience begins
Second year Diploma examinations begin

June
4F Second year Diploma examinations end
7M Second year Diploma Clinical Experience begins
18F Second year Degree Clinical Experience ends
21M First year examinations begin
Second year Degree examinations begin
25F First year examinations end
Second year Degree examinations end

July
2F Second year Diploma Clinical Experience ends
9F Third year Degree Clinical Experience ends
26M Third year Degree Clinical Experience begins (two days per week)

September
3F Third year Degree Clinical Experience ends
6M First year Clinical Experience begins
Third year Clinical Experience begins
17F First year Clinical Experience ends
Third year Clinical Experience ends
20M Second year Diploma Clinical Experience begins
October
8F Second year Diploma Clinical Experience ends
11M Second year Degree Clinical Experience begins
          Third year Clinical Experience begins
18M First year Clinical Experience begins
29F First year Clinical Experience ends

November
5F Second year Degree Clinical Experience ends
          Third year Clinical Experience ends
8M First & Second year examinations begin
12F First & Second year examinations end
22M Second year Diploma Clinical Experience begins

December
3F Second year Diploma Clinical Experience ends

School of Visual Arts

June
28M GradDipArts Winter Symposium (Ceramics) begins

July
5M GradDipArts Winter Symposium (Fine Art) begins
9F GradDipArts Winter Symposium (Fine Art) ends
16F GradDipArts Winter Symposium (Ceramics) ends

School of Social Sciences

December (1992)
20M Second year Welfare fieldwork (internals) begins

February
19F Second year Welfare fieldwork (internals) ends

April
19M GradDipSocSc (Couns) Residential School begins
23F GradDipSocSc (Couns) Residential Schools ends

June
21M First year Welfare fieldwork (internals) begins
28M Second year Welfare fieldwork (internals) begins

July
16F First year Welfare fieldwork (internals) ends
          Second year Welfare fieldwork (internals) ends
19M First year Welfare fieldwork (full-time) commences (three days/week)

September
20M GradDipSocSc (Couns) Residential School begins
24F GradDipSocSc (Couns) Residential School ends

2/4 Principal Dates 1993
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 3/6
School of Engineering 3/6
School of Health Sciences 3/7
School of Social Sciences 3/8
School of Visual Arts 3/9

Administrative and Other Staff

Chief Executive’s Office 3/10
Director Administration’s Office 3/10
Business Manager’s Office 3/12
Facilities Manager’s Office 3/12
Distance Education Centre 3/13
Officers of the University College

Principal officers

Chief Executive Officer
Thomas Kennedy  BSc(Hons) PhD(Glas) GDipEd(WAIT) CChem FRSC FAIM ARACI

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

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

Chief Librarian
Sir John Soon-Chung Yocklunn  KCVO BA(WAust&ANU) MA(Sheff) ALA AALIA

Head, Distance Education Resources Centre
John Evans  BA MED(Melb) GDipComp(Deakin) TPTC

Computer Manager
Barry John McInnes  BSc MSc PhD GDipCompS(Melb)

Business Manager
Michael Edward Hall  BComm(Melb)

Facilities Manager
Dieter Franz Kretlow

Personnel Manager
Rodney John Bennetts  OCM BEd(ACAE) DipT(ACAE) 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) GDipEd(WAIT) CChem FRSC FAIM ARACI

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
John Robert Arkinstall  BSc PhD(Melb)
Peter John Walker  BE(Melb) MEngSc(Melb) GDipMunEng(WIAE) LGE(Vic) MIEAust MITE(USA) CPEng

Elected by the General Staff of the University College
Murray Norman Homes  BA TPTC
Janet Martin  BA(Syd) MLib(Monash) AALIA

Elected by the Internal Students of the University College
Jo Keating-Lakeman
Elected by the Distance Education Students of the University College

Mark James Flynn

Chair - Academic Board of the University College

Barry Thomas Dunstan  DipAppChem(ASMB)  TTTC(MelbTTC)  MSc(Monash)  FRACI  FAIE  MACS

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
Marion Meiers  BA  DipEd  BEd  MEd
Alan F Ruff
Philip Kevin Shanahan  AssDipBusStud  (LocalGovnt)(RMIT)
Dennis John Shore  BE  MEng  MIE(Aust)
One position vacant
Teaching, Research and Associated Staff

School of Applied Science

Head
Barry Thomas Dunstan  DipAppChem(ASMB) TTTC(MelbTTC)  MSc(Monash)  FRACI  FAIE  MACS

Associate Professors
John Arthur Harris  BSc MSc(Melb) DipEd MRACI MAIE (on secondment to Distance Education Centre)
Robert James Bignail  BSc(Hons) PhD(Flinders) DipFurtherEd(ACAE) DipCompSc(Adel) MACS MIEEE
Martin Allan Hooper  BSc(Hons) PhD(Qld) DipTertEd(NE) MRACI MAIE
Philip Robert Rayment  BSc MSc PhD(Melb) FSS

Senior Lecturers
John Robert Arkinstall  BSc PhD(Adel)
Alistair Robert Carr  BSc(Hons) PhD(Melb) MAIP
Phillip John Higgins  MSc DipEd(Melb) MAIP Mises Maxaa FAIE
Raymond John Hodges  BSc(Ncle NSW) PhD(NSW) FRACI MAIE
G Baikunth Nath  MA(Panj) PhD(Qld) GDipBusSys(Monash) Miasc Masor MACs MTIMS AIMM
Christopher Panter  MSc(Agr)(Alberta) BA(Hons)(Alberta) MASM
A Peter Towns  BAgSc(Melb) PhD(Melb) MRACI

Lecturers
Francis Benyah  A.TeachCert BA(Hons) DipEd(Cape Coast) MSc(Ife)
Richard Egudo  BSc(Hons)(Dar-es-Salaam) MSc(Lond) PhD(LaT) Mmps Masor
Peter Laurence Freeman  BSc(Hons)(Monash) MSc(Melb)
J G Kennedy Harris  BA MA(Cambridge)
Mahbub Hassan  BSc(Hons) (METU Ankara) MSc(VictoriaBC)

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) MRACI
Brian Terence McEniery  BAppSc(GIAE) HTCElect(RMIT) IReeAssoc MAAS
Jennifer Anne Moase  BSc(Hons)(Melb) MSc(Monash) DipEd(MCE) BEd(Monash)
Harmindar Baikunth Nath  MA(Panj) MSc(Qld) FSS
Antonio Frank Patti  BSc(Hons) PhD(Melb) GDipEd(ICE) MRACI
Diana Katherine Richards  BSc(Melb) MSc(Melb)
Jacqueline Leigh Rosen  BAppSc(BACAE) (on leave)
Neil Simpson  BEng(Civil) MAPEAust
Lindsay Frederick Smith  DipAppChem(SCT) TTTC BEd GDipComp(Deakin) MACs
Roslyn Patricia Steel  BSc DipEd BEd(Melb) MEd(Melb)
Douglas William Thomson  BSc(Monash)

Assistant Lecturers
Wendy Davies  BAppSc(MedLabSc)(RMIT)
Ivet Pitrun  MEngSc(Mech)(Bratislava)

Assistant to Head of School
Melanie Inger

Administrative Officer (Student Matters)
Alix Suzanne Williams  TSTC BAppSc(GIAE)

Administrative Support
Hilary Jean Allen
Christine Heather Ditterich
Wendy Nickson

3/4 Officers and Staff
Research Officers

Beverley Margaret Hooper  BAppSc(GIAE)
Sharron Louise Pfueller  BSc(Hons)(Syd)  PhD(Adel)
Clive Murden
Leonard Leslie Webster  BA(Lat)  DipT

Technical Support

Kathleen Cartwright  HigherNatCert(Biol)(Dundee)
Wayne Robin Drusko
Margy Joy Dundek  DipAppSc(GIAE)
Harold Houghton
Mary Bernadette Lambe-Donnelly  DipMedLabServices
Shlomo Levy  DipElectronics

Commercial & Research Group

Group Leader

Colin Graham McAllan  DipAppChem(CIT)  DipEd(SCVH)
MSc(Monash)  FAIE

School of Business

Acting Head

Murray James Cree  BA(Well)  MA(Hons)(Can)  AIMM

Professor

Shaotsai Chu  MEc(China)  MMgmt(China)

Principal Lecturers

William Frederick Battersby  MEc(Monash)
Michael John Crowley  BSc(Hons)(Lat)  MCom(Melb)
AAIB(Snr)
Jeffrey Phillip Wrathall  BSc(Lat)  MAdmin(Monash)
AIMM

Senior Lecturers

Carole Francis Axton  BBSc(Hons)(Lat)  GDipAud(Melb)
APs  ASA  AIMM
Allan Raymond de Brenni  LLB(QIT)
GDip(LegalPractice)(QIT)
James Beauchamp Fulton  BSc(Monash)
GDipFin&MgrtControl(Southampton)  TPTC  CPA
AIMM
Richard John Hartshorn  BBus(GIAE)  MEC(UNE)  FCPA
Leslie John Hunt  AcctgCert(FIT)  CPA
Ian Kelly  MA(Glasgow)  MA(U Tas)  BEd(Lethbridge
Alberta)  GDipAsianSt(Armidale)  GDipTourism(James
Cook)
A Leonard Moore  BA  DipEd(Syd)  LLB(Melb)
GDipDistEd(SACAE)  AssDipLabourStudies(SACAE)
Siva Muthaly  BSc(Hons)(U.Tenn)  MBA(PSU)  AIMM
Leonard John Pullin  BA(BusStudies)(Ealing)
GDipIndRel(Wollongong)  AIMM  CMAHRI

Maitland James Vertigan  BCom(Tas)  CPA

Lecturers

Leone Carol Cameron  BBus(UNiCollegeSthQld)
John Henry Cooney  BA  BSc(NE)  MCom(Deakin)  CPA
Murray Crawford  BSc(Lat)  LLB(Monash)
Alison Dean  BSc(Hons)(Syd)  DipEd(Syd)
GDipBus(Mgt)(Monash)  AIMM
Maureen Fastenau  BA(The American Uni)  MA(California
State Uni)  PhD(Duke Uni)  CMAHRI  MATTD
Richard Gough  BA(Melb)
Abdel Karim Halabi  BBus(Bend)  GDipEd(MCAE)
GDipBus(Deakin)  ASA
Geoffrey Harrington  BA(Syd)  BLit(Hons)(Deakin)  AIMM
Peter David Hoefer  BBus(RMIT)  GDipEd(Melb)
GDipComp(Deakin)  CPA
Lynette Joan Horsfield  BBus(Melb)  GDipComp(Deakin)
ACA
Barbara Jean Mumford  BBus(GIAE)
Matthew O'Brien  BA(SS)(CACE)  LLB(ANU)
Shirley Ann Richardson  BA  GDipEd(GIAE)  MLitt(NE)
Kevin John Sharp  BCom(Melb)  TSTC
GDipEdAdmin(Hawthorn)  CPA
Judith Kaye Tennant  BA(Ec)  DipEd(Lat)
Peter Townsend  HND(Keyston)
GDipPersonnelAdmin(Bristol)  MIPM  MAMI  MIPMA
MIMC
Maurice William Tucker  BBus(CIT)  GDipMgt(Swinburne)
AMA
Shahid Yamin  BTEch(Hon)(Brunei)  MBA(Newcastle)
DipEd(SydcAE)  MIPMA  MITD(Aust)  AIMM
MIMCA  AMIBF(UK)

Assistant Lecturers

Vickie Frances Adams  BBus(Monash)  ASA
Peter Butler  BA(Ec)(Hons)(Manchester)
Rosa Cabrera  BBus(GIAE)
Eric De Bruijn  BA(GIAE)
Elsbeth Frew  MA(Edinburgh)  MSc(Tourism)(Strathclyde)
Suzanne Harrold  BBus(GIAE)  CPA
Frank Horgan  BBus(GIAE)  FAIB
Wei Lu  BSc(JinLing)  MEC(Lat)
Raju Mulye  BSc(Poona)  MBA(SimonFraserU)
Luba Trauner  BBus(GIAE)  ASA
Michael Zarb  BBus(GIAE)

School Office Manager

Joan Ingwerson

Administrative Officers

Jennifer Lesley Vandersteen
Cheryl Ann Warren  AssDipBus(GenAdmin)(GIAE)
Beverley Whittaker

Administrative Support

Monique Bonnici
Tara Lea Harle
Gippsland Regional Information Bank
Bcttyanne Foster BA(Monash)
Sue Johnson

School of Education

Head

Leonard George Cairns PhD(Syd) BComm
(AppPsychHons)(UNSW) TCert(NSW)
MEd(Hons)(Syd) MEd(Arizona) FRSA FATEA

Associate Professor

Joseph Hallein BA(Wyoming) ProfCertEd(Dickinson)
PGDipEdAdmin(Nfld) MSc(WestMich) ALIAA

Principal Lecturer

L John Cartledge BA DipEd(Tas) MEd(JamesCook) TTC
MACE

Senior Lecturers

Graham William Dettrick BA BEd(Qld) MS PhD(Iowa)
TPTC
David Hubert Philip Harvey BA(Cant) MA(Well)
PhD(Monash) DipT(NZ) MAPsS
H John Pearson BA(Hons) BEd(Monash) MEd(Melb)
MEd(Stirling) TPTC
Judith Leon Phillips BA(Monash) BEd(Melb) TPTC
TTLC ALIAA
Paul William Richardson BA(Hons) DipEd(Ncle NSW)
MA(Hons)(Syd)
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)

Lecturers

Allan Lloyd Box BEd(SCV) TPTC
Andrew John Cope GDOE(Chisholm) BEd(PE)(SCV)
Dip(T(RTC)
J C Philip Edwards BA(Hons) PGCE(Lond)
MA(Hons)(Melb) MACE
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
Jeffrey Richardson BA(Melb) DipEd(SCV)
GDipLang(SCV) MEdSt(Monash)
Julie Ann Rosewarne-Foster DipT(SCV) DipFineArts
GDipFineArts 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(Ncle NSW) MEdSt(Monash)
Assistant Lecturer

Don Welch BComm BEd MEd TPTC

Executive Assistant

Pamela Odgers

Administrative Officer (School Experience)

Gayle Lesley Fitzclarence BA(GIAE)

Administrative Support

Louise Clark
Pauline Couling

Research Officer

Rhonda Marilyn Renwick BA DipT

School of Engineering

Head

Kenneth Raymond Spriggs BSc(Syd) BE(Hons)(Syd)
MEngSc(Qld) PhD(Flinders) FIEAust SMIEEE MACE CPEng

Principal Lecturers

Jean Christophe Ochsenbein L-es-Sc(Phys)(Stras)
DEA(Nuclinstrum)(Louis-PasteurStras)
DrPhys(Louis-PasteurStras) MIEEE
Ian James Spark BSc(Melb) MSc(Melb) PhD(Melb)
MIEAust MAIE MASM CPEng
Peter John Walker BE(Melb) MEngSc(Melb)
GDipMunEng(WIAE) LGE(Vic) MIEAust
MITE(USA) CPEng

Senior Lecturers

Jeff Yak Tee Ang BE(Monash) GDipCompSc(LaT)
MACS MIEAust CPEng
Kevin Roy Cale MSc(Manc) BEng(Dist)(VIC)
ARMIT(ElecEng) MIEAust MIEEE(Lond) CEng CPEng
Keith Bryant Enders DipMechE MEngSc(Newcastle)
MIEAust Mem.ASME CPEng
Graham James Harrison BEng(Melb) MEngSc(Melb)
TTTC MIEAust SMIEEE MIEE CPEng
Leon Ilgvar Soste DipCE BE(Hons)(Monash)
MEngSc(Manh) MIEAust CEng MAWWA
Geoffrey G Vains DipMechEng BEng(VIC) DipEd(LaT)
MIEAust MAIE CPEng
David Walker BSc(Eng)(Hons)(Lond) MEngSc(Monash)
CEng MRAeS

3/6 Officers and Staff
Lecturers

Hassan Abdel-Aziz  BSc(Mech)(AlexU) MSc(Manc) PhD(Manc) MIEAust CEng
Ray Beebe  DipMechEng FIEAust CEng FIDiagE
Nick Colavecchio  BEng(GlAd) MIEAust
Mabrous Youssef Ibrahim  BE(ZagazigU) MTech(BrunelULon) SMIEAust CEng
Mustafa Isreb  BSc(Eng)(AU) MSc(Eng)(MichiganStateU) PhD(EngMech)(PennsylvaniaStateU) SMIEAust CEng
MASCE(USA) MACS
Dilip Kumar Nag  BTech(Hons)(IIT) MSc(Structures)(Wales) MSc(RockMechanics)(Lond)
DIC MASCE MIEAust CEng
Sittampalam Nageswaran  BSc(Eng)(Hons)(SriLanka) MSc(Eng)(SriLanka) MEng(NUFFICTheNetherlands) MIEE MIEE(Lond) CEng MIE(Aust) CEng
Ranjith Willorage Perera  BSc(Eng)(Hons)(SriLanka) DEA(Electrotechnique)(InpGrenoble) DR-INg(IngGrenoble) MIEAust CEng MIEE(Lond) CEng
Trevor James Richards  BE(Met)(Melb) MSc(PolymerTech)(Loughborough)
Nabil Fathy-Saleeb Samaan  BSc(Cairo) GDipElecMach(Cairo) GDipPowerSystems(Cairo) MEingSci(UNSW) MIEAust CEng
Yousry Lewis Sidrak  BE ME PhD ChemEng(AlexandriaU) MEngSynd(Egypt) MIEAust MscEUReCHA
Lynette Rose Sprigg  BA(Hons)(Qld) DipEd(Syd) MACE Kanapathippillai Thirugnanasundaraling  BSc(Eng)(Hons)(SriLanka) PhD(Monash)

Lecturers

Grant Cameron  RN RPN RMRN  BA(SocWelfare)(UWS) DipRemMassage(ACNI)
Elizabeth Grant  RN RM BAAppSc(Nsg)(Monash)
Julie Griepsmia  RN RM IWC BA(Monash)
Jennifer Jane Grubb  RN AssDipBus(Admin)(GIAE) BAAppSc(Nsg)(Monash)
Susan Louise Henderson  RN RPN BAAppSc(Nsg)(Monash)
Mary Elizabeth McQuillen  RN RM BAAppSc(Nsg)(Monash) DipAppSc(CommHlth&MCC)(Lincoln)
Bridget Swearsae  RN RM BAAppSc(Nsg)(Monash) GDipEdAdmin(Melb)
Jennifer Watts  RN CCCert

Assistant Lecturer

Janelle Grace Bond  RN RM BAAppSc(Nsg)(Monash)

Executive Assistant

Carol Anne Smith

Secretary

Kerrie Bayley

Typist

Joanne Michelle Sawyer

Centre for Health, Education & Social Sciences

Head

David Hubert Philip Harvey  BA(Cant) MA(Well) PhD(Monash) DipT(NZ) MAPsS

Typist

Jennilyn Mann

School of Health Sciences

Head

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

Officers and Staff 3/7
School of Social Sciences

Acting Head
Daryl Evelyn Nation BA DipEd BEd MEd(Monash)

Associate Professor
Lenore Adele Cox BA BEd MA(Qld) TTC TTCD

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

Senior Lecturers
Bryan Edward Coleborne MA DipEd(LED) PhD(NUI)
J Gordon Dawber MSW(Monash) BA(NZ)
DipSocSc(Well)
Marlene Mary Drysdale BA(ArborStud)(SACAE) BA(Tas)
Ian Varcoe Hamilton BE BD DipTRP(Melb) MTh(Aberd)
DipCE(Bendigo)
R Neil Hanley BA(Ncle NSW)
Valerie Catherine Harvey BA(Hons)(NZ) MA(Well) RN
RM(NZ) MAPsM NZPsS
Malcolm James Kennedy PhD(Melb) BA(Melb) TPTC
TSpTC TLC MACE
Margaret Lilian Lynn BA(Monash) DipSocStud(Melb)
MSW(Monash)
Patrick Vincent Morgan BA(Melb)
Parimal Kumar Roy MA(Ranchi&WA) PhD(Ranchi)
Arthur Edward Veno BA(SanFranciscoState)
PhD(California)

Lecturers
P Harry Ballis BA(Hons)(Well)
Susan Burney-Banfield BA(GIAE)
GDipCounsPsych(GIAE)
Jane B Cohen AssDipPaud(Pittsburgh) CQSWS(Stirling)
Marion Rose Collins BSc(London) MSc(London)
PhD(Surrey)
Neil Cameron Courtney MA(Melb) DipEd
Isobel Ellender BA(Hons)(LaT)
Lucy Empson RN DipAdm(Nursing)(Naples) BA(BCAE)
Anthony J Endrey BSc BEd MA(Melb) BD(Hons)(MCD)
MAPsS
Peter Farago LLB(Melb) MA(Leeds)
Brian James Furze BA(RMIHE) MLitt(UNE)
Michael Griffiths BA(Hons)(Wales) MA(Monash)
O Mary Griffiths BA(Hons)(Wales) MLitt(Dist)(UNE)
CertEd(Bristol)
Mark Andrew Harris BA(Hons)(Melb) DipEd(MCAE)
MA(Monash) LLB(Melb)
Kathleen Marion Jackson MA(Well) BA(Hons)(Well)
BA(Cant) DipEdSt
Susan Kellihier BSc(Hons)(Hatfield Polytechnic)
PhD(Reading)
Maylyn Lam BA(Melb) DipEd(Melb) GDipLib(MelbState)
MEd(Melb)
Trevor Lucas BSW(PIT)

Kay Lynch BA DipSocStud(Melb)
Helen Elizabeth McAdam BSW(Melb)
Edna Magdalen Menzies MA DipEd(Edinburgh)
Lyle Patrick Munro BA(Qld) LittB(ANU) MA(ANU)
Doris Paton
Laurien Frances Pease BA(GIAE) CQSWS(Bucks)
CertEd(Lond)
Abu Kamal Rahman MA(Rajsh&McG) PhD(McG)
A Mariannne Robinson BA(Monash)
GDipEd(WomensStudies)(Victoria College)
Catherine Rodgers BA(Dublin) PhD(Strath)
Elizabeth Ann Russell BA(Murdoch) BA(Hons)(Flinders)
David John Schmitt BAppSc(RMIT) BA(with Dist)(GIAE)
GDipEd(Monash)
Keith Philip Wilson MA(Cant) DipEd(Massey)
DipT(Christchurch) PhD(LaT)
Dianne B Willemin BSc(Monash) MSc(Acadia)
PhD(UPNG)

Assistant Lecturers
Donna Maria Bertacchini BA
GDipSocSci(CounsPsych)(GIAE)
Lynette Norma Dent ADAS(GIAE)
Virginia Elizabeth Frauder BA(with Dist)(GIAE)
Haupuru Harwood BA(VisArts) GDipEd(GIAE)
Lynne Holton LLB(Syd)
Pamela Elaine Reynolds BA(Monash)
Peter Charles Stroud BA(Flinders) DipEd(Monash)
GDipArts(Monash)
E Claire Weller BA(GIAE)
GDipSocSci(CounsPsych)(GIAE)
Heather Wearne BA(with Dist)(GIAE) MA(Monash)

Community Liaison Officer - Koorie Studies
Position Vacant

School Administrative Officer
Hilary Margaret Hind ADWS(GIAE) BA(Monash)
MAITEA

Student Adviser (Welfare Studies)(Koorie Studies)
Barbara Ann Abraham

Student Adviser (Bachelor of Arts)
Jennifer Ann Roberts BA(GIAE) GDipEd(GIAE)

Secretary to Head of School
Helen Ward

Administrative Office (Resources)
Michele Fielding

Office Secretary
Deborah Leanne Clark
Receptionist
Belinda McEachen

Centre for Gippsland Studies

Executive Officer
Meredith Anne Fletcher  BA DipEd(Meib) MA(Monash)

School of Visual Arts

Head
Norman Andrew Creighton  TSTC FRMIT BEd(LaT)

Senior Lecturers
Karen Eric Bensley  MA(Auck) MACE
Euan Lindsay Heng  DA(Dundee)
Hedley Potts  TPTC TACTCP FRMIT
Owen Stanley Rye  BSc(Hons)(NSW) PhD(NSW)

Lecturers
Julie Adams  DipArt&Design(FA)(CIT) DipEd(SCVH) GDip(GIAE)
Christopher Lionel Coventry  MFA(Tas)
Kaye Louise Green  BA(Tas) MA(NewMexico) TTC
Adelina Modesti  BA(Hons)(Monash) MA(Hons)(Melb)
Clive Murray-White  DipArt(PIT) TTTC
Susan Leigh Purdy  BEd(Rusden)
Daniel Peter Wollmering  BA(SJohns)
               MinorEd(StBenedicts) MA(RMIT)

Administrative Officers
Rosemary Nevill
Val Veysey

Technical Support
Rodney Maurice Forbes  GDipVisArts(GIAE)
Jennifer Joy Peterson  DipArts(VisArts)(GIAE)
Russell Graham Snelton
Noel Arthur Trembath
Administrative and Other Staff

Chief Executive’s Office

Chief Executive
Thomas Kennedy  BSc(Hons) PhD(Glas) GDipEd(WAIT) CChem FRSC FAIM ARACI

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

Administrative Officers
Lynette Alice Grasby
Jennifer Iris Logan

Director Administration’s Office

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

Administrative Officer
Dennis James Bateman  BA(Macq)

Secretary
Joanne Elizabeth Ward

Typist
Samantha Jayne Battista

Academic Secretariat

Academic Secretary
Jennifer Ann Hill  AssDipBus(GenAdmin)(Monash)

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Lynette J Mason  AssDipTheol(MSP Portland)

Vytautas Antanas Sabrinska  DipArts(GIAE) BA(VIC)

Secretary
Helena T I Martin-Lefevre

Typist
Cheryl Anne Van Berkel

Chaplain
Reverend Judith Christine Single Redman  BScAgr(Syd) GDipNutr&Diet(GIT) BD(MCD)

Community Services

Manager
Murray Norman Homes  BA TPTC

Community Liaison Officer
John Patrick Cummins

Administrative Officer
Bronwyn Le Blanc

Computer Centre

Manager
Barry John McInnes  BSc MSc PhD GDipCompSt(Melb)

Computer Programmers
Meredith Ruth Christian
Hayden Gill  AssDipAppSci(Comp)(Monash)
Leslie Sharon Jacobs  AssDipAppSci(Comp)(GIAE)
Simon Peter Shields  Bsc(RMIT)
AssDipAppSci(Comp)(GIAE)

Computer Operators
Marchelm Bomers
Ruth Rickell
International Student Office

Manager
John Harold Eckermann MA(AsianSt) BA DipEd DipSocSci

Library

Chief Librarian
John Yocklunn KCVO BA(WAust&ANU) MA(Shelf) ALA AALIA

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

Secretary
Joan Valerie Trent

Typist
Inge Kulbe

Technical Services

Cataloguing Librarian
Kathryn May Steel BA(VIC) MLib(Monash) GDipLib(RMIT) AALIA

Assistant Cataloguers
Justin Edwards BA GDipLib(Tas) Myles David Strous BSc(Hons)(Qld) GDipLibSc(QIT)

Cataloguing Officer
Julie Anne Forrest AssDipLib&InfoServices(BoxHillTAFE)

Orders Officers
Patricia Mary De Clifford CertSocSc(LibTech)(WhitehorseTAFE) Marion Ruth O'Reilly

Library Clerk
Monika Raber

User Services

User Services Librarian
Marie-Therese Van Dyk BA(Hons)(NcleNSW) MBA(Monash) AALIA

Off-Campus Librarians
Malcolm McEwen Home BA(GIAE) DipArts(BCAE) GDipLib(BallaratCAE) Susan Mary Pillekers ALA AALIA

Reference Librarians
Margaret Jane Dand BAC(Deakin) GDipInfoServ(RMIT) Ailsa Marian Dott BA(LaT) DipLegalSt(LaT) GDipLib(BallaratCAE) Gary James Weston BEd(WIAE) DipT(Deakin) GDipLib&InfoServices(RMIHE)

Reference Officer
Dolores Aurelia Bishop

Serials Officer
Josephine Leslie AssDipAppSocSc(Footscray TAFE)

Circulation Officer
Lesley Joan McConville CertTeach(Primary)(TooraKTC)

Library Assistants
Mary Chrambani Raelene Marie Hughes Xandria Hughes Carolyn Patricia Russell Leonora Pulmano Wolfe

Personnel

Manager
Rodney John Bennetts OCM BEd(ACAE) DipTeach(ACAE)

Senior Administrative Officer - Recruitment
John William Maynard

Appointments Officer
Patricia Ann Hartshorn

Administrative Assistant
Margaret Mary Pullin

Planning & Systems Development

Manager
Bruce Graeme Bremner

Student Administration

Manager
Adrian Obersby BE(Melb)

Awards & Projects Officer
Steven John Bartling BAppSc(BCAE) AssDipBus(General Admin)(GIAE)

Examinations & Timetable Officer
Tracey Anne Minster

Cross-Campus & Off-Shore Courses Officer
Jennifer Margaret Wickes

Credits & Exemptions & Graduate Courses Officer
Christine Skicko

Student Administration Clerk
Beverley Greenleaf

Student Information & Records Officer
Position Vacant

Student Information and Student Records Clerks
Lauren Michele Burney Giuseppina Colonelli Patricia Foy

Officers and Staff 3/11
Business Manager's Office

Business Manager
Michael Edward Hall BComm(Melb)

Secretary
Margaret Elizabeth Settle

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

Amenities Officer
Mark Edward Allen

Conference Co-ordinator
Graeme Albert Membrey

Residences Liaison Officer
Geoff Adams BEd(Arts)(MSC)

Amenities Staff
Joanne Lee Stendt
Marilyn Wiggins

Caretaking Staff
Peter Counsel
Anthony Neilsen
Graeme Robson
Barry Michael Trotman

Catering Staff
Eileen Patricia Ameerbeg
Roger Arnold Bull DipHotelCatering(City&Guilds)
DipFoodTech(LEEB)
Valerie Jean Curtis
Sandra Kerrigan

Facilities Manager' Office

Facilities Manager
Dieter Franz Kretlow

Secretary
Sandy Elliston

Facilities Office

Assistant Facilities Manager
Stephen John Davey DipCivilEng
Distance Education Centre

**Director**
Thomas Kennedy  BS(Hons) PhD(Glas) GDipEd(WAIT) CChem FRSC FAIM ARACI

**Distance Education Development**

**Head**
John Arthur Harris  BSc MSc DipEd(Melb) MRACI MAIE

**Distance Education Resources Centre**

**Head**
John Evans  BA MEd(Melb) GDipComp(Deakin) TPTC

**Secretary**
Kim Walsh

**Typist**
Position Vacant

**Assignment Clerk**
Alana McBain

**Operations**

**Manager**
Elizabeth Veno  BA(UniQLD) MAITEA

**Design**

**Supervisor**
Norman Hurrell  LAIA Dip(Lic)(RMIT) AAIA(Assoc)(RMIT)

**Graphic Designer**
Gregory John Simmons  TPTC(FrankstonTC) DipVisArts(GIAE) GDipVisArts(Monash)

**Assistant Graphic Designer**
Sharon Shaw  AssDipFinishedArt(DandTAFE)

**Despatch**
Bill Hoskin
Kim Lavell

**Liaison**

**Senior Liaison Officer**
Helen Frances Fletcher  BA(with Dist)(GIAE)

**Liaison Officer**
Paul Reginald Barrance  BA(GIAE) GDipEd(Monash)
Printery

Supervisor
Ronald Key

Assistant Supervisor
Graeme Witherow

Printery Assistants
Neville Hibbins
Minda Hillbrick
Theresa James
Lecann Stevens

Production Administration

Production Administrator
Ilse Bogan

Records Clerks
Leanne Papanikolaou
Cornell Witherow

Wordprocessing

Supervisor
Maureen Cluderay

Wordprocessing Operators
Krystyna Danek
Rhonda Kowalczyk
Loreen Little
Bruna Manduci
Jacqueline Norton
Dianne Whitehead
Jennifer Young

Educational Development & Research

Head
Michael Parer  EdD(Indiana)  MSc(Indiana)  MTh(Corpus Christi)  BA(Corpus Christi)

Course Developers
Robyn Leigh Benson  BA(ANU)  DipEd(Syd)
MEd(NewEngland)
Beatrice Eileen Faust  BA(Hons)  MA(Hons)(Melb)  TSTC
Maxine Fine  DipNursEd(RCNA)
Noel Jackling  BA  LLb(Melb)
Len Webster  BA(SocSci)(LaT)  DipT(SCV)
Jean Anne Wood  B Tech(Hons)(Loghboro')
GCertEd(Leeds)

Educational Media Services

Co-ordinator
Alan Ross Scarlett  BA(Hons)(LaT)  DipEd(LaT)

Senior Operations Officer
Austen Evan Rickell  HigherTechCert(RMIT)

Audio Officer
Mark Douglas Cousin  CertTech(AudioVisual)(RMIT)

3/14 Officers and Staff
### Admission, Fees, Enrolment

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### Student Administration

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### Distance Education

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- Entry level: 4/20
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General Information
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.

Full-time and part-time on-campus - undergraduate courses

General Entrance Requirements
Applicants who satisfactorily complete the VCE including the satisfactory completion of the work requirements in units 3 and 4 of English 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].

Comparable Qualifications
Applicants may be admitted to a course on the basis of qualifications deemed to be the equivalent to the VCE. These include many qualifications at either secondary or tertiary level obtained interstate or overseas and TAFE qualifications.

English Requirement
Candidates who have satisfied normal matriculation requirements of a recognised Australian university outside Victoria are required to have undertaken a Year 12 course of study in an approved English subject, except that on grounds it considers exceptional, the University may exempt a candidate from this requirement.

Alternative Category Entry (A.C.E.)
If applicants do not satisfy Tertiary Entrance Requirements, or have satisfied the regular entrance requirements but have not recently been offered a place, they might be eligible as an A.C.E. student under one of the following categories:

1. Age and Education

Mature Age Persons
Those aged 23 years or more by 31 December 1992 who are identified in one of the following five categories:

1. not satisfied minimum tertiary entrance requirements.
2. not satisfied minimum tertiary entrance requirements and have completed some TV Open Learning units or degree level non-award single subjects.
3. previously completed a Year 12 program which does not satisfy minimum entrance requirements, for example, STC, T12, self-directed study programs, a combination of HSC Group 1 and 2 subjects, a part-time VCE (TOP) program.
4. satisfied minimum tertiary entrance requirements and have not previously completed any degree level studies.
5. satisfied minimum tertiary entrance requirements and have completed some degree level studies more than five years ago.

TAFE College Students
Those who have completed or partially completed those TAFE courses which do not satisfy minimum tertiary entrance requirements.

2. Aboriginal Person - Monash Orientation Scheme for Aboriginals (MOSA)

Aboriginal persons are eligible for entry under the above schemes. Aboriginal persons may wish to enquire about the special bridging program offered by the University.
This program is specifically designed to assist prospective applicants of Aboriginal descent to qualify for tertiary level study in subsequent years.

Selection
The selection process for the Alternative Category Entry Scheme is determined by each course. It may involve an interview, essay test, the presentation of new work, e.g. a folio, a test of general reasoning ability including where appropriate mathematical reasoning and content based tests in science subjects.

Exemption from Admission Tests
Some categories of applicants under Alternative Category Entry may be exempted from the Admission tests prescribed if they have completed sufficient tertiary level studies, for example, on campus non-award subjects or subjects under the TV Open Learning program or TAFE certificate courses.

Applications
Applicants who wish to apply for Alternative Category Entry are required to apply through VTAC and also MUST contact the Course and Career Centre on (03) 565 3150, for further information and an application form. The final date for applications is 18 September 1992.

Later Year Entry
Applicants applying for entry with advanced standing or credit for previous study are required to apply through VTAC. Current University College students who wish to transfer to another course within the College do not apply through VTAC and are required to contact the Student Administration office for the appropriate form.

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 1992.

Full-time and part-time on-campus - graduate courses
Please note that the Graduate Diploma of Education (Secondary) is not being offered on an on-campus basis for 1993.

Distance Education
Persons seeking to study 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 16 October 1992. 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.
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 1992 the course contribution was set by the Government at $2250.00 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 $562.00 per semester (or $477.70 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 1993.

In 1992 the total student fees were:
- Full-time liability for payment of HECS contribution plus $120 Union Fee
- Part-time proportion of HECS contribution plus $60 Union Fee

Distance virtually all distance education
Education students will be part-time
Complementary proportion of HECS contribution
Studies plus Union Fee (if not paid at home institution for the year)

Some increases in fees may be anticipated for 1993.

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 $650.00 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 academic transcripts (or legally certified copies) of previous studies. 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-enrol by mail. The Head of School may consider students' previous end-of-year assessment results when approving re-enrolment applications, and students will be advised of any necessary adjustments to their study program.

Re-enrolment information and application forms for 1993 will be mailed to all continuing students during second semester of 1992, the return date will be specified on the form. Subsequent notification of variations in enrolment details must be made in writing to Student Administration. Requests for payment of 1993 union fees will be mailed to all continuing students with their 1992 final assessment notices. Fees must be paid by 24 December 1992. Re-enrolments cannot be approved for students who have not made satisfactory arrangements to meet any outstanding financial obligations to the University. A late fee will be applied for re-enrolment forms returned or fees paid after the due dates. Approval of re-enrolment may not occur where enrolment details and payment of fees have not been finalised by the last date for payment.

Student Identification

All students are issued with an Identity Card on enrolment. Upon re-enrolling continuing students will receive either a new Identity Card or a Certification of Enrolment slip to accompany the existing card.

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

Confirmation of Enrolment

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

Deferment 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 Services
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842

David Abbott
Lyn Baskin/or
Rhondda Curtis

Telephone: (051) 226 425

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

Student loans

Student Loans are available to students experiencing financial hardship, particularly where their continued study is in jeopardy. Loans are primarily available to full-time students, however, part-time students may apply.

Further information may be obtained from Student Services.

Telephone: (051) 226 425

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 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 or permanent residents, and for a masters by research or a PhD, applicants must have an under-graduate record at honours I or equivalent.

Allowances under the award consist of a living allowance, relocation allowance and a thesis allowance.

The award is for three and a half years for PhD studies and two years for masters studies.

Applications close on the 31 October each year.

Prizes and scholarships

The following awards are available to students from all schools:

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.

W J Taylor Further Education Fund
This is bequest to the Yooralla Society of Victoria, to assist people with physical disabilities in their education.

As appropriate, awards available to candidates from individual schools are listed:
School of Applied Science

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.

Royal Australian Chemical Institute
An annual award available to a chemistry student with the highest level of academic achievement comprising of a $200 scholarship and one year’s student membership of RACI.

School of Business

ANZ Bank
The ANZ Bank Business Finance Award of $300 and certificate is awarded to the best student in Business Finance in the Bachelor of Business.

Australian Human Resources Institute
This is awarded to the best student in Human Resource Management Studies in the Bachelor of Business.

Australian Institute of Bankers
This is awarded to the best student in Financial Institutions Management in the Bachelor of Business.

Australian Institute of Management
This award comprising the Malcolm Moire medal and $250 book voucher is awarded for excellence in Management studies in the Bachelor of Business. An award is also available for the best student in the Graduate Diploma of Business (Management).

Australian Securities Commission
Two awards are available each comprising $300 and a plaque. The first to the best student in Financial Accounting in the Bachelor of Business, and the second to the best student in Marketing in the Bachelor of Business.

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.

Australian Taxation Office
This award is for the best student in Advanced Taxation in the Bachelor of Business and comprises $250 and a certificate.

Butterworths Book Prizes
Butterworths awards 12 prizes of $50 book vouchers and certificates for academic achievement in the Bachelor of Business.

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 and certificate 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.

Exportise Award
The award comprises $100 plus a plaque and is awarded to the best student in Export Management in the Bachelor of Business.

Guzzardi Petroleum (Gippsland) Pty Ltd
The best student in Promotion Management in the Bachelor of Business is awarded $100 plus a plaque by Guzzardi Petroleum (Gippsland) Pty Ltd.

Institute of Chartered Accountants
This is awarded to the best accounting student in the second year of the Bachelor of Business.

Latrobe Regional Commission
The Latrobe Regional Commission award comprising cash and a plaque is for the best student in Marketing Strategy in the Bachelor of Business.

VIC Roads
The VIC Roads Award of $300 and certificate is awarded to the best student in the Graduate Diploma of Business (Accounting).

School of Education

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

School of Engineering

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

Australian Institute of Steel Construction
Makes a Steel Design Award to the third year student who has achieved a level of excellence in Structural Steel Design. The award is in the form of:
(a) $250
(b) A certificate

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.

Institution of Engineers, Australia
The Institution of Engineers, Australia award consists of a medallion and $500 and is awarded to the best final year student in Engineering.

Institution of Engineers, Australia
Structural Branch
Awards a book prize to a fourth year Engineering student achieving a high standard in Structural Design.

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.

School of Social Sciences

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 Graduate Diploma of Social Science (Counselling Psychology) are eligible.
A free Student Subscription is also available to a student who has shown outstanding achievement at the end of the second year of an accredited psychology course.

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

School of Social Science Prizes
Two prizes are awarded each year to students who have received outstanding results in their studies for that academic year. One prize is awarded to an on-campus student and the other to a distance education student.

School of Visual Arts

The National Gallery of Victoria Trustees Award
This award to the value of $700 is to be awarded to one student completing the final semester of their major studio in the Bachelor of Arts (Visual Arts). The criteria for selection will be based on overall excellence and quality of the work presented in the final semester of Studio work.

Patrons Awards
These will be awarded to one student from each of the following areas - Art History and Theory, Ceramics, Painting, Printmaking/Photography, Sculpture/Woodcraft to the amount of $200 for each area.

The recipients of these awards will have shown great commitment and effort within the area throughout the year and may be awarded to a student at any level of undergraduate study. The academic staff in each discipline will be responsible for selecting the prize winner for their respective area.
Student Administration

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.

Enrolment information

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.

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 of students

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 forty-eight hours after the last examination scheduled for the candidate for the semester concerned.

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

Final assessment results are posted by ID number on the noticeboard opposite Student Administration as soon as possible after the end of the appropriate examination period.
Personal notifications of assessment results will be mailed to each student as soon as possible after the publication of results. Under no circumstances will assessment results be made available prior to the official time of publication and they will not be given over the telephone.

Academic records

Students requiring special certification of course and unit enrolments, examination results and academic records should apply on the prescribed form available from Student Administration. A formal academic record (or transcript) showing all results and (where applicable) exemptions and credits, can be obtained only through the Student Administration office. Charges will be levied for the issue of such statements, and, in such cases, prepayment is required.
The University College, following common tertiary institution policy, will not and cannot issue an academic record which omits units which have been failed.

Awards and graduation ceremonies

Students who expect to complete their course by the end of the year, or have already completed all course requirements, should apply to have their degree conferred or their diploma awarded.
Those students who are completing a graduate certificate course do not have the option of attending a graduation ceremony, as these awards are made in absentia by the University Council.
Application forms are available on request from the Student Administration office, and must be returned no later than 15 January.

Academic dress

The academic dress worn by today's graduate is a modified form of the everyday dress worn by scholars and teachers in the Middle Ages. It consists of a gown with full-length flowing sleeves, a trencher cap or bonnet, and a hood which is a remnant of the cowl worn by monks to cover their head and shoulders.
The style of academic dress adopted by Monash University is based on that of the University of Cambridge, with the exception of the dress for higher doctorates, which is based on the academic dress of the University of Oxford. The academic dress of Monash University College Gippsland consists of:

BACHELORS: A black gown and trencher cap with a turquoise blue hood piped with the appropriate school colour as set out above.

<table>
<thead>
<tr>
<th>School</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science</td>
<td>Oatmeal</td>
</tr>
<tr>
<td>Business</td>
<td>Heliotrope</td>
</tr>
<tr>
<td>Education</td>
<td>Banana</td>
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<tr>
<td>Engineering</td>
<td>Rose Beige</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Empire Blue</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Magenta</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Mauve</td>
</tr>
</tbody>
</table>

MASTERS: A black gown and trencher cap with a turquoise blue hood piped with the appropriate school colour as set out above.

DIPLOMATES: A black gown with a stole faced with the colour of the appropriate school, except that Education and Engineering diplomates will wear the colours of Spectrum Green and Spectrum Blue respectively, the colours of the schools of Education and Engineering of the former Gippsland Institute of Advanced Education.
Student Support Services

Acconunodation

In 1992, 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 1992 the University College had residential accommodation for approximately 400 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 $1220 per semester (approximately $76 per week). For students in the South Residence (four evening meals, Monday to Thursday) the fee was $1660 per semester (approximately $103 per week). For students in the North Residence (four evening meals, Monday to Thursday plus five breakfasts, Monday to Friday) the fee was $1970 per semester (approximately $123 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 1993 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 11 December 1992 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 licensed dining room, each of which is served from a well equipped modern kitchen in the Central Facilities Building. The catering service provides a variety of foods, ranging from sandwiches and take-away foods to prepared hot meals, to individually prepared a la carte meals. The main dining area is open from at least 9.00 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 licensed 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 licensed dining room should be made to:

The Catering Manager
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842
Telephone: (051) 226 592

Chaplain

The College has a full time chaplain, Rev Judy Redman. In 1993 her office will be in the new building adjacent to the Union Lounge. Rev Redman is a minister of the Uniting Church but is present on campus in an ecumenical capacity and is available to all students, regardless of faith background. As well as providing counselling in spiritual matters, she is available to help with more general matters such as values and lifestyle issues.

In addition, Rev Redman is responsible for conducting Christian worship on campus both during the week for on campus students and staff and on Sundays during weekend schools for distance education students. (Father Peter Bickley, the Churchill Parish priest also conducts mass on campus during weekend schools.) Furthermore, Rev Redman is willing to support people from other faiths who wish to be provided with prayer or worship opportunities on campus.

Telephone: (051) 226 499
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 fee 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, multiluser 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 3000/947LX. It supports 72 terminal ports, 64 megabytes of memory, 3.9 gigabytes of disc storage, a 6250/1600 bpi magnetic tape drive and three 600 line per minute printers and Laser printer.

The central UNIX network consists of a HP9000/825 and two Appollo 9000/720's. Each has more than 1 GB of disc capacity, a 6250/1600 cpi magnetic tape drive access and three 600 line per minute line printers. There are 104 internal terminal ports as well as network access via the microlab PC's. 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 and Appollos. Access is also available via remote login using AARNet facilities. Students in remote areas can get access via an AUSTPAC 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. All UNIX software is available on the HP9000's including F77, C, COBOL and Starbase's Graphics, SPSS-X and MINITAB.

Database management is accomplished by using ALLBASE - 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 PC's can be used as terminals and connect to the Central Systems. Database, spread sheet and word processing software is available on the network. Access to this facility is available after hours via a security system.

Students within a 100 km radius of the Churchill campus are expected to use the Churchill facilities. The Computer Centre is staffed during the hours of 8.30 am and 5.10 pm.

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 of Monash University.

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.

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 twenty two 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.

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.

Equal opportunity

Monash University is committed to promoting equal opportunity in education in recognition of the principles of equity and justice and in conformity with the spirit and intent of equal opportunity and affirmative action legislation.

As an educator, Monash University accepts that it has a responsibility to eliminate unjustifiable direct or indirect discrimination from its structures and practices.

Monash University has adopted a policy of equal opportunity in education, based on State and Federal laws which forbid discrimination on the grounds of sex, marital status, pregnancy, parenthood, race or nationality, disability and lawful political and religious belief.

The Equal Opportunity Officer at Gippsland, Mrs Christine Body, is available to students for advice and information on all matters relating to equal opportunity. Mrs Body may be found in the Academic Secretariat, room 2S200B, second level Education building (226293). Students may also consult the office of the Commissioner for Equal Opportunity, 356 Collins Street, Melbourne, telephone (03) 602 3222.

Equity for students

The University supports Government policy commitments to removing barriers to the full participation of disadvantaged groups in higher education, and will take positive steps to promote representative participation of disadvantaged groups in its student population.

Educational disadvantages may be linked to a number of factors including sex, race or ethnic origin, social or economic circumstances, residence in a rural or isolated area or disability. Special services or assistance will be made available where possible to people with disabilities to enable them to pursue their studies.

Students with disabilities

Monash University has a strong commitment to providing equal opportunity for students with disabilities and chronic conditions to participate fully in the life and work of the university. Students are invited to contact Student Services to discuss support and resource needs.
Sexual harassment

Sexual harassment is contrary to university policy and may, in some circumstances, be unlawful. If a student feels they are being harassed, and especially if it is interfering with their work or study, they may consult in confidence one of the specially appointed advisers/conciliators.

The names of these advisers/conciliators are available from the Equal Opportunity Officer, Mrs Christine Body, telephone 226 293. The Adviser/Conciliator will help the student to deal with the matter themselves or assist them to use the university's internal procedures. Students may also consult the office of the Commissioner for Equal Opportunity, 356 Collins Street, Melbourne, (03) 602 3222.

New procedures for dealing with these problems have recently been approved by the University Council. They cover sexist harassment and harassment on the basis of sexual preference.

International Student Office

The Manager of the International Student Office provides support in airport reception and transportation of International Students 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, ground floor, room 2N108, telephone (051) 226 579 or for internal callers ext. 6579.

Library

The Library is primarily for the use of the students and staff 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 95,000 monographs, 25,000 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, audiotapes 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 approximately 140.

The majority of the collections are readily accessed via the Library's automated system.

The Library supplements its reference and research collections 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 - Australis 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 offers a comprehensive service to distance education students living beyond a 30 minute drive from the University College.

The Off-Campus service includes:
- borrowing books by mail, a photocopying service, reference and research assistance, and access to CD-ROM databases.
- The Library is a member of 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.

Student services

The College Student Counsellors are:

David Abbott - located in the upstairs corridor between the knuckle and reception.

Telephone: (051) 226 232

Lyn Baskin and Rhonda Curtis - located off the knuckle.

Telephone: (051) 226 657

The Student Counsellors are available to help students with a wide range of problems, including family, relationship, study problems or anything else.

The Student Counsellors also act as a link between students and other College services and staff and provide information on supports and services available to students both on campus and in the community.

Student Services offers particular assistance with Austudy problems; Careers counselling - including job application skills, careers library and employer visits; course difficulties; special consideration applications; study...
skills; disability support and liaison and student loans and financial counselling.
Appointments can be made through Ronnie Bennett (226 658) or Samantha Battista (226 579).

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

Fees are compulsory for all students and payable upon enrolment. In 1992, Fees were as follows:

- Full-time Students - $120
- Part-time/Distance Education Students - $60
- Staff - $60
- Associate Members - Upon application

The 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 includes a $15 Building Fund Levy invested for Union Capital projects.
2. The part-time student fee includes a $7 Building Fund Levy invested for Union Capital Projects.

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 fees after that date is on a pro-rata basis directly from the Union office.

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, Activities, Education, Sport and Recreation and Newspaper Editorship.

In 1992, 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 the Union Building next to the Cafe. The Union provides facilities such as a Pantry (food and drink) student lounge, TV/Computer Resource Room, Media Office, Bar, a trading shop, toilets and storerooms. Student contributions to the Union building total $400,000. The Union through its Sport and Recreation Association also manage a fitness/weight training Gym in the Binishell. Gym membership is open to all Union members, MUCG staff and community persons.

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. 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 Oxalian. 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: Gippsland Engineering Students Association, Applied Science Club, Health Sciences Social Club, Performing Arts Club, Badminton Club, International Students Club, Aerobics Club, Men’s Club, Residences Club, Welfare Collective, Christian Fellowship, Netball Club, 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.

The Union introduced a computer resource facility in the TV room in 1992. This service offers the use of Apple Mac computers and a printer for union members.

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 8.45am to 5.15pm 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
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 conducts 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, applied science and medicine. 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 1993, 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) (no intake in 1993)

BUSINESS
Associate Diploma of Business (General Administration)
Associate Diploma of Business (Productivity Management)
Bachelor of Business (Multidiscipline)
  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
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)
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 Health Science (Nursing)
Graduate Diploma of Health Science (Community Health)
Graduate Diploma of Health Science (Geriatrics)
Master of Health Science (Nursing)

MEDICINE
Graduate Diploma in 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)
Graduate Diploma of Social Science (Counselling Psychology) (next intake in 1994)

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

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 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.

Opportunities for lecturer-student interaction are also provided through telephone contact and, for those able to attend, weekend and vacation schools on campus.
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. 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 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 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 Advisor.

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 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 Centre

An Off-Campus Student Centre operates at Monash Clayton campus.

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

Many distance education students use the centre 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 the Off-Campus Student Centre will be sent to all students early in the academic year.

How to apply

If you decide to apply for enrolment in 1993 the sooner you act the better. Quotas operate on courses and some individual units. Instructions included with application forms tell you quite clearly the steps to follow to complete an application.

New applicants for distance education should lodge applications complete with evidence of entry qualifications, with Student Administration, by 16 October 1992. It will only be possible to consider late applications if quota places remain.
The 1993 Monash 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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School Information

Officers of the school

Head
Professor B.T. Dunstan

Assistant to the Head
Mrs M. Inger

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

Teaching Group Leaders

Computing
Associate Professor R.J. Bignall

Mathematical Sciences
Associate Professor P.R. Rayment

Physical and Biological Sciences
Associate Professor M.A. Hooper

Group Leader

Commercial and Research
Mr C.G. McAllan

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.

- Bachelor of Computing (System Development) - 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. (No intake in 1993)

- 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.

* Subject to approval.
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 Advisers for guidance in selecting and scheduling of units are as follows:

- Associate Diploma of Applied Science (Computing) (on-campus) - Assoc Prof Bob Bignall (distance education) - Mr Ken Harris
- Bachelor of Applied Science - Applied Chemistry - Dr Ray Hodges
- Applied Biology - Dr Peter Towns
- Computing (on-campus) (distance education) - Assoc Prof Bob Bignall - Mr Ken Harris
- Operations Research and Information Management - Dr Baikunth Nath
- Applied Physics - Mr Phillip Higgins
- Mathematics - Dr Alistair Carr
- Multidisciplinary Program - Mr Brian McEnery
- Grad.Dip.Technology - Mr Wayne Kirstine
- Bachelor of Applied Science/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
4 Mathematics and Statistics
5 Operations Research and Quantitative Management
6 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, GAS3382, GAS3611, GAS3612, GAS3632, GAS3712, GAS2382, GAS3751 (However Units GAS2623 and GAS3382 are available in 1993).
2. The following units are offered in odd years only: GAS2392, GAS3271, GAS3392, GAS3613, GAS3614, GAS3621, GAS3622, GAS2713, GAS3711, GAS3381.
3. The following units are offered internally every year, by distance education every even year: GAS1302, GAS1383, GAS1384, GAS1388, GAS2141, GAS2142, GAS2251, GAS2252, GAS3121, GAS3122, GAS3271, GAS3272.
4. The following units are offered internally every year, by distance education every odd year: GAS2121, GAS2122, GAS2281, GAS2282, GAS3141, GAS3142, GAS3251, GAS3252.
5. 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.
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. 1993 is the last year in which there will be an intake to full-time study, but the course will continue to be offered by distance education.

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, and should normally have satisfactorily completed two units of Mathematics (either level 1/2 or 3/4) 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
GBU1302 Management Theory and Functions
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
Note: Part-time distance education students normally study GBU7010 Principles of Administration in place of GBU1302 Management Theory and Functions.

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 Gippsland Campus 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 or dial-up modems at their local site to access University computers via AARNet. Remote (e.g. interstate or northern and western Victoria) students can use the AUSTPAC network to access University computers. Contact the Distance Education Resources Centre or your Course Adviser for details.

Some computing units require access to the University 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 Computing 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.

Note: From the beginning of 1993 it is expected that the Bachelor of Applied Science computing major degree will become the Bachelor of Computing (System Development). The structure and content of this course will be as described below for the computing major for the Bachelor of Applied Science.

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 a grade average of D in 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.]

(ii) For major studies in Applied Biology, Applied Chemistry, Applied Physics and the Multidisciplinary Program - Victorian Certificate of Education to include English and a grade average of D in Mathematics: 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 plus a grade average of D in one of Biology, Chemistry, or Physics 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. (Currently approved Majors are listed below.)

(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 Crossdisciplinary Studies, a maximum of eight other units of credit at the first level may be included.

(c) At least two units of credit from the Mathematical and Computing Program must be included in all Majors; currently the units GAS1811, GAS1602, GAS1812, GAS1831, GAS1832, GAS1601, GAS1603, GAS1611, GAS1612, GAS1621, GAS1631, GAS1711 are available. GAS1602 is available only to students majoring in Computing.

(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) major 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, GBU1302, GBU1401, GBU1501, GBU7010, GEC2013, GSC1101, GSC1102, GSC1201, GSC1401, GSC1402, GSC1501, GSC1502, GVA1553, GVA1554. Other units may be added from time to time.

Schedule of Approved Majors

Computing
Level One
GAS1811 Computer Programming 1
GAS1812 Computer Programming 2
GAS1813 Information Systems 1

Level Two
GAS2811 Commercial Programming
GAS2812 Computer Organisation
GAS2813 Information Systems 2
GAS2814 Operating Systems
GAS2815 Database Management Systems
GAS2817 Computer Programming 3

Level Three
GAS3811 Software Engineering
GAS3819 Computing Project
plus at least three units of credit from the group
In addition, the Computing major requires the following supporting units:

- GBU1001 Introductory Accounting A
- GBU1302 Management Theory and Functions
- GAS1602 Mathematics for Computing
- GAS1611 Calculus

An approved four-unit minor sequence is also required; it is to be selected from the following:
- Accounting (3.0 credits beyond GBU1001)
- Management (3.0 credits beyond GBU1302)
- Mathematics/Operations Research
- Business Law
- Marketing
- Digital Electronics

(others minors may be approved)

**Applied Biology**

**Level One**
- GAS1185 Biological Science
- GAS1186 Biology
- GAS1281 Chemical Science
- GAS1282 Chemistry
- GAS1383 Physical Science

**Level Two**
- GAS2121 Microbiology
- GAS2122 Microbiology
- GAS2141 Biochemistry
- GAS2142 Biochemistry
- GAS2281 Instrumental Science
- GAS2282 Applied Chemistry

**Level Three**
- GAS3121 Applied Microbiology
- GAS3122 Applied Microbiology
- GAS3141 Applied Biochemistry
- GAS3142 Applied Biochemistry

In addition to the general degree requirement of at least 2.0 units of credit from the Mathematical Sciences, students are required to ensure that at least 0.5 units are from Mathematics and 0.5 from Computing.

**Applied Chemistry**

**Level One**
- GAS1281 Chemical Science
- GAS1282 Chemistry
- GAS1383 Physical Science
- GAS1384 Physics
- GAS1185 Biological Science
- GAS1186 Biology

**Level Two**
- GAS2251 Chemistry
- GAS2252 Chemistry
- GAS2281 Instrumental Science
- GAS2282 Applied Chemistry
- GAS2382 Physical Science

**Level Three**
- GAS3251 Chemistry
- GAS3252 Chemistry
- GAS3271 Applied Chemistry
- GAS3272 Applied Chemistry
- GAS3381 Physical Science
- GAS3382 Physical Science

In addition to the general degree requirement of at least 2.0 units of credit from the Mathematical Sciences, students are required to ensure that at least 0.5 units are from Mathematics and 0.5 from Computing.

**Applied Physics**

**Level One**
- GAS1281 Chemical Science
- GAS1383 Physical Science
- GAS1384 Physics
- GAS2282 Chemistry
- GAS1185 Biological Science
- GAS1186 Biology

**Level Two**
- GAS2281 Instrumental Science
- GAS2382 Physical Science
- GAS2391 Physics
- GAS2392 Physics

**Level Three**
- GAS3381 Physical Science
- GAS3382 Physical Science
- GAS3391 Applied Physics
- GAS3392 Applied Physics

In addition, the Applied Physics major requires the following supporting units:
- GAS1611 Calculus
- GAS1831 Introduction to Computers
- GAS1832 Computer Programming 1A
- at least one unit of credit selected from units:
  - GAS1612 Vectors and Matrices
  - GAS1621 Mathematical Modelling A
  - GAS1631 Probability and Statistics
  - GAS2612 Functions of More Than One Variable
  - GAS2621 Integral Transforms
  - GAS2623 Vector Field Theory

**Mathematics**

**Level One**
- At least two units of credit from the group
  - GAS1611 Calculus
  - GAS1612 Vectors and Matrices
  - GAS1621 Mathematical Modelling A
  - GAS1631 Probability and Statistics
GAS 1711 Introduction to Operations Research
plus required supporting units
GAS 1831 Introduction to Computers
GAS 1832 Computer Programming 1A

Level Two
At least two units of credit from the group
GAS 2611 Real Analysis
GAS 2612 Functions of More Than One Variable
GAS 2613 Linear Algebra
GAS 2614 Mathematical Structures
GAS 2621 Integral Transforms
GAS 2622 Numerical Methods
GAS 2623 Vector Field Theory
GAS 2631 Distributions and Inferential Techniques
GAS 2711 Linear Programming
GAS 2713 Applied Probability Models

Level Three
At least four units of credit from the group
GAS 3611 Philosophy of Mathematics
GAS 3612 Applied Modern Algebra
GAS 3613 Complex Analysis
GAS 3614 Combinatorics
GAS 3621 Differential Equations
GAS 3622 Mathematical Modelling B
GAS 3631 Applied Statistics
GAS 3632 Statistical Inference
GAS 3711 Simulation
GAS 3751 Forecasting

Operations Research and Information Management
Level One
GAS 1611 Calculus
GAS 1631 Probability and Statistics
GAS 1711 Introduction to Operations Research
GAS 1813 Information Systems 1
GAS 1831 Introduction to Computers
GAS 1832 Computer Programming 1A

Level Two
GAS 2711 Linear Programming
GAS 2713 Applied Probability Models
GAS 2714 Sequential Decision Models
GAS 2813 Information Systems 2

Level Three
GAS 3711 Simulation
GAS 3712 Inventory Management
GAS 3751 Forecasting
GAS 3851 Database Management Systems
plus at least one of the units
GAS 3811 Software Engineering
GAS 3816 Information Systems 3

In addition, the Operations Research and Information Management major requires the following supporting units:
GBU 1001 Introductory Accounting A
GBU 1101 Introduction to Economics
(GAS 1612 Vectors and Matrices is also recommended)

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>GAS 1185</td>
<td>Biological Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 1186</td>
<td>Biology</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2141</td>
<td>Biochemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2142</td>
<td>Biochemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3141</td>
<td>Applied Biochemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3142</td>
<td>Applied Biochemistry</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Require unit GAS 1281 as a supporting unit.

Microbiology:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS 1185</td>
<td>Biological Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 1186</td>
<td>Biology</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2121</td>
<td>Microbiology</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2122</td>
<td>Microbiology</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3121</td>
<td>Applied Microbiology</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3122</td>
<td>Applied Microbiology</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Requires units GAS 1281 and GAS 1282 as supporting units.

Chemical Science
Chemistry or Applied Chemistry Sequences

Chemistry:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS 1281</td>
<td>Chemical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 1282</td>
<td>Chemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2251</td>
<td>Chemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2252</td>
<td>Chemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3251</td>
<td>Chemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3252</td>
<td>Chemistry</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Applied Chemistry:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS 1281</td>
<td>Chemical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 1282</td>
<td>Chemistry</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2281</td>
<td>Instrumental Science</td>
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</tr>
<tr>
<td>GAS 2282</td>
<td>Applied Chemistry</td>
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<tr>
<td>GAS 3271</td>
<td>Applied Chemistry</td>
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</tr>
<tr>
<td>GAS 3272</td>
<td>Applied Chemistry</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Computing
Computing Studies Sequences

Computing Studies:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS 1811</td>
<td>Computer Programming 1</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 1812</td>
<td>Computer Programming 2</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2812</td>
<td>Computer Organisation</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 2814</td>
<td>Operating Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3831</td>
<td>Computer Applications</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 3851</td>
<td>Database Management Systems</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Requires GAS 1611 or GAS 1602 as a supporting unit.

Mathematics
Pure Mathematics, Applied Mathematics or Statistics Sequences

Pure Mathematics:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS 1611</td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS 1612</td>
<td>Vectors and Matrices</td>
<td>0.5</td>
</tr>
</tbody>
</table>
Mathematical Modelling A 0.5
Real Analysis 0.5
Functions of More than One Variable 0.5
Linear Algebra 0.5
Mathematical Structures 0.5
Philosophy of Mathematics 0.5
Applied Modern Algebra 0.5
Combinatorics 1.0

Note: Students may replace either unit GAS3611 or unit GAS3612 by unit GAS3613 Complex Analysis.

### 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
- GAS2613 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Operations Research:</td>
<td></td>
</tr>
<tr>
<td>GAS1611 Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS1631 Probability and Statistics</td>
<td>0.5</td>
</tr>
<tr>
<td>GAS1711 Introduction to Operations Research</td>
<td>0.5</td>
</tr>
<tr>
<td>GAS2711 Linear Programming</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS2714 Sequential Decision Models</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS3712 Inventory Management</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS3751 Forecasting</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS1383 Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS1384 Physics</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS2281 Instrumental Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS2382 Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS3381 Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS3382 Physical Science</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### 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

### Psychology
Psychology Sequence
- GSC1101 Introduction to Psychology A
- GSC1102 Introduction to Psychology B
- GSC2102 Social Psychology
- GSC2103 Developmental Psychology
- GSC3101 Biological Psychology
- GSC3102 Clinical Psychology

(Units offered by School of Social Sciences)

### Technology Studies
Technology Studies Sequence
(commencement not available in 1993)
- GAS1331 Introduction to Technological Development 1.0
- GAS1332 Working with Materials 1.0
- 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

Course Code: CSB

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:

- Introduction to Marketing
- Introductory Accounting A
- Introduction to Business Law
- Management Theory and Functions
- 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) Either

(i) 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

or

(ii) Completion of one major, selected from the appropriate majors of the Bachelor of Applied Science together with the appropriate project-based unit; the balance (if any) to at least 12 units of credit is to be drawn from School of Applied Science studies.
Graduate Studies

Graduate Diploma of Applied Science (Technology Studies)

Course Code: GH
( Note: There will be no intake in 1993)

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS1331</td>
<td>Introduction to Technological Development</td>
</tr>
<tr>
<td>GAS1332</td>
<td>Working With Materials</td>
</tr>
<tr>
<td>GAS2332</td>
<td>Working With Systems I</td>
</tr>
<tr>
<td>GAS3333</td>
<td>Working With Systems III</td>
</tr>
<tr>
<td>GAS3363</td>
<td>Technology Studies Project</td>
</tr>
<tr>
<td>GEC6361</td>
<td>Curriculum Studies: Science/Technology Secondary I</td>
</tr>
<tr>
<td>GEC6362</td>
<td>Curriculum Studies: Science/Technology Secondary II</td>
</tr>
<tr>
<td>GEG1812</td>
<td>Understanding Materials 1</td>
</tr>
<tr>
<td>GEG2452</td>
<td>Working With Systems 2</td>
</tr>
<tr>
<td>GEG2812</td>
<td>Understanding Materials 2</td>
</tr>
<tr>
<td>GEG3664</td>
<td>Design</td>
</tr>
</tbody>
</table>

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.
The first stage of the program involves enrolment in the single 8.0 credit unit GAS7001 Introduction to Master of Applied Science. Upon satisfactory completion of this unit, students then enrol in the 8.0 credit unit GAS8001 Master of Applied Science, culminating in presentation of the thesis.

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 was introduced within the University College 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>GAS1011</td>
<td>Environmental Science 1</td>
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</tr>
<tr>
<td>GAS1013</td>
<td>Science 1 (not 1993)</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>
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<tr>
<td>GAS1063</td>
<td>Human Communication</td>
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</tr>
<tr>
<td>GAS1080</td>
<td>Physical Science</td>
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</tr>
<tr>
<td>GAS1093</td>
<td>Physical Science for Health Care 3</td>
<td>1193</td>
</tr>
<tr>
<td>GAS1095</td>
<td>Physical Science for Health Care 1</td>
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</tr>
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<td>GAS1096</td>
<td>Physical Science for Health Care 2</td>
<td>new unit</td>
</tr>
<tr>
<td>GAS1118</td>
<td>Biology 1</td>
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</tr>
<tr>
<td>GAS1122</td>
<td>Microbiology for Health Care 2</td>
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<tr>
<td>GAS1123</td>
<td>Microbiology for Health Science</td>
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<tr>
<td>GAS1125</td>
<td>Microbiology for Health Care 1</td>
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</tr>
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<td>GAS1126</td>
<td>Microbiology for Health Care 2</td>
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<tr>
<td>GAS1185</td>
<td>Biological Science</td>
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<td>GAS1332</td>
<td>Working with Materials (not 1993)</td>
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<tr>
<td>GAS1388</td>
<td>Physical Science for Engineers</td>
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<tr>
<td>GAS1601</td>
<td>Basic Mathematics</td>
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<td>GAS1602</td>
<td>Mathematics for Computing</td>
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<tr>
<td>GAS1603</td>
<td>Introductory Calculus</td>
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<td>Calculus</td>
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<td>GAS1612</td>
<td>Vectors and Matrices</td>
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<td>Mathematical Modelling A</td>
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<td>GAS1631</td>
<td>Probability and Statistics</td>
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<td>GAS1711</td>
<td>Introduction to Operations Research</td>
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<td>GAS1751</td>
<td>Quantitative Methods 1</td>
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<td>Computer Programming 1</td>
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<td>Information Systems 1</td>
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<td>Computer Organisation</td>
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<td>Introduction to Computers</td>
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<td>Computer Programming 1A</td>
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<td>Computers in the Health Care Setting</td>
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<td>GAS1859</td>
<td>Computer Applications in Business</td>
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<td>Functions of More Than One Variable</td>
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<td>Mathematical Structures</td>
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<td>Integral Transforms</td>
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<td>GAS2622</td>
<td>Numerical Methods</td>
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<td>Vector Field Theory</td>
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<td>Distributions and Inferential Techniques</td>
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<td>GAS2641</td>
<td>Engineering Mathematics</td>
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<td>GAS2711</td>
<td>Linear Programming</td>
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<td>GAS2713</td>
<td>Applied Probability Models</td>
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GAS2714 Sequential Decision Models  
GAS2741 Operations Research and Statistics  
GAS2751 Quantitative Methods 2  
GAS2811 Commercial Programming  
GAS2812 Computer Organisation  
GAS2813 Information Systems 2  
GAS2814 Operating Systems  
GAS2815 Database Management Systems  
GAS2816 Introduction to Systems Programming  
GAS2817 Computer Programming 3  
GAS2818 Computer Applications  
GAS2819 Computing Project  
GAS2851 Programming for Business Applications  
GAS2852 Business Systems  
GAS3062 Applied Research Project  
GAS3117 Bioscience 4 (not 1993)  
GAS3121 Applied Microbiology  
GAS3122 Applied Microbiology  
GAS3141 Applied Biochemistry  
GAS3142 Applied Biochemistry  
GAS3251 Chemistry  
GAS3252 Chemistry  
GAS3271 Applied Chemistry  
GAS3272 Applied Chemistry (not 1993)  
GAS3333 Working With Systems 3  
GAS3363 Technology Studies Project  
GAS3381 Physical Science  
GAS3382 Physical Science  
GAS3391 Applied Physics (not 1993)  
GAS3392 Applied Physics  
GAS3611 Philosophy of Mathematics  
GAS3612 Applied Modern Algebra  
GAS3613 Complex Analysis  
GAS3614 Combinatorics  
GAS3619 Mathematics Project  
GAS3621 Differential Equations  
GAS3622 Mathematical Modelling B  
GAS3631 Applied Statistics  
GAS3632 Statistical Inference (not 1993)  
GAS3711 Simulation  
GAS3712 Inventory Management (not 1993)  
GAS3714 Reliability and Life-Testing (not 1993)  
GAS3719 Operations Research Project  
GAS3751 Forecasting (not 1993)  
GAS3752 Marketing Research Methods (not 1993)  
GAS3811 Software Engineering  
GAS3812 Data Communications  
GAS3813 Systems Programming  
GAS3814 Programming Environments  
GAS3815 Artificial Intelligence  
GAS3816 Information Systems 3  
GAS3819 Computing Project  
GAS3831 Computer Applications  
GAS3851 Database Management Systems  
GAS7001 Introduction to Master of Applied Science  
GAS8001 Master of Applied Science  

GAS1011 Environmental Science 1 - The Dynamic Environment  
(WS BN BB BT BC BI BM DT BDT)  
Unit Advisers: Mr S. Legg/Assoc Prof M.A. Hooper  
First Semester: 4 hours per week (2 x 1 hour lectures, 1 x 2 hours of practical activity) - unit value of 1.0 - internal study each year, to be offered by distance education in even years.  
Prerequisite: Nil  
Aims: To provide a broader understanding of natural environmental systems and processes, develop skills relevant to environmental assessment and monitoring, and to encourage analysis and critical thinking about the human interaction with the natural environment.  
Unit Outline: This unit introduces students to some of the basic natural systems and structures of the Earth’s environment. The underlying ecological, geological and climatological processes are explored. Major themes include the nature of environmental change and the human impact. The scale varies from global to regional and local processes. The focus is on the Australasian region, but relevant examples are taken from the global environment.  
Teaching Methods: Internally by lectures, tutorials and practical activity.  
Assessment:  
1 x 2000 word essay (30%)  
1 Oral Presentation (10%)  
1 x 100 word practical report (10%)  
Examination (50%)  

Prescribed Text:  

GAS1013 Science I  
(not offered in 1993)  
(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.
Practical Reports (25%)
Assignment (25%)
Examination (50%)

Prescribed Texts:

GAS1030 Science and Society
(BS BN BB BT DT DE BC BP BDT)

Unit Adviser: Mr W. Kirstine

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 BT DT BC BP BDT)

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 Text:

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; recognize the effective communication strategies and process, both oral and written, in a number of different settings and for various purposes; retrieve and utilise 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: Accessing information and 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 (25%)
Assignment 3 (10%)
Oral Presentation (15%)
1 x 2 hour Examination (40%)

Prescribed Text:

Recommended Reading: To be advised.

GAS1080 Physical Science
(BS BT BB DE DT AE BC BP BDT)

Unit Adviser: Mr W. Kirstine

Full Year: 42 hours lectures, 14 hours tutorials and 28 hours of laboratory work (for internal students) - 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:

GAS1093 Physical Science for Health Care 3
(DN)

Unit Adviser: Mr B.T. McEniery

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%)
**GAS1095 Physical Science for Health Care 1**

**(BDN)**

**Unit Adviser:** Mr R.J. Lyall

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

**Prerequisite:** Nil

**Aim:** To enable the intending health scientist to understand and apply the basic principles of chemistry essential to health care.

**Unit Outline:** Measurement and units; chemical formulae and equations; structure and stability of matter; states of matter; chemical reactions of common substances; properties of water; equilibrium and solutions; acids, bases and salts; buffers and osmosis; organic functional groups; lipids; carbohydrates; proteins and nucleic acids.

**Teaching Methods:** By lecture, tutorial and experimental/discussion sessions. Some programmed learning material is available. The teaching approach will place strong emphasis on relating theoretical concepts to their practical applications to the health science field.

**Assessment:**
- Unit tests: (65%)
- Assignment: (15%)
- Laboratory work: (20%)

**Prescribed Text:**

**GAS1096 Physical Science for Health Care 2**

**(BDN)**

**Unit Adviser:** Mr B. T. McEniery

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

**Prerequisite:** Nil

**Aim:** To introduce nursing students to the fundamentals of physical science as applied to health care profession.

**Unit Outline:** This unit covers the topics of electricity, light, fluids, mechanics, radiation and sound.

**Teaching Methods:** Lectures, tutorials and laboratory exercises.

**Assessment:**
- Tests/Exam: (75%)
- Laboratory Exercises: (25%)

A minimum of 50% of theory component must be obtained to pass this unit.

**GAS1118 Bioscience 1**

**(BDN)**

**Unit Adviser:** Mr P. Freeman

**Second Semester:** 30 hours of lectures, 10 hours of tutorials, 12 hours of laboratory classes - unit value of 0.75 - internal study.

**Prerequisite:** GAS1095

**Aim:** To study the structure and function of the human body.

**Unit Outline:** This is the first in a sequence of four units (GAS1118, GAS2117, GAS2118, GAS3117). Topics covered include terminology, body organisation, an overview of several systems and the principles of support and movement.

**Assessment:**
- Laboratory component: (30%)
- Texts/Exam: (70%)

To obtain a pass in the unit, a pass must be obtained in both the practical and theory components.

**Teaching Methods:** Lectures, tutorials and laboratory sessions.

**Prescribed Texts:**

**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

**Aim:** 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. Immunochemistry: 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:

GAS1125 Microbiology for Health Care 1 (BDN)

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%)
Tests (70%)

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

Prescribed Text:

GAS1126 Microbiology for Health Care 2 (BDN)

Unit Adviser: Mrs D. Richards

First Semester: 2 hours per week - unit value of 0.5 - internal study.

Prerequisite: GAS1125

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 nursing caring process.

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.

GAS1185 Biological Science (BS BB BT DT BC BP BDT)

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.

Corequisite: 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 component regardless of practical marks.

Prescribed Text:

Recommended Reading:

The text will be used for guided reading and self study. The study guide will supplement tutorial sheets in focusing students on key areas.

GAS1186 Biology (BS BB BT DT BC BP BDT)

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 Text:

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 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 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 BT BB DT BC BP BDT)

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 and distance education 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 six 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 BT BB DT BC BP BDT)

Unit Adviser: Mr R. Lyall

Second Semester: 42 hours of lectures, 42 hours of tutorial/laboratory work - unit value of 1.0 - internal and distance education 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 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
(not offered in 1993)
(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**

(not offered in 1993)

(BS GH)

Unit Adviser: Mr B. McEniery

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

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 skilful 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.

**GAS1383 Physical Science**

(BS BN BT BR BM BI BB DT BC BP BDT)

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 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
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:

**GAS1384 Physics**

(BS BT BB DT BC BP BDT)

Unit Adviser: Mr P. J. Higgins

Second Semester: 42 hours of lectures, 42 hours of tutorial/laboratory work - unit value of 1.0 - internal 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 (70%)
Laboratory Work (30%)

Relevance of Laboratory Work to Theoretical Study: Laboratory exercises are designed to achieve two objectives:
(i) To demonstrate and reinforce theory material;
(ii) To develop an appreciation of measurement skills and methods of analysis.

Prescribed Text:

Recommended Reading:

GAS1388 Physical Science For Engineers
(BI BM BN BR BEC)

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 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 (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

GAS1601 Basic Mathematics
(AE BS BT BB DT DE BC BP BDT)

Unit Adviser: Mrs R. Steel

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 integers in computers (2 weeks), Relations and functions, exponential functions, logarithmic functions, floating point, representation of real numbers, error analysis (2 weeks), Iterative methods for solving equations (2 weeks), Graph theory, directed graphs, trees, binary trees, graphs applications (2 weeks).

Calculator: A calculator, with the common scientific functions e^x, sin x, cos x, 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:
Two Assessment Assignments:
Assignment 1 (25%)
Assignment 2 (25%)
and a three-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:

GAS1603 Introductory Calculus
(BC BC BP)

Unit Adviser: Mrs R.P. Steel

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

Prerequisite: This unit is designed for students who have satisfactorily completed VCE Mathematics S&N 3/4 or R&D 3/4 (or extensions of either) but not C&A 1/2 or C&A 3/4 (or extensions).

Notes:
1. Enrolment in this unit may be accepted only after consultation with the Unit Adviser or Mathematical Sciences Group Leader.
2. Students may not enrol in both unit GAS1603 and unit GAS1611 in any one year.
3. Credit towards B.App.Sc. will be given for only one of the units GAS1601, GAS1602, GAS1603.

Unit Outline: The unit consists of the second half of unit GAS1601 and covers the topics of limits, elements of differential and integral calculus, simple differential equations, vectors, matrices and complex numbers.

Assessment: Three assignments and one three-hour examination. Students must satisfactorily complete the three assessment assignments and the examination which will include a mastery learning component.

Prescribed Text: To be advised.

GAS1611 Calculus
(BC BN BB BT BM BR BI DT DE BC BP BEC BDT)

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; Taylors' 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 BN BB BT BI BM BR DT BC BP BEC BDT)

Unit Advisers: Ass Prof 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 
Examination

Prescribed Text: To be advised.

Recommended Reading:

GAS1621 Mathematical Modelling A
(BS BN BB BT DT BC BP BDT)

Unit Adviser: Dr A.R. Carr

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

Corequisite: GAS1611

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

Unit Outline: This unit is an introduction to the craft of selecting, constructing, analysing and criticising mathematical models.

Selected case studies drawn from areas such as population dynamics, animal and plant growth and planetary motion are discussed. The main emphasis, however, is on students' attempts at formulating their own models in assignment work. Therefore, general procedures and advice on model formulation are provided, and the case studies are intended to illustrate principles which students may apply in their own work. Some general concepts used in analysing physical systems, such as those of conservation laws, interactions, rate equations and stability are discussed. Simple methods from unit GAS1611 are used to solve and analyse many of the models introduced.

Teaching Methods: Lectures and tutorials, with opportunities for class discussion and class modelling investigations. Study guides present a procedure to follow when formulating a mathematical model, with illustrations. Some established models are also explained and criticised (problem sets on these are set, for exam preparation, but not for assessment).

Assessment:
Three Modelling Assignments 
Examination

Prescribed Text: Nil

Recommended Reading:

GAS1631 Probability and Statistics
(BS BN BB BT BM BI BR DT DE BC BP BDT)

Unit Adviser: Ass Prof 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.

GAS1751 Quantitative Methods 1 (BB)

Unit Advisers: Dr A.R. Carr, 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; 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:

GAS1711 Introduction to Operations Research

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 - breakover 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.

GAS1811 Computer Programming 1

Unit Advisers: Mr J.G.K. Harris, Mr T. Roberts

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 program specifications into correctly functioning and well documented programs; use a text editor and compiler to prepare programs.

Unit Outline: Organisation of computers; basic hardware and software concepts; using terminals; using MS-DOS and/or Unix; text editing; (3 weeks). Algorithms; introduction to structured design; The C ++ language, lexical elements and basic syntax; simple data types, variables, constants, declarations; block structure, expressions, statements, compound statements; input, output; control structures; storage classes; scope rules; information hiding; functions and parameters; function calls, passing parameters by value and by reference; module specification using pre and post conditions; use of assertions. One dimensional arrays; character and string handling; testing and debugging and techniques; compiler usage (10 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 study guides and resource material to complement the textbook, and provision for additional student contact through electronic mail and news.

Assessment:
"Hurdle" assignments Examination (100%)

Students must satisfactorily complete the assignment work, and attain a satisfactory standard in the examination in order to pass the unit. Part of the examination will test understanding of the assignment work.

Prescribed Text: To be advised.

Distance education students will require good access to a computer (preferably an IBM PC or compatible) and a C ++ compiler. Turbo C ++ is recommended.

Access to the University's electronic mail and news systems (either directly for internal students or via modem for distance education students) is compulsory in order to enable effective communication between students and staff, and also for the submission of assignments and the provision of supplementary study material.
**GAS1813 Information Systems I**  
(AC BS BEC)  
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: Nil  
Corequisites: GAS1062 or GAS1063  
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 (50%)  
Examination (50%)  
Prescribed Text:  
Recommended Reading:  

**GAS1814 Computer Organisation**  
(AC)  
Unit Adviser: Mr D.W. Thomson  
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisite: GAS1812 (distance education)  
Corequisite: GAS1602 (distance education), and GAS1812 and GAS1602 (internal).  
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 transfers, 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.  

**GAS1831 Introduction to Computers**  
(AC BS DT AE BT BC BP BDT)  
Unit Adviser: Ass Prof R.J. Bignall  
First and Second Semester: 3 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.

Applications:
Using an IBM-PC: the hardware, DOS and DOS commands, diskettes and files.
Use of a word processing package.
Use of an industry standard spreadsheet package.
Spreadsheet applications.
Information management applications; introduction to a database query language.
Use of an industry standard information management package.

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:
Assignments
Examination

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.

Prescribed Text:

**GAS1832 Computer Programming 1A**

(AE BS BN BB BT BM BR BI DT DE BC BP BDT)

Unit Adviser: Mr M. Hassan

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

Prerequisite: GAS1831 or permission of unit adviser.

Note: Credit towards B.App.Sc. will be given for only one of the units GAS1811, GAS1832.

Aims: On completion of this unit students will: be aware of the terminology of structured programming and the design techniques used for problem solving; be able to translate program designs into the C++ programming language; be able to use a C++ language processing system to debug and execute small programs.

Unit Outline: Review of structured program design: modules, programming stubs; the C++ programming language; syntax, program structure, data types and variable declarations, statements, expressions, input and output, control structures, functions and parameters; The C++ Compiler - compiler, linking, debugging and running programs.

Assessment: "Hurdle" assignments

Examination (100%)

Students must attain a satisfactory standard in both assignment work and in the examination. Part of the examination will test understanding of the assignment work.

Teaching Methods: Lectures and Tutorials.

Prescribed Text: To be advised.

Distance education students will require access to a computer (preferably an IBM PC or compatible) and a C++ compiler Turbo C++ is recommended.

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.

**GAS1839 Computers in the Health Care Setting**

(DN)

Unit Adviser: Mr C.F. Lau

First Semester: 2 hours per week - unit value of 0.5 - internal study.

Prerequisite: Nil

Aims: Students will learn the meaning of common computing technology; study the use of the computer as a 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 Computers in Business**
(BB DE BC BP)

Unit Adviser: Mr J. Hewson

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

Prerequisite: Nil

Aims: On completion of this unit students will:
- understand the basic concepts and terminology of computers (particularly microcomputers) and data communications
- understand how to apply computers in business
- be familiar with a range of microcomputer application software packages

Students are expected to have access to a PC (ie a microcomputer) to complete the written and practical exercises. Three microcomputer laboratories are available on-campus for student access. Distance Education students are required to arrange access to a PC.

The practical study materials presented will be based on an IBM compatible PC running particular classes of software. Students can use other PC's and other similar classes of software, provided they meet the requirements of the assignments.

Unit Outline: Two parallel streams of study consider General principles and concepts and, Application of business software packages.
- General: Computer use in business and society; types of computers and applications; business information systems development; trends and social issues; data communication and networks; internal organisation and functions; the processor, input, output and storage devices; the capture, entry, processing, storage, manipulation and presentation of data.
- Application: Understand and be able to use a PC and the following classes of common business software packages:
  - Operating system, basic structure and capabilities, management of files, application of basic commands.
  - Word processing, basic principles and operation of WP, entry and edit, correction procedures, enhancement features and printing options.
  - Spreadsheets, concept and structure, basic rules, commands and functions, principles of use in business.
  - Database Management System, concept and structure, design guidelines, basic rules and commands.

Teaching Methods: Lectures (2hrs per week) and tutorials (2hrs per week).

Assessment:
Assignments (20%)
Examination (three hours) (80%)

Prescribed Text: To be advised.

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

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:
- understand the basic concepts and terminology of computers (particularly microcomputers) and data communications
- understand how to apply computers in business
- be familiar with a range of microcomputer application software packages

Students are expected to have access to a PC (ie a microcomputer) to complete the written and practical exercises. Three microcomputer laboratories are available on-campus for student access. Distance Education students are required to arrange access to a PC.

The practical study materials presented will be based on an IBM compatible PC running particular classes of software. Students can use other PC's and other similar classes of software, provided they meet the requirements of the assignments.

Unit Outline: Two parallel streams of study consider General principles and concepts and, Application of business software packages.
- General: Computer use in business and society; types of computers and applications; business information systems development; trends and social issues; data communication and networks; internal organisation and functions; the processor, input, output and storage devices; the capture, entry, processing, storage,
manipulation and presentation of data.
- Application: Understand and be able to use a PC and the following classes of common business software packages:
  - Operating system, basic structure and capabilities, management of files, application of basic commands.
  - Word processing, basic principles and operation of WP, entry and edit, correction procedures, enhancement features and printing options.
  - Spreadsheets, concept and structure, basic rules, commands and functions, principles of use in business.
  - Database Management System, concept and structure, design guidelines, basic rules and commands.

Teaching Methods: Lectures (2hrs per week) and tutorials (2hrs per week).

Assessment:
Assignments
Examination (three hours) (20%) (80%)

Prescribed Text: To be advised.

GAS2012 Environmental Science 2 - Environmental Policy Issues (BS BN BB BT BC BP BI BM DT BDT)
Unit Adviser: Mr. S. Legg/Assoc. Prof. M. A. Hooper

Second Semester: 4 hours per week (2 x 1 hour lectures and 1 x 2 hours of practical activity) - unit value of 1.0 - internal study each year, offered by distance education in even years.

Prerequisite: GAS1011

Aims: To provide an insight into the broader social environment within which environmental issues arise and are managed, to encourage analysis and critical thinking about conflict and consensus in decision making about environmental issues, and to develop an awareness of public and private policy in relation to natural resource management and environmental impact.

Unit Outline: The management of natural resource is the major focus of this unit. A variety of approaches from the humanities and social sciences are examined. These range from ecological and geographical perspectives to a consideration of historical, political, social and economic factors. Aspects of human development including population dynamics, economic growth and technological change are reviewed. The role of the environmental scientist is considered in terms of the organisation, political and legal framework within which decisions are made.

Teaching Method: Internally by lectures/tutorials and practical activities.

Assessment:
1 x 2000 word essay (30%)
1 x 1000 word practical report (10%)
1 Oral Presentation (10%)
End of Semester Examination (50%)

Prescribed Texts: To be advised.

GAS2062 Scientific Thought and Methods (BS BT DT BC BP BDT)
Unit Adviser: Dr A. Patti

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, experimental 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:

Recommended Reading:

GAS2064 Scientific Thought and Methods (BS BT DT BC BP BDT)
Unit Adviser: Dr A. Patti

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 only for students entering the Bachelor of Applied Science course with advanced standing which includes relevant studies in scientific method and communication.

5/32 School of Applied Science
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:
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.

Recommended Reading:

GAS2114 Bioscience 3
(DN BS BC BP)

Unit Adviser: Mr P. Freeman

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:

GAS2115 Bioscience 4
(DN BS BC BP)

Unit Adviser: Ms W. Davies

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:

GAS2117 Bioscience 2
(BDN)

Unit Adviser: Ms W. Davies

First Semester: 10 hours of laboratory work, 36 hours of lectures, 8 hours of tutorials - unit value of 1.0 - internal study.

Prerequisite: GAS1118
Aim: To study the structure and function of the human body.

Unit Outline: This unit is the second in a sequence of four units (GAS2118, GAS2117, GAS2118 and GAS3117). Topics covered include neural and hormonal control, the urinary system, genetics and muscle physiology.

Assessment:
Laboratory work (30%)
Tests/Exam (70%)

To obtain a pass in the unit a pass must be obtained in both the practical and theory components.

Prescribed Texts:

GAS2118 Bioscience 3
(BDN)

Unit Adviser: Ms W. Davies

Second Semester: 10 hours of tutorials, 10 hours of laboratory work, 29 hours of lectures - unit value of 1.0 - internal study.

Prerequisite: GAS2117

Aim: To study the structure and function of the human body.

Unit Outline: This unit is the third in a sequence of four units (GAS1118, GAS2117, GAS2118 and GAS3117). Topics covered include reproduction, the cardiovascular system and electrolytes.

Assessment:
Laboratory Work (30%)
Tests/Exam (70%)

To obtain a pass in the unit, a pass must be obtained in both the practical and theory components.

Prescribed Texts:

GAS2121 Microbiology
(BS BT BC BP)

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. Unit Outline: Development and scope of microbiology. Unity and diversity of microorganisms. Microscopy. Cultivation and handling of microorganisms. Staining; physical and chemical methods in microbiology. Structure and function of procaryotic cells. Nutrition of microorganisms; effect of environmental factors on microorganisms. Growth of microorganisms; sampling and enumeration. Microbial metabolism. Control of microorganisms; sterilisation; disinfection; antimicrobial agents. The eucaryotic microorganisms: fungi; algae; lichens; protozoa; multicellular parasites; vectors of disease.

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

Assessment:
Tests (65%)
Laboratory Work (35%)

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
(BS BT BC BP)

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.

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.

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

Assessment:
Tests (60%)
Laboratory Work (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 BT BC BP)

Unit Adviser: Dr P. Towns

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


The catabolic degradation of complex carbohydrates, fatty acids, triacylglycerols, proteins and amino acids.

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 BT BC BP)

Unit Adviser: Ms J. Mosse

Second Semester: 4 hours of lecture-tutorials and 4 hours of laboratory work per week - unit value of 1.0 - internal 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 BT DT BC BP BDT)

Unit Adviser: Dr A. Patti

First Semester: 4 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal study.
Prerequisite: 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 (70%)
Laboratory (30%)

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
(5T DT BC BP BDT)

Unit Adviser: Dr R. Mayes

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal 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 (70%)
Laboratory (30%)

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
(not offered in 1993 - see unit GAS2282)
(BS BT DT BC BP BDT)

Unit Adviser: Dr R.J. Hodges

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

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 (30%)
Final Examination (45%)
Laboratory Work (20%)
Fieldwork (5%)

Prescribed Texts:

or

GAS2272 Applied Chemistry
(not offered in 1993 - see unit GAS2281)
(BS BT DT BC BP BDT)

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0.
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)
(not offered in 1993 - see unit GAS2282)
(BS BT DT BC BP BDT)

Unit Adviser: Dr R.J. Hodges

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

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 Nerst 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)
(not offered in 1993 - see unit GAS2281)
(BS BT DT BC BP BDT)

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0.

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
and
and

GAS2281 Instrumental Science
(BS BT DT BC BP BDT)

Unit Adviser: Dr R. E. Mayes

First Semester: 7 hours per week of integrated lectures and laboratory work - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1282, GAS1383.

Aim: To present, in a unified manner, principles of modern instrumentation, which are basic to studies in the Physical and Biological Sciences.
To provide students with skills in:
1) the use of spectrometers and chromatographs, and
2) the basic interpretation of spectra and chromatographic data.

Unit Outline: This unit is designed around instrumental applications and relevant basic theory. After a general introduction to spectroscopy and atomic spectra, topics such as UV/Vis, atomic absorption, emission, infra-red, x-ray, chromatography and nuclear magnetic resonance, are covered. The emphasis will be spectral identification, quantitative and qualitative analysis.

Teaching Methods: Internally by lectures, tutorials and practical activity. For distance education students, detailed study guides are provided and a four-day vacation school is scheduled for practical laboratory work.

Assessment: Assessment will be by assignments, practical work and by examination.

Prescribed Text:
Either of
or

Recommended Reading:

GAS2282 Applied Chemistry
(BS BT DT BC BP BDT)

Unit Adviser: Dr R.J. Hodges

Second Semester: 7 hours per week of integrated lectures and practical work, detailed study guides are available to distance education students - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS1282

Aims: To teaching 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: An introduction to modern instrumental methods for cation and anion analysis are included such as ion chromatography, flow injection analysis (automation) and polarography. 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.

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

Prescribed Text:
or

GAS2332 Working with Systems 1
(not offered in 1993)
(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 videocassettes, 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.

**GAS2381 Physical Science**

(not offered in 1993 - see unit GAS2281)

(Bar BT BC BP BDT)

Unit Adviser: Dr R.E. Mayes

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

Prerequisites: GAS1383, and GAS1282 or GAS1384

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

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

Teaching Methods: Detailed study guides are provided for each topic-based package.

Assessment: Progressive assessment by Assessment Assignments, Laboratory Exercises and Examinations. Satisfactory completion of the laboratory practical component is required.

Relevance of Laboratory Work to Theoretical Study: The laboratory program combines reinforcement of basic theory with practice in relevant skills.

Prescribed Text:

Recommended Reading:

**GAS2382 Physical Science**

(not offered in 1993)

(Bar DT BC BP BDT)

Unit Adviser: Mr B.T. McEniery

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

Prerequisite: GAS2281

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

Unit Outline: 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**

(not offered in 1993)

(Bar DT BC BP BDT)

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, 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, 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 (BS DT BC BP BDT)

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 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 equation 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 (not offered in 1993) (BS BT DT BC BP BDT)

Unit Adviser: Dr J.R. Arkinson

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**
(50%)

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 Texts:

Recommended Reading:

Buck, R.C. & Wilcox, A.B., *Calculus of Several Variables*.

**GAS2613 Linear Algebra**
(not offered in 1993)
(50%)

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**
(50%)

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 GAS1612 is desirable).

Note: This unit is not available to students who have previously passed unit 7162 (offered pre-1992).

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 BN BT BR BM DT BC BP BDT)

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 BN BB BT BI BM BR DT BC BP BDT)

Unit Advisers: Dr A. R. Carr, Mr F. Benyah

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 to assess 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%)

Prescribed Text: To be advised.

Recommended Reading:

**GAS2623 Vector Field Theory**
(BS BT DT BC BP BDT)

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, but also available in 1993)

Prerequisite: GAS2612

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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.

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

Prescribed Text:

Recommended Reading:

GAS2631 Distributions and Inferential Techniques
(BS BT BB BN DT BC BP BDT)

Unit Adviser: Ass Prof 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, long-normal exponential, gamma, Weibull, beta, chi-squared, T and F distributions; multivariate distributions: joint and conditional distributions; multinomial and multivariate normal distributions; Sampling distributions of sample statistics including sample moments and order statistics.

Second 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:
Assignments (50%)
Examination (50%)

Prescribed Text:

Recommended Reading: To be advised.

GAS2641 Engineering Mathematics
(BI BM BN BR BEC)

Unit Adviser: Dr A.R. Carr

Full Year: 1.5 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisites: 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.

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Distance Education: study guides and assignment work, plus compulsory participation in Residential School.

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

Prescribed Texts:

**GAS2711 Linear Programming**
(90%)

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 management decision problems as linear programming models or discrete mathematical programming models. To introduce mathematical 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 linear programming models:
General characteristics and review of the graphic solution method: The Simplex method - including negative variables and artificial variables, and the two-phase 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: Linear goal programming models and methods of solutions; Integer programming models: use of discrete variables; Branch and Bound and Cutting plane methods of solutions; Applications including finite games, transportation and transhipment models; Use of computer packages to solve LP and IP models.

Teaching Methods: For internal students, the program will usually involve three hours of lectures plus two hours of workshop per week. The workshop will involve case studies, problem solving, use of computer software and group work.

For distance education students, detailed study materials will be issued. Weekend Schools may be organised to provide the opportunity for enrichment exercises via the lecture/workshop mode.

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

Prescribed Texts:

Recommended Reading: To be advised.

**GAS2713 Applied Probability Models**
(50%)

Unit Adviser: Ass Prof P.R. Rayment

First Semester: 3 hours per week - unit value of 0.5 - internal and distance education study. (Odd numbered years only.)

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 queuing 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.

Recommended Reading:
GAS2714 Sequential Decision Models
(BS BB BI BM BR BT BC BP)
Unit Adviser: Dr R.R. Egudo

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

Prerequisites: GAS1631, GAS2711.

Aims: To study a variety of networks and their
formulation as decision models. To introduce the
sequential decision processes. To use computer software
for solutions.

Unit Outline: Introduction to different types of decision
models including non-linear, quadratic and geometric
programming models; Formulating management problems
as decision models; Solution techniques for the introduced
decision models and typical applications; Introduction to
sequential (dynamic) programming models, separable
functions, recursive equations and limitations; Network
models including maximal flow, minimal spanning tree,
shortest path, travelling salesman and Chinese postman
problems; Project planning and scheduling with
limited/unlimited resources (CPM and PERT methods);
Use of computer software for solution of problems.

Teaching Methods: For on-campus students the program
will usually involve three hours of lecture plus two hours
of workshop per week. The workshop will involve case
studies, problem solving, use of computer software and
group work. For distance education students detailed study
materials will be issued. Weekend schools may be
organised to provide the opportunity for enrichment
exercises via lecture/workshop mode.

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

Prescribed Text:
Chang, V.L. & Sullivan, R.S. Quantitative Systems for

GAS2741 Operations Research and
Statistics
(BI BM BN BR BEC)
Unit Advisers: Dr G.B. Nath, Ass Prof P.R. Rayment

Full Year: 2.5 hours per week - unit value of 0.75 -
internal and distance education study.

Prerequisites: GAS1611, 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 linear
regression.

Section B (42 hours): Operations Research and areas of its
potential applications in engineering. Relationship with
and impact on, of computers. Linear programming
problem formulation, solution through graphical procedure
and simplex method, and use of available LP packages.
Decision making under risk - the value and quality of
information. Network models including shortest-route,
maximum-flow, assignment and transportation problems.
Analysis of inventory control models. Introduction to
simulation process and simple applications.

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:
1989.
Research Principles and Practice. 2nd ed., Wiley,
1987.

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. The Indentification, Environment and Data Divisions Identification Division, Environment Division, Data Division - file section, picture clause, level numbers, working storage section, value clause. 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. Tables and Table Processing concept of tables, occurs clause, redefines clause; table processing, Sequential/Binary table look up - Cobol search verb. Sorting collating sequences, the sort verb and merge. Other topics: Cobol report writer, sequential and non sequential file maintenance.

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:
Assignments (30%)
Examination (70%)

Students are required to attain a satisfactory level of achievement in both assessment components in order to obtain a passing grade.

Prescribed Text: (proposed - confirm with unit adviser)

Access to the University'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 BC BP)

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 transfers, interrupts and programmed I/O. Inter-system communication; data transmission; message protocols. Networks - types, topologies. Communications service
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 study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

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

To pass this unit, students must perform satisfactorily both overall and also in just the exam.

Prescribed Text (proposed - confirm with unit adviser):

Access to the University'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.

GAS2813 Information Systems 2
(AC BS BC 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 (50%)
Examination (three hours) (50%)

Prescribed Text: To be advised.

Recommended Reading: To be advised.

GAS2814 Operating Systems
(AC BS BC BP BEC)

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: 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 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).

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 study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

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

To pass this unit, students must perform satisfactorily both overall and also in just the exam.

Prescribed Text:

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Recommended Reading:

Access to the University'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.

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 (Ingres on the HP9000) and SQL commands in a programming environment. The major emphasis for this unit is design and programming in a Database Environment.

Unit Outline: Overview of Database Management Systems; introduction to the relational model; normalisation and relational design; advanced features of the relational model; introduction to database design; information level design; the CODASYL model; alternative data models; physical database design; fourth generation environment; 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:
Assignments (30%)
Examination (70%)

Students are required to attain a satisfactory level of achievement in both assessment components in order to obtain a passing grade.

GAS2816 Introduction to Systems Programming (AC)

Unit Adviser: Mr T. Roberts

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

Prerequisites: GAS1812, GAS1814

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 (2 weeks)
Assemblers (2 weeks)
Linkers and Loaders (1 week)
Macroprocessors (2 weeks)
Compilers and Interpreters (lex and yacc) (5 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 study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

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

To pass this unit, students must perform satisfactorily both overall and also in just the exam.

Prescribed Text: To be advised.

Recommended Reading:
Access to the University'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.

**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

**Note:** Credit will be given for only one of the units GAS2817, 7212 (offered pre-1991).

**Aims:** To further develop students' understanding of algorithms and data structures, abstract data types and information hiding techniques. To develop students' understanding of object oriented programming techniques, classes and objects, inheritance, polymorphism, generality, static and dynamic binding. To introduce students to object oriented program design; to further develop the use of pre and post conditions and loop invariants, and to introduce the use of class invariants.

**Unit Outline:** Review of classes and objects, data and module encapsulation; sub-typing and inheritance (2 weeks); Object Oriented program design; strategies for managing exceptions (4 weeks); Polymorphism, static and dynamic binding, multiple inheritance, implementation in C++. Class libraries. Case studies selected from applications using priority queues, balanced trees, hashing techniques, string searching and graph algorithms (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:**
- Assessment Assignments (30%)
- Examination (70%)

Students must attain a satisfactory standard in both assignment work and in the examination. Part of the examination will test understanding of the assignment work.

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

**GAS2818 Computer Applications**  
(AC)

**Unit Adviser:** Ass Prof 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.

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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 two 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 (10%)
Systems Analysis (10%)
Systems Design (25%)
Programming and Testing (35%)
Implementation (10%)
Final Presentation and Evaluation (10%)

Prescribed Text:
Texts from the unit GAS1813 Information Systems 1 can be used.

GAS2851 Programming for Business Applications
(BB DE)

Unit Adviser: Ass Prof R.J. Bignall

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

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 (30%)
Examination (3 Hour) (70%)

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: Dr G.B. Nath, Mr C.F. Lau

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

Prerequisite: GAS1851

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

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 (50%)
Examination (50%)

Prescribed Text:

Recommended Reading:

**GAS3062  Applied Research Project**  
(PS BC BP)

**Unit Adviser:** Dr P. Towns

**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

**GAS3117  Bioscience 4**  
(not offered in 1993)  
(PSN BS BC BP)

**Unit Adviser:** Mr P. Freeman

**First Semester:** 20 hours of lectures, 10 hours of tutorials, 10 hours of laboratory classes - unit value of 0.5 - internal study.

**Prerequisite:** GAS2118

**Aim:** To study the structure and function of the human body.

**Unit Outline:** This unit is the fourth in a sequence of four units (GAS1118, GAS2117, GAS2118 and GAS3117). Topics covered include digestion, nutrition, biochemistry and exercise physiology.

**Assessment:**
- Laboratory component (30%)
- Tests/Exam (70%)

To obtain a pass in the unit, a pass must be obtained in both the practical and theory components.

**Teaching Methods:** Lectures, tutorials and laboratory sessions.

**Prescribed Texts:**

**GAS3121  Applied Microbiology**  
(PS DT BS BP BDT)

**Unit Adviser:** Mr C. Panter

**First Semester:** 8 hours of integrated lectures and laboratory per week - unit value of 1.0 - internal study. (Distance education study involves a 7 day laboratory block - next offered by distance education in 1994.)

**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: culturing and maintaining microorganisms in industry; the continuous fermenter; industrial fermentations; aspects of genetic programming of industrial microorganisms; aspects of soil and wastewater microbiology; biological control using 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 References:
Other references to be advised.

GAS3122  Applied Microbiology
(BS BC BP)

Unit Adviser: Mrs D. Richards

Second Semester: 8 hours of integrated lectures and laboratory per week - unit value of 1.0 - internal study.
(Distance education study involves a 7 day laboratory block - next offered by distance education in 1994.)

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.


Biotechnology in relation to diagnosis of infectious disease.

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 References:
Baron, S., Medical Microbiology. 2nd ed., Addison-Wesley, 1986.
Other references to be advised.

GAS3141  Applied Biochemistry
(BS BC BP)

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 and distance education 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: allosterism, 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 BC BP)

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 and distance education 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
(BC BC BP)

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: 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
(BC BC BP)

Unit Adviser: Dr Z. Zhao

Second Semester: 4 hours of lectures, 4 hours of laboratory work per week - unit value of 1.0 - internal and distance education 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
( BS BC BP)

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 first semester.

Prerequisite: GAS2272 or GAS2281

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

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

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

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

Relevance of Laboratory Work to Theoretical Study: One to one correspondence, where equipment resources permit.

Prescribed Text:

Recommended Reading:

GAS3272 Applied Chemistry
(not offered in 1993)
( BS BC BP)

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 and distance education study.

Prerequisite: GAS2271 or GAS2282

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
( DE BS GH)

Unit Adviser: Mr B.T. McEniery
Second Semester: 56 hours of lectures/tutorials and practical work - unit value of 0.5 - distance education.

Prerequisite: GAS2332


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 1993)
(DE BS GH)

Unit Adviser: Mr W. Kirstine

Second Semester: 6-8 hours per week including one hour class contact and 5-7 hours individual work - unit value of 1.0 - distance education.

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 BC BP)

Unit Adviser: Dr A. Markiewicz

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

Prerequisite: GAS2382 or GAS2281

Aim: To extend the range of spectroscopic studies of units GAS3381 and GAS3382.

Unit Outline: This unit continues the theme of spectroscopy using nuclear magnetic resonance, infra red and mass spectrometry to elucidate molecular structure. The basis of SRF and EDX spectrometry techniques 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 BC BP)

Unit Adviser: Mr B.T. McEniery

Full Year: 84 hours of integrated lectures and laboratory work - unit value of 1.0 - internal study.

Prerequisite: GAS3381 or GAS2382
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
(not offered in 1993)
(BS BC BP)

Unit Adviser: Dr A. Markiewicz

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

Prerequisite: GAS2391

Aim: To extend the studies of unit GAS2391 by examining some specific applications of electronic instrumentation and radioisotopes in industry and the environment.

Unit Outline: Topics include Analogue & Digital electronics, sensors, logic devices and signal processing. Radioisotope work includes radiotracer techniques and other industrial application of radioisotopes.

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
(BS BC BP)

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
(not offered in 1993)
(BS BT DT BC BP BDT)

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 GAS3611 are useful).

Aims: To introduce students of mathematics to some of the philosophic movements which have shaped, directed, divided and threatened mathematics. The course aims to place these influences in a modern setting, and so achieve a broad view of mathematics.

Unit Outline: A mainly informal consideration of philosophical problems 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
(not offered in 1993)
(BS BT DT BC BP BDT)

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 algebra 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 skeletal 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
(BS BT DT BC BP BDT)

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
(BS BN BT DT BC BP BDT)

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:
Assignments (40%)
Examination (60%)

Prescribed Text:

Recommended Reading:

GAS3619 Mathematics Project
(BS BT DT BC BP BDT)

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**
(8 BS BN BT DT BC BP BDT)

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**
(BS BT DT BC BP BDT)

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 - offered pre-1992, (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 BT DT BC BP BDT)

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 at least one standard statistical package.

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: Nil

Recommended Reading: To be advised.

GAS3632 Statistical Inference
(not offered in 1993)
(BS BT DT BC BP BDT)

Unit Adviser: Ass Prof 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 BT DT BC BP BDT)

Unit Adviser: Dr R.R. Egudo

Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study (odd-numbered years only).

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.


Teaching Methods: Lectures, tutorials, computer workshops and provision of study guides.

Assessment:
Assignments (100%)

Prescribed Text:

Recommended Reading: To be advised.

GAS3712 Inventory Management
(not offered in 1993)
(BS BN BT DT BC BP BDT)

Unit Adviser: Dr R.R. Egudo

Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study (even numbered years only).

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.

GAS3714 Reliability and Life-Testing
(not offered in 1993)
(BS BT BN DT BC BP BDT)

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 BT DT BC BP BDT)

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
(not offered in 1993)
(BS BB BT DT BC BP BDT)

Unit Adviser: Mrs H.B. Nath

Second Semester: 5 hours per week - unit value of 1.0 - internal and distance education study (even numbered years only).

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%)


Recommended Reading: To be advised.

GAS3752 Marketing Research Methods
(not offered in 1993)
(BS BB BT DT BC BP BDT)

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 preposterior analysis. Marketing systems - predictive and normative theory; Fundamental role of economics and operations research in marketing programming. Macromarketing and micromarketing decision making - including distribution, price, sales and advertising models. Brand share models and sales models for established and new products. Marketing information systems - including major approaches to gathering information, processing information and utilising information; Statistical tools for analysing data.

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

Prescribed Text: To be advised.

Recommended Reading: To be advised.

GAS3811 Software Engineering
(BS BEC)

Unit Advisers: Ass Prof R.J. Bignall, Mr J. Hewson

Full Year: 2 hours per week class contact for internal students - unit value of 1.0 - internal and distance education study.

Prerequisites: GAS2813, GAS1812

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 a requirements specification; 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, formal specifications software lifecycle; software design; software development tools, program structures, modular decomposition, data abstraction, prototyping, prototyping tools, role of prototyping, prototyping tools, prototyping methods; program validation and verification, software reliability, human factors in software reliability, software testing and evaluation, quality assurance; project management, team and personnel management issues, sizing, estimation and scheduling, problems of large projects, documenting projects and programs, software maintenance.

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

Students must obtain satisfactory results for both the assignment work and their examination.

Recommended Reading: To be advised.

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 - offered pre-1992.

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 mainly on a final exam.

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.
Distance education students will require modern access to the Gippsland Campus Unix computer.

GAS3813 Systems Programming (BS)

Unit Adviser: Mr T. Roberts

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

Prerequisite: 7123 - offered pre-1992, 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 week)
Using operating system facilities: software tools and shell scripts; debugging tools (2 weeks)
Assemblers (2 weeks)
Linkers and Loaders (1 week)
Macroprocessors (2 weeks)
Compilers and Interpreters (lex and yacc) (5 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 study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

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

To pass this unit, students must perform satisfactorily both overall and also in just the exam.

Prescribed Text: To be advised.

Recommended Reading:

School of Applied Science 5/63
Access to the University'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.

**GAS3814 Programming Environments**

**(BS)**

**Unit Adviser:** Ass Prof R.J. Bignall

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. 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. Documentation: User documentation and help systems; System documentation. Programming Development Environments: Intelligent editors; Interactive debugging environments; Trace and symbolic dump packages; File comparators; Execution profilers. Configuration Management: Planning; Version and release management; Configuration management tools.

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:**

**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 study guides to complement the textbook, and provision for additional student contact through electronic mail and news.

**Assessment:**
- Assignments (30%)
- Examination (70%)
To pass this unit, students must perform satisfactorily both overall and also in just the exam.


Recommended Reading:

Access to the University'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.

**GAS3816 Information Systems 3 (BS)**

Unit Adviser: Mr C.F. 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:

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

Students must obtain satisfactory results for both the assignment and their examination.

Prescribed Text: To be advised.

**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 or in groups, 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 two 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 (10%)
Systems Analysis (10%)
Systems Design (25%)
Programming and Testing (35%)
Implementation (10%)
Final Presentation and Evaluation (10%)

Prescribed Text: Texts from the unit GAS1813 Information Systems 1 and GAS2813 Information Systems 2, can be used.
GAS3831  Computer Applications
( BS BC BP)

Unit Adviser: Ass Prof R.J. Bignall

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

Prerequisite: 7123 - offered pre-1992, 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: 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, 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 BB BT DT BC BP BDT)

Unit Adviser: Mr L.F. Smith

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

Prerequisite: GAS1812, 7222 - offered pre-1992, or both GAS2851 and GAS2852 or both GAS1813 and GAS1832.

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 Data Base Management System and a microcomputer DBMS; be able to implement and manipulate a database 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 database.

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. Data Base architecture: role of disk manager, file manager and DBMS; file organisation; data models; data base models - relational, hierarchical and network. 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. Data Base Implementation: DBMS functions and architecture, security, concurrency, recovery; hierarchical, network and relational DBMS's. Future Directions: the role of 4th generation languages; computer aided software engineering; distributed databases; intelligent data base systems.

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:
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 Texts: To be advised.

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. Contact should be made with the Head of School or appropriate Group Leader for further information.
School Information

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Associate Diploma of Business (Productivity Management) 6/4
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Bachelor of Applied Science/Bachelor of Business 6/8
Bachelor of Engineering/Bachelor of Business 6/9

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School of Business
## Officers of the school

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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.

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Fees for graduate diploma courses

In addition to union fees of $55.00 (1991 cost) for a student undertaking the normal workload of 2.00 units per semester, fees of $800.00 (1991 cost) 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).
Undergraduate Studies

Associate Diploma of Business
(General Administration)

Course Code: AG
Course Director: Ms Leone Cameron

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
GBU7014 Marketing
GEG6904 Production and Operations Management
Semester Two
GBU7004 Human Resource 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.

Associate Diploma of Business
(Productivity Management)

Course Code: AP
Course Director: To be advised.

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 orientated 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 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

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
GBU1302 Management Theory and Functions
GBU1401 Introduction to Marketing
GAS1751 Quantitative Methods 1
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 satisfy the educational requirement for admission to the qualifying studies 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 Accounting for Management Information
- GBU2004 Budgeting and Management Techniques
- GBU2005 Financial Accounting
- 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

Two vocational streams are available. One is a Business Planning and Policy stream and the other is a Human Resource Management stream.

To complete the major a student is required to satisfy the examiners in six of the following units.

Compulsory Units

- GBU1302 Management Theory and Functions
- GBU2304 Organisational Behaviour
- GBU3308 Organisational Change and Development

Business Planning and Policy stream

- GBU2305 Management Methods and Decision Making
- GBU3313 Business Planning and Policy
- GBU3319 Management Processes and Systems

Human Resource Management stream

- GBU3309 Industrial Relations
- GBU3312 Personnel Management
- GBU3314 Training and Development
- GBU3316 Industrial Relations Policy and Practice
- GBU3317 Personnel Management Policy and Practice
- GBU3318 Contemporary Issues in Labour Management Relations
To satisfy academic requirements for professional membership of the AHRI students are recommended to complete all units in the Human Resource Management stream as well as GBU3206 Industrial and Labour Law and GBU3107 Labour Economics.

Students completing a sub-major in Management are required to complete the units:

GBU1302 Management Theory and Functions
GBU2304 Organisational Behaviour

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.

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 Introduction to Marketing*+
GBU1402 Consumer Behaviour*+
GBU2404 Market Research Methods*+
GBU2405 Promotion Management
GBU3405 Marketing Strategy*+
GBU3406 Research Project in Marketing
GBU3408 Sales Management
GBU3409 Export Management
GBU3410 International Marketing*

*Compulsory units for major.
+ Compulsory units for a sub-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. 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 the 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:

GBU1202 Contract Law
GBU2203 Law of Business Organisations
GBU2204 Taxation Law and Practice

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*

*not offered in 1993.

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

Course Code: CSB

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:
- Introduction to Marketing
- Introductory Accounting A
- Introduction to Business Law
- Management Theory and Functions
- 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.

Bachelor of Engineering/Bachelor of Business Combined Degree

Course Code: CEB

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
- Electronic and Computer
- Mechanical

(b) (i) 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 Studies

Graduate Diploma of Business (Accounting)

Course Code: GO
Course Director: Mr R. Hartshorn

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 Associate membership of the Australian Society of Certified Practising Accountants.

Entry Requirements

To be eligible for admission to the course, the following requirements must be met:

An approved Bachelor's degree, either an accredited Australian degree or an overseas degree recognised by the National Office of Overseas Skills Recognition as equivalent to an Australian Bachelor's degree. A Master's degree without a Bachelor's degree may also be acceptable.

The degree 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
GBU8020  Budgeting and Management Techniques
GBU8022  Law of Partnerships, Trusts and Companies

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 director.

School of Business 6/11
Graduate Certificate of Business (Banking)/Graduate Diploma of Business (Banking)

Course Codes: PK (Graduate Certificate)  
             GK (Graduate Diploma)  
Course Director: Mr M. Crowley

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 (Graduate Certificate)  
             GU (Graduate Diploma)  
Course Director: Mr I. Kelly

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
Course Outline

The Graduate Certificate course comprises four compulsory units. The Graduate Diploma course comprises a further two compulsory units and two 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
GBU8033 Elective
Semester One
GBU8034 Tourism Projects - Evaluation and Proposals
GBU8035 Elective

Graduate Diploma of Business (Labour Management Relations)

Course Code: GL
Course Director: Mr L. Pullin

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.

Course Structure

The course is available by distance education only. It consists of eight one-semester units. Students study seven compulsory units and one elective unit which is taught in second semester in the second year.

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 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.

Application for admission into the course will not be considered unless accompanied by the written statement from the intending 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 director 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 Behaviour
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.

Graduate Diploma of Business (Management)

Course Code: GB
Course Director: Ms A. Dean

The Course

The course aims to provide existing or prospective managers, who have already displayed academic competence, with a wide background in management theory, principles, techniques and technology; to enhance analytical skills; and to develop their critical appraisal of managerial practice under case study and in-company situations and by project development. The course emphasises contemporary management practice in the Australian economic and social scene.

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 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 Structure

The course comprises the following eight units:

Level One
Semester One
GBU8001 Management Theory and Practice
GBU8003 Management Processes and Systems
Semester Two
GBU8002 Human Resource Management
GBU8004 Financial Management

Level Two
Semester One
GBU8005 The Management Environment
GBU8034 Industrial Relations
Semester Two
GBU8006 Management Strategy Project
GBU8010 Marketing Management

With the approval of the Head of School, students may substitute up to two other units for those normally offered in the Graduate Diploma of Business (Management). In particular, students currently working in, or seeking to enter, the Health Industry may substitute unit GHS8800 Health Administration I for unit GBU8005 The Management Environment and unit GHS8801 Health Administration II for unit GBU8010 Marketing Management.

Master of Business

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.
As part of the development of a total Monash information system, a new unit numbering system was introduced within the University College 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>GBU1001</td>
<td>Introductory Accounting A</td>
<td>3140</td>
</tr>
<tr>
<td>GBU1002</td>
<td>Introductory Accounting B</td>
<td>3141</td>
</tr>
<tr>
<td>GBU1101</td>
<td>Introduction To Economics</td>
<td>3190</td>
</tr>
<tr>
<td>GBU1102</td>
<td>Macroeconomics</td>
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**GBU1001 Introductory Accounting A**  
(GB BS BC BP DT DT DE AC BDT)

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 Texts: To be advised.

**GBU1002 Introductory Accounting B**  
(GB BS BC BP DT DT DE AC BDT)

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 Texts: To be advised.

**GBU1101 Introduction to Economics**  
(GB BS BC BP DT DT AW DE BDT)

Unit Advisers: Mrs S.A. Richardson, 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 Texts: To be advised.
GBU1102 Macroeconomics
(BB BC BP DT BT BS AW BDT)

Unit Advisers: Mr W. Battersby, Mrs J. Tennant

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
typey 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 Texts: To be advised.

GBU1103 Economy and Society
(BB BC BP BN BS BT DT AW BDT)

Unit Adviser: 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,
dereloped 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 Texts: To be advised.

GBU1201 Introduction to Business Law
(BB BS BC BP DT BT DE AE BDT)

Unit Adviser: To be advised.

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 & Derham, Cases & Materials on the Legal
Maher, Waller & Durham, An Introduction to Law. Law
Book Co.

GBU1202 Contract Law
(BB BS BC BP DT BT DE BDT)

Unit Adviser: To be advised.

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.

GBU1302 Management Theory and
Functions
(BB BS DT BT DE BV BC BP BDT)

Unit Adviser: Mr J. Wrathall

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

Prerequisite: Nil

Unit Outline: Students will examine the development of
management thought and the contribution of major
theorists. The unit then examines the functions and
processes of management. As management is studied in
general terms, the principles, practices and issues apply to
both the public and private sectors. The approach is non-
prescriptive as the resolution of management problems is
contingent upon the particular circumstances of the internal
and external environments.

Prescribed Texts: To be advised.

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 Introduction to Marketing**  
(BB DT BS BT BV BC BP BDT)

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 Text:  

**GBU1402 Consumer Behaviour**  
(BB DT BS BT BV BC BP BDT)

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 Text:  

**GBU1501 Tourism - Social Environment**  
(BB DT BS BT DE BC BP BDT)

Unit Adviser: Mr I. Kelly

Second 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 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 relevant to an evaluation of 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 DT BS BT DE BC BP BDT)

Unit Adviser: Mr I. Kelly

Second 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 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**  
(BB BS DT BT BC BP BDT)

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 DT BT BC BP BDT)*

Unit Advisers: Mr M. Vertigan, Mr P. Hoofer

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 DT BT BC BP BDT)*

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 Texts:  
To be advised.

**GBU2104 Microeconomics**  
*(BB BS DT BT AW BC BP BDT)*

Unit Advisers: Mr W. Battersby, 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 Texts:  
To be advised.

**GBU2105 International Trade and Finance**  
*(BB BS BT DT BC BP BDT)*

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 Texts:  
To be advised.

**GBU2203 Law of Business Organisations**  
*(BB BS DT BT BC BP BDT)*

Unit Adviser: To be advised.

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 DT BT BC BP BDT)

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 Texts: To be advised.

GBU2304 Organisational Behaviour
(BB BS DT GL BT BC BP BDT)

Unit Adviser: Mr J. Wrathall

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

Prerequisite: GBU1302

Unit Outline: This unit provides an introduction to the
study of organisations and human behaviour including an
appreciation of social science research methodologies and
theorising. It examines a range of specific organisational
issues as a means of integrating theory and practice.

Prescribed Texts: To be advised.

GBU2305 Management Methods and
Decision Making
(BB BS DT BT BC BP BDT)

Unit Adviser: Dr M. Fastenau

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

Prerequisite: GBU1302

Unit Outline: This unit explores how business decisions
are made, including considering how organisational
conditions can facilitate or undermine effective
decisionmaking. 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.

Topics include rational, incremental, and quantitative
decisionmaking; decisionmaking environments; individual
and socio-political implications of decisionmaking.

Decision implementation completes this unit.

Prescribed Texts: To be advised.

GBU2404 Market Research Methods
(BB DT BS BT BC BP BDT)

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 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,
coordination and dependability of each project team
member.

Prescribed Text:
Churchill, G.A., Marketing Research. Methodological

GBU2405 Promotion Management
(BB DT BS BT BC BP BDT)

Unit Adviser: Mr S. Muthaly

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 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" - recognising 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:
Shimp, T., Promotion Management and Marketing
GBU2503  Travel Services Management
(BB BS DT BT DE BC BP BDT)

Unit Adviser: Mr I. Kelly

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

Prerequisite: Nil, however prior completion of GBU1501 is recommended.

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:
De Souto, M.S., Group Travel Operations Manual.
Gec, Boberg, Choy & Makens, Professional Travel Agency

GBU2504  Hospitality Services
Management
(BB BS DT BT DE BC BP BDT)

Unit Adviser: Mr I. Kelly

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

Prerequisite: Nil, however completion of GBU1501 is recommended.

Unit Outline: This unit involves the study and application of
management skills appropriate to the hospitality, accommodation and tourist attraction sectors.

Prescribed Texts:
Gray, W.S. & Liquon, S.C., Hotel & Motel Management &
Walsh-Heron, J. & Stevens, T., The Management of

GBU3006  Accounting Theory and Current
Issues
(BB BS DT BT BC BP BDT)

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 DT BT BC BP BDT)

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 Texts: To be advised.

GBU3008  Accounting Research Project
(BB BS DT BT BC BP BDT)

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 DT BT BC BP BDT)

**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 Texts:** To be advised.

**GBU3010 Business Finance**  
(BB BS DT BT BC BP BDT)

**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 Texts:** 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 DT BT BC BP BDT)

**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 DT BT BC BP BDT)

**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 Texts:** To be advised.

**GBU3106 Economic Development**  
(BB DT BS BT BC BP BDT)

**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 Texts:** To be advised.
GBU3107  Labour Economics
(BB DT BS BT BC BP BDT)
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 Texts: To be advised.

GBU3108  Public Sector Economics
(BB DT BS BT BC BP BDT)
Unit Adviser: To be advised.
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 Texts: To be advised.

GBU3109  Money and Banking
(BB DT BS BT BC BP BDT)
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 Texts: To be advised.

GBU3110  Financial Institutions
Management
(BB DT BS BT BC BP BDT)
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 Texts: To be advised.

GBU3111  Industry and Government
(BB DT BS BC BP BDT)
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 Texts: To be advised.

GBU3205  Administrative Law
(BB BS DT BT BC BP BDT)
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, ultra
vires, the place of natural justice, the role of the
Ombudsman and the operations of administrative tribunals.
Prescribed Texts: To be advised.
GBU3206  Industrial and Labour Law
(BB BS DT BT BC BP BDT)

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 DT BT BC BP BDT)

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 Texts: To be advised.

GBU3208  Banking Law and Lending Practice
(BB BS DT BT BC BP BDT)

Unit Adviser: Mr F. Horgan

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 Texts: To be advised.

GBU3308  Organisational Change and Development
(BB DT BS BT BC BP BDT)

Unit Adviser: Ms A. Dean

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 DT BS BT BC BP BDT)

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, establishing and administering the rules of the work place, with reference to conciliation, arbitration, and collective bargaining.

Prescribed Texts:

GBU3312  Personnel Management
(BB DT BS BT BC BP BDT)

Unit Adviser: Dr M. Fastenau

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 human resource 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 DS DT BS BT BC BP BDT)

Unit Adviser: Ms A. Dean

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

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 Texts: To be advised.

GBU3314 Training and Development
(BB DS AE BS BT BC BP BDT)

Unit Adviser: Ms A. Dean

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

Prerequisite: GBU1302

Unit Outline: This unit aims to develop an appreciation of the purpose and function of training and development in the organisation, and, in particular, the fundamental link between training and development and an organisation's business plan and performance. In doing this a strategic approach to training is adopted and the significance of the components of a training plan illustrated. One current trend to national competencies and standards, and the likely implications for Australian industry and commerce are discussed. In addition, the unit provides details of alternative approaches to training and development and heightens awareness of relevant equity issues.

Prescribed Texts:

GBU3316 Industrial Relations Policy and Practice
(BB BS DT BT BC BP BDT)

Unit Adviser: Mr R. Gough

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

Prerequisite: GBU3309

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:

GBU3317 Personnel Management Policy and Practice
(BB BS DT BT BC BP BDT)

Unit Adviser: Dr M. Fastenau

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

Prerequisite: GBU3312

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 human resource planning and forecasting; job analysis procedures, performance appraisal techniques, selection and staffing methods, training and development programs, wage and salary administration; motivation theories; equal employment opportunity.

Prescribed Text:

GBU3318 Contemporary Issues in Labour Management Relations
(BB BS DT BT BC BP BDT)

Unit Adviser: Mr L. Pullin

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 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.

GBU3319 Management Processes and Systems
(BB BS DT BT BC BP BDT)

Unit Adviser: Ms A. Dean

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

Prerequisite: GBU1302

Aims:
To provide an appreciation of the inter-relationship between operations and marketing management, the need for productivity management and the related quantitative business techniques.

Content:
The roles of marketing and operations management and their inter-relationships; the operations/production/service function; external influences on the operations role; processes in mechanistic and organic organisations; production management techniques; productivity measurement.

Prescribed Texts: To be advised.

GBU3405 Marketing Strategy
(BB DT BS BT BC BP BDT)

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 Research Project in Marketing
(BB DT BS BT BC BP BDT)

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.

GBU3408 Sales Management
(BB DT BS BT BC BP BDT)

Unit Adviser: Mr G. Harrington

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 DT BS BT BC BP BDT)

Unit Adviser: Mr M. Tucker

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

Prerequisite: GBU1401
Prerequisite or corequisite: GBU1402

**GBU3410 International Marketing**
(BB DT BS BT BC BP BDT)

**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:**

**GBU3505 Tourism Management Processes**
(BB DT BS BT DE BC BP BDT)

**Unit Outline:** This unit provides students with understanding of the importance of the customer, the role of finance in operations, the importance of good industrial relations, the role of human resources management and the integrating role of operations management in planning, organising, monitoring and controlling a tourist operation.

**Prescribed Texts:**

**GBU3506 Tourism Management Projects**
(Evaluations & Proposals)
(BB DT BS BT DE BC BP BDT)

**Unit Adviser:** Mr I. Kelly

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

**Prerequisite:** GBU1501, or equivalent.

**Unit Outline:** This unit is concerned with 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 Texts:** To be advised.
GBU7002 Productivity Improvement 2
(AP)

Unit Adviser: To be advised.

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. & Buchler, V.M., Productivity and Quality

GBU7003 Research Project
(AP)

Unit Adviser: To be advised.

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,
investigation 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 AG)

Unit Adviser: Dr M. Fastenau

Second 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:
Stone, R.J., Human Resource Management. Wiley,
Stone, R.J., Readings in Human Resource Management.

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 Texts:
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 Texts: To be advised.

GBU7007 Office 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 concentrate on the processing of information and the inter-relationships among employees, equipment and work processes.
2. To consider selected aspects of the process of office management.

Content: Function and location of the office; Information and office management; Systems analysis and design; Records management; Report writing; Equipment (including computers); Quality and quantity control;

Budgetary and cost control.

Prescribed 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. 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.

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.

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:

**GBU7012 Economic Analysis**  
**Unit Adviser:** Mrs S. Richardson  
**First Semester:** 4 hours per week - unit value of 1.0 - distance education.  
**Prerequisite:** Nil  
**Unit Outline:** The objective of the unit is to provide a broad and general introduction to Economics, which concentrates on pragmatic issues rather than conceptual rigour. The unit focuses on the application of simple economic tools towards an understanding of current economic issues.

**GBU7014 Marketing**  
**Unit Adviser:** Mr S. Muthaly  
**First 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**  
**Unit Adviser:** Ms A. Dean  
**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;  

**GBU8001 Management Theory and Practice**  
**Unit Adviser:** Mr J. Wrathall  
**First Semester:** 4 hours per week - unit value of 1.0 - distance education.  
**Prerequisite:** Nil  
**Unit Outline:** Students will examine the development of management thought and the contributions of major theorists. The unit then examines the functions and processes of management. As management is studied in general terms, the principles, practices and issues apply to both the public and private sectors. The approach is non-prescriptive as the resolution of management problems is contingent upon the particular circumstances of the internal and external environments.

**Prescribed Texts:** To be advised.

**GBU8002 Human Resource Management**  
**Unit Adviser:** Dr M. Fastenau  
**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: Ms A. Dean  
First Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisite: Nil  

Aims:  
To provide an appreciation of the inter-relationship between operations and marketing management, the need for productivity management and the related quantitative business techniques.  

Contents:  
The roles of marketing and operations management and their inter-relationships; the operations/production/service function; external influences on the operations role; processes in mechanistic and organic organisations; production management techniques; productivity measurement.  

Prescribed Texts: To be advised.  

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 technique 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: To be advised.  
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, technological and legal pressures and their interaction with the internal environment.  

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 and future trends of technological development. The organisational culture, organisational performance and management practices are highlighted.  

Prescribed Texts: To be advised.  

GBU8006  Management Strategy Project  
(GB)  
Unit Adviser: Ms A. Dean  
Second Semester: 4 hours per week - unit value of 1.0 - distance education.  

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: To be advised.  

GBU8040  Marketing Management  
(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:  

School of Business 6/31
GBU8014  Introductory Accounting  
( GO )

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 microcomputer accounting package.

Prescribed Text:

GBU8015  Economic Policy  
( GO )

Unit Adviser: To be advised.
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. 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 Texts: To be advised.

GBU8016  Quantitative Methods  
( GO )

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  
( GO )

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  
( GO )
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 Texts:  To be advised.

GBU8019  Computers in Business  
( GO )
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 Texts:  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.

GBU8021  Financial Accounting  
( GO )
Unit Advisers:  Mr R. Hartshorn, 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 Texts:  To be advised.

GBU8022  Law of Partnerships, Trusts and Companies  
( GO )
Unit Adviser:  To be advised.
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 Texts:  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 Texts: 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 Texts: To be advised.

**GBU8026 Accounting Theory and Current Issues (GO)**

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 (GO)**

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 Texts: To be advised.

**GBU8028 Introduction to Tourism (PU GU)**

Unit Adviser: Mr I. Kelly

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

Prerequisite: Nil

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: Mr I. Kelly

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

Prerequisite: Nil

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: Mr I. Kelly

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

Prerequisites: GBU8028, GBU8029, or equivalent.

Unit 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)
(NU GU)

Unit Adviser: Mr I. Kelly

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

Prerequisites: GBU8028, GBU8029, or equivalent.

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: Mr I. Kelly

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

Prerequisite: GBU8030, or equivalent.

Unit Outline: This unit is devised so that students may gain a greater understanding of the importance and processes of integration among 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 J. Wrathall

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

Prerequisite: Nil

Unit Outline: Students will examine the development of management thought and the contributions of major theorists. The unit then examines the functions and processes of management. As management is studied in general terms, the principles, practices and issues apply to both the public and private sectors. The approach is non-prescriptive as the resolution of management problems is contingent upon the particular circumstances of the internal and external environment.

Prescribed Texts: To be advised.

**GBU8034 Industrial Relations**
(GL GB)

Unit Adviser: Mr L. Pullin
First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, an historical perspective of Australian industrial relations, trade union and employer associations, Australian Industrial Relations Tribunals (including the Victorian Industrial Commission), methods of resolving industrial conflict, establishing and administering the rules of the work place, and discussion of compulsory arbitration, collective negotiation and worker participation.

Prescribed Texts:

GBU8035 Personnel Management (GL)

Unit Adviser: Dr M. Fastenau

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

Prerequisite: Nil

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 human resource 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:

GBU8036 Issues in Labour Economics (GL)

Unit Adviser: Mr W. Battersby

Second 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 Texts: 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:

Other texts to be advised.

GBU8038 Industrial Relations Policy and Practice (GL)

Unit Adviser: Mr R. Gough

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, negotiations, wages and incomes policies; Australian Conciliation and Arbitration Commission; dispute resolution: current issues.
Prescribed Texts:


**GBU8039 Personnel Management Policy and Practice (GL)**

Unit Adviser: Dr M. Fastenau

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 human resource planning and forecasting; job analysis procedures, performance appraisal techniques, selection and staffing methods, training and development programs, wage and salary administration; motivation theories; equal employment opportunity.

Prescribed Text:


**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 Text:

No prescribed text. Reading lists will be issued at the commencement of the unit.

**GBU8041 Contemporary Issues 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: 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.

**GBU8042 Organisational Behaviour (GL)**

Unit Adviser: Mr J. Wrathall

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

Prerequisites: GBU8033, GBU8034.

Unit Outline: This unit provides an introduction to the study organisations and human behaviours including an appreciation of social science research methodologies and theorising. It examines a range of specific organisational issues as a means of integrating theory and practice.

Prescribed Texts: To be advised.

**GBU8043 Banking Law and Lending Practice (PK)**

Unit Adviser: Mr F. Horgan

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

Prerequisite: Nil

Unit Outline: Banker and Client: legal nature of the relationship, rights and duties of clients and banks.

Negotiable Instruments: legal concept of negotiability, forms of negotiable instrument, cheques and Cheque Act, duties and liabilities of banks regarding cheques.

Securities Law: legal concepts underlying lending practice, secured and unsecured lending, forms of property, legal concept mortgage, legal concept of pledge and its powers, legal concept of the lien and its powers and priorities.

Legal Aspects of International Trade: concept of the bill of exchange, legal concept of the letter of credit, legal nature of guarantees and bonds in international trade.

Electronic Banking: an overview of its impact on retail banking, some legal implications of electronic funds transfer systems.
Prescribed Texts: To be advised.

GBU8044 Financial Institutions Management
(PK)

Unit Adviser: Mr M. Crowley

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


Working capital management: Cash flow forecasts and cash budgets, inventory and credit control.


Prescribed Texts: To be advised.

GBU8046 Money, Banking and Capital Markets
(PK)

Unit Adviser: Mr M. Crowley

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
(GK)

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.

GBU8049 Corporate Strategy 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: 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 existing 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: Average Return on Assets
(\textsuperscript{\#}) Average Cost of Funds = Gross Spread
Gross Operating Expenses

School of Business 6/39
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**

*GB*

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.
GBU8053  Tourism Projects (Evaluation and Proposals) (GU)

Unit Adviser: Mr I. Kelly

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

Prerequisite: GBU8031, or equivalent.

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 placed on the stages involved in Tourism Project Development.

Prescribed Texts: To be advised.
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Primary teaching courses
Secondary teaching courses
School librarianship courses

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Graduate Diploma of Education (Professional Development Studies) 7/13
Master of Education 7/13

Unit Outlines 7/14

School of Education
School Information

Officers of the school

Head
Professor L.G. Cairns

Executive Assistant
Ms P. Odgers

Administrative Officer (School Experience)
Mrs G. Fitzclarence

Heads of Divisions

Teaching and Curriculum Studies
Associate Professor J. Hallein

Professional Development
Mr J. Cartledge

Research
Dr K. Stead

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. This the final year of offering this award.

- Bachelor of Education (Primary) - A fourth year of study 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.

- Bachelor of Teaching/Bachelor of Education - A four year full-time dual degree program of study for the initial professional education of primary and secondary teachers. Available by on-campus study only.

- 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.
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 in the Principal Dates section of 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.

Primary teaching courses

Program Coordinator: Mr J. Pearson

Preparation for teaching at the Primary level of schooling is completed by taking the Bachelor of Teaching/Bachelor of Education (Primary) qualifications.

Secondary teaching courses

Program Coordinator: Dr A. 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)

Program Coordinator: Ms J. Phillips

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 school 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: Ms J. Southcott

The Course

The Diploma of Teaching (Primary) is a three year full-time or equivalent part-time course providing initial preparation for primary teaching. This is the final year of offering of this award.

Course Structure

Students in the third (final) year of this award will take the following units:

GEC3011 Teaching Studies III (full year)
GEC3020 Curriculum Studies: Social Studies (full year)
GEC2133 Curriculum Studies: Creative Arts I (Sem 1)
GEC3301 Curriculum Development (full year)
GEC3311 Basic Issues (full year)
GEC3133 Curriculum Studies: Creative Arts II (Sem 2)
GEC3131 Curriculum Studies: Mathematics II (full year)
GEC3132 Curriculum Studies: Language Arts II (Sem 2)

Bachelor of Education (Primary)

Course Code: BP
Course 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
GEC4465 Curriculum Studies: Advanced Teaching Studies: Music (Primary)
GEC4467 Curriculum Studies: Advanced Teaching Studies: Drama (P-12)+
GEC4468 Clinical Supervision (Professional Development and Support)+
GEC4469 Curriculum Studies: Advanced Teaching Studies: Physical Education (P-12)
GEC4470 Research in 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)+
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 Student 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 then 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

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
GEC6331 Curriculum Studies: Business Studies Secondary I
GEC6332 Curriculum Studies: Business 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)
- GEC4469 Curriculum Studies: Advanced Teaching Studies: Physical Education (P-12)
- GEC4470 Research in 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
- GEC4471 Education Research Project
- GEC4475 Multicultural Education
- GEC4476 Equity in Education

**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.

+ Not offered in 1993.

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**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 Association.

**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
  - GEC4422 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
Bachelor of Teaching/Bachelor of Education (Primary & Secondary)

Course Code: BDT
Program Coordinator: Mr J. Pearson
Student Adviser: Ms J. Southcott
Year Advisers:
  - Mr A. Box (Year 1)
  - Ms J. Rosewarne (Year 2)
  - Ms J. Southcott (Year 3)
  - Ms E. Pascoe (Year 4)

The Course

The dual degree Bachelor of Teaching/Bachelor of Education (Primary and Secondary) is a four year full-time or equivalent part-time course providing initial preparation for primary and secondary teaching (including librarianship).

The Bachelor of Teaching/Bachelor of Education (Primary and Secondary) contains three inter-related components:

**General Studies** are intended to extend the education of students and to give them a deeper understanding of the subjects which they are studying with a view to becoming teachers of these subjects in primary and secondary schools. These studies are undertaken in the Schools of Social Sciences, Applied Science, Business and Visual Arts.

**Education Studies** provide the basis of students’ understanding of children, learning, teaching, the nature of education and its relationship to society, and curriculum design, implementation and evaluation.

**Curriculum and Teaching Studies** familiarise students with the planning, implementation and evaluation of the school curriculum in the following areas - mathematics, language, social studies, science, music, art, physical education, information studies and LOTE. These units include supervised teaching experience in schools and related teaching studies.

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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.

The selection of 19 general studies units must include at least 2 and not more than 5 subject areas. Students must complete either (i)2 majors, and 3 other units or (ii) 1 major, 1 sub-major, and 5 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.

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 is not presently recognised as a secondary teaching subject. Students should consult with the Course Adviser before enrolling beyond the level of a sub-major.

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 then 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 Course 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 studies subject to Course Adviser approval.

4 School of Visual Arts

- Foundation Studies in 2D and 3D
- Studios in: Painting
  Ceramic
  Sculpture
- History and Theory of Art

Majors are available in all studies 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 Course Advisers for both the School of Visual Arts and the Bachelor of Teaching/Bachelor of Education.

Course Structure

First Year
Six (6) General Studies units
GEC1101 Curriculum & Teaching Studies 1, including 20 days supervised school experience
GEC1401 Education Studies 1

Second Year
Four (4) General Studies units
GEC2101 Curriculum & Teaching Studies 2, including 25 days of supervised school experience
GEC1402 Education Studies 2

Third Year
Two (2) General Studies units
GEC3101 Curriculum & Teaching Studies 3, including 30 days of supervised school experience
GEC1403 Education Studies 3

Fourth Year
Seven (7) General Studies units
GEC4101 Curriculum & Teaching Studies 4, including 20 days of supervised school experience

The course structure is represented diagrammatically in the following examples:

Example 1. (Secondary example)
Example 2. (Secondary example)

### General Studies*

<table>
<thead>
<tr>
<th>Year</th>
<th>8</th>
<th>6</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>4</td>
<td>7</td>
<td>5</td>
<td>3</td>
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### Curriculum and Teaching Studies

<table>
<thead>
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<th>Year 3</th>
<th>Curriculum and Teaching Studies 4</th>
<th>Education Studies 3</th>
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<tbody>
<tr>
<td>6</td>
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<tr>
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### Education Studies

<table>
<thead>
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<th>Curriculum and Teaching Studies 2</th>
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<tr>
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<td></td>
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### Curriculum and Teaching Studies

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Curriculum and Teaching Studies 1</th>
<th>Education Studies 1</th>
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<tbody>
<tr>
<td>2</td>
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<tr>
<td>1</td>
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</tr>
</tbody>
</table>

1 major (8 units) 1 sub-major (6 units) 1 (5 units)

*NOTE: At fourth year level students may take primary education units, general studies units (for secondary teaching), or 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEC8611</td>
<td>Microcomputers and the Curriculum</td>
</tr>
<tr>
<td>GEC8612</td>
<td>Introduction to Computing in Schools</td>
</tr>
<tr>
<td>GEC8613</td>
<td>Computer Programming for Education</td>
</tr>
<tr>
<td>GEC8614</td>
<td>Evaluation of Educational Software</td>
</tr>
<tr>
<td>GEC8615</td>
<td>Technology in Society</td>
</tr>
<tr>
<td>GEC8616</td>
<td>Computer use in Educational Management</td>
</tr>
<tr>
<td>GEC8617</td>
<td>Computers in Education Project</td>
</tr>
<tr>
<td>GEC8618</td>
<td>Facilitating Computers in Education</td>
</tr>
</tbody>
</table>

Graduate Diploma of Education (Secondary)

Course Code: GE
Student Adviser: Mr P. Richardson

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 1993 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. This requirement forms part of units 5501 and 5502.

Teaching method units are offered in 1993 in the following areas:

(a) English and Teaching of English as a Second Language (TESL)
(b) Social Studies
(c) Creative Arts
(d) Science/Technology
(e) Mathematics
(f) Business Studies

Graduate Diploma of Education (Secondary) students must take two single teaching methods or one double method and require a major or a sub-major as a prerequisite to studying a teaching method area.
Graduate Diploma of Education (Secondary)

YEAR ONE

GEC5501 Teaching and Curriculum Studies I

Modules

Teaching and Curriculum Studies I

Teaching Method I

One of either

English I
Creative Arts I
Science/Technology I
Social Studies I
Maths I
Business Studies I
Teaching of English as a Second Language I

GEC5503 Psychological Principles of Teaching

Modules

Psychological Principles I

Psychological Principles II

GEC5502 Teaching and Curriculum Studies II

Modules

Teaching and Curriculum Studies II

Teaching Method II

One of either

English II
Visual Arts II
Music II
Science/Technology II
Social Studies II
Business Studies II

Or

English I
Creative Arts I
Science/Technology I
Social Studies I
Maths I
Business Studies I
Teaching of English as a Second Language I

YEAR TWO

GEC5504 Philosophical Principles and Issues in Education

Modules

Issues in Education

Philosophical Principles

Graduate Diploma of Education (School Librarianship)

Course Code: GS
Student Adviser: Ms J. Phillips

The Course

The Graduate Diploma of Education (School Librarianship) is designed for students with a degree and an approved teaching qualification. The course has been accredited by the Australian Library and Information Association.

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 library staffed by a trained, experienced 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 at least part of their Practicum (unit GEC7290) in an approved 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 programs. Interested students should contact Associate Professor Joe Halléin, 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 (Graduate Certificate)  
GD (Graduate Diploma)  
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 suitably acceptable experience in a related field.

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**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) in-service 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 in-service (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.

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**Master of Education**

Course Code: MD  
Student Adviser: Dr G. Detrick

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

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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)
(BC)

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:

School of Education 7/15
GEC1101 Curriculum and Teaching Studies 1  
(BDT)

Full Year: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: Exploration of mathematical ideas included in content and approach to mathematics in primary schools. Elementary number system, how children learn mathematics, and contemporary theoretical approaches to teaching and learning. Activities to use in primary classrooms. (13 hours, semester 1 only).

Care and operation of microcomputer equipment. Introduction to wordprocessing (Apple Works).

Development of information retrieval skills including use of databases, reference materials, and multi-media resources (12 hours, semester 2 only).

Introduction to a second language (Japanese), development of personal oral and written language skills, and familiarity with children's literature (25 hours throughout the year).

Observing, communicating and reflecting about learning and teaching. The development of receptive skills (listening, observing) and interactive skills (communication). Preparation and reflection on practical experience in schools. (25 hours throughout the year).

Structuring personal knowledge and understanding of science through inquiry based experiences which emphasise personal involvement in scientific activities.

This unit includes a field experience component of 4 weeks in primary schools. (One week semester 1, three weeks semester 2).

Prescribed Texts: To be advised.

GEC1401 Education Studies 1  
(BDT)

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

Prerequisite: Nil

Unit Outline: A learner-centred approach is adopted where students develop a thorough understanding of the key human developmental growth indicators of cognition, language, physical growth, emotional growth, and personality. Individual differences are recognised and the students draw on contributions from sociology, philosophy, history, literature, and other relevant sources, in the development of their own explicit personal model(s) of human functioning and learning.

Prescribed Texts:


GEC1402 Education Studies 2  
(BDT)

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

Prerequisite: Six (6) first year units including GEC1401.

Unit Outline: The major topic of this unit is curriculum development. Students will examine school based curriculum development via an extensive model and will be encouraged to adopt a wide perspective on schooling in society. An important aim will be to assist students to reflect on earlier and concurrent studies as they progress through this unit.

Students will examine selected issues including assessment, Ministry support for school based curriculum development and the growing conflict between devolving and centralising curriculum control.

Prescribed Texts:


GEC1403 Education Studies 3  
(not offered in 1993)  
(BDT)

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

Prerequisite: GEC1402

Unit Outline: A Study of the Social, Historical and Philosophical influences on Education. Students will critically analyse education in Australia and in other countries from a number of Sociological perspectives and will include a sociological analysis of topics such as classroom management, teacher expectations, hidden curriculum and social issues in education.

The techniques of logical and narrative analysis will be taught and students will be able to use these to evaluate the work and credibility of education theories and practices.

Students will examine a range of issues in the study of the History of Childhood 1300 to the present and will become familiar with historiographical discussions relevant to the topic.
Prescribed Texts:
Aries, P., Centuries of Childhood.
Lloyd, I., Philosophy and the Teacher.

GEC2011 Teaching Studies II: (Skills of Teaching) (BC)

Full Year: 9 hours per week - includes 40 days of supervised teaching experience in schools - unit value of 0.5 - internal study.

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 (BC BT 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 (BC BT)

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:

GEC2101 Curriculum and Teaching Studies 2 (BDT)

Full Year: 7 hours per week - unit value of 3.0 - internal study.

Prerequisites: Six (6) first year units including GEC1101.


Theories of language teaching practice such as whole language, Frameworks, skills-based and literature-based models. Curriculum guidelines in use in Australian schools. Children's Literature Studies.

Skills and strategies of teaching (questioning, reinforcement, variability, introducing and closing sessions, explaining, demonstrating, grouping, handling disruptive behaviour, classroom management and organisation). Written lesson plans. Evaluation of learning outcomes.

The definition and rationale for the inclusion of social studies in the school curriculum. Teaching strategies and learning activities including enquiry strategies, handling values, level and unit planning, content and evaluation. Curriculum guidelines in use in Australian schools.

Basic elements of music (melody, rhythm, expression, tone, colour, harmony and form). Composing, performing and listening to music. Planning and implementing a music curriculum in the primary school.

An examination of the characteristics and needs of children in terms of physical growth and development. The planning and implementation of a physical education program in the primary school.
Current theories on children's reception of imagery and visual thinking. Teaching strategies and visual media which are appropriate for primary school children. Activities for art/craft sessions in primary schools. This unit includes a field experience component of 6 weeks in primary schools (three (3) weeks in each semester).

Prescribed Texts: To be advised.

GEC2133 Curriculum Studies: Creative Arts Primary I (DT)

First Semester: 4 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)

GEC2205 Drama in Performance (BC 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:

GEC3011 Teaching Studies III: Strategies 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: GEC211

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: GEC2011

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:

GEC3101 Curriculum and Teaching Studies 3
(not offered in 1993)
(BDT)

Full Year: 10 hours per week - unit value of 5.0 - internal study.

Prerequisite: GEC2101

Unit Outline: Critical evaluation of the ideas underlying primary school mathematics, current Australian and international mathematics curriculum statements, and research about the teaching and learning of mathematics. Critical evaluation of instructional and manipulative materials. The planning implementation and evaluation of a protracted teaching sequence.

An investigation of psycholinguistic and sociolinguistic models of language development. Language and literacy development of school-age children and literature based program development. Assessment and evaluation of language and literacy (informal and formal).

The selection, use and evaluation of teaching resource materials. The use of computers in information retrieval and analysis. The development of research skills needed by children to access, analyse and present information.

Robotics and control. The social implication of the impact of computers.

The study, implementation and evaluation of models of teaching. Introduction to teaching.


The use of microcomputer software, including databases, in the social studies curriculum. The inquiry process and the ability of children to apply it. Research funding in social education. Unit planning and evaluation.

Investigation of curriculum guideline's in music. Planning, implementation and evaluation of music activities in the primary school.

Examination of curriculum statements in personal development and health. The planning, implementation and evaluation of units of work in personal development and health.

Investigation of art curriculum guidelines. The selection and use of visual media for classroom activities. Planning, implementation and evaluation of the art curriculum.


This unit includes a field experience component of 6 weeks in primary Schools (three (3) weeks in each Semester).

Prescribed Texts: To be advised.

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 professionally and vocationally relevant course which produces confident and competent teachers. Students will be expected to understand the learning theories underpinning the manner in which children learn mathematics; become familiar with the trends in Australian and selected international curriculum content and demonstrate an ability to plan, implement and evaluate a protracted teaching and learning sequence. Selected students will also have the opportunity to take part in the Mathematics in Classroom project.

Teaching Methods: Workshops, lectures, school based MIC program.

Assessment: 4 Assignments and 2 Teaching Tasks.

Prescribed Texts:

Recommended Reference:
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 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)
Second Semester: 4 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 
(BC 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%)
I Project (40%)

Prescribed Texts:

GEC3303 Philosophical Foundations of Education 
(BC 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
(BC 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
(BC BT GD PD BL BP)

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 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.

School of Education 7/21
GEC4422 Educational Psychology
(BC BT GD PD BP)

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:

GEC4426 Curriculum Theory and Evaluation
(BT BC GD PD BP)

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)
(BP 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
(BC GD PD BP)

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
(BC GD PD BP)

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 (20% each)
1 Major Curriculum Project (60%)

Prescribed Text:

GEC4430 Curriculum Studies: Children’s Literature in the Primary and Secondary School (Australian)
(not offered in 1993)
(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 GEC4429.

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 trial 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
(BC GD PD BP)

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
(BC GD PD BP)

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 (90%) 1 Basic Statistical Test (10%)

Prescribed Text:

GEC4438 Language and Learning (BC GD PD BL BP)

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 (BC GD PD BP)

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 (not offered in 1993) (BC GD PD BP)

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 (BC GD PD BP)

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 rationalised, 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  
(BC GD PD BP)  
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)  
(BP GD PD)  
First Semester: 2 hours per weekend 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 music situation of the students undertaking this unit. The unit will consider the design, implementation and evaluation of classroom music programs. Students will be presented with a wide range of ideas and approaches via readings and negotiated assignments which will encourage reflective consideration of music teaching and learning.  
Assessment:  
Biographical Statement hurdle requirement  
Curriculum Evaluation (40%)  
Project (60%)  
Prescribed Texts:  

GEC4466 Curriculum Studies: Advanced Teaching Studies Music (Lower Secondary)  
(BP GD PD)  
Second Semester: 2 hours per weekend school - unit value of 1.0 - distance education.  
Prerequisite: GEC4465 or 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. Unit materials will consider practical activities 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 exploration exercises, 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.  
Assessment:  
2 Classroom Music Arrangements (50%)  
Methodology Research Paper (50%)  
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.  

GEC4467 Curriculum Studies: Advanced Teaching Studies Drama P-12  
(not offered in 1993)  
(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*.

GEC4469 Curriculum Studies: Advanced Teaching Studies Physical Education P-12 (BC GD PD BP)

First 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 curriculum project and a project application report. It is anticipated most students will already be in schools where they can trial their ideas (special provision will be negotiated where applicable).

Teaching Methods: Lectures, workshops, consultation with adviser.

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 (30%).

(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 (i.e. in gymnastics it may follow the sequential development of a 10 week teaching unit leading up to a competition). 2000 words plus data, (50%).

Prescribed Texts:


GEC4470 Research in Education (BC GD PD BP)

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).

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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
(BC GD PD BP)
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)
Second 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; ethnic, 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.

Option for this unit: A three-week study tour of Singapore and Malaysia in January with a report during semester 2. Students interested to take this option should contact the unit adviser.

Assessment:
Two Essays (30% each)
One project (40%)

Prescribed Text:

GEC4476 Equity in Education
(BC BP GD PD)
Second Semester: 4 hours per week equivalent - unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma.

Unit Outline: This unit will offer an examination of the theory and educational implications for classroom practice and curriculum of issues in the area of equity in education. The approach taken will include examination of gender roles, religion, sexuality, and age as areas where differential access, discrimination and bias in practice frequently have significant educational impact.

Assessment: Three assignments including one theory-based essay of 1500 words and two exercises relating to curriculum and classroom teaching practice.

Prescribed Texts:
Gilbert, P., Gender, Literacy and the Classroom. ARA, 1989.

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 1992.

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 1992.

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 1992.

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 1992.

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:
Rine Lesson Pack.
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 of 1.0 - distance education - attendance at weekend schools and 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:
Protherough, R., Encouraging Writing. Methuen, 1983.
Smedley, D., Teaching the Basic Skills. Methuen, 1983.

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:

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.
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.

Teaching Methods: Lectures and tutorials, study guides and readings are provided.

Assessment: Two assignments of equal value which require the practical application of cooperative curriculum planning and resource management.

Prescribed Texts:

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.

Prerequisites: 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.

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: GEC7220

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.

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.

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 library/resource centre within an 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.

Content: 20 days Practicum to be supervised in a 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.

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 uses for various hardware configurations and learn various models for management of learning with computers in the classroom.

Assessment: 3 Assignments

Prescribed Text:

School of Education 7/33
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 Text:  

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.
### School Information

- Officers of the school: 8/2
- Courses offered: 8/2
- Course co-ordinators: 8/2

### Undergraduate Studies

- Associate Diploma of Engineering (Industrial Management): 8/3
- Bachelor of Engineering: 8/4
- Bachelor of Engineering/Bachelor of Business: 8/9

### Graduate Studies

- Graduate Certificate of Engineering: 8/15
- Graduate Diploma of Engineering (Maintenance Management): 8/16
- Master of Engineering: 8/17

### Unit Outlines

- 8/18

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**School of Engineering**
School Information

Officers of the school

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**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

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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**
  - Electronic and Computer
  - Electro-Mechanical
  - Mechanical
  - Mining Engineering*

- **Graduate Certificate of Engineering** - By internal and distance education.

- **Graduate Diploma of Engineering (Maintenance Management)** - By distance education only.

- **Master of Engineering** - By Research.
  * Offered in co-operation with Ballarat University College.
  ** Not available to first year students.

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

<table>
<thead>
<tr>
<th>Award (Industrial Management)</th>
<th>Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Diploma of Engineering</td>
<td>Mr K. Enders</td>
</tr>
<tr>
<td>Bachelor of Engineering - Civil</td>
<td>Mr P. Walker</td>
</tr>
<tr>
<td>- Electrical</td>
<td>Dr J. Ochsenbein</td>
</tr>
<tr>
<td>- Electronic and Computer</td>
<td>Dr J. Ochsenbein</td>
</tr>
<tr>
<td>- Electro-Mechanical</td>
<td>Dr J. Ochsenbein</td>
</tr>
<tr>
<td>- Mechanical</td>
<td>Dr I. Spark</td>
</tr>
<tr>
<td>- Mining</td>
<td>Mr D. Nag</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award (Maintenance Management)</th>
<th>Co-ordinator</th>
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</thead>
<tbody>
<tr>
<td>Graduate Certificate of Engineering</td>
<td>Mr P. Walker</td>
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<tr>
<th>Award</th>
<th>Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diploma of Engineering (Maintenance Management)</td>
<td>Mr K. Enders</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Award</th>
<th>Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Engineering</td>
<td>Dr I. Spark</td>
</tr>
</tbody>
</table>
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>Module 1: Basic Supervision</td>
<td>GEG5004 Industrial Supervision</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>GEG5012 Human Communications</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>GEG6114 Safety Management</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>GBU7001 Productivity Improvement 1</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>GAS1831 Introduction to Computers</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>4.0</strong></td>
</tr>
</tbody>
</table>
Module 2: Industrial Supervision
GEG6004 Industrial Management Methods 1.0
GEG6124 Engineering Project Supervision 1.0
GEG6904 Production & Operations Management 1.0
GBU7004 Human Resource Management 1.0
Total 4.0

Module 3: Maintenance Supervision
GEG5124 Drawing & Design 1.0
GEG5634 Plant Engineering 1.0
GEG6634 Maintenance Supervision 1.0
GBU7006 Financial Management 1.0
Total 4.0

Module 4: Technical Module
*GAS1080 Physical Science 1.0
**GAS1601 Basic Mathematics 1.0
Technical Electives (Minimum) 2.0
Total 4.0

Module 5: Industrial Experience
GEG6044 Industrial Project 1.0
GEG6058 Industrial Experience 2.0
Elective (from Supervision or Technical Electives) (Minimum) 1.0
Total 4.0

TOTAL 16.0

* A technical elective may be substituted if a year 12 science subject has been passed.
** A technical elective may be substituted if a year 12 mathematics subject has been passed.

Note:
1. A certificate will be issued at the completion of each module.
2. Students seeking articulation to the Bachelor of Engineering are advised to take Module 4.
3. Credit for units may be given for previous equivalent studies.

Electives
Supervision:
GBU1201 Introduction to Business Law 1.0
GBU3314 Training & Development 1.0

Technical:
GEG5124 Drawing and Design 1.0
Approved units from level 1 or level 2 of the Bachelor of Engineering courses.

Further information may be obtained from the Course Coordinator, Mr Keith Enders.

Bachelor of Engineering

Course Codes: BI (Civil)
BM (Mechanical)
BN (Electro-Mechanical)
BR (Electrical)
BEC (Electronic and Computer)

The Bachelor of Engineering courses have been reviewed as part of a regular process. The first three years of the reviewed course and the fourth year of the old course will be available in 1993. The fourth year of the new course will be phased in by 1994.

As a result of the review the Bachelor of Engineering (Electrical) will not be offered to common first year students in 1993. The new Bachelor of Engineering (Electronic and Computer Engineering) will be offered at year 1 and 2 in 1993. This course is in the process of approval which should be completed by the end of 1992.

The Courses

The Bachelor of Engineering is a four-year fully professional course and offers specialisation in the following areas:

Civil
Electrical
Electronic and Computer
Electro-Mechanical
Mechanical
Mining

The 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, Physics and Mathematics: Change and Approximation, or Extensions (Change and Approximation) 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. The Bachelor of Engineering (Electronic and Computer Engineering) will be submitted for professional recognition to the Australian Computer Society.

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><strong>Level One</strong></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</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Systems</td>
<td></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** |                                  |            |
| GEG2113  | Measurement and Instrumentation  | 0.75       |
| GEG2303  | Structural Design                | 0.75       |
| GEG2313  | Structural Engineering I         | 0.75       |
| GEG2323  | Geology and Geomechanics         | 0.75       |
| GEG2333  | Surveying                        | 0.75       |
| GEG2513  | Energy Conversion and Machines   | 0.75       |
| GEG2703  | Mechanical Design II             | 0.75       |
| GEG2723  | Applied Mechanics                | 0.75       |
| GEG2743  | Fluid Mechanics I                | 0.75       |
| GEG2641  | Engineering Mathematics          | 0.5        |
| GEG2741  | 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       |
| GEG3303  | Structural Engineering II        | 0.75       |
| GEG3313  | Structural Engineering III       | 0.75       |
| GEG3323  | Soil Mechanics I                 | 0.75       |
| GEG3333  | Road Engineering                 | 0.75       |
| GEG3343  | Public Health Engineering        | 0.75       |
| GEG3353  | Engineering Construction         | 0.75       |
| GEG4**4  | Transdisciplinary Elective       | 1.0        |
|          | **Total**                        | **8.0**    |

| **Level Four** |     |     |
| GEG4008  | Engineering Project              | 2.0        |
| GEG4104  | Engineering Management           | 1.0        |
| GEG4**4  | Transdisciplinary Elective       | 1.0        |

Four options to be chosen from:

| GEG2394  | Mining Technology                | 1.0+       |
| GEG3394  | Mineral Processing               | 1.0+       |
| GEG4304  | Structural Engineering IV        | 1.0*       |
| GEG4314  | Structural Engineering V         | 1.0*       |
| GEG4324  | Geomechanics II                  | 1.0*       |
| GEG4334  | Traffic Engineering              | 1.0*       |
| GEG4344  | Hydrology                        | 1.0*       |
|          | **Total**                        | **8.0**    |

* Four optional subjects to be offered in any one year from those listed. (selection to be based on resources available, and a student poll)
+ These units to be available if required by Mining degree students (transferring to Ballarat University College)

Level 3 & 4 Transdisciplinary Electives

| GEG4034  | Environmental Engineering        | 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       | 1.0        |
|          | Communications                    | 1.0        |
| GEG4174  | Land Use Planning                | 1.0        |
| GEG7014  | Terotechnology and Life Cycle     | 1.0        |
|          | **Total**                        |            |

Note that level 4 will be phased in in 1994. Level 4 of the old course only will be available in 1993. This is tabulated below.
### Electrical Engineering Degree

Only students already enrolled in the Electrical Engineering Degree will normally be allowed to re-enrol in the course in 1993. Students beginning a new degree course will have the option of the new Electronic and Computer Engineering degree (Level 1 & 2 in 1993) or the Electro-Mechanical degree course.

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.

Levels 2, 3 and 4 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></td>
<td><strong>Level Two</strong></td>
<td></td>
</tr>
<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2503</td>
<td>Electrical Design II</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 I</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2533</td>
<td>Digital Electronics and Computers</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2548</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>
<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></td>
<td><strong>Total</strong></td>
<td><strong>8.0</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Level Three</strong></td>
<td></td>
</tr>
<tr>
<td>GEG3000</td>
<td>Industrial Experience**</td>
<td>0.0</td>
</tr>
<tr>
<td>GEG3913</td>
<td>Energy and the Environment <em>(or Approved Elective)</em></td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3104</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Note:** level 4 will be available in 1994. Level 4 of the old course only will be offered in 1993. This is tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Level Four</strong></td>
<td></td>
</tr>
<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:**

| 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                     | 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 and 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.**

**The offering of the fourth year electives is dependent on student demand and staff availability.**

---

8/6 School of Engineering
Life Cycle Costs
- 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.
+ The offering of any of the fourth year electives is dependent on student demand and staff availability.

Electronic and Computer Engineering Degree

In the Electronic and Computer Engineering degree course students are academically equipped to work as professional electronic or computer engineers. Particular areas of specialisation are: analog electronics, digital electronics, and computer hardware including computer communications and networking; computer software including operating systems and software engineering.

Level 1 and 2 of the new course tabulated below will be offered in 1993:

<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 Computing 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>Vector and Matrices</td>
<td>0.5</td>
</tr>
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</table>

Total 8.0

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>GEG2123</td>
<td>Electronics, Society and Computers</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2503</td>
<td>Electrical Design II</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 I</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>GEG2552</td>
<td>Electronic Design II</td>
<td>0.5</td>
</tr>
<tr>
<td>GAS1812</td>
<td>Computer Programming 2</td>
<td>1.0</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>

Total 8.0

Level Three (not offered in 1993)

<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>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>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>GEG3564</td>
<td>Computer Systems Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4XX4</td>
<td>Approved Engineering Elective</td>
<td>1.0</td>
</tr>
</tbody>
</table>

GAS1813 Information Systems I 1.0
GBU1001 Introductory Accounting A 1.0

Total 8.0

Level Four (not offered in 1993)

<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>GEG4524</td>
<td>Communication Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4564</td>
<td>Computer Systems Engineering II</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4XX4</td>
<td>Approved Engineering Elective</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS2814</td>
<td>Operating Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS3811</td>
<td>Software Engineering</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total 8.0

Recommended Electives Units (if available)

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4144</td>
<td>Computer Control Applications</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4054</td>
<td>Digital Imaging</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4084</td>
<td>Robotic Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4114</td>
<td>Instrumentation Systems</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Mechanical Engineering Degree

In the Mechanical Engineering degree course students are academically equipped to work as professional mechanical engineers. Particular areas of specialisation include thermodynamics, engineering design, and machinery applications.

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 Computing 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>
</tbody>
</table>

Total 8.0

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>GEG2303</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 I</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>

Total 8.0

School of Engineering 8/7
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
GEG3703 Mechanical Design III 0.75
GEG3713 Engineering Materials and Manufacturing Processes 0.75
GEG3723 Mechanics of Material 0.75
GEG3733 Thermodynamics III 0.75
GEG3743 Fluid Mechanics II 0.75
GEG3763 Vibration and Noise Control 0.75
GEG4** Transdisciplinary Elective 1.0

Total 8.00

School of Engineering

Level Four (not offered in 1993)

GEG4008 Engineering Project 2.0
GEG4104 Engineering Management 1.0
GEG4154 Control Systems 1.0
GEG4** Transdisciplinary Elective 1.0

Three options to be chosen from:

GEG4604 Mechanical Design IV 1.0
GEG4614 Computer Integrated Manufacture 1.0
GEG4624 Rotodynamic Machines 1.0
GEG4654 Combustion and Heat Transfer 1.0

Total 8.0

Level 3 & 4 Transdisciplinary Electives

GEG4034 Environmental Engineering 1.0
GEG4054 Digital Imaging 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
GEG7014 Terotechnology and Life Cycle Costs 1.0

Two Additional Electives to be chosen from:

- the above Units
- approved electives from other Engineering degrees, e.g. GEG4034 Environmental Engineering.
- other approved Electives, e.g. GEG3484 Electrical Machines.

** 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.

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></td>
<td>Engineering Design and Practice</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Engineering Computing Tools</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Engineering Computer Techniques</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Statics</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Electric Circuits</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Engineering Materials</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Dynamics</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics and Chemical Systems</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Physical Science for Engineers</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Vectors and Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Total</td>
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</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></td>
<td>Measurement and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Energy Conversion and Machines</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Analog Electronics I</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Digital Electronics and Computers I</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Circuits and Electromagnetic Fields</td>
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</tr>
<tr>
<td></td>
<td>Applied Mechanics</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Thermodynamics</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Fluid Mechanics I</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td>Engineering Mathematics</td>
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<tr>
<td></td>
<td>Operations Research and Statistics</td>
<td>0.75</td>
</tr>
</tbody>
</table>

Either:

Total 8.00
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+
- GEG3703 Mechanical Design III 0.75+
- GEG3713 Engineering Materials and Manufacturing Processes 0.75+
- GEG3723 Mechanics of Material 0.75+
- GEG3733 Thermodynamics III 0.75+
- GEG3743 Fluid Mechanics II 0.75+
- GEG3763 Vibration and Noise Control 0.75+

** Select 10 0.75 unit value subjects over Levels 3 & 4

Level Four (not offered in 1993)
- GEG4008 Engineering Project 2.0
- GEG4104 Engineering Management 1.0
- GEG4154 Control Systems 1.0
- 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*
- GEG4604 Mechanical Design IV 1.0*
- GEG4614 Computer Integrated Manufacture 1.0*
- GEG4624 Rotodynamic Machines 1.0*
- GEG4654 Combustion and Heat Transfer 1.0*
- GEG4**4 Transdisciplinary Elective 1.0

* Select one Electrical or one Mechanical Option

Level 3 & 4 Transdisciplinary Electives
- GEG4034 Environmental Engineering 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
- GEG7014 Terotechnology and Life Cycle Costs 1.0

Note that level 4 will be phased in in 1994. Level 4 of the old course only will be available in 1993. This is tabulated below:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Four</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAS4008</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>GAS4014</td>
<td>Engineering Management and Industrial Relations</td>
<td>1.0</td>
</tr>
<tr>
<td>GAS4024</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td>Four Electives to be chosen from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEG3454</td>
<td>Power Electronics</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4034</td>
<td>Environmental Engineering</td>
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<tr>
<td>GEG4044</td>
<td>Terotechnology</td>
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<tr>
<td>GEG4054</td>
<td>Digital Imaging</td>
<td>1.0</td>
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<td>GEG4404</td>
<td>Power Systems</td>
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<tr>
<td>GEG4434</td>
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<td>GEG4454</td>
<td>Communications Systems</td>
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<td>GEG4604</td>
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</tr>
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<td>Rotodynamic Machines</td>
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</tr>
<tr>
<td>GEG4634</td>
<td>Thermodynamics III</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4654</td>
<td>Fuel and Combustion Technology</td>
<td>1.0</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.

Admission to Degree with Advanced Standing

Admission to one of the undergraduate degrees in Civil, Electrical, Electro-mechanical, Electronic and Computer, 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
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 "B" in the first year of study.

Course Structure

Students Starting in Engineering

First Year

All Disciplines

<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>
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</tr>
<tr>
<td></td>
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Second Year

Civil Engineering

Engineering Units

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<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>Geography and Geomechanics</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2333</td>
<td>Surveying</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>0.50</td>
</tr>
<tr>
<td>GAS2741</td>
<td>Operations Research and Statistics</td>
<td>0.75</td>
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Business Units

Three from the following core units:

<table>
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<tr>
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<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>GBU1001</td>
<td>Introductory Accounting A</td>
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<tr>
<td>GBU1101</td>
<td>Introduction to Economics</td>
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<tr>
<td>GBU1201</td>
<td>Introduction to Business Law</td>
<td>1.0</td>
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<tr>
<td>GBU1302</td>
<td>Management Theory and Functions</td>
<td>1.0</td>
</tr>
<tr>
<td>GBU1401</td>
<td>Introduction to Marketing</td>
<td>1.0</td>
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<td><strong>3.0</strong></td>
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<td><strong>Total</strong></td>
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Electrical Engineering

Engineering Units

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<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2503</td>
<td>Electrical Design II</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 I</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>GAS2641</td>
<td>Engineering Mathematics</td>
<td>0.50</td>
</tr>
<tr>
<td>GAS2741</td>
<td>Operations Research and Statistics</td>
<td>0.75</td>
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<td><strong>Sub total</strong></td>
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Business Units

As for Civil 3.0

Total 8.75

Mechanical Engineering

Engineering Units

<table>
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<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG2533</td>
<td>Digital Electronics &amp; 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>0.50</td>
</tr>
<tr>
<td>GAS2741</td>
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Business Units

As for Civil 3.0

Total 8.75

Electro-Mechanical Engineering

Engineering Units

<table>
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<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
<tr>
<td>GEG3000</td>
<td>Industrial Experience</td>
<td>0.0</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>GEG3303</td>
<td>Structural Engineering II</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3313</td>
<td>Structural Engineering III</td>
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</tr>
<tr>
<td>GEG3323</td>
<td>Soil Mechanics I</td>
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</tr>
<tr>
<td>GEG3333</td>
<td>Road Engineering</td>
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</tr>
<tr>
<td>GEG3343</td>
<td>Public Health Engineering</td>
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Third Year

Civil Engineering

Engineering Units

<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>GEG2503</td>
<td>Electrical Design II</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 I</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>GAS2641</td>
<td>Engineering Mathematics</td>
<td>0.50</td>
</tr>
<tr>
<td>GAS2741</td>
<td>Operations Research and Statistics</td>
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<td></td>
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Business Units

As for Civil 3.0

Total 8.75
### Fourth Year

#### Civil Engineering

<table>
<thead>
<tr>
<th>Engineering Units</th>
<th>Sub total</th>
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<tbody>
<tr>
<td>GEG4034 Environmental Engineering</td>
<td>1.0*</td>
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<tr>
<td>GEG4174 Land Use Planning</td>
<td>1.0*</td>
</tr>
<tr>
<td>GEG4304 Structural Engineering IV</td>
<td>1.0*</td>
</tr>
<tr>
<td>GEG4314 Structural Engineering V</td>
<td>1.0*</td>
</tr>
<tr>
<td>GEG4324 Geomechanics II</td>
<td>1.0*</td>
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<tr>
<td>GEG4334 Traffic Engineering</td>
<td>1.0*</td>
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<tr>
<td>GEG4344 Hydrology</td>
<td>1.0*</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

* Four optional subjects to be offered in any one year from those listed. (Selection to be based on resource available, and a student poll).

#### Business Units

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GBU2304 Organisational Behaviour</td>
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</tr>
<tr>
<td>Four other units</td>
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</table>

#### Total 9.0

### Electrical Engineering

#### Engineering Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4154 Control Systems</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Three options to be chosen from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4504 Power Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4514 High Voltage Engineering</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4524 Communication Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4544 Discrete Signals and Control Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4554 Industrial Power Applications</td>
<td>1.0</td>
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<tr>
<td>GEG4564 Computer Systems Engineering II</td>
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<tr>
<td><strong>Sub total</strong></td>
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</table>

#### Business Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>As for Civil</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5.0</strong></td>
</tr>
</tbody>
</table>

#### Total 9.0

### Mechanical Engineering

#### Engineering Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4154 Control Systems</td>
<td>1.0</td>
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</table>

Three options to be chosen from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEG4606 Mechanical Design IV</td>
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<tr>
<td>GEG4614 Computer Integrated Manufacture</td>
<td>1.0</td>
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<tr>
<td>GEG4624 Rotodynamic Machines</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4654 Combustion and Heat Transfer</td>
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</tr>
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<td><strong>Sub total</strong></td>
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#### Business Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>As for Civil</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

#### Total 9.0

### Electro-Mechanical Engineering

#### Engineering Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEG3000 Industrial Experience</td>
<td>0.0</td>
</tr>
<tr>
<td>GEG3104 Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG3133 Engineering Computer Applications</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3703 Mechanical Design III</td>
<td>0.75</td>
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<tr>
<td>GEG3713 Engineering Materials and Manufacturing Processes</td>
<td>0.75</td>
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<tr>
<td>GEG3723 Mechanics of Materials</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3733 Thermodynamics III</td>
<td>0.75</td>
</tr>
<tr>
<td>GEG3743 Fluid Mechanics II</td>
<td>0.75</td>
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<tr>
<td>GEG3763 Vibration and Noise Control</td>
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#### Business Units

<table>
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<tr>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>2 from core units</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>8.25</strong></td>
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</tbody>
</table>

### School of Engineering 8/11
Electro-Mechanical Engineering

Engineering Units
GEG4154 Control Systems 1.0
Other units to be selected after consultation with Course Adviser. (2 x 1.0, 2 x 0.75) 3.5
Sub total 4.5

Business Units
As for Civil 5.0
Total 9.5

Fifth Year

All Disciplines

Engineering Units
GEG4008 Engineering Project 2.0

Business Units
GBU3309 Industrial Relations 1.0
5 other units 5.0
or 6 other units if 2 majors are taken which do not include the Management Major 6.0
Total 8.0 or 9.0

Course Totals
Civil, Electrical, Mechanical 42.0 or 43.0
Electro-Mechanical 42.5 or 43.5 Unit Value

Notes:

1. Students starting in Engineering are not required to do the Business Core Units GAS1751 Quantitative Methods I and GAS1851 Computers in Business.

2. Candidates must comply with the following Bachelor of Business Requirements.

A candidate must complete:

(i) A major study of a 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 are available as majors and/or sub-majors whilst Law and Computing are available as sub-majors.

3. If one Business major only is taken other than Management then one sub-major must be Management otherwise the fifth year units will total 10.0 unit value.

4. A minimum of 42.0 unit value must be passed.

Students Starting in Business

First Year

Unit No. Unit Name Unit Value
GBU1001 Introductory Accounting A 1.0
GBU1101 Introduction to Economics 1.0
GBU1201 Introduction to Business Law 1.0
GBU1302 Management Theory and Functions 1.0
GBU1401 Introduction to Marketing 1.0
GAS1751 Quantitative Methods I 1.0
GAS1851 Computers in Business 1.0
1 other unit 1.0
Total 8.0

Second Year

Engineering Units (all disciplines)
GEG1102 Engineering Design and Practice 0.5
GEG1132 Engineering Computer Techniques 0.5
GEG1303 Statics 0.75
GEG1503 Electric Circuits 0.75
GEG1713 Engineering Materials 0.75
GEG1723 Dynamics 0.75
GEG1733 Thermodynamics and Chemical Systems 0.75
GAS1388 Physical Science for Engineers 1.0
GAS1611 Calculus 1.0
GAS1612 Vectors and Matrices 0.5
Sub total 7.25

Business Units
1 unit 1.0
Total 8.25

Third Year

Engineering Units (all disciplines)
As for Second Year Discipline Start in Engineering 5.75

Business Units
3 units 3.0
Total 8.75

Fourth Year

Engineering Units (all disciplines)
As for Third Year Discipline Start in Engineering 6.25

Business Units
2 units 2.0
or 3 units if 2 majors are taken which do not include the Management Major 3.0
Total 8.25 or 9.25
**Fifth Year**

### Civil Engineering

**Engineering Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>Engineering Project</td>
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</tr>
<tr>
<td></td>
<td>Three options to be chosen from:</td>
<td></td>
</tr>
<tr>
<td>GEG4034</td>
<td>Environmental Engineering</td>
<td>1.0*</td>
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<tr>
<td>GEG4174</td>
<td>Land Use Planning</td>
<td>1.0*</td>
</tr>
<tr>
<td>GEG4304</td>
<td>Structural Engineering IV</td>
<td>1.0*</td>
</tr>
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<td>GEG4314</td>
<td>Structural Engineering V</td>
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<tr>
<td>GEG4324</td>
<td>Geomechanics II</td>
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<td>GEG4334</td>
<td>Traffic Engineering</td>
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<tr>
<td>GEG4344</td>
<td>Hydrology</td>
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Sub total: 5.0

- Four optional subjects to be offered in any one year from those listed. (Selection to be based on resource available, and a student poll).

**Business Units**

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Total: 9.0

### Electrical Engineering

**Engineering Units**

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<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>GEG4008</td>
<td>Engineering Project</td>
<td>2.0</td>
</tr>
<tr>
<td>GEG4154</td>
<td>Control Systems</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two options to be chosen from:</td>
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</tr>
<tr>
<td>GEG4504</td>
<td>Power Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4514</td>
<td>High Voltage Engineering</td>
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</tr>
<tr>
<td>GEG4524</td>
<td>Communication Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4544</td>
<td>Discrete Signals and Control Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4554</td>
<td>Industrial Power Applications</td>
<td>1.0</td>
</tr>
<tr>
<td>GEG4564</td>
<td>Computer Systems Engineering II</td>
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Sub total: 5.0

**Business Units**

<table>
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<tr>
<th>Units</th>
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Total: 9.0

### Mechanical Engineering

**Engineering Units**

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEG4008</td>
<td>Engineering Project</td>
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</tr>
<tr>
<td>GEG4154</td>
<td>Control Systems</td>
<td>1.0</td>
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<tr>
<td>GEG4604</td>
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<td>GEG4614</td>
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<td>GEG4624</td>
<td>Rotodynamic Machines</td>
<td>1.0</td>
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<tr>
<td>GEG4654</td>
<td>Combustion and Heat Transfer</td>
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</table>

Sub total: 5.0

**Business Units**

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
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Total: 9.0

### Electro-Mechanical Engineering

**Engineering Units**

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<tr>
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<th>Course Name</th>
<th>Units</th>
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<tr>
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<tr>
<td>Other units to be selected after consultation with Course Adviser.</td>
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Sub total: 5.5

**Business Units**

<table>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>4.0</td>
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</tbody>
</table>

Total: 9.5

**Notes:**

1. Students must include the following Management units in the course: GBU1302 Management Theory and Functions, and GBU3309 Industrial Relations.

2. Candidates must comply with the following Bachelor of Business requirements:

   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 are available as majors and/or sub-majors whilst Law and Computing are available as sub-majors.

3. If one Business major only is taken other than Management then one sub-major must be Management otherwise the fourth year units will total 10.25 unit value.

4. Students who have passed GAS1851 Computers in Business are not required to do GEG1123 Engineering Computing Tools.

5. A minimum of 42.0 unit value must be passed.
## Summary of Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Engineering (Unit Value)</th>
<th>Business (Unit Value)</th>
<th>Engineering (Unit Value)</th>
<th>Business (Unit Value)</th>
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<td>0</td>
<td>8</td>
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<tr>
<td>2</td>
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<td>3</td>
<td>6.25</td>
<td>2</td>
<td>5.75</td>
<td>3</td>
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<td>4 or 4.5#</td>
<td>5</td>
<td>6.25</td>
<td>2 or 3*</td>
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<tr>
<td>5</td>
<td>2</td>
<td>6 or 7*</td>
<td>5 or 5.5#</td>
<td>4</td>
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<tr>
<td></td>
<td>26 or 26.5#</td>
<td>16 or 17</td>
<td>24.25 or 24.75#</td>
<td>18 or 19</td>
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</tbody>
</table>

**Course Totals**
- Civil, Electrical, and Mechanical: 42.0 or 43.0 unit value.
- Electro-Mechanical: 42.5 or 43.5 unit value.

* The extra Business unit is required if 2 majors are taken and Management is not included.

# Electro-Mechanical Degree.
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 1993 are as follows:

1. Structural Computations Stream (Course Adviser: Dr M. Isreb)
   
   GEG4214 Structural Computations*
   GEG4244 Theory of Structures II*
   GEG4254 Structural Design*
   GEG4204 Structural Design II*

2. Engineering Management Stream (Course Adviser: Mr P. Walker)
   
   GEG4014 Engineering Management and Industrial Relations*
   GEG4024 Engineering Project Management*
   GEG7014 Terotechnology and Life Cycle Costs*
   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*

*These units require attendance at a compulsory Residential School.

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. In some circumstances, candidates may be required to undertake preliminary studies before embarking on a Graduate Certificate program.
There will normally be a restriction on the maximum number of non-graduate enrolments in any year.

Due to quota restrictions applying to students admitted under the Higher Education Contribution Scheme (HECS), new students will only be admitted to this course as fee paying students. Under the Training Guarantee Act 1990, companies can sponsor students and ensure their professional development. Alternatively students paying their own fees may be eligible for a tax deduction under Section 51(i) of the Income Tax Assessment Act. Students who have already commenced this course as HECS students have the option of continuing on this basis or as a fee paying student.

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 to twenty 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.

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/ 

* This does not mean "Associate Diplomas".

Special Unit Requirements

Students before proceeding to unit GEG7074 Computer Applications in Terotechnology should have at least an introductory level of computer literacy.

Documentation

Applicants must supply certified copies of their qualifications.

Non-graduate/diplomate applicants must also include a statement of duties for their current position and any other information that will support their application.

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.
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. (Refer to Principal Dates for dates)</td>
</tr>
<tr>
<td>GEG7024</td>
<td>Maintenance Management</td>
<td>1 &amp; 2</td>
<td>Nil</td>
<td>Students must attend a Residential School in second year. (Refer to Calendar for dates)</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>GEG7064</td>
<td>Maintenance Techniques</td>
<td>1 &amp; 2</td>
<td>Nil</td>
<td></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>GEG7054</td>
<td>Fault Diagnosis and Condition Monitoring</td>
<td>3 &amp; 4</td>
<td>GEG7024</td>
<td></td>
</tr>
<tr>
<td>GEG7074</td>
<td>Computer Applications in Terotechnology</td>
<td>3 &amp; 4</td>
<td>GEG7024, GEG7014</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>

Distance Education

The University'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 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 Principal Dates.

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.
As part of the development of a total Monash information system, a new unit numbering system was introduced within the University College 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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</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>5113</td>
</tr>
<tr>
<td>GEG1303</td>
<td>Statics</td>
<td>5130</td>
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<tr>
<td>GEG1503</td>
<td>Electric Circuits</td>
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</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 I</td>
<td>5181</td>
</tr>
<tr>
<td>GEG2113</td>
<td>Measurement and Instrumentation</td>
<td>5201</td>
</tr>
<tr>
<td>GEG2123</td>
<td>Electronics, Society and Computers new unit</td>
<td>5220</td>
</tr>
<tr>
<td>GEG2303</td>
<td>Structural Design</td>
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<tr>
<td>GEG2313</td>
<td>Structural Engineering I</td>
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<tr>
<td>GEG2323</td>
<td>Geology and Geomechanics</td>
<td>5221, 5223</td>
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<tr>
<td>GEG2333</td>
<td>Surveying</td>
<td>5224</td>
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<tr>
<td>GEG2394</td>
<td>Mining Technology</td>
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<tr>
<td>GEG2452</td>
<td>Working With Systems 2</td>
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<td>GEG2503</td>
<td>Electrical Design II</td>
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<td>GEG2513</td>
<td>Energy Conversion and Machines</td>
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<td>GEG2523</td>
<td>Analog Electronics I</td>
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<td>GEG2533</td>
<td>Digital Electronics and Computers I</td>
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<td>GEG2743</td>
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<td>GEG3000</td>
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<td>GEG3133</td>
<td>Engineering Computer Applications</td>
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<td>GEG3323</td>
<td>Soil Mechanics I</td>
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<td>GEG3333</td>
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<td>GEG3343</td>
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<td>GEG3353</td>
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<td>GEG3394</td>
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<td>Electrical Machines</td>
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<td>Digital Electronics and Computers II</td>
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<td>Engineering Materials and Manufacturing Processes</td>
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<td>Engineering Management and Industrial Relations</td>
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<td>Environmental Engineering</td>
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<td>GEG4044</td>
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<td>Digital Imaging</td>
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8/18 School of Engineering
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Unit Value</th>
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<tr>
<td>GEG4224</td>
<td>Water Engineering</td>
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<td>GEG4244</td>
<td>Theory of Structures II</td>
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<td>GEG4254</td>
<td>Structural Design</td>
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<td>GEG4264</td>
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<td>GEG4304</td>
<td>Structural Engineering IV (not 1993)</td>
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<td>Structural Engineering V (not 1993)</td>
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<td>GEG4324</td>
<td>Geomechanics II (not 1993)</td>
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<td>GEG4334</td>
<td>Traffic Engineering (not 1993)</td>
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<td>Industrial Power Applications</td>
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<td>Electronic Instrumentation Systems</td>
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<td>GEG4445</td>
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<td>GEG4474</td>
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<tr>
<td>GEG4564</td>
<td>Computer Systems Engineering II (not 1993)</td>
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<td>GEG4624</td>
<td>Rotodynamic Machines</td>
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<td>GEG4634</td>
<td>Thermodynamics III</td>
<td>5463</td>
</tr>
<tr>
<td>GEG4654</td>
<td>Combustion and Heat Transfer (not 1993)</td>
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<tr>
<td>GEG5004</td>
<td>Industrial Supervision</td>
<td>5500</td>
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<td>Human Communications</td>
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<tr>
<td>GEG5124</td>
<td>Drawing and Design (not 1993)</td>
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<tr>
<td>GEG5634</td>
<td>Plant Engineering</td>
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<tr>
<td>GEG6004</td>
<td>Industrial Management Methods (not 1993)</td>
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<td>GEG6044</td>
<td>Industrial Project</td>
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</tr>
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<td>GEG6058</td>
<td>Industrial Experience</td>
<td>5605</td>
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<tr>
<td>GEG6114</td>
<td>Safety Management</td>
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**GEG1102 Engineering Design and Practice**

(All BM BN BR BEC)

Unit Adviser: Mr Y. Ibrahim

Second Semester: 4 hours per week - unit value of 0.5 - internal 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 concept to fabrication.

Prescribed Texts:

**GEG1123 Engineering Computing Tools**

(All BM BN BR BEC)

Unit Adviser: Professor K.R. Spriggs

First Semester: 5 hours per week - unit value of 0.75 - internal study.
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 functional 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.

GEGL32 Engineering Computer Techniques
(BI BM BN BR BEC)

Unit Adviser: Mr J. Ang

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.

GEGL503 Electric Circuits
(BI BM BN BR BS BEC)

Unit Adviser: Mr N. Samaan

First 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 BEC)

Unit Adviser: Mr T.J. Richards

Second Semester: 5 hours per week - unit value of 0.75 - internal and distance education study.

Prerequisite: Nil


Prescribed Texts:

GEG1723 Dynamics
(BI BM BN BR BEC)

Unit Adviser: Mr N. Colavecchio

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 BEC)

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
(DES BS GH)

Unit Adviser (Interim): Mr T.J. Richards

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:

- 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.

- 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:

GEG2123 Electronics, Society and Computers
(BEC)

Unit Adviser: Mrs L. Spriggs

First Semester: 4 hours per week - unit value of 0.75 internal study.

Prerequisite: Completion of level one.

Unit Outline: This unit employs the theme of "Change" to highlight the inter-relationships between electronics, society and computers.

Historical Perspectives: ("Change" from the past)
A survey of the history of developments leading to modern technologies is presented with emphasis on the issues of:

- which technologies were critical to developments
- what facilitated technological change
- what were the positive and negative social aspects of various technological milestones
- what are the modern day legacies of historical technologies

Current Technology and Social Influences ("Change" in progress)
Key contemporary technologies are discussed to develop an overview of the functions of each technology. Those technologies are subsequently analysed in relation to social impact and consequences.

- Key Technologies:
  - Information (mass storage, knowledge bases, expert systems, Hypermedia)
  - Communication (ISDN, Video, Optical Fibre)
  - Automation (CAD/CAM, AI, Robotics)
  - Computation (GUI, parallel processing, networking)

- Social Influences:
  - Legal (FOI, data security)
  - Ethical (Privacy, community interest)
  - Economic (Market forces, economic incentives)
  - Professional (Codes of Practice)
Future Challenges: (Analysis of "Changes" to come) Students will be stimulated to build on their conceptual understanding of Key Technologies and Social Influences to develop views of the future applications of their studies in professional practice. Maintaining the focus upon electronic and computer technologies, students will be encouraged to develop a perspective of those rapidly changing fields by analysis of:

- what direction technology is taking
- what drives change
- how individuals contribute to change
- who precipitates change
- what are the society's control mechanisms
- what directions are socially desirable

Recommended Reading:
The unit will be based on selected contemporary readings from such sources as:

- Scientific American
- Byte
- IEEE Trans. on Technology & Society
- IEEE Computer
- IEEE Spectrum

GEG2303 Structural Design (BI BM)

Unit Adviser: Dr K. Thirugnanasundralingham

Second Semester: 5 hours per week - unit value of 0.75 - internal 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:
Latest editions of Australian Standards 1170, 3600, 4100.

GEG2313 Structural Engineering I (BI)

Unit Adviser: Dr M. Isreb

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

Prerequisite: GEG2723.


Prescribed Texts:

GEG2323 Geology and Geomechanics (BI)

Unit Adviser: Mr D. Nag

First Semester: 5 hours per week - unit value of 0.75 - internal 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 (BI)

Unit Adviser: To be advised.

First Semester: 5 hours per week - unit value of 0.75 - internal 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: Mr D. Nag

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 Terminology; 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 BEC)

Unit Adviser: Dr R. Perera

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 coils 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 BEC)

Unit Adviser: Mr N. Samaan

Second Semester: 5 hours per week - unit value of 0.75 - internal 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 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 BEC)

Unit Adviser: Mr G. Harrison

First Semester: 5 hours per week - unit value of 0.75 - internal and distance education 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 I
(BM BN BR BS BEC)

Unit Adviser: Dr J. Ochsenbein

First Semester: 5 hours per week - unit value of 0.75 - internal 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, arithmetical 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 BEC)

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.

Prescribed Texts:

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GEG2552  Electronic Design II
(BEC)
Unit Adviser: Mr G. Harrison
Second Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisites: GEG2523, GEG2533.
Unit Outline: Topics include: Analog/Digital Conversion Programs, Logic Controllers, Linear and Non Linear Integrated Circuits, Applications and Electronic Circuit Construction.
Recommended Reading:
Relevant PLC Manuals, IC data Manuals.

GEG2703  Mechanical Design II
(BI BM BN)
Unit Adviser: Dr H. Aziz
Second Semester: 5 hours per week - unit value of 0.75 - internal and distance education 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. Iareh, Mr Y. Ibrahim
First Semester: 5 hours per week - unit value of 0.75 - internal 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 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.
Prescribed Texts:

GEG2733  Thermodynamics
(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: 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.
Prerequisites: GEG1723, GEG1303.
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): Mr T.J. Richards

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 BEC)

Unit Adviser: Appropriate Principal Lecturer.

Full Year: 0.5 hours per week - internal and distance education 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

GEG3104 Engineering Project Management
(BI BM BN BR PE BEC)

Unit Adviser: Mr K. Cale

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

Prerequisites: Completion of Level 2.

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:

GEG3133 Engineering Computer Applications
(BI BN BM BR BEC)

Unit Adviser: Mr G. Vains

First Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisites: GEG1123, GEG1132, GAS1611, GAS2741.

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Objectives:
On successfully completing this unit the student should be able to do the following:

1. Systematically define and characterise engineering problems.
2. Determine the software, computer hardware, and practical constraints applicable to engineering problems.
3. Select appropriate solution techniques for a range of real engineering problems.
   (a) Set up appropriate user interface.
   (b) Determine appropriate level of user/model interaction.
4. Construct an interactive computer simulation/model of typical classes of engineering problems that will:
   (a) have a graphical output
   (b) enable the student to visualise the problem and its interaction with its environment.
   (c) facilitate engineering judgements based on (a) and (b).
5. Validate the simulation/model with emphasis on:
   (a) model sensitivity
   (b) error analysis
   (c) domain of applicability

Unit Outline: Topics to be covered may include the following: System characterisation, Software, Hardware, Problem Definition Tools, Selecting the Modelling Process, Practical Examples, Error and Sensitivity Analysis.

Prescribed Text: Due to the scope of the subject there is no single text that is appropriate.

### GEG3303 Structural Engineering II (B1)

**Unit Adviser:** Dr K. Thirugnanasundralingham

**First Semester:** 5 hours per week - unit value of 0.75 - internal study.

**Prerequisites:** GEG2303, GEG2723.


**Prescribed Texts:**
- Latest editions of relevant Australian Standards.
- Parts 1 and 2 - Loading Codes.
- Steel Structures Code.
- Reinforced Concrete Structures Code.
- Timber Structures Code.

### GEG3313 Structural Engineering III (B1)

**Unit Adviser:** Dr M. Isreb

**First Semester:** 5 hours per week - unit value of 0.75 - internal study.

**Prerequisite:** GEG2313

**Unit Outline:** Introduction to approximate structural design: Basic concepts, safety, serviceability, feasibility, performance codes. Comparison of one, two and three-dimensional structures. Influence lines. Fundamentals of statically indeterminate structures. Matrix Methods of structural engineering: coordinate systems, structural connectivity, structural matrices, solution for the unknowns of truss, beam and frame design.

**Prescribed Text:**

### GEG3323 Soils Mechanics I (B1)

**Unit Adviser:** Mr D. Nag

**First Semester:** 5 hours per week - unit value of 0.75 - internal study.

**Prerequisite:** GEG2323

**Unit Outline:** Lateral earth pressure. Retaining wall, Bracing of excavations, sheet pile Geomembrane/Geotextile. Soil bearing capacity for shallow foundations. Soil bearing capacity for deep foundations. Design for foundation for building and vibrating machinery.

**Assessment:** Assignments, Laboratory work and Written examination.

**Prescribed Texts:**
- AS 1726 SAA Site Investigation Code.
- AS 2159 SAA Piling Code.

### GEG3333 Road Engineering (B1)

**Unit Adviser:** Mr P. Walker

**Second Semester:** 5 hours per week - unit value of 0.75 - internal study.

**Prerequisites:** GEG2323, GEG2333.

**Unit Outline:** The organisation and sources of funding for Australian Roads. The impact of the road transport sector
on the national economy. Environmental aspects of road transport.

Geometric design of roads, speed, sight distance, horizontal and vertical alignment, cross section elements. Urban road design, intersection detailing, urban road drainage. Design for pedestrians and cyclists. The application of computer methods to the road design process.

Road making materials, quarrying procedures, specification of rock products. Pavement design and laboratory testing procedures. Pavement condition monitoring and pavement management systems.

Prescribed Texts:
Vicroads, Road Design Manual.

GEG3343 Public Health Engineering
(BI)

Unit Adviser: Mr L. Soste

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

Prerequisite: GEG2743

Unit Outline:
1. Historical development of water supply practice in Victoria.
2. Development of the resource at the headworks.
5. Pumped System: Pump selection, pump and pipe system economics, waterhammer.
8. Asset/Maintenance Management.
9. Water supply for irrigation systems.
11. Hydraulic design of sewer reticulation systems.

Prescribed Text:

GEG3353 Engineering Construction
(BI)

Unit Adviser: To be advised.

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

Prerequisites: GEG2313, GEG2323, GEG2343.

Unit Outline: Plant and equipment: Compressed air services, Excavating tools, Rock drilling Tunnel plant, Hoisting and conveying equipment concreting plant. Form work, Scaffolding Welding, Selection of Plant, Safety.

Construction Methods:
Preliminary works, Drilling and Blasting.
Open excavation, Shafts and Tunnels, Preparations of foundations piled foundations, Timber and Concrete Construction, Steel Structures Prestressed Concrete, Roads and Runways, Dams, Bridges. Harbour and River works. Estimating materials and costs.

Prescribed Text:

GEG3394 Mineral Processing
(not offered in 1993)
(BI)

Unit Adviser: To be advised.

Second Semester: 5 hours per week - unit value of 1.0 - distance education (with compulsory on-campus practical session of three days at Ballarat University College.)

Prerequisites: GEG2703, GEG2743.

Unit Outline:
1. Economic justification; calculations; two product formulae; ore characteristics.
2. Primary, secondary and tertiary crushing and grinding. Screening. Classification - Stoke's and Newton's laws: free and hindered setting; hydraulic, mechanical and cyclone classifiers.
3. Thickening and filtration.
4. Concentration - gravity, flotation, electrostatic and magnetic separation, heavy media separation.
5. Flow sheets of plants - circuit design.
7. Tailings disposal.

Prescribed Text:

GEG3503 Electrical Design III
(BR)

Unit Adviser: Mr G.J. Harrison

Second Semester: 5 hours per week - unit value of 0.75 - 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.

GEG3513  Electrical Machines
(BN BR)

Unit Adviser: Mr K.R. Cale

First Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisite: GEG2513


Prescribed Text: To be advised.

Recommended Reading:


GEG3523  Analog Electronics II
(BN BR BEC)

Unit Adviser: Mr S. Nageswaran

First Semester: 5 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.

GEG3533  Digital Electronics and Computers II
(BN BR BS BEC)

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, programmed I/O operation using handshake, direct memory access.

Prescribed Texts:


Recommended Reading:

GEG3553  Power Electronics
(BN BR BEC)

Unit Adviser: Dr W.R. Perera

Second Semester: 5 hours per week - unit value of 0.75 - 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:

GEG3563  Computer Systems Engineering I
(BR BS)

Unit Adviser: Dr J.C. Ochsenbein

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

Prerequisites: GEG2523, GEG3533.

Unit Outline: Topics include: Detailed study of a 16-32 bit microprocessor (MC 68000 - 68040 family); Computer peripherals and interfacing, design and testing of interface circuits (hardware and software); standard serial and parallel buses (IEEE 488, IEEE 696 etc); microcomputer testing and trouble shooting.

8/30 School of Engineering
GEG3564  Computer Systems
Engineering I
(not offered in 1993)

(BEC BS)

Unit Adviser: Dr J.C. Ochsenbein

Second Semester: 6 hours per week - unit value of 1.0 -
internal study.

Prerequisites: GEG2523, GEG2533.

Unit Outline: This unit emphasises hardware
requirements, trouble shooting and design techniques used
for Digital Systems. A detailed study of the MOTOROLA
MC6800 family and peripherals is introducing the student
to the characteristic features of a typical Computer System.
An in-depth study of microcomputer interfacing
techniques/design of interface circuits and a section on
microcomputer trouble shooting techniques familiarise the
student with testing equipment. The Logic Development
System is used to develop the concept of an Integrated
Workstation for the Design and Fault Finding of
Microcomputer Systems.

Prescribed Texts:
Gorsline, G.W., Assembly and Assemblers the Motorola
Fulcher, J., An Introduction to Microcomputer

GEG3664  Design

(GS)

Unit Adviser (Interim): Mr K.B. Enders

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

Prerequisites: GEG2452, GEG2812.

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:
Dieter, G.E. Engineering Design. 1st metric ed.,

French, M.J., Invention and Evolution. Cambridge, U.P.,

Recommended Reading:

GEG3703  Mechanical Design III
(BM BN)

Unit Adviser: Dr H. Aziz

First Semester: 5 hours per week - unit value of 0.75 -
internal study.

Prerequisite: GEG2703

Unit Outline: Design of unfired pressure vessels and
pressure piping system. Design and selection of
mechanical power transmission systems and components;
bearings and lubrication systems; and material handling
equipment. Design and selection of fluid power systems.
Study of further aspects of design based on fatigue
considerations. Where necessary the unit topics will be
supplemented by case studies. Design projects will form a
major part of this unit. Where applicable the appropriate
standards, codes and statutory requirements will be
referred to in the design process. Wherever possible,
computers will be used in the design optimisation of
systems and components.

Prescribed Text:
Shigley, J.E., Mechanical Engineering Design. Metric

GEG3713  Engineering Materials and
Manufacturing Processes
(BM BN)

Unit Adviser: Mr T. Richards

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

Prerequisite: GEG1713

Unit Outline: Manufacturing properties of materials.
Machine Tools. Manufacturing Processes. Basic
Metrology. Total Quality Control. Basic Work Study.
Surface Hardening and Bearing Materials. Metallography
of Welding. Fracture Mechanics. Non-Destructive
Inspection. Corrosion kinetics and corrosion control.
Oxidation and Creep Resistance. Adhesives and
Composite Materials. Quantitative Methods of Materials
Selection.

Prescribed Texts:
De Garmo, E.P., Black, J.T., & Kosher, R.A., Materials
GEG3723  Mechanics of Materials
(BM BN)

Unit Adviser: Dr H. Aziz

First Semester: 5 hours per week - unit value of 0.75 -

Prerequisite: GEG2723

Unit Outline:
1. Deflection using strain energy.
2. Stresses in thick - walled cylinders due to internal and external pressures.
3. Stresses in rotating discs.
4. Contact stresses.
5. Experimental stress analysis including strain gauging and photo-elasticity.
6. Inelastic bending and torsion.
7. Residual stresses.
8. Plasticity of metals with application including evaluations of forces required in some applications such as rolling of metal strips, extrusion, tube sinking, etc.

Prescribed Text:

GEG3733 Thermodynamics III
(BM BN)

Unit Adviser: Dr Y. Sidrak

First Semester: 5 hours per week - unit value of 0.75 -

Prerequisite: GEG2733

Unit Outline:
1. Refrigeration: basic cycle and modifications; p.h chart; absorption refrigerators; gas refrigeration cycles; properties of refrigerants.
2. Psychrometry and Air Conditioning: gas - vapour mixtures; psychrometric charts; air-conditioning systems; cooling towers.
3. Heat Transfer: Steady transfer by conduction, numerical methods for conduction; two-dimensional steady conduction; unsteady state conduction; principles of convection (natural and forced); dimensional analysis; radiation heat transfer; condensation and boiling heat transfer; heat exchanges.

Prescribed Text:

GEG3743 Fluid Mechanics II
(BM BN)

Unit Adviser: Mr D. Walker

Second Semester: 5 hours per week - unit value of 0.75 -

Prerequisite: GEG2743

Unit Outline:
1. Dynamics of ideal fluid flow, potential flow, irrotational flow, circulation and certicity, stream function and velocity potential, sources, sinks, cortices. Combinations of basic flow patterns, the complete potential, conformal transformations.
2. Boundary layer equations. Laminar and turbulent boundary layers on a flat plate, boundary layer growth, skin friction drag. Applications of boundary layer theory, thermal boundary layers.
3. Lift and drag. Extension of earlier work to considerations of a finite wing, leading edge and trailing edge devices. Application to turbine and fan blades, propellers and wind turbines.
5. Transient flow in pipes, pressure transient theory, water hammer, scunge task.
6. Turbulence. The physicals of turbulence, examples of turbulent flow, atmospheric turbulence, measurement techniques.

Prescribed Text:

GEG3763 Vibration and Noise Control
(BM BN)

Unit Adviser: Dr H. Aziz

Second Semester: 5 hours per week - unit value of 0.75 -

Prerequisites: GEG2723

Unit Outline:
Vibration: Fundamentals of vibration; Vibration models; Application of vibration models; Free Vibrations of Single degree of freedom systems; Undamped systems, Damped systems; Forced Vibration; Response of underdamped system; Response of damped system; Transmissibility of vibration; Isolation of Vibration; Vibration measurement; Two Degree of Freedom systems; Determination of natural frequencies and associated mode shapes; Equivalent System Modelling; Multi degree of freedom system; Determination of eigenvalue and eigenvectors; Modelling methodologies; Computer application to vibration analysis.

Noise Control: Fundamentals and basic terminology; The human ear; Instrumentation for noise measurement and analysis, Health aspects of noise, Sound sources, Sound
power; Sound in enclosed areas; Acoustic enclosures and barriers; Muffling devices; Sound power and pressure level estimation procedures; Survey of analytical techniques for the estimation of sound power levels.

Prescribed Texts:

**GEG3904 Energy and Society**

( BS BT BC BP)

Unit Adviser: Mrs L. Spriggs

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:

**GEG3913 Energy and the Environment**

( BI BN BM BR BEC)

Unit Adviser: Mrs L. Spriggs

Full Year: 3 hours per week - unit value of 0.75 - distance education.

Prerequisite: Entry to B.Eng Course.

Unit Outline: Following a survey of the history of human energy use, a comprehensive model is derived to provide a structure for considering energy use and its effect on the environment in particular, and society in general. Topical issues such as the "Oil Crisis", the "Nuclear Debate" and the "Greenhouse Effect" are used in conjunction with the model to highlight the emerging need to reassess energy usage before the obvious benefits of its use are overtaken by its side effects.

The model highlights the following:
- classification of energy resources humans use
- capabilities of extraction and conversion technologies
- patterns of energy use
- environmental and social effects of energy technologies and systems
- economic and political implication of energy resource distribution and use, and energy planning.

Students are encouraged to evaluate current energy/environment issues in the context of historical energy planning and policy making; and to consider innovative strategies for supplying and using energy in a more environmentally friendly way in the future.

Prescribed Text:

Recommended Reading:

**GEG4008 Engineering Project**

( BN BM BI BR BEC)

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 level degree student. The primary function of the Engineering Project unit is to give the student personal responsibility for a realistic industrial problem under carefully controlled conditions; he/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 BEC)

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 and distance education 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
(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:

GEG4054 Digital Imaging
(BI BM BN BR BEC)

Unit Adviser: Mr G. Vains

Full Year: 3 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 corona or
surface tracking discharges; water shed/flow pattern analysis; discrimination of coal/sediment beds in open-cut mining.

Prescribed Text: Nil

Recommended Reading:
Niblack, W., An Introduction to Digital Image Processing.
Handbooks associated with Imaging Laboratory hardware and software.

GEG4074 Finite Element Applications
(not offered in 1993)
(BI BM BN BR)

Unit Adviser: Dr M. Isreb

Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG2303, GEG2723, GAS1613, GAS2741, GAS2641.

Unit Outline: Kinematic indeterminacy, Comparison of static and kinematic indeterminacy, Member relations, matrix formulation, compatibility, connectivity, stiffness, flexibility, temperature effects, fabrication error, self-straining problems, generations of [K] in computer applications, FEM limitations and advantages, numerical mathematics, practical numerical applications.

Recommended Reading:
Kaplan, W., Advanced Calculus. Addison-Wesley,
Hammer, P.C., Marlowe, O.P., & Stroud, A.H.,
Numerical Integration over Simplexes and Cones.
Vemuri, V., & Karplus, W.J., Digital Computer
McCannell, A.J., Applications of Tensor Analysis. Dover
(Latest edition).
Isreb, M., Australian Standard Rolled Sections Design
Invariant Parameters. Comp & Struct., Pergamon

GEG4084 Robotic Systems
(BI BM BN BR BEC)

Unit Adviser: Mr Y. Ibrahim

Second Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisites: completion of the 2nd year units.

Unit Outline: Specification and Sequence of Contents:
Introduction; Robots Applications; Robots General Structure; End-effector's design and job requirements;

Economic justification of utilising robots; Robots selection process.

Resources:
- Laboratory sessions will be conducted to ensure the hands on experience in the robotics field.
- Site visits to manufacturing places where robots are heavily used.
- Organising video's for robots "Advanced Applications" etc.

Prescribed Text:

Recommended Reading:

GEG4094 Advanced Engineering Computer Applications
(not offered in 1993)
(BI BM BN BR BEC)

Unit Adviser: Mr J. Ang

Second Semester: 6 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GEG1123, GEG5132.


Prescribed Text: To be advised.

GEG4104 Engineering Management
(not offered in 1993)
(BI BM BN BR BEC)

Unit Adviser: To be advised.

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

Prerequisite: GEG3104

Unit Outline:

3. An introduction to professional negligence and liability.


5. Industrial Relations: The importance of industrial relations to the engineer. An introduction to the industrial relations system and the process involved, Industrial conflict and image determination.

6. An introduction to the principles and practices of health and safety at work.

Prescribed Texts:

GEG4114 Instrumentation Systems
(BR BM BN BI BEC)

Unit Adviser: Mr W. Nageswaran

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

Prerequisite: GEG2113

Unit Outline: Study of Instrumentation Systems including automated measurement systems, measurement techniques, circuit design for instrumentation systems (including transducers, etc.) and computer aided instrumentation. Design and evaluation of an Instrumentation System for a specific application.

Prescribed Text: To be advised.

GEG4124 Telemetry and General Data Communications
(not offered in 1993)
(BR BM BN BI BEC)

Unit Adviser: Mr W. Nageswaran

Unit Value of 1.0

Prerequisite: GEG2113

Unit Outline: Study of the concepts of Telemetry and Data Communications Systems. Detailed review of the measurement and control techniques used for remote systems. Remote sensing circuits implementation including protection, calibration, power supply and reliability. Data/Digital transmission methods used between the remote location and the control location. Data Acquisition, Preprocessing and Analysis techniques for optimising operation.

Prescribed Text: To be advised.

GEG4144 Computer Control Applications
(not offered in 1993)
(BEC)

Unit Adviser: Mr G. Harrison.

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

Unit Outline: Review of the development of reliability of Computer Controlled Application on Industrial Control Systems with emphasis in hierarchical organisation and distributed computing to optimise reliability. Topics include Industrial Control Systems, including Fault tolerant Systems; Analog Systems; DFT, FFT Consolation; Supervisory and Direct Computer Control.

Prescribed Text: To be advised.

GEG4154 Control Systems
(not offered in 1993)
(BM BN BR)

Unit Adviser: To be advised.

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

Prerequisites: 5251, 5252, 7288.


Control System Hardware: Electrical, mechanical, hydraulic and pneumatic hardware. Sensors, actuators and controllers, including PID controllers. Typical characteristics.


Relationship between s Plane and time response. Signal flow graph representation. System transfer function reduction by Mason’s Rule.


equations. Time response testing and analysis.

Prescribed Text:

**GEG4174 Land Use Planning**
(not offered in 1993)
(BI BM BN)

Unit Adviser: Mr P. Walker
Second Semester: 6 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Completion of all 2nd year units.

Unit Outline: The origins of modern land use planning. The social, physical and economic factors involved in local and regional land use and transport planning. Government policies and procedures in the planning process. Techniques for trip generation and assignment including microcomputer software. Some economic implications of alternative land use and transport patterns on the public and private purse.

Prescribed Text:

**GEG4204 Structural Design II**
(BI PE)

Unit Adviser: Dr K. Thirugnanasundralingam

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

Prerequisites: GEG3202 or GEG4254.

Unit Outline: Specialised design in structural steel, aluminium, plastics, timber and reinforced and pre-stressed concrete.

Prescribed Text: To be advised.

**GEG4214 Structural Computations**
(PE)

Unit Adviser: Dr M. Isreb

Full Year: 3 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:

Recommended Reading:

**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 or GEG4214.


Prescribed Text: To be advised.

**GEG4254 Structural Design**
(BM PE)

Unit Adviser: Mr D. Nag

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 and Timber Structures in accordance with current Australian Standards.

Assessment: Assignments, Projects and Written examinations.

Prescribed Texts:


AS3600 Unified Concrete Structure Code

AS1511 The Use of High-Strength Bolts in Steel Structures

AS1554 Structural Steel Welding

AS1170 Minimum Design Loads on Structures

AS4100 Steel Structures

AS1720 Timber Structure Code

GEG4264 Traffic Engineering

(not offered in 1993)

(BI)

Unit Adviser: Mr P. Walker

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

Prerequisite: GEG3264

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:


GEG4304 Structural Engineering IV

(not offered in 1993)

(BI)

Unit Adviser: Dr K. Thirugnanasundralingham

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

Prerequisite: GEG3303


Prescribed Texts:

Latest editions of relevant Australian Standards.


GEG4314 Structural Engineering V

(not offered in 1993)

(BI)

Unit Adviser: Dr M. Isreb

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

Prerequisite: GEG3313

Unit Outline: Plastic theory applied to structural engineering. Structural design space, design variables, and design constraints. Advanced matrix methods and applications of FEM in structural engineering to structural problems.

Prescribed Text: To be advised.

GEG4324 Geomechanics II

(not offered in 1993)

(BI)

Unit Adviser: Mr D. Nag

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

Prerequisite: GEG3323


Assessment: Assignments, Laboratory work, Projects and Written examinations.

Prescribed Texts:


GEG4344 Hydrology

(not offered in 1993)

(BI)

Unit Adviser: Mr L. Soste

Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: GEG3343

Unit Outline:
1. The initial section provides a basic understanding of the physical processes operating in the hydrologic cycle, the techniques used to collect data and how that data is used in model formulation.
   (a) Introduction to hydrologic cycle as an interdependent system comprising physical, chemical and biological components.
   (b) Rainfall Processes: Factors producing temporal and spatial variation of rainfall. Measurement of rainfall. Data checks. Utilisation of the data to represent a rainfall event: Pluviograph, isohyetal map, IDF curves, synthetic rainfall patterns, PMP.
   (c) Catchment Processes: Interception, throughfall, infiltration, percolation, surface runof.
   (f) Groundwater Processes: Groundwater flow processes.

2. Introduction to the major analysis/design techniques commonly used in Australian hydrologic engineering practice.
   (b) Urban Drainage analysis and design. Hydrologic models: Rational method, time area methods. Critical period storms. Hydraulic design: Kerb and channel capacity, side entry pit capacity, pipe diameter and grade, pit losses, hydraulic grade line.
   (c) Quality Modelling. Introduction to principles of quality modelling. Data collection. Model calibration and testing.
   (d) Storage yield analysis: Definition of demand. Rippl (mention only). Behaviour analysis with historic data. Data generation.
   (e) Groundwater management: Yield determination by pump tests. Quality control and borehole monitoring.

Prescribed Text:

or

GEG4404 Power Systems
(BN BR)

Unit Adviser: Mr K.R. Cale

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

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 teams, 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**

(Enclos) BN

Unit Adviser: Mr. S. Nageswaran

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

**GEG4464 Advanced Digital Systems**

(not offered in 1993)

(Enclos) BR

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:

**GEG4474 Advanced Control Systems**

(not offered in 1993)

(Enclos) BM BN

Unit Adviser: Mr. G.J. Harrison

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

Prerequisite: GEG3014


Recommended Reading:

**GEG4524 Communications Systems**

(not offered in 1993)

(Enclos) BR BN

Unit Adviser: Mr. W. Nageswaran

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

Prerequisites: GEG3523, GEG3533. 
Unit Outline: This unit provides an overview of communication components, systems and techniques. Topics covered will include: information theory, information transmission and acquisition systems, noise and error control, transmitters and receivers, transmission and projection, analog and digital systems, telephone systems and switching techniques.

Prescribed Texts: To be advised.

GEG4544  Discrete Signals and Control Systems
(not offered in 1993)
(BR)

Unit Adviser: Mr G. Harrison

Full Year: 3 hours per week - unit value of 1.0.

Prerequisites: GEG2543, GEG2523, GAS2641.

Unit Outline: Study the effect of including signal processing in process feedback control. Digital signal processing and filtering techniques. Composition and optimum control techniques. Selected topics from linear phase filtering, amplitude modulation, spectral shifter frequency sampling and quantization effects.

Prescribed Texts: To be advised.

GEG4564  Computer Systems Engineering II
(not offered in 1993)
(BR BEC)

Unit Adviser: Mr N. Nageswaran

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

Prerequisites: GEG3564, GEG3523.

Unit Outline: Review of hardware and design techniques available for digital systems with emphasis on micro computer based applications: Computer System Design and Read Time Operating Systems. Study of the concepts of Digital Processing and filtering with relevant applications.

A slightly modified outline will apply in 1994 for the unit and different prerequisites will apply on an interim basis (GEG3563).

Prescribed Texts:

GEG4604  Mechanical Design IV
(BM BN)

Unit Adviser: Mr K.B. Enders

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

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 designers can be guided towards the best solution are studied along with creativity, optimisation, reliability, product design, design for manufacture, computer applications in mechanical engineering design, case studies, and other appropriate current topics. Possible solutions to particular mechanical design problems are examined throughout the course.

Prescribed Texts:

GEG4614  Computer Integrated Manufacture
(not offered in 1993)
(BM BN)

Unit Adviser: To be advised.

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

Prerequisites: GEG1102, GEG1123, (5370 + 5371)

Unit Outline: Geometrical representation; Computer description of engineering components; CAD/CAM systems; Economics of manufacturing process; Total quality control; Just in Time, Automation of Manufacturing Systems; Implementing CIM systems, Computer Integrated Production Management.

Prescribed Texts:

GEG4624  Rotodynamic Machines
(BM BN)

Unit Adviser: Mr D. Walker

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

Prerequisites: GEG3743, GEG3763.
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 Combustion and Heat Transfer
(not offered in 1993)
(BM BN)

Unit Adviser: Dr Y. Sidrak

First Semester: 6 hours per week - unit value of 1.0 - internal study.

Prerequisites: GEG3733, GEG3743.

Unit Outline: Topics to be covered may include the following:
1. Furnace Combustion: Principles of combustion; Burner design; Mass and energy balances; Theoretical flame temperatures; Calculation of actual flame temperatures; Flame emissivity; Fluidised-bed combustion systems.
2. Conduction: Introduction to conduction; One dimensional steady state conduction; Two dimensional steady state conduction; Transient conduction.
3. Convection: Introduction to convection; Free convection; Forced convection; Boiling and condensation.
4. Radiation: Radiation processes and properties; Radiation exchange between surfaces.
5. Heat Exchanger Design: Introduction to heat exchangers; Convective heat exchange design; Radiative heat exchange design; Mixed mode.

Prescribed Text:

GEG5004 Industrial Supervision
(AE)

Unit Adviser: To be advised.

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: To be advised.

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.
GEG6004 Industrial Management Methods

(not offered in 1993)

(AB)

Unit Adviser: To be advised.

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:

GEG6044 Industrial Project

(AB)

Unit Adviser: To be advised.

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
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: Nil

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 proscribed 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.

Prescribed Text: 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: To be advised.

First Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil


Prescribed Text: To be advised.

GEG6634 Maintenance Supervision (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 BI BM BN BR)

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 increasing 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: To be advised.

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; Queuing 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: Mr R. Beebe

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; Cepstrum, 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: To be advised.

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

Prerequisite: Nil

maintainability.

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 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: Prof N. Hastings

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: Mr A. Stephan

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: Mr A. Kirkness

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: Dr C. Curnick

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)
(not offered in 1993)
(GB PE)

Unit Adviser: To be advised.

Second 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 successful industrial operations, including manufacturing, processing, construction, transport industries and public utilities.

Unit Outline: The operations environment: markets, human resources, labour relations, economic factors, technological change, corporate and government policies; Planning: long range planning and operations design, capacity and location analysis; The design and development of products and services, information requirements and forecasting; Resource allocation and scheduling Operations costs and control; The working environment: facilities layout, workplace design, working conditions and safety. Just-in-time production. Methods and measurement. Quality and productivity.

The use of modern computer and operations research techniques to operations management.

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 presentation by specialist lecturers.

Assessment:
Assignments (60%)
Examination (3 hours) (40%)

Prescribed Texts: To be advised.

GEG8014 Engineering Management II
(Project Management)
(not offered in 1993)
(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)
GEG9564 Master of Engineering (Electronic and Computer)
GEG9664 Master of Engineering (Mechanical)
GEG9864 Master of Engineering (Electro-Mechanical)

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.
# School Information

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## Undergraduate Studies

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## Graduate Studies

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## Unit Outlines

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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 Nursing - Offered only as an internal full-time course which normally requires three years of study.

- Bachelor of Health Science (Nursing) - Currently offered as a distance education course, which normally requires two 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.

* There is no further intake to this course.

Course advisers

Diploma of Applied Science (Nursing)  Ms Peg Carmody
Bachelor of Nursing  Ms Peg Carmody
Bachelor of Health Science (Nursing)  Ms Jeni Grubb
Graduate Diploma of Health Science (Community Health)  Mrs Victoria Trigar
Graduate Diploma of Health Science (Gerontics)  Mrs Victoria Trigar
Master of Health Science (Nursing)  Dr Valerie Willington

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) and Bachelor of Nursing - Successful graduates will be eligible for registration with the Victorian Nursing Council (VNC).
Undergraduate Studies

Diploma of Applied Science (Nursing)

Course Code: DN

There is no further intake to this course.

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 as professional nurses 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.

Course Requirements

To qualify for the Diploma of Applied Science (Nursing) students must earn at least twenty-four units of credit. The schedule for students who have completed year one of the course by the end of 1992 is as follows:

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<td>Physical Science for Health Care 3</td>
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Year Three

Semester One

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
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<td>Computers in the Health Care Setting</td>
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<tr>
<td>GHS3416</td>
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Semester Two

<table>
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<tbody>
<tr>
<td>GHS3427</td>
<td>Human Care Nursing Science 7</td>
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</tr>
<tr>
<td>GHS3428</td>
<td>Human Care Nursing Science 8 (Clinical Elective)</td>
<td>2.00</td>
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</tbody>
</table>

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 Nursing

Course Code: BDN

This degree course was introduced in 1992 to replace the undergraduate Diploma of Applied Science (Nursing).

The Course

The course is offered as an internal full-time course of three years duration, and prepares students for registration as general nurses with the Victorian Nursing Council. The course aims to provide students with the theoretical and clinical knowledge and professional understanding which will enable them to give holistic nursing care as first level practitioners in health care settings. At the same time the course aims to promote the education and development of individual students.

Entry Requirements

Applicants should have completed satisfactorily the Victorian Certificate of Education or equivalent to include English with 2 units of Mathematics at senior level. Bonus points will be awarded for Chemistry in Year 11 (10%) and it is recommended that students undertake one or more VCE studies in Human Biology, Physics, Human Development-Home Economics, Health Education, Physical Education.

For Mature Age entry applicants must have successfully completed Year 12 English and Mathematics units 1 and 2 or 3 and 4.

In addition to applying through the Victorian Tertiary Admissions Committee, applicants must complete a Nursing Course Administration Form, which can be obtained from Student Administration. Applicants may be required to attend a pre-selection interview at a date and time to be advised.

General Information

Approximately 50% of course work involves clinical and field placement. Students are responsible for transport and accommodation costs related to clinical and field placements. A uniform is required for clinical placements. Students are responsible for obtaining the correct uniform and suitable footwear. These need not be purchased until the end of semester one of the first year of the course.

The School of Health Sciences recommends that all students obtain relevant vaccination prior to clinical placement. It is strongly recommended that students undergo their first vaccinations prior to entering the course. Information on the vaccination policy may be obtained by contacting the School of Health Sciences.

Course Outline

To qualify for the Bachelor of Nursing students must satisfactorily complete twenty-four units of credit. The schedule of units is as follows:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Semester One</td>
<td></td>
<td></td>
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<tr>
<td>GHS1410</td>
<td>Issues in Nursing 1: Perspectives and Attitudes Towards Nursing</td>
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<tr>
<td>GHS1411</td>
<td>Nursing 1: Community Health</td>
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<tr>
<td>GSC1103</td>
<td>Psychology for Nursing A</td>
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<td>Semester Two</td>
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</tr>
<tr>
<td>GHS1420</td>
<td>Issues in Nursing 2: Theory in Nursing</td>
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<tr>
<td>GHS1422</td>
<td>Nursing 2: Fundamentals of Nursing</td>
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<tr>
<td>GAS1125</td>
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<tr>
<td>Semester One</td>
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<tr>
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<td>Issues in Nursing 3: Illness Experience</td>
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<td>GHS2412</td>
<td>Nursing 3: Nursing and Pharmacology for People Experiencing Acute Illness</td>
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<td>Issues in Nursing 4: Legal and Ethical Considerations in Nursing Practice</td>
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<td>Nursing 4: Nursing for Mental Health</td>
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<td>GHS2422</td>
<td>Nursing 5: Nursing for Women's Health and Gender Roles</td>
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<td><strong>Year Three</strong></td>
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<td>Semester One</td>
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<td>Nursing Therapeutics: Non-Drug Therapies</td>
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<tr>
<td>GSC1201</td>
<td>Introduction to Sociology A</td>
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<td>Issues in Nursing 6: Leadership and Management in Nursing Care</td>
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<td>Nursing 7: Chronic Health Problems and Rehabilitation in Community and Acute Care Settings</td>
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</table>
Bachelor of Health 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 this Bachelor of Health Science (Nursing) course 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 part-time.

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 or other appropriate bodies.

Course Requirements

The requirements for the award of the Bachelor of Health Science (Nursing) are:

Satisfactory completion of eight units of study which include seven nursing units, and one support unit.

Course Outline

Eight units are studied in four semesters of the course:

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
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<td>Semester One</td>
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<td>Legal and Ethical Studies in Nursing</td>
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<td>Professional Issues I</td>
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<td>GHS2445</td>
<td>Nursing Health Assessment</td>
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<td>Semester One</td>
<td>GHS2444</td>
<td>Professional Issues II</td>
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<td>GHS4546</td>
<td>Nursing Research</td>
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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 promote effective functioning in the Community Health area.

Entry Requirements

Applicants should satisfy the general entrance requirements to the University, be registered as a nurse with an appropriate statutory authority and have successfully completed an undergraduate degree. Experience in the relevant area of practice is desirable.

Course Outline

Community Health

<table>
<thead>
<tr>
<th>Unit No.</th>
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<th>Unit Value</th>
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<td>Year One</td>
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<tr>
<td>Semester One</td>
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<td>GHS7744 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 promote effective functioning in the Gerontics area.

Entry Requirements

Applicants should satisfy the general entrance requirements to the University, be registered as a nurse with an appropriate statutory authority and have successfully completed an undergraduate degree. Experience in the relevant area of practice is desirable.

Course Outline

Gerontics

<table>
<thead>
<tr>
<th>Unit No.</th>
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<tr>
<td>Semester One</td>
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<td>GHS7642 Health Education and Promotion</td>
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<tr>
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<td>Semester One</td>
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<td>A Psycho-social Perspective</td>
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<tr>
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<td>GHS8749 Clinical Project</td>
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</table>
Master of Health Science
(Nursing)

Course Code: MHC

The course is 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 in their undergraduate courses.

Course Requirements

Satisfactory completion of four core units, one advanced nursing elective unit and a minor thesis.

Course Outline

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
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<tr>
<td>Semester One</td>
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<tr>
<td>GHS9841</td>
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<tr>
<td>GHS9842</td>
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<tr>
<td>Year Two</td>
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<tr>
<td>Semester One</td>
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<td>GHS9843</td>
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<td>Semester Two</td>
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<td>GHS</td>
<td>Thesis (Minor)</td>
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As part of the development of a total Monash information system, a new unit numbering system was introduced within the University College in 1992. To assist both students and staff with the implementation of the new system, the following is provided:

<table>
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<tr>
<th>New Number</th>
<th>Unit Title</th>
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<td>GHS1410</td>
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<td>GHS1411</td>
<td>Nursing 1</td>
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</tr>
<tr>
<td>GHS1420</td>
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</tr>
<tr>
<td>GHS1422</td>
<td>Nursing 2</td>
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</tr>
<tr>
<td>GHS1443</td>
<td>Professional Issues I</td>
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<td>Issues in Nursing 3</td>
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<td>Clinical Nursing Specialities</td>
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<td>GHS4546</td>
<td>Nursing Research</td>
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<td>Methods of Information Collection, Analysis and Usage</td>
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<td>A Psycho-social Perspective</td>
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</tr>
<tr>
<td>GHS9842</td>
<td>Graduate Nursing Studies 1</td>
<td>new unit</td>
</tr>
<tr>
<td>GHS9843</td>
<td>Graduate Nursing Studies 2</td>
<td>new unit</td>
</tr>
<tr>
<td>GHS9844</td>
<td>Graduate Nursing Studies 3</td>
<td>(not 1993)</td>
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<tr>
<td>GHS9845</td>
<td>Advanced Nursing Elective</td>
<td>new unit</td>
</tr>
</tbody>
</table>

**GHS1410  Issues in Nursing 1: Perspectives and Attitudes Towards Nursing (BDN)**

Unit Adviser: Ms P. Carmody

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

Prerequisite: Nil

Unit Outline: Caring is explored from a philosophical and a feminist perspective. A critical examination of the historical development of nursing is included. Issues such as the development of knowledge in nursing are studied and the development of critical thinking and reflective practice among learners is encouraged.

Teaching and Learning Methods: Lectures raising questions that require reading, observation, analysis and reflection. Students are required to study nursing history by taking an oral history.

Assessment:
- Assignment 1  (500 words)  (10%)
- Assignment 2  (1500 words)  (30%)
- Assignment 3  (2500 words)  (60%)

9/8 School of Health Sciences
Prescribed Texts:
OR
OR
Street, A.C., From image to action: Reflection in nursing practice. Geelong: Deakin University, 1991. (Text on Caring in Nursing to be advised)

GHS1411 Nursing 1: Community Health (BDN)

Unit Adviser: Ms M. McQuillan

First Semester: 4 hours per week - unit value of 1.0 - internal study - clinical hours: 96.

Prerequisite: Nil

Unit Outline: The unit provides the opportunity to study health from a community perspective. It explores nurses' role in promoting health, the provision of primary health care and the implications of promoting Health For All by the Year 2000. It promotes an awareness of their own community among students. The field experience provides the opportunity to explore the provision of health care to individuals and groups in communities.

Teaching and Learning Methods: Lecture, tutorials, group project, and field experience in the community setting. Keeping a professional journal as a basis for reflection.

Attendance: Students are required to attend all field experience and 80% of tutorials.

Assessment:
Assignment (750 words) (10%)
Journal every 2 weeks (10%)
Group Project and presentation (30%)
Examination (50%)

Performance on field experience graded on pass/fail basis.

Successful completion of the unit requires a pass in both the theoretical examination and in field experience.

Prescribed Texts:

GHS1420 Issues in Nursing 2: Theory in Nursing (BDN)

Unit Adviser: Ms P. Carmody

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

Prerequisite: GHS1410

Unit Outline: The unit presents the student with an overview of the theoretical heritage of nursing and examines different ways of viewing nursing. The work of various nursing theorists will be studied.

Teaching and Learning Methods: Guided study of prescribed readings, lectures, tutorials, audio-visual materials.

Assessment:
Assignment (1500 words) (100%)

Prescribed Texts: To be advised.

GHS1422 Nursing 2: Fundamentals of Nursing (BDN)

Unit Adviser: To be advised.

Second Semester: 8 hours per week - unit value of 2.0 - internal study - clinical hours: 160.

Prerequisite: GHS1411

Corequisites: GAS1125, GAS1118

Unit Outline: The unit provides opportunity for students to gain knowledge and understanding of the fundamentals of nursing theory and practice and to apply this knowledge in various health care settings. The unit aims to promote student's proficiency in a range of skills necessary to function safely as a novice and to apply these skills within a caring context. Emphasis is placed on health assessment, on human development and on fundamentals of caring for clients in extended care settings.

Teaching and Learning Methods: The teacher will act as exemplar and facilitator of learning. A series of lectures, tutorials and laboratory sessions will be provided. Students are responsible for skill acquisition using computer assisted learning packages, video-tapes, slide-tape, laboratory sessions and laboratory study guides. Attendance at all nursing skill laboratories is required.

Clinical Experience: In the clinical setting the student will have the opportunity to apply theory to practice under supervision. Reflection on practice is encouraged throughout and facilitated during group debriefing in the clinical setting. Attendance at all clinical sessions is required.
Access to Clinical Placement: Students are expected to display adequate knowledge and skills prior to clinical placement. Where skills and knowledge are found to be inadequate, access to the clinical component of the unit will be denied.

Assessment:
Assignment (1000 words) (15%)
Unit Test (15%)
Nursing Skills test and oral examination (20%)
Examination (50%)

Clinical performance including clinical documentation Pass/Fail. Written work will be evaluated each week of clinical placement.

Successful completion of the unit requires a pass in both the theoretical examination and the clinical component.

Prescribed Texts:

GHS1443  Professional Issues I
(BU)

Unit Adviser: To be advised.

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

Prerequisite: Registered Nurse

Aim: To introduce and encourage students to critically analyse and reflect upon selected contemporary issues and trends in nursing.

Assessment:
Three Assignments (100%)

Prescribed Texts: To be advised.

GHS2410  Issues in Nursing 3: Illness Experience
(BDN)

Unit Adviser: Ms S. Henderson

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

Prerequisite: GHS1420

Unit Outline: This unit acknowledges the importance of students' understanding of illness as a human experience in order to identify and fulfill the caring role in nursing. Literary works, readings from people’s experience of illness, film, drama and various other art forms will provide the basis of the study of illness for this unit.

Teaching and Learning Methods: A range of fiction and non-fiction will be explored. Students and staff will undertake this unit as co-learners. The format of study will be reading followed by class presentation and group discussion. *Attendance and participation in group discussion is required.*

Assessment:
Class participation (10%)
Presentation (10%)
Critical review (1500 words) (80%)

Prescribed Text:

GHS2412  Nursing 3: Nursing and Pharmacology for People Experiencing Acute Illness
(BDN)

Unit Advisers: Mrs E. Grant, Mrs J. Bond

First Semester: 10 hours per week - unit value of 2.0 - internal study - clinical hours: 240.

Prerequisites: GHS1422, GAS1118, GAS1125

Corequisites: GHS2410, GAS2117, GAS1126

Unit Outline: This unit introduces the student to the knowledge and skills which form the basis for professional nursing care in circumstances of acute health impairment. The pathophysiological basis for health breakdown, the impact of illness on the person, the family and significant others are explored. Students will learn to choose and implement appropriate nursing interventions within a collaborative model which focuses on the person and is based on scientific principles. The study of pharmacology and therapeutics is included in order to provide the student with knowledge and skills sufficient for safe practice in the handling, storage, administration and evaluation of the effects of drugs on individuals within all age groups.

Teaching and Learning Methods: Lectures, lecture/demonstration, tutorials and nursing skills laboratory, using the exploration of concepts central to nursing as the organising principle. Application of theory and skills will be facilitated by the use of scenarios and learning packages. *Attendance at all nursing skills laboratories is required.*

Clinical Practice: Supervised clinical placements will be in acute health care settings. Reflective participation in practice is encouraged through group debriefing in the clinical setting. *Attendance at all clinical sessions is mandatory.*

9/10 School of Health Sciences
Access to Clinical Component: The student is expected to demonstrate an appropriate level of knowledge and skills, including proficiency in calculation of drug dosages and intravenous therapy, in order to deliver care safely in the clinical setting. Where a student’s skills and knowledge are found to be inadequate, access to the clinical component of the unit will be denied.

Assessment:
Unit test prior to clinical placement (15%)
Assignment (2500 words) (20%)
Examination - Paper 1 (Nursing) (35%)
Paper 2 (Pharmacology) (30%)

Clinical assessment is Pass/Fail.
Participation in debriefing and documentation of care in the clinical setting form part of the assessment in clinical practice.

Successful completion of the unit requires a pass in both the theoretical examinations and the clinical component.

Prescribed Texts:
OR

GHS2413 Human Care Nursing Science 3: Caring for the Sick and Restoring Health (DN)

Unit Adviser: Mrs Elizabeth Grant

First Semester: 8 hours per week - unit value of 1.5 - internal study - clinical hours: 160.

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.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignments (30%)
Examination (40%)
Clinical Practice (30%)

Prescribed Texts:

GHS2420 Issues in Nursing 4: Legal and Ethical Considerations in Nursing Practice (BDN)

Unit Adviser: Mrs J. Bond

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

Prerequisite: Nil

Unit Outline: The unit explores nursing as a form of intervention in the lives of others and addresses ethical and legal questions which arise for the nurse in the discharge of professional obligations to clients.

Teaching and Learning Methods: Lectures and group discussion.

Assessment:
Examination (100%)

Prescribed Texts:

GHS2421 Nursing 4: Nursing for Mental Health (BDN)

Unit Adviser: Ms S. Henderson

Second Semester: 5 hours per week - unit value of 1.0 - internal study - clinical hours: 80.

Prerequisite: GHS2412
Corequisite: GHS2420, GSC1104
Unit Outline: Students will study and experience various aspects of psychiatric mental health nursing in hospital and community settings. The unit will enable students to select therapeutic interventions based on accepted psychiatric, mental health nursing knowledge, ethical considerations and legal aspects as specified by The Mental Health Act 1986.

Teaching and Learning Methods: A series of lectures and tutorials will be used to provide theoretical background and to facilitate exploration of the issues to be addressed. Learning packages will be provided to encourage students' self-directed learning.

Clinical Experience: Will be provided within health care facilities where issues in mental health are encountered. In the clinical setting the student will have the opportunity to apply theory to practice under supervision. Reflective participation in practice is encouraged through group debriefing in the clinical setting. Attendance at all clinical sessions is required.

Access to Clinical Experience: The student is expected to demonstrate an appropriate level of knowledge and skills in order to deliver care safely in the clinical setting. When a student's skills are assessed to be inadequate or when knowledge is found to be deficient, access to the clinical component of the unit will be denied.

Assessment:
Assignment (2000 words) (25%)
Written test prior to clinical placement (25%)
Examination (50%)

Clinical Assessment is Pass/Fail.
Assessment of clinical experience will be based on the student's performance in the clinical setting including the application of knowledge to practice, the delivery of care, participation in debriefings and presentation of documentation related to nursing care. Successful completion of the unit requires a pass in both the theoretical examination and the clinical component.

Prescribed Text:

GHS2422 Nursing 5: Nursing for Women's Health and Gender Roles (BDN)

Unit Adviser: Mrs J. Griepsm

Second Semester: 5 hours per week - unit value of 1.0 - internal study - clinical hours: 80.

Prerequisite: GHS2412

Corequisites: GHS2420, GAS2118

Unit Outline: This unit explores effective strategies in promoting health and welfare of women and men. Issues in women's health are studies from the perspective of women's lived experience. The unit addresses various nursing implications for health and health impairment in families and relationships especially in areas of sexuality and reproduction.

Teaching and Learning Methods: Lectures, lecture/demonstration, tutorials. Students are responsible for skill acquisition using computer assisted learning packages, video-tapes, slide-tape, laboratory sessions and laboratory study guides. Attendance at all nursing skill laboratories is required.

Clinical Experience: Will be provided within health care facilities where issues in family health are encountered. In the clinical setting the student will have the opportunity to apply theory to practice under supervision. Reflective participation in practice is encouraged through group debriefing in the clinical setting. Attendance at all clinical sessions is required.

Access to Clinical: Where a student's skills and knowledge are found to be inadequate, access to the clinical component of the unit will be denied.

Assessment:
Case presentation/assignment (2000 words) (25%)
A written test prior to clinical practice (25%)
Examination (50%)

Clinical assessment is Pass/Fail. Assessment of clinical experience will be based on the student's performance in the clinical setting including the application of knowledge to practice, the delivery of care, participation in debriefings and presentation of documentation related to nursing care. Successful completion of the unit requires a pass in both the theoretical examination and the clinical component.

Prescribed Texts:

GHS2425 Nursing and Pharmacology (DN)

Unit Advisers: Ms J. Watts, Mrs J. Bond

Second Semester: 11 hours per week - unit value of 2.25 - internal study - clinical hours: 200.
**Prerequisites:** GAS2114, GHS2413

**Corequisites:** GAS2115, GHS2520

**Aim:** To provide the student with an expanded knowledge and understanding of acute illness with particular reference to critical, long-term and terminal illness.

**Unit Outline:** This unit further develops concepts and skills related to the care of ill patients. Emphasis is placed on increasingly complex nursing interventions in varied acute care settings. The unit will also provide students with a basic understanding of pharmacology and therapeutics and attendant nursing implications.

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:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Component</th>
<th>Weightage</th>
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</thead>
<tbody>
<tr>
<td>Nursing (67%)</td>
<td>Two assignments</td>
<td>(33.5%)</td>
</tr>
<tr>
<td></td>
<td>Examination</td>
<td>(33.5%)</td>
</tr>
<tr>
<td>Pharmacology (33%)</td>
<td>Assignment</td>
<td>(13.3%)</td>
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<tr>
<td></td>
<td>Examination</td>
<td>(19.7%)</td>
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<tr>
<td>Clinical Assessment</td>
<td></td>
<td>(Pass/Fail)</td>
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**Prescribed Texts:**


**GHS2444 Professional Issues II (BU)**

**Unit Adviser:** To be advised.

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

**Prerequisite:** Registered Nurse

**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:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Three Assignments</td>
<td>(100%)</td>
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**Prescribed Text:**


**GHS2445 Nursing Health Assessment (BU)**

**Unit Adviser:** To be advised.

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

**Prerequisite:** Registered Nurse

**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:**

<table>
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<tr>
<th>Component</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Assignments and Examination</td>
<td>(100%)</td>
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</tbody>
</table>

**GHS2446 Management of Nursing Care (BU)**

**Unit Adviser:** To be advised.

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

**Prerequisites:** Registered Nurse

**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:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Three Assignments</td>
<td>(100%)</td>
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**Prescribed Texts:** To be advised.

**GHS3410 Issues in Nursing 5: Research**

(not offered in 1993)

(BDN)

**Unit Adviser:** To be advised.

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

**Prerequisites:** GHS2421, GHS2422

**Unit Outline:** The unit will introduce the student to the research process and its role in contemporary nursing practice. The unit acknowledges that investigative skills are part of the professional repertoire of all nurses and that theoretical and clinical sensitivity includes the ability to
raise important and meaningful questions in the course of providing nursing care.

Teaching Methods: Lecture, tutorials, computer assisted learning.

Assessment:
Assignment (2000 words) (50%)
Research proposal (50%)

Prescribed Texts:
OR

GHS3411 Nursing 6: Nursing People with the Life Threatening Impairment of Health (not offered in 1993) (BDN)

Unit Adviser: Ms J. Watts

First Semester: 6 hours per week - unit value of 1.75 - internal study - clinical hours: 200.

Prerequisite: GHS2422

Corequisite: GAS3117

Unit Outline: The unit builds on the knowledge and skills acquired in previous Nursing units by exploring further the pathophysiological and psychosocial bases for illness and applying research-based principles of nursing practice and therapies within a caring context in acute care settings. The focus will be on the individual receiving care but will extend to the needs of the family unit. The unit will apply theory and principles from other units including legal and ethical issues to nursing practice.

Teaching and Learning Methods: Lectures, lecture/demonstration, tutorials and nursing skills laboratory sessions, using the exploration of concepts central to nursing as the organising principle. Application of theory and skills will be facilitated by the use of scenarios and learning packages. Attendance at all nursing skills laboratory sessions is required.

Clinical Practice: Will be arranged at intervals throughout the unit. Supervised clinical placements will be in acute health care settings. Reflective participation in practice is encouraged through group debriefing in the clinical setting. Attendance at all clinical sessions is required.

Access to Clinical: The student is expected to demonstrate an appropriate level of knowledge and skills in order to deliver care safely in the clinical setting. Where a student’s skills or knowledge are found to be inadequate access to the clinical component of the unit will be denied.

Assessment:
Unit test prior to clinical placement (25%)
Assignment (2000 words) (25%)
Examination (50%)

Clinical assessment is Pass/Fail
Participation in debriefing and documentation of care in the clinical setting form part of the assessment of clinical work.

Successful completion of the unit requires a pass in the theoretical examination and in the clinical component.

Prescribed Texts:
OR

GHS3415 Human Care Nursing Science 5: Restoration and Maintenance of Optimal Mental Health (DN)

Unit Adviser: Ms S. Henderson

First Semester: 11 hours per week and 120 hours 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)
GHS3416 Human Care Nursing Science 6: Women's Health
(DN)

Unit Adviser: Mrs Julie Griepsma

First Semester: 9 hours per week and 120 hours 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, childbirth, 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:
- Beischer, N.A., Mackay, E.V. & Purcell, N.K., Care of the pregnant woman and her baby. Sydney: W.B. Saunders, 1989.

GHS3420 Issues in Nursing 6: Leadership and Management in Nursing Care
(not offered in 1993)
(BDN)

Unit Adviser: Ms J. Watts

Second Semester: 3 hours per week - unit value of 0.25 - internal study - clinical hours: 200.

Prerequisite: GHS3411

Unit Outline: The unit provides the opportunity for students to study and understand the concepts of management as they apply in health care agencies especially the management of the delivery of nursing care to individuals and their families. Students will be given the opportunity to apply this theory to their nursing practice while on clinical placement for GHS3421 Nursing 7.

Teaching and Learning Methods: Lectures, critical reflection group discussion.

Assessment:
- Group work
- Assignment/project (2000 words) (10%)
- Group work (90%)

Prescribed Texts:

GHS3421 Nursing 7: Chronic Health Problems and Rehabilitation in Community and Acute Care Settings
(not offered in 1993)
(BDN)

Unit Adviser: Ms M. McQuillan

Second Semester: 4.5 hours per week - unit value of 1.5 - internal study - clinical hours: 200.

Prerequisite: GHS3411

Unit Outline: The unit examines the impact of chronic health impairment on individuals and families. It identifies social, psychological, economic and cultural factors which contribute to chronic health impairment. It examines chronicity both from an epidemiological and experiential perspective and explores the unique role of the nurse in caring for individuals and families. Students are encouraged to achieve an understanding of the development and provision of rehabilitative, palliative and community services for those experiencing chronic physical or intellectual disability.

Teaching Methods: Lectures, lecture/demonstration, tutorials and nursing skills laboratories, using the exploration of concepts central to nursing as the organising principle. Attendance at nursing skills laboratories is required. Application of theory and skills will be facilitated by the use of scenarios and learning packages. Clinical practice as a teaching and learning method will be arranged at intervals throughout the unit. The student will encounter individuals with chronic health impairment both in the community and in the acute hospital setting by rotating through a range of placements. Attendance at all clinical practice and field experience is required.

Access to Field Experience and Clinical Practice: The student is expected to demonstrate an appropriate level of knowledge and skills in order to function safely and responsibly in the clinical setting. Where a student's skills...
and knowledge are deemed inadequate, access to the clinical component of the unit will be denied.

Assessment:
Assignment (2000 words) (25%)
Project (2000 words) (25%)
Examination (50%)

Clinical assessment is Pass/Fail.
Participation in debriefing and documentation of care in the clinical setting form part of the assessment for the clinical component.

Successful completion of the unit requires a pass in the theoretical examination, field experience and clinical practice.

Prescribed Texts:

OR

**GHS3422 Nursing 8: Nursing Elective**
(not offered in 1993)
(BDN)

Unit Adviser: Ms S. Henderson

Second Semester: 6 hours per week - unit value of 1.0 - internal study - clinical hours: 120.

Prerequisite: GHS3411

Unit Outline: The unit provides the opportunity for students to study an area of special interest related to clinical nursing practice. Students take responsibility for their own learning by exercising choice, developing objectives and negotiating to fulfil these objectives.

Teaching Methods: Students are required to prepare a learning contract to cover both theoretical and clinical components of the unit. A mentor will be provided for each student from among the nursing academic staff. Where possible, the student will be paired with a preceptor in the clinical setting who is an expert in the chosen area of clinical nursing.

Assessment:
Contract-learning theory (10%)
Theoretical presentation of case study or equivalent (6000 words) (90%)
Clinical experience: A high standard of professional participation is required Pass/Fail

Successful completion of the unit requires a pass in both the theoretical and clinical components.

Prescribed Texts: To be advised.

**GHS3427 Human Care Nursing Science 7: Nursing in the Community**
(DN)

Unit Adviser: Ms M. McQuillan

Second Semester: 6 hours per week and 96 hours 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 (60%)
Fieldwork: Group Project (40%)

Prescribed Texts:

**GHS3428 Human Care Nursing Science 8: Clinical Elective**
(DN)

Unit Adviser: Ms S. Henderson

Second Semester: 4.5 hours per week and 240 hours 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

9/16 School of Health Sciences
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 Adviser who will allocate an academic supervisor as mentor. A detailed plan will be developed by the student in consultation with the mentor.

Assessment: An individual program of assessment will be negotiated by the student with the Nursing Academic mentor. Assessments may take the form of: Assignments, case studies, seminar presentation, clinical evaluation of nursing skills.

**GHS3511 Nursing Therapeutics: Non-drug Therapies**

*(not offered in 1993)*

(BDN)

Unit Adviser: To be advised.

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

Prerequisite: Nil

Unit Outline: The unit examines independent and traditional modalities of care. It fosters creativity in seeking ways of promoting the wellbeing of individuals within a holistic, caring paradigm. It seeks to broaden the repertoire of skills which nurses employ in caring.

Teaching Methods: Lectures, demonstrations, nursing skill laboratories, group interaction.

Assessment:

Assignment/project (1500 words) (100%)

Prescribed Texts:


**GHS3541 Clinical Teaching**

(BU)

Unit Adviser: To be advised.

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: To be advised.

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

Prerequisite: Registered Nurse

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 (100%)

Prescribed Text:


**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: Registered Nurse

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 (50%)

Research Proposal (50%)

Prescribed Texts: 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.

*School of Health Sciences 9/17*
Aim: To introduce students to the collection, analysis and use of both quantitative and qualitative data in nursing.

Prescribed Texts: To be advised.

GHS7642 Health Education and Promotion (GNC GNG)

Unit Adviser: To be advised.

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 Health Teaching Plan
(40% 40%)

Prescribed Texts: To be advised.

GHS7740 Population Health (GNC)

Unit Adviser: To be advised.

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 Texts: To be advised.

GHS7741 Family Health (GNC)

Unit Adviser: Ms Jeni Grubb

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 Texts: To be advised.

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
(100%)

Prescribed Texts: To be advised.

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
(100%)

Prescribed Texts: To be advised.

GHS7744 Clinical Project (GNC)

Unit Adviser: To be advised.

Second Semester: unit value of 1.0 - distance education.

Prerequisites: GHS7640, GHS7641, GHS7642, GHS7740

Aims: This unit is offered to students in recognition of the need for Registered Nurses to develop creative and imaginative approaches in the clinical, educational, 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:
Project Proposal (20%)  
Progress Report (20%)  
Completed Report (50%)  
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 project is negotiated.

GHS8745   The Physiology of Ageing  
(GNG)  
Unit Adviser: Mrs Victoria Trigar  
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 Texts: To be advised.

GHS8746   Lifespan Development: A  
Psycho-social Perspective  
(GNG)  
Unit Adviser: To be advised.  
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 Texts: To be advised.

GHS8747   Gerontic Nursing Processes I  
(GNG)  
Unit Adviser: Mrs Victoria Trigar  
First Semester: 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: To be advised.

GHS8748   Gerontic Nursing Processes II  
(GNG)  
Unit Adviser: Mrs Victoria Trigar  
Second Semester: 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: Maas, M., Buchwalter, K.C. & Hardy, M., Nursing  

GHS8749   Clinical Project  
(GNG)  
Unit Adviser: Mrs Victoria Trigar  
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 in recognition of the need for Registered Nurses to develop creative and imaginative approaches in the clinical, educational, 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 Gerontic Health Care.

Assessment:
Project Proposal (20%)  
Progress Report (20%)  
Completed Report (50%)  
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 project is negotiated.
**GHS8800 Health Administration I**
(GB)

Unit Adviser: Mrs Victoria Trigar

First Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

**Aim:** To introduce students with an interest in the speciality of health administration to the Australian healthcare system. This will involve studying the structure and function of the system, as well as contemporary economic and policy decisions.

This unit is suitable for all professional disciplines and for managers at various levels.

I Structure and Function of Australian Healthcare
II The Financial Environment
III The Technical Environment
IV The Legal and Ethical Environment

**Assessment:**
Two Major Essays, One Report (40%; 40%; 20%)

**Prescribed Texts:** To be advised.

**GHS8801 Health Administration II**
(GB)

Unit Adviser: Mrs Victoria Trigar

Second Semester: unit value of 1.0 - distance education.

Prerequisite: GHS8800

**Aim:** To assist the student in the acquisition of knowledge and skills relevant to the management processes within an organisation in the health field.

I Strategic Management and Marketing
II Management Change
III Human Resource Management
IV Accountability and Evaluation

**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 Major Assignments (30%; 70%)

**Prescribed Texts:** To be advised.

**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 Assignment not graded (100%)

**GHS9843 Graduate Nursing Studies 2**
(MHC)

Unit Adviser: To be advised.
First Semester: 8 hours contact per week equivalent - unit value of 2.0 - distance education.

Unit Outline: This unit aims to prepare students in critical thinking skills, analysis and problem solving within the framework of national and international political and professional debate on nursing, and the contribution of nursing to the health care system. Students will be introduced to advanced management practices to the year 2000. Students will study issues related to their interest and area of nursing practice.

Assessment: To be advised.

GHS9845 Advanced Nursing Elective: Gerontics, Community Health or Medical-Surgical (MHC)

Unit Adviser: To be advised.

Second Semester: 8 hours per week - unit value of 2.0 - distance education.

Unit Outline: This unit examines the concept of clinical nurse specialities in relation to current issues and challenges in the chosen speciality in Australia. Models of caring appropriate for the speciality in both institutions and the community will be critically examined. Students will be given the opportunity to develop advanced clinical skills in a speciality of nursing. By means of an advanced clinical skills workbook, students will be expected to examine and question their own practice.

Assessment: To be advised.
### School Information

- Officers of the school
- Courses offered

### Undergraduate Studies

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### Unit Outlines

- Unit Outlines 10/14

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**School of Social Sciences**
School Information

Officers of the school

Acting Head
Associate Professor D.E. Nation

School Administrative Officer
Mrs H. M. Hind

Student Advisers
Ms B. Abraham
Ms J. Roberts

Section Heads

English/Mass Communications
Mr P. V. Morgan

History/Politics
Dr M.J. Kennedy

Koorie Studies
Ms M. Drysdale

Psychology
Dr C.O. Fraser

Social Research
Associate Professor L. Cox

Sociology
Dr P. K. Roy

Welfare Studies
Ms 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.
- Graduate 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  Koorie 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 16 October 1992. 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 Welfare and Community 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) The system of prerequisites and corequisites as set out in the Handbook shall be followed.

(d) For internal students full participation in such compulsory attendance sessions as are required within individual units, is necessary for successful completion of these units. Total attendance requirements for the whole course for distance education students will be specified in a 'Guide to the Course' which successful applicants will receive prior to commencing study.

(e) 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 enrolling from 1993 onwards

Level One (1993)
Semester One
GSC1101  Introduction to Psychology A
GSC1201  Introduction to Sociology A
GSC1301  Welfare Issues
GSC1303  Welfare Methods IA
Semester Two
GSC1102  Introduction to Psychology B
GSC1202  Introduction to Sociology B
GSC1304  Welfare Methods IB
GSC1305  Welfare Organisational Practice I

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Level Two (1994)

Semester One
GSC2303 Welfare Methods IIA
GSC2304 Public and Social Policy
  Two free electives chosen from Psychology,
  Sociology, English, History/Politics or
  Economics, or any other subject by
  consultation.

Semester Two
GSC2301/2 Field Education and Practice (double unit)
GSC2304 Welfare Methods IIB
GSC2305 Welfare Organisational Practice II

On-campus students enrolled in 1992 or
earlier will complete their studies as follows:

Level Two
Semester One
GSC2301 Field Education and Practice A
GSC2303 Welfare Methods IIA
GSC2305 Welfare Law and Policy
  Upper level Psychology or Sociology elective
Semester Two
GSC2302 Field Education 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 enrolled from 1992
onwards

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
GSC1303 Welfare Methods IA
  Free elective
Semester Two
GSC1305 Welfare Organisational Practice I
  Free elective

Year Three
Semester One
GSC1301 Welfare Issues
GSC2504 Public and Social Policy

Semester Two
GSC1304 Welfare Methods IIB
GSC2305 Welfare Organisational Practice II

Year Four
Semester One
GSC2301/2 Field Education and Practice A/B
GSC2303 Welfare Methods IIA
Semester Two
GSC2301/2 Field Education and Practice A/B
GSC2304 Welfare Methods IIB

The focus of group learning will shift from weekend
schools in Gippsland to the student’s own locality, and
College staff will facilitate the establishment and
maintenance of such area student groups.

Current students will complete the course under their
present arrangements.

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 Graduate study e.g. Graduate Diploma of
Education, Graduate 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 (or equivalent) 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.
(Distance education students should note that this may have implications regarding eligibility for Austudy or similar schemes).

Course Recognition
The course is recognised by the Victorian Public Service Board, the Commonwealth Public Service Board and the Ministry of Education. The Psychology major is accredited with the Australian Psychological Society (APsS).

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). Students are required to complete first level studies in four different areas, at least three of which must be from the Bachelor of Arts common core.

(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. Students also have the option to undertake 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
(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. Students wishing to major in an area not offered by the School of Social Sciences may vary the common core to reflect this, but must discuss this intention with the School Administrative Officer or the Student Adviser. 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
- GSC2501 Australian and Regional History
- GSC2504 Public and Social Policy
- GSC2806 Koorie 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
    - Major Study (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)
  - Supporting Study or Major Study (credit value of 1.0)
- **Semester Two**
  - Major Study (credit value of 2.0)
  - Supporting Study (credit value of 1.0)
  - Supporting Study or Major Study (credit value of 1.0)

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.

**Unit Quotas**

Students should be aware that quotas may be placed on unit enrolments.

**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 sixteen 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). Such a variation will normally only be granted to students in exceptional circumstances.

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, the School Administrative Officer or the Student Advisers.

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 School Administrative Officer.

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
GSC2403 The Rise of the Modern
GSC2404 Myth, Legend and Folk tale
GSC2405 Contemporary Fiction
GSC2406 Women's Writing
GSC2407 Contemporary Writing*
GSC2408 Film
GSC2409 Narrative and Representation*

* Available on-campus only in 1993.

Students should note:
- GSC2407 Contemporary Writing, GSC2408 Film and GSC2409 Narrative and Representation are available for both 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 +
GSC2408 Film +
GSC2409 Narrative and Representation +
GSC2410 Public Relations and Mass Communications Technologies +
GSC3401 Theories of Mass Communications +
GSC3503 International Relations
GBU1401 Introduction to Marketing (School of Business unit) +
GBU1402 Consumer Behaviour (School of Business unit)
GBU2405 Promotion Management (School of Business unit)

+ Compulsory units.

Students should note:
- GSC2407 Contemporary Writing, GSC2408 Film and GSC2409 Narrative and Representation are available for both the English and Mass Communications majors.

- GSC2407 Contemporary Writing, GSC2409 Narrative and Representation and GSC3401 Theories of Mass Communications are available by on-campus mode only in 1993.

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.

The requirement of each level must be completed before students are eligible to study at the next level.

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
GSC3102 Clinical Psychology
GSC3103 Organisational Psychology
GSC3104 Research Methods in Psychology

Students should note:
- 6395 Personality Psychology has become GSC2101 Personality Psychology, and 6290 Biological Psychology has become GSC3101 Biological Psychology. Students who have completed 6395 and 6290 should count them at third and second level respectively.

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

School of Social Sciences 10/9
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 Sociology of the Family and Generation
GSC2202 Sociology of Race and Ethnic Relations
GSC2203 Sociology of Children
GSC2204 Work and Technology
GSC2205 Sociology of Deviance
GSC2206 Sociology of Health
GSC2207 Women’s Sociology
GSC3201 Sociological Theory and Method

Students should note:

- Students who have completed 6224 Sociology of Ethnic Relations cannot enrol in GSC2202 Sociology of Race and Ethnic Relations.

- 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.

- 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 Sociology of the Family and Generation. Students who have completed 6322 cannot enrol in GSC2201.

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 Russian Politics
GSC2504 Public and Social Policy
GSC3501 East Asian History
GSC3502 Southeast Asian History
GSC3503 International Relations
GSC3504 Theories and Research in History and Politics

Students should note:

- GSC2504 Public and Social Policy may not be taken by Health Sciences students who have completed unit 8641.

- 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.
Graduate Certificate of Arts (Social Science)
Graduate Diploma of Arts (Social Science)

Course Codes: Graduate Certificate - PA
Graduate Diploma - 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 may not be 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
GSC2501 Australian and Regional History
GSC2504 Public and Social Policy
GSC1801 Introduction to Koorie Society*
GSC2806 Koorie 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 Psychology
GSC3102 Clinical Psychology
GSC3103 Organisational Psychology
GSC3104 Research Methods in Psychology+

* Psychology units are structured into three levels. The requirements of each level must be completed before students are eligible to study at the next level. Note, however, that Graduate Diploma or Certificate students may enrol in both GSC1101 and GSC1102 together in first semester, and then complete two second level units in second semester.

+ 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 Russian Politics
GSC2504 Public and Social Policy
GSC3501 East Asian History
GSC3502 Southeast 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
GSC2402 Romanticism: Nature and the City
GSC2403 The Rise of the Modern
GSC2404 Myth, Legend and Folk-tale
GSC2405 Contemporary Fiction
GSC2406 Women’s Writing
GSC2407 Contemporary Writing*
GSC2408 Film
GSC2409 Narrative and Representation*
* Available on-campus only in 1993.

Sociology
GSC1201 Introduction to Sociology A
GSC1202 Introduction to Sociology B
GSC2201 Sociology of the Family and Generation
GSC2202 Sociology of Race and Ethnic Relations
GSC2203 Sociology of Children
GSC2204 Work and Technology
GSC2205 Sociology of Deviance
GSC2206 Sociology of Health
GSC2207 Women’s Sociology
GSC3201 Sociological Theory and Method+
+ Compulsory unit

Mass Communications
GBU1401 Introduction to Marketing+*
GSC1402 Media Studies+
GSC2102 Social Psychology
GSC2202 Sociology of Race and Ethnic Relations
GSC2407 Contemporary Writing(*)+
GSC2408 Film+

GSC2409 Narrative and Representation(*)+
GSC2410 Public Relations and Mass Communications Technologies+
GSC3401 Theories of Mass Communications(*)+
GSC3503 International Relations
GBU1402 Consumer Behaviour*
GBU2405 Promotion Management*
* offered by the School of Business
+ compulsory unit
(*) on-campus only in 1993

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.

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Graduate Diploma of Social Science (Counselling Psychology)

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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, with the next intake being for 1994.

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 Graduate 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.

In accordance with usual policy the Australian Psychological Society (APsS) has given provisional accreditation for the teaching of this course in the Distance Education mode.

Further details may be obtained from the Administrative 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 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.)
### Unit Outlines

As part of the development of a total Monash information system, a new unit numbering system was introduced within the University College 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</th>
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<tbody>
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<td>GSC1101</td>
<td>Introduction to Psychology A</td>
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<tr>
<td>GSC1102</td>
<td>Introduction to Psychology B</td>
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<tr>
<td>GSC1103</td>
<td>Psychology for Nurses A</td>
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<tr>
<td>GSC1104</td>
<td>Psychology for Nurses B</td>
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<tr>
<td>GSC1201</td>
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<tr>
<td>GSC1202</td>
<td>Introduction to Sociology B</td>
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<tr>
<td>GSC1203</td>
<td>Introduction to Sociology C (Health Care) (not 1993)</td>
<td>6127</td>
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<tr>
<td>GSC1301</td>
<td>Welfare Issues</td>
<td>6142</td>
</tr>
<tr>
<td>GSC1302</td>
<td>Welfare Methods IA</td>
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<tr>
<td>GSC1303</td>
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<td>GSC1304</td>
<td>Welfare Organisational Practice</td>
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<td>GSC1502</td>
<td>Australian Politics</td>
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<td>GSC1505</td>
<td>Politics and Health</td>
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<tr>
<td>GSC1801</td>
<td>Introduction to Koorie Society</td>
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<tr>
<td>GSC1802</td>
<td>Dynamics of Koorie Language A</td>
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<tr>
<td>GSC1803</td>
<td>Patterns of Social Organisation A</td>
<td>9103</td>
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<tr>
<td>GSC1804</td>
<td>Oral History &amp; Customs of Gippsland Koories</td>
<td>9104</td>
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<tr>
<td>GSC1805</td>
<td>Koorie Art</td>
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<tr>
<td>GSC1806</td>
<td>Dynamics of Koorie Language B</td>
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<tr>
<td>GSC1807</td>
<td>Patterns of Social Organisation B</td>
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<tr>
<td>GSC1808</td>
<td>Koorie Literature</td>
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<tr>
<td>GSC2101</td>
<td>Personality Psychology</td>
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<tr>
<td>GSC2102</td>
<td>Social Psychology</td>
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<tr>
<td>GSC2103</td>
<td>Developmental Psychology</td>
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<td>GSC2104</td>
<td>Community Psychology</td>
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<tr>
<td>GSC2201</td>
<td>Sociology of the Family and Generation</td>
<td>6322</td>
</tr>
</tbody>
</table>

| GSC2202    | Sociology of Race & Ethnic Relations | 6222,6224 |
| GSC2203    | Sociology of Children | 6225   |
| GSC2204    | Work and Technology | new unit |
| GSC2205    | Sociology of Deviance | 6320   |
| GSC2206    | Sociology of Health | 6326   |
| GSC2207    | Women’s Sociology | 6328   |
| GSC2301    | Field Education and Practice A | 6246   |
| GSC2302    | Field Education and Practice B | 6247   |
| GSC2303    | Welfare Methods IIA | 6240   |
| GSC2304    | Welfare Methods IIB | 6241   |
| GSC2305    | Welfare Law & Policy | 6242   |
| GSC2401    | Shakespeare and the Age of Expansion | 6211,6316 |
| GSC2402    | Romanticism: Nature and the City | new unit |
| GSC2403    | The Rise of the Modern | new unit |
| GSC2404    | Myth, Legend and Folk Tale | 6315   |
| GSC2405    | Contemporary Fiction | 6318   |
| GSC2406    | Women’s Writing | 6319   |
| GSC2407    | Contemporary Writing | new unit |
| GSC2408    | Film | 6216   |
| GSC2409    | Narrative and Representation | new unit |
| GSC2410    | Public Relations and Mass Communications Technologies | new unit |
| GSC2501    | Australian and Regional History | 6252,6233 |
| GSC2502    | United States Politics | 6280   |
| GSC2503    | Russian Politics | 6281   |
| GSC2504    | Public and Social Policy | new unit |
| GSC2601    | Methods of Social Research A | 6270   |
| GSC2602    | Methods of Social Research B | 6271   |
| GSC2801    | Colonialism | 9201   |
| GSC2802    | Traditional Koorie and British Law | 9202   |
| GSC2803    | Dominant and Minority Cultures | 9203   |
| GSC2804    | Contemporary Issues in Koorie Society | 9204   |
| GSC2805    | Land Rights | 9205   |
| GSC2806    | Koorie Archaeology | 9206   |
| GSC3101    | Biological Psychology | 6290   |
| GSC3102    | Clinical Psychology | 6396   |
| GSC3103    | Organisational Psychology | 6391   |
| GSC3104    | Research Methods in Psychology | 6399   |

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GSC106 Psychological Basis of Health Care 8542
GSC3201 Sociological Theory and Method 6332
GSC3206 Sociology of Health (Health Care) GHS3544
GSC3401 Theories of Mass Communications new unit
GSC3501 East Asian History 6357
GSC3502 Southeast Asian History 6356
GSC3503 International Relations 6354
GSC3504 Theories and Research in History and Politics 6358,6370
GSC4101 Counselling Theory and Practice A (not 1993) 6500
GSC4102 Counselling Theory and Practice B 6501
GSC4103 Psychological Assessment (not 1993) 6502
GSC4104 Health Psychology new unit
GSC4105 Community Psychology in Australia 6503
GSC4106 Research Methods in Counselling Psychology (not 1993) 6505
GSC4107 Research Project-Thesis 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 BDT)

Unit Adviser: Mrs V. Harvey

First Semester: 3 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 (15%)
Methodology Assignment 2 (25%)
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 BDT)

Unit Adviser: Mrs V. Harvey

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

First Semester: distance education study for Graduate Diploma or Graduate Certificate students only.

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)
(BDN)

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 and laboratory/practical
sessions cover the main concepts introduced in the unit.

Assessment:
Methodology Assignment (20%)
Essay (20%)
Final Examination (60%)

A pass on the examination is a requirement for successful
completion of this unit.

Prescribed Texts:
Weiten, W.,  Psychology: Themes and Variations.  
Sarafino, E.P., Health Psychology: Biopsychosocial

GSC1104  Psychology for Nurses B
(Cannot be counted towards a Psychology major)
(BDN)

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 develops the student’s knowledge
of Psychology’s methods and findings in unit GSC1103.
Two major psychological specialities, Health Psychology
and Clinical/Abnormal psychology form the basis of this
unit. Applications are made to enable this student to
recognise the effects of stress and emotion on important
areas of health and illness. Coping is discussed and
methods of dealing with this, by both client and nurse, are
outlined. The psychological correlates of symptom
recognition, accepting the need for assistance and aspects
of the client-nurse/health professional interactions are
considered. Psychological factors involved in pain
experience are outlined and intervention procedures are
examined. The unit considers psychological dysfunction in
the form of psychological disorder for abnormal
behaviour. Theoretical explanations and methods of
treatment, both individual and group are examined.

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:
Weiten, W.,  Psychology: Themes and Variations.  
Sarafino, E.P., Health Psychology: Biopsychosocial

GSC1201  Introduction to Sociology A
(common core unit)
(BT AW BS BV DT DN DE GA PA BC BP BDT)

Unit Advisers:  Mr H. Ballis, Mr L. Munro

First Semester:  3 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%)
Final Examination (40%)

Prescribed Texts:

GSC1202 Introduction to Sociology B
(common core unit)
(BT AW BS BV DT DE GA PA BC BP BDT)

Unit Advisers: Dr M. Collis, Dr P.K. Roy

Second Semester: 3 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: This unit will be taught on 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) (25%)
(1 x 1800 words) (35%)
Final Examination (40%)

Prescribed Texts:

GSC1203 Introduction to Sociology C
(Health Care)
(Cannot be counted towards a Sociology major)
(not offered in 1993)

Unit Adviser: Mr B. Furze

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: 5 hours per week - unit value of 1.0 - internal study only in 1993.

Prerequisites: Nil

Corequisites: GSC1303, GSC1101, GSC1201

Unit Outline: The unit is designed to develop an understanding of the range of Welfare Issues in Australian society today, and the array of social, political, economic, legal and media differences which impact on our understanding about these issues. A common thread running through the unit is violence: societal, family, sexual, the links with violence when considering issues like poverty, racism and koorie issues and the value base from which we reflect on such issues.

Teaching Methods: Lecture, videos, group discussions and experiential exercises, agency/institutional visits and visiting practitioners.

School of Social Sciences 10/17
GSC1303 Welfare Methods 1A
(AW AA DE)

Unit Adviser: Mr G. Dawber

First Semester: 6 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Distance Education; GSC1101, GSC1102, GSC1201, GSC1202

Corequisites: Fulltime internal; GSC1101, GSC1201, GSC1301

Unit Outline: The knowledge base of Welfare; Values in Welfare practice; Essential skills in Welfare; Introduction to Social Casework; Welfare work with families; Introduction to working in groups; Groups in Welfare practice.

Teaching Methods:
On Campus
Full class sessions, involving lectures, films and videos, demonstrations and simulation activities, and interactive workshops. Small tutorial groups of no more than eight members, where discussion and experiential learning, will be used to link cognitive knowledge with practical application.

Distance Education
The unit will begin with a compulsory two day Residential Workshop, held to coincide with the first Weekend School. At this Workshop, area groups will be formed and through intensive staff involvement methods of working together in groups will be developed. There will be three compulsory meetings of area groups thereafter, when assigned group tasks, presented within study material mailed to each student, will be carried out. Students will have been made aware of, and signed their agreement, to attend these groups during the selection process.

Teleconference contact with the Unit Advisers will be available to both groups and/or individual students by prior arrangement.

Assessment:
Casework assignment (1000 words) (20%)
Groupwork assignment (2000 words) (40%)
Examination (2 hours) (40%)

Prescribed Texts:


GSC1304 Welfare Methods 1B
(AW AA DE)

Unit Advisers: Ms J. Cohen, Mr G. Dawber

Second Semester: 6 hours per week - unit value of 1.0 - internal study only in 1993.

Prerequisites: GSC1101, GSC1201, GSC1301, GSC1303

Corequisites: GSC1102, GSC1202, GSC1305

Unit Outline: General introduction to the Unit:
Communication, an essential part of Welfare practice:
Different kinds of interview (information giving and receiving; assessment; helping): The essential personal qualities of an interviewer: basic interviewing skills: some key aspects of the interview: stages of the interview: application of theory in practice.

Teaching Methods:
i) Full class sessions, comprising lectures, films and videos, demonstrations and simulation activities, and workshops.
ii) A tutorial group for each student, with no more than eight members per group. As the semester progresses, the emphasis of learning will increasingly be on role play activity.

Assessment:
Assignment 1 (1000 words) (25%)
Assignment 2 (1000 words) (25%)
Examination (3 hours) (50%)

Prescribed Texts:

GSC1305 Welfare Organisational Practice 1
(AW AA DE)

Unit Adviser: Ms H. McAdam

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

Prerequisites: GSC1101, GSC1201, GSC1303 (all students), GSC1102, GSC1202 (distance education), GSC1301 (internal)

Corequisites: Internal students GSC1102, GSC1202, GSC1304

Unit Outline: This unit will consist of two separate sections, these being a study of basic legal issues (including how laws are made and the importance of law in Welfare situations), and administrative and organisational theory and practice.
Teaching Methods: Distance Education students will receive a Unit Book, Reader and Field Placement Workbook which will encompass the entire unit’s work. There will be no on-campus attendance, however students will be expected to meet twice in area study groups.

For internal students teaching methods will include full group lectures, small group activities and discussions, films and visits to the class by current Welfare and Legal practitioners.

This unit will also include a twenty day fieldwork placement for both on-campus and distance education students, in order to integrate relevant administrative and legal theory and practice.

Assessment:
There will be two pieces of assessment in this unit:
Field Placement Workbook (2000-2500 words) (50%)
Assignment (2500 words) (50%)

Prescribed Texts:
The current legal handbook relevant to the students home state,
or
or

**GSC1401 Introduction to English**
(common core unit)
(BT BN BB BV DT AA DE AW BS GA PA BC BP BDT)

Unit Adviser: Dr B. Coleborne

First Semester: 3 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.

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 (1000 words) (20%)
Essay Two (2000 words) (40%)
Examination (2 hours) (40%)

Prescribed Texts:
Poetry:

Fiction:


Drama:

**GSC1402 Media Studies**
(common core unit)
(BT BN BB BS BV DT AA DE AW GA PA BC BP BDT)

Unit Adviser: Mr N. Hanley

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

Prerequisites: Nil

Unit Outline: This course introduces students to basic methods for evaluating and critically analysing media texts. Areas of study include photography, advertising, television and television genres, news and film. Readings of selected examples of these will draw attention to the historical circumstances of developing media technologies and the ways that social, political and economic life are represented in various media genres. Some attention will be paid to selected aspects of media production but the primary emphasis of this course is on the social role of the mass media and on the critical interpretation of its messages.

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

Assessment:
Short essay (1000 words) (20%)
Essay (1500 words) (40%)
Short exam (2000 words) (40%)

Prescribed Text:

**GSC1501 Modern European History**
(common core unit)
(BT BB BS BV DT GA PA BC BP BL BDT)

Unit Adviser: Dr K. Wilson

First Semester: 3 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 responses 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 Economic Revolution (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 (1000 words) (20%)
- Essay (2000 words) (40%)
- Examination (2 hours) (40%)

Prescribed Texts:
- or
- or

GSC1502 Australian Politics
(common core unit)
(BT BB BS BV DT AW AA GA PA BC BP BDT)

Unit Adviser: Ms E. Russell

Second Semester: 3 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:
- Assignment (1000 words) (20%)
- Research Essay (2000 words) (40%)
- Examination (2 hours) (40%)

Prescribed Text:

GSC1505 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.

GSC1801 Introduction to Koorie Society (AA BT DT AW BV BB BS BL BU GA PA BC BP BDT)

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 Texts:

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:

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:
Essay 1  (1000 words) (20%)
Essay 2  (2000 words) (40%)
Examination  (2 hours) (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 Kumai history from discussions and interviews with family and elders of the local Kumai community.

Emphasis will be directed to the customs, beliefs and practices of the Kumai 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 the various roles and status of men and women in traditional Kumai 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 Kumai 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 (1000 words) (30%)
Essay (1500 words) (30%)
Overview Essay (2500 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 craft will be able to instruct the students.

Assessment:
Essay 1 (800 words) (20%)
Essay 2 (1000 words) (30%)
Collection of Art Work (30%)
Fieldwork Journal (20%)

Prescribed Texts:

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  (2000 words)  (40%)
Presentation (1000 words)  (20%)
Examination  (2 hours)  (40%)

Prescribed Texts:

GSC1808 Koorie Literature

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

Unit Adviser: Dr K. Rahman

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

Prerequisites: Two first level Psychology credits.

Unit Outline: Topics covered in the unit will include a discussion of the dispositional and biological perspectives in personality: the major theories of personality and learning and cognitive explanations of personality variables. The unit will conclude with a discussion on the integrative approach to different perspectives in psychology.

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:

GSC2102 Social Psychology

Unit Adviser: Dr A. Veno

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

Prerequisites: Two first level Psychology credits.

Unit Outline: This unit examines the social influences on human behaviour and how these affect the behaviour of individuals, the interactions of pairs of individuals, and the behaviour of groups. Specific topics covered include social perception, social cognition, social interaction, group processes, attitude measurement, attitude change and the psychology of mass communications. The unit
illustrates the role of social processes in applied settings such as education, counselling, and industry, social influence on health behaviours such as alcoholism, smoking and overeating, and social problems such as racial and sexual prejudice.

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.

Prescribed Text:

GSC2103 Developmental Psychology
(BT BB BS DT AW GA PA BC BP BDT)

Unit Adviser: Dr C. Rodgers

First Semester: 3 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.

Prescribed Text:

GSC2104 Community Psychology
(BT BB BS DT AW GA PA BC BP BDT)

Unit Adviser: Dr A. Veno

First Semester: 3 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, 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 Texts:

GSC2201 Sociology of the Family and Generation
(replaces Sociology of the Family)
(BT AW BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr I. Hamilton

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

Prerequisites: Two first level Sociology credits.

(Students 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 BB BS DT GA PA BC BP BDT)

Unit Advisers: Dr P. K. Roy, Mr I. V. Hamilton

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

Prerequisites: Two first level Sociology credits.

(Students 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 one hour 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.

Assessment:
Two Assignments:  (1 x 1500 words) (30%)
                     (1 x 1500 words) (30%)
                     (1 x 2000 words) (40%)

Prescribed Texts:

GSC2204 Work and Technology
(BT BB AW BS DT GA PA BC BP BDT)

Unit Advisers: Mr H. Ballis, Assoc Professor D. Nation
Second Semester: 3 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GSC1201, GSC1202

Unit Outline: This unit is a basic introduction to the concepts, theories and research developed in sociological studies of work and technology. Particular emphasis will be placed upon the fundamental influences work and technology have on societies. Special attention will be given to the economic, political and social restructuring which is occurring at local regional, national and global levels.

The influence of working life and technological development on the social careers of individuals will also be emphasised.

The unit will encourage students to apply theoretical knowledge to practical circumstances and to draw upon their personal knowledge of work and technology.

Teaching Methods: Teaching will be based upon a set of printed and audio course materials which are aimed at bringing the prescribed texts 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. Telephone tuition is available. Students will be encouraged to manage their own learning.

Assessment:
Introductory assignment (1 x 1000 words) (20%)
Case studies (2 x 1000 words) (40%)
Major report (1 x 2000 words) (40%)

All students must complete the Introductory assignment. By arrangement with the Unit Adviser students have the option of completing up to 40% of the assessment with a two hour written examination.

Prescribed Texts:

GSC2205 Sociology of Deviance
(BT AW BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr L. Munro

Second Semester: 3 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. 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:

GSC2206 Sociology of Health
(replaces Sociology of Health and Welfare)
(BT AW BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr B. Furze

First Semester: 3 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:
and others to be advised.
GSC2207  Women's Sociology  
(BT AW BB BS DT GA PA BC BP BDT)

Unit Adviser: Dr M. Collis

Second Semester: 3 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 include women's interactions with some of the dominant institutions of our society: 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) 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.

Assessment:
Three Assignments:  
(1 x 1500 words)  (30%)  
(1 x 1500 words)  (30%)  
(1 x 2000 words)  (40%)  

Prescribed Texts:

GSC2301  Field Education and Practice A  
(AW)

Unit Adviser: Mr T. Lucas

First Semester (Internal), Full Year (Distance Education): unit value of 1.0 - internal and distance education study.

Prerequisites: All first level units.

Corequisite: GSC2303

Unit Outline: The student is placed in a welfare or community setting for 40-50 days to gain experiential learning about welfare practice, under the supervision of a qualified field educator.

Teaching Methods: The student is supervised and taught by a qualified field educator who uses a range of educational methods. Each placement is assigned a liaison person from the welfare teaching section who makes contact at least twice during placement. In addition weekly or weekend school seminars are held where students present an analysis of a case or project, and discuss their intervention and learning.

Assessment:
Placement Report  (40%)
Field Educator Report  (30%)
Field Education Seminar  (30%)

Prescribed Texts:

GSC2302  Field Education 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.

Further Information: For unit outline and further unit details, please refer to GSC2301 Field Education and Practice A.

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.

Corequisite: GSC2301

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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%)
- Essay on Personal Theory (1500 words) (30%)
- Family assessment and case plan (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:
  - (2000 words) (30%)
  - 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 Texts:
  - and/or
  - and/or

GSC2401 Shakespeare and the Age of Expansion
(replaces The Age of Shakespeare and Satire)
BT BB DT GA PA BC BP BDT

Unit Adviser: Dr B. Colebome

First Semester: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: One first level English unit plus either GSC1402 Media Studies or another first level English unit.

(Students who have completed 6211 The Age of Shakespeare and 6211 Elizabethan and Jacobean Drama cannot enrol in GSC2401 Shakespeare and the Age of Expansion.)

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) (30%)
Minor essay B (1500 words) (30%)
Major essay (2000 words) (40%)

Prescribed Texts:
Johnson, S., Rasselas. ed. J.P. Hardy, Oxford.

A selection of verse will also be prescribed for study.

GSC2402 Romanticism: Nature and the City
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Dr B. Coleborne

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

Prerequisites: One first level English unit plus either GSC1402 Media Studies or another first level English unit.

(Students who have completed 6212 Romantic Literature or 6213 Victorian Literature cannot enrol in GSC2402.)

Unit Outline: The texts prescribed for study comprise a selection of the major verse of the period and three works of prose, including two novels which have been chosen in order to illustrate the contrasts in contemporary experience. The selection of works will serve to illustrate central themes of the nineteenth century, and particularly to encourage analysis of the awareness of the natural world and the experience of urbanization.

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 (1250 words) (25%)
Minor essay B (1250 words) (25%)
Major essay (2500 words) (50%)

Prescribed Texts:

(The verse prescribed for study will be found in the last two works.)

GSC2403 The Rise of the Modern
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr P. Morgan

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

Prerequisites: One first level English unit plus either GSC1402 Media Studies or another first level English unit.

Unit Outline: A study of some of the main modernist works from the 1870s onwards. The texts come from three periods: the transitional period from 1870s to the first world war, the initial modernist wave of the inter-war years, and later modernist works of the post-war period. Poems from the three periods will be selected from the Leonard anthology.

Teaching Methods: Lectures, tutorials, play readings, films.

Assessment:
Essay (2500 words) (40%)
Examination (2 hours) (60%)

Prescribed Texts:
Drama:
Prose:
GSC2404 Myth, Legend and Folk tale (BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr N. Courtney

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

Prerequisites: One first level English unit plus either GSC1402 Media Studies or another first level English unit.

Unit Outline: This unit concentrates on four major traditions: Aboriginal, Greek, Norse and Arthurian. It begins by considering what distinguishes myth, legend and folklore as special kinds of story and how they relate to each other. The emphasis throughout will be on literary representation, but the subject will also be studied in its relationship to history, religion, ritual and oral tradition. Particular attention will be given to the following general themes: creation, the quest, nature and culture, male and female, death and rebirth. An optional strand in the unit will allow students to make a comparative study of selected stories from the older texts and modern versions written for children.

Teaching Methods: Lectures, tutorials and occasional films. Study guides and monthly weekend schools are provided for distance education students.

Assessment:
Essay (2500 words) (50%)
Examination (50%)

Prescribed Texts:
(a) Core Texts
Robinson, R. (ed.), Aboriginal Myths and Legends. Sun Books, Melbourne, 1966. (Extracts to be supplied by the College.)
(b) Versions for Children
Most of these texts are cheap and easily available, but for students interested in this area there is a wide range of suitable alternative texts in the children's bookshops, and in the College library.

GSC2405 Contemporary Fiction (BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr M. Griffiths

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

Prerequisites: One first level English unit plus either GSC1401 Media Studies or another first level English unit.

Unit Outline: This unit will cover a selection of significant examples of recent fiction drawn from a range of traditions (e.g. West Indian, 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) (60%)
Examination (40%)

Prescribed Texts:

GSC2406 Women's Writing (BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Mrs O.M. Griffiths

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

Prerequisites: One first level English unit plus either GSC1402 Media Studies or another first level English unit.
Unit Outline: The aim of this unit is to study a number of works of imagination by women writers in the light of recent developments in literary theory and method. The texts include fiction, drama and poetry by Australian, British, American, European and post-colonial writers. This year we will focus on the work of the German writer Christa Wolf.

Teaching Methods: Seminars. Study Guides, classes and resource materials are provided for distance education.

Assessment:
Progressive Assessment (100%)
The total word length for assessment will not exceed 5000 words.

Prescribed Texts: Subject to Availability

GSC2407 Contemporary Writing
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr M. Griffiths

First Semester: 3 hours per week - unit value of 1.0 - internal only 1993; (internal and distance education study 1994)

Prerequisites: Two units from first level English units and/or first level Mass Communications units.

(GSC2407 is available for the English and Mass Communications majors.)

Unit Outline: This unit combines the opportunity to develop the student's own creative writing skills with the critical study of a number of literary and media texts. The situation of the writer in the contexts of gender, class and ethnicity will be considered along with historical and geographical location: regional, national, international, postcolonial. The writing practices of both students and prescribed authors will be related to a variety of literary and media forms: eg. scripts, fiction, autobiography.

Teaching Methods: Lectures, discussions, seminars, film/video screening.

Assessment:
Progressive assessment (60%)
Examination (40%)
The total word length for assessment will not exceed 5000 words.

Prescribed Films:
The prescribed films will depend on availability. A list will be issued with the unit materials towards the beginning of semester.

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GSC2409 Narrative and Representation
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Mrs O.M. Griffiths

Second Semester: 3 hours per week - unit value of 1.0 - internal only 1993. (internal and distance education study 1994)

Prerequisites: Two units from first level English units and/or first level Mass Communications units.

(GSC2409 is available for both the English and Mass Communication majors.)

Unit Outline: This unit is a text-based study of a selection of prose narratives, television drama and film, beginning with a short study of the semiotics of the image. Using the concepts of narrative and representation, students will consider how narratives demonstrate structural similarity and difference across a range of media; and how codes and conventions of representing 'reality' are used to construct meanings shared by different audiences and readership. The unit will focus this year on the examination of both historical and contemporary representations of femininities and masculinities in the following mass audience/circulation genres: gothic romance (both print and film), film noir and the thriller, contemporary Hollywood war or conquest movies and narratives of detection. Each student will be required to complete a case study of one genre, across a range of print, televisual and film texts.

Teaching Methods: Lectures, seminars, film and television showings.

Assessment:
Assignment (40%)
Case Study (60%)
The total work length for assessment will not exceed 5000 words.

Prescribed Texts:

GSC2410 Public Relations and Mass Communications Technologies
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Mr N. Hanley

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

Prerequisites: GSC1402 Media Studies and GBU1401 Introduction to Marketing or permission.

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:

GSC2501 Australian and Regional History
(replaces Australian History and Gippsland History)
(BT BB DT GA PA BC BP BDT)

Unit Adviser: Mr D. Schmitt

First Semester: 3 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. The unit will conclude with an exploration of the major themes in a regional context.

The themes 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: 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 BB DT GA PA BC BP BDT)

Unit Advisers: Dr M.J. Kennedy, Dr K.P. Wilson

Second Semester: 3 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 (1000 words) (20%)
Essay 1 (1500 words) (35%)
Essay 2 (2500 words) (45%)

Prescribed Texts:

GSC2503 Russian Politics
(formerly Soviet Politics)
(BT BB DT GA PA BC BP BDT)

Unit Adviser: Mr P. Farago

First Semester: 3 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. 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. Civil Society as a factor in change. The breakup of the Soviet Union. The Russian economy, politics and society.

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 (2000 words) (40%)
Semitar Paper (1000 words) (20%)
Examination (2 hours) (40%)

Prescribed Text:

GSC2504 Public and Social Policy
(equivalent to Politics and Social Policy)
(BT AW BB DT GA PA BC BP BDT GNC GNG)

Unit Advisers: Ms K. Lynch, Mr D. Schmitt, Nominee from Health Sciences

First Semester: 3 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 ideology and evaluate their impact upon the policy process. This sections will conclude with a critical examination of models of public policy.

Students will study one optional area 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. 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 (3000 words) (50%)
Examination based on core study (2 hours) (50%)

Prescribed Texts:
Core:
Emy, H., & Hughes, O., *Australian Politics: Realities in
Davies, G., Wanna, J., Warhurst, J., & Weller, P.,
*Public Policy in Australia*. Allen and Unwin, Sydney,
Students will be advised of other specialist reading
requirements.

GSC2601 Methods of Social Research A
(BT BB BS DT AA GA PA BC BP BDT)

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
Wadsworth, Y., *Do It Yourself Social Research*. Allen

And one of the following three:
or
or
Minichiello, V., Aroni, R., Timewell, E. & Alexander,
L., *In-Depth Interviewing: Researching people.*

GSC2602 Methods of Social Research B
(BT BB BS DT AA GA PA BC BP BDT)

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:
Naylor, G.F.K. & Enticknap, L.E. *Statistics Simplified:
An Introduction for Social Scientists and Others.*
Sydney, Melbourne, Harcourt Brace Jovanovich,
Ryan, B.F., Joiner, B.L. & Ryan, R.A. *Minitab
(1976).

GSC2801 Colonialism
(AA)

Unit Adviser: Ms I. Ellender

First Semester: 3 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 Koories prior to the arrival
of the white man and then proceeds to an examination of
the Kumai 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 Kumai 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:
Presentation/Report (1500 words) (40%)
Essay (1500 words) (20%)
Examination (2 hours) (40%)

Prescribed Texts:

**GSC2802 Traditional Koorie and British Law**

*(AA)*

Unit Adviser: Mr M. Harris

First Semester: 3 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 sanctioned 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: 3 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: 3 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  (2500 words)  (40%)

Prescribed Texts:

GSC2805  Land Rights
(1A)

Unit Adviser: Mr M. Harris

Second Semester: 3 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 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  (1500 words)  (30%)
Essay 2  (1500 words)  (30%)
Overview Essay  (2000 words)  (40%)

Prescribed Text:

GSC2806  Koorie Archaeology
(1A BT DT AW BY BB BS BL BU GA PA BC BP BDT)

Unit Adviser: Ms I. Ellender

Second Semester: 3 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.

Assessment:
Assignment 1  (500-800 words)  (15%)
Mini Research Project  (>2500 words)  (30%)
Journal  (55%)

Prescribed Texts:

GSC3101  Biological Psychology
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Dr K. Rahman

First Semester: 3 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 is designed to consider the biological mechanisms and the regulatory processes of behaviour with a view to providing a rationale for self-regulation of behaviour by the individual. The biological bases of various aspects of normal and abnormal behaviour are examined in the unit. The topics covered will include: a discussion of the biological bases of mind and behaviour;
a consideration of the anatomy and physiology of the nervous systems; a focus on the endocrine system and the internal environment; an outline of the psychobiology of sensory and motor systems; and a highlight on the neurophysiology of learning, memory, motivational and emotional processes. The unit will conclude with a discussion on the biopsychology of consciousness and self-regulatory processes.

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:

GSC3102 Clinical Psychology (BT BS DT GA PA BC BP BDT)

Unit Adviser: Ms K. Jackson

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

Prerequisites: Two units from 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 BS DT GA PA BC BP BDT)

Unit Adviser: Ms S. Burney-Banfield

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

Prerequisites: Two from 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:
Literature review (40%)
Final Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

Prescribed Text: To be advised.

GSC3104 Research Methods in Psychology (BT BS BB DT GA PA BC BP BDT)

Unit Adviser: Dr S. Kelliher

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

Prerequisites: Two units from 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.

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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:
Methodology/statistics/computing assignment (40%)
Examination (60%)

A pass on the examination is a requirement for successful completion of this unit.

Prescribed Texts:

GSC3106 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: Registered Nurse

Aim: To develop an understanding of psychological factors influencing health status and responses of individuals to illness. This will include psychological factors related to etiology, 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:

GSC3201 Sociological Theory and Method
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Dr M. Collis

First Semester: 3 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:

GSC3206 Sociology of Health (Health Care)
(BU)

Unit Adviser: To be advised.

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

Prerequisite: Registered Nurse

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%)
Examination (50%)

Prescribed Text: To be advised.
GSC3401  Theories of Mass Communications
(BT BB BS DT GA PA BC BP BDT)

Unit Adviser: Ms M. Lam

Second Semester: 3 hours per week - unit value of 1.0 - internal study only 1993. (internal and distance education study 1994)

Prerequisites: GSC1402 Media Studies and GBU1401 Introduction to Marketing or permission.

Unit Outline: The unit offers a course of guided reading into theories about mass culture and mass communication. Through an examination of 19th and 20th century intellectual debates, the course investigates the historical background of the concept of "culture" and its variants: mass culture, popular culture, high and low culture. Marxist and conservative accounts of culture have given rise to different strands of opinion about the political, social and aesthetic functions of the mass media. These will be studied, in addition to more recent theoretical developments in media analysis which pay three way attention to texts, audiences and their social contexts.

Writers studied in the course will include T S Eliot, F R and Q D Leavis, Raymond Williams, Walter Benjamin, Theodor Adorno, Max Horkheimer, and Stuart Hall. Studies of mass media and popular culture by various writers will also be considered in terms of their different theoretical premises and research methods.

Teaching Methods: Lectures and tutorials for internal students.

Assessment:
Progressive assessment (100%) The total work length for assessment will not exceed 5000 words.

Prescribed Texts:

GSC3501  East Asian History
(BT BB DT GA PA BC BP BDT)

Unit Adviser: Mrs E. Menzies

First Semester: 3 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%)
OR
Examination (1½ hours) (30%)
Essay (3000 words) (60%)

Prescribed Texts:

GSC3502  Southeast Asian History
(BT BB DT GA PA BC BP BDT)

Unit Adviser: Mrs E. Menzies

Second Semester: 3 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 Southeast 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 Southeast 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) or (30%)
Examination (1½ hours) (30%)
Essay (3000 words) (60%)

Prescribed Texts:

GSC3503 International Relations
(replaces Societies in Transition)
(BT BB DT GA PA BC BP BDT)

Unit Adviser: Dr M.J. Kennedy

Second Semester: 3 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 6354 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 (1000 words) (30%)
Seminar Papers (4 x 5000 words) (30%)
Research Essay (2000 words) (40%)

Prescribed Texts:

GSC3504 Theories and Research in History and Politics
(replaces Theories of History/Politics and Research Project History/Politics)
(BT BB DT GA PA BC BP BDT)

Unit Adviser: Dr M.J. Kennedy

Second Semester: 3 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 (2000 words) (40%)

Prescribed Texts:

GSC4101 Counselling Theory and Practice A
(not offered in 1993)
(GP)

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - distance education.

Prerequisite: Bachelor degree with major in Psychology from any Australian Psychological Society accredited course.

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:
Corsini, R.J. (ed.), Current Psychotherapies. Itasca,
Wedding, D. & Corsini, R.J. (eds.), Case Studies in
Egan, G., The Skilled Helper. Monterey, California,
Egan, G., Exercises in Helping Skills. Monterey,

GSC4102 Counselling Theory and
Practice B
(GP)

Unit Adviser: Ms K. Jackson
First Semester: unit value of 1.0 - distance education.

Prerequisite: GSC4101

Unit Outline: This unit provides in depth study of two
broad approaches to counselling, namely behavioural and
cognitive. Methods of intervention derived from
experimental learning theories and cognitive restructuring
techniques are considered. Students will have the
opportunity to apply their theoretical knowledge to the
development of counselling skills at residential schools and
via case work assignments.

Assessment:
Progressive assignments (60%)
Examination (40%)

Prescribed Texts: To be advised.

GSC4103 Psychological Assessment
(not offered in 1993)
(GP)

Unit Adviser: Dr D. Harvey
Second Semester: unit value of 1.0 - distance education.

Prerequisite: Bachelor degree with major in Psychology
from any Australian Psychological Society accredited
course.

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 the residential school and in case work
assignments.

Assessment:
Progressive assignment (60%)
Examination (40%)

Prescribed Texts:
Murphy, K.R. & Davidshofer, C.O., Psychological
testing-principles and applications. Englewood-Cliffs,
Maloney & Ward, Psychological assessment-a conceptual

GSC4104 Health Psychology
(GP)

Unit Adviser: To be advised.
Second Semester: unit value of 1.0 - distance education.

Prerequisite: Bachelor degree with major in Psychology
from any Australian Psychological Society accredited
course.

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:
Kazdin, A.E., Behaviour Modification in Applied Settings.

GSC4105 Community Psychology in
Australia
(GP)

Unit Adviser: Dr A. Veno
Second Semester: unit value of 1.0 - distance education.

Prerequisite: Bachelor degree with major in Psychology
from any Australian Psychological Society accredited
course.

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 (not offered in 1993) (GP)

Unit Adviser: To be advised.
Second Semester: unit value of 1.0 - distance education.
Prerequisite: Bachelor degree with major in Psychology from any Australian Psychological Society accredited course.

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: To be advised.

GSC4107 Research Project - Thesis (GP)

Unit Adviser: Dr S. Kelliher
Full Year: unit value of 1.0 - distance education.
Prerequisite: GSC4106

Unit Outline: Students are required to conduct a research project under supervision, based on the research proposal submitted in Unit GSC4106. Students are expected to conduct a thorough literature review of the topic of their choice. Skills developed in Research Methods should be applied to the research design and analysis of the project. Students will be required to submit written progress reports to their supervisors at regular intervals throughout the year. Finally, students will write up the research in the form of a thesis, to a high standard.

Assessment:
Progressive case work (60%)
Examination (20%)
Supervisor’s evaluation (20%)

Prescribed Texts:
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School of Visual Arts
School Information

Officers of the school

Head
Professor N.A. Creighton

Administrative Officers
Ms R. Nevill
Ms V. Veysey

Graduate Studies Co-ordinator
Dr O. Rye

History and Theory of Art
Mr K. Bensley

Ceramics
Dr O. Rye

Painting
Mr C. Coventry

Printmaking
Mr E. Heng

Sculpture
Mr C. Murray-White

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.
Undergraduate Studies

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 Theory and History of Art. 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 art 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 University, or have already gained some tertiary education may be granted credits and exemptions by the Board of Studies in Visual Arts.

Cost of Materials

Although some materials are provided, students should expect expenditure on art equipment, materials and supplies. Students should have their own single lens reflex camera. Students should also be prepared to purchase the 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 School reserves the right to retain the work executed by students as part of their course studies. Work not required by the School may be claimed by the student only after it has been released following assessment.
Course Regulations

1. General

(a) 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.

(b) 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.

(c) 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.

(d) 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).

(e) 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 The Classical Tradition.

3. Major Study Units

(a) 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 studio areas of Painting, Printmaking, Ceramics or Sculpture.

(b) 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(a) 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(b) 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 regulations on assessment.

Course Structure

Six semesters of full-time study. 24 units credit value.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
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<td><strong>Level One</strong></td>
<td>Semester One</td>
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<tr>
<td>GVA1001</td>
<td>Foundation Drawing</td>
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<tr>
<td>GVA1002</td>
<td>Foundation 2D</td>
<td>1.0</td>
</tr>
<tr>
<td>GVA1003</td>
<td>Foundation 3D</td>
<td>1.0</td>
</tr>
<tr>
<td>GVA1553</td>
<td>The Classical Tradition</td>
<td>1.0</td>
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<tr>
<td><strong>Semester Two</strong></td>
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<tr>
<td></td>
<td>Major Studio</td>
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<tr>
<td></td>
<td>Minor Studio</td>
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<tr>
<td>GVA1554</td>
<td>Romanticism, Realism, Modernism</td>
<td>1.0</td>
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</tbody>
</table>

| **Level Two** | Semester One |
| GVA2551 | The Classical Tradition (1993) | 1.0 |
| GVA2553 | Modern Art 1990-1940s (1994) | 1.0 |
| **Semester Two** | | |
| | Major Studio | 2.0 |
| | Minor Studio | 1.0 |
| GVA2552 | The Romantic Sensibility (1993) | 1.0 |
| GVA2554 | Art Since 1945 (1994) | 1.0 |

| **Level Three** | Semester One |
| GVA3551 | Theories of Art | 1.0 |
| **Semester Two** | | |
| | Major Studio | 2.0 |
| | Minor Studio | 1.0 |
| GVA3552 | Art Research Paper | 2.0 |
| GVA3660 | Professional Practice | 1.0 |

11/4 School of Visual Arts
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.

* This course structure is currently under review and students are invited to seek the current course information from the School Office.

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. Selection for candidature is normally during November each year.
## Unit Outlines

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

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<td>GVA1554</td>
<td>Romanticism, Realism, Modernism</td>
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### GVA1001 Foundation Drawing
(BV DT BDT BC BP BT)

- **Unit Adviser:** Mr D. Wollmering

- **First Semester:** 6 hours/week - unit value of 1.0 - internal study.
- **Prerequisite:** Nil

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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: To be advised.

GVA1002  Foundation 2D
(BV DT BDT BC BP BT)

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: To be advised.

GVA1003  Foundation 3D
(BV DT BDT BC BP BT)

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: To be advised.

GVA1111  Painting 1
(BV DT BDT BC BP)

Unit Adviser: Ms J. Adams

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 DT BDT BC BP BT)

Unit Adviser: 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.

GVA1211 Printmaking 1
(BV DT BDT BC BP)

Unit Adviser: 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.

Recommended Reading:

GVA1221 Minor Printmaking/Photography 1
(BV DT BDT BC BP BT)

Unit Advisers: Ms K. Green (Printmaking), Ms S. Purdy (Photography)

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:

(a) 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

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printmaking and the materials and methods associated with these processes.

(b) 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 familiarize 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 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:

Printmaking
Tamarind Technical Papers (periodical). University of New Mexico, 1975 to current issues.

Photography

Additional references are provided in class, including current periodicals and journals.

GVA1311 Ceramics 1
(BV DT BDT BC BP)

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 bisque packing and firing;
   - Introductory glaze preparation; Introductory glaze testing procedures; Introductory glaze packing and firing;
   - Introductory safety procedures. These topics are introduced through half-semester assignments.

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.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA1321 Minor Ceramics 1
(BV DT BDT BC BP BT)

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 DT BDT BC BP)

Unit Adviser: Mr D. Wollmering

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: To be advised.

GVA1421 Minor Sculpture/Woodcraft 1 (BV DT BDT BC BP BT)

Unit Advisers: Mr C. Murray-White (Sculpture), Mr D. Wollmering (Woodcraft)

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: Nil

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 and aesthetic issues as applied to objects made from wood.

Assessment: 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

GVA1553 The Classical Tradition (BV BT BS BC BDT BP DT)

Unit Adviser: Ms A. Modesti

First Semester: One lecture and one tutorial per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: The unit will examine the Classical Tradition in Western art, providing a survey from Graeco-Roman art to Neo-Classicism. Areas covered will include the humanist revival of classicism in Renaissance art and architecture, the Baroque Classicism of the Bolognese School, Poussin and Seventeenth-century Classicism, and the Eighteenth century cult of the antique. The course will also introduce students to the New Classicism in the art and architecture of the 1970s-1990s.

Assessment: Assessment is based on the submission of written assignments (50%), and an examination paper (50%). All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:
See also the articles compiled as Art & Design Profile 9: The Classical Sensibility in Contemporary Painting and Sculpture. Published as part of Art & Design volume 4, nos. 5-6, 1988.
Additional references are provided in the unit Handbook and study guides.
GVA1554 Romanticism, Realism, Modernism
(BV BT BS BC BP BDT DT)

Unit Adviser: Mr K.E. Bensley

Second Semester: One lecture and one tutorial per week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil, but completion of GVA1553 The Classical Tradition is strongly recommended.

Unit Outline: A survey of the important features of nineteenth century art, and with an introduction to early Australian art. This unit takes up the study of European art from the time of the French Revolution, beginning with Romanticism, and including Realism, Naturalism, Impressionism, Symbolism, Post-Impressionism, and other avant-garde trends at the turn of the century. The idea of modernism in the visual arts will be introduced and examined within the context of social and technological changes from the middle of the nineteenth century to the early twentieth century.

Assessment: Assessment is based on the submission of written assignments (50%), and an examination paper (50%). All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:


GVA2112 Painting 2
(BV DT BDT BC BP)

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 DT BDT BC BP)

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 I, 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 DT BDT BC BP BT)*

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 DT BDT BC BP)*

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%)
Method of Assessment - by folio.

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.

Recommended Reading:

Additional references are provided in class, including current periodicals and journals.

GVA2213 Printmaking 3
(BV DT BDT BC BP)

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 DT BDT BT BC BP)

Unit Advisers: Ms K. Green (Printmaking), Ms S. Purdy (Photography)

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.

School of Visual Arts 11/13
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:

Printmaking
*Tamarind Technical Papers (periodical)*. University of New Mexico, 1975 to current issues.

Photography

Additional references are provided in class including current periodicals and journals.

GVA2223 Minor Printmaking/Photography 3 (BV DT BDT BC BP BT)

Unit Advisers: Ms K. Green (Printmaking), Ms S. Purdy (Photography)

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 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:

Printmaking
*Tamarind Technical Papers (periodical)*. University of New Mexico, 1975 to current issues.

Photography

Additional references are provided in class including current periodicals and journals.

GVA2312 Ceramics 2 (BV DT BDT BC BP)

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 half-semester 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.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

**GVA2313 Ceramics 3**
*(BV DT BC BP BDT)*

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.

Prescribed Text: Nil

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

**GVA2322 Minor Ceramics 2**
*(BV DT BDT BT BC BP)*

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA1321

**GVA2323 Minor Ceramics 3**
*(BV DT BDT BT BC BP)*

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: GVA2322

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.
GVA2412  Sculpture 2
(BV DT BDT BC BP)

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%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

GVA2413  Sculpture 3
(BV DT BDT BC BP)

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 (65%)
Drawing Class Marks (15%)
Staff Overview of a Student's Progress during Semester (20%)

Prescribed Text: Nil


Additional references are chosen by the staff to suit the needs of each individual student.

GVA2422  Minor Sculpture/Woodcraft 2
(BV DT BDT BT BC BP)

Unit Advisers: Mr C. Murray-White (Sculpture), Mr D Wollmering (Woodcraft)

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. 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: References are chosen by the staff to suit the needs of each individual student.

GVA2423  Minor Sculpture/Woodcraft 3
(BV DT BDT BT BC BP)

Unit Advisers: Mr C. Murray-White (Sculpture), Mr D Wollmering (Woodcraft)

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 (80%)
Staff overview of a student’s progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:
References are chosen by the staff to suit the needs of each individual student.

GVA2551 The Classical Tradition
(Note. This unit will not be offered after 1994.)
(BV BT BC BP BDT DT)

Unit Adviser: Ms A. Modesti

First Semester: One lecture and one tutorial per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GVA1551, GVA1552

Unit Outline: As for unit GVA1553 The Classical Tradition. Second year students will be required to read more widely and work at a higher level.

Assessment: Assessment is based on the submission of written assignments (50%), and an examination paper (50%). All work required to be submitted will count towards the overall assessment.

Prescribed Texts:
As for unit GVA1553 The Classical Tradition, with the addition of the following text:

Recommended Reading:
As for unit GVA1553 The Classical Tradition, with the addition of the following texts.

Additional references are provided in the unit Handbook and study guides.

GVA2552 The Romantic Sensibility
(Note. This unit will not be offered after 1994.)
(BV BT BC BP BDT DT)

Unit Adviser: Ms A. Modesti

Second Semester: One lecture and one tutorial per 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 nineteenth century art. The emphasis in the syllabus will be upon Italian Art of the seventeenth and eighteenth centuries, with coverage of the Baroque, Rococo, and Romanticism in France and Northern Europe as well. Themes, styles, modes and aesthetic ideas in paintings, prints, drawings, and sculptures will be examined in the work of leading European artists. An introduction to Baroque and Rococo architecture will also be included.

Assessment: Assessment is based on the submission of written assignments (50%), and an examination paper (50%). All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:

See also the articles compiled as Art & Design Profile 12: 'The New Romantics', published as part of Art & Design volume 4, nos. 11-12, 1988.

Additional references are provided in the unit Handbook and study guides.
GVA2553 Modern Art 1900-1940s
(not offered in 1993. This unit will next be offered in 1994.)
(Note. This unit may not be taken by students who have passed GVA1551 Modern Art offered in previous years.)
(BV BT BC BP BDT DT)

Unit Adviser: Mr K.E. Bensley

First Semester: One lecture and one tutorial per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GVA1553, GVA1554

Unit Outline: This unit builds on the idea of modernism in the visual arts introduced in unit GVA1554 and consists of a survey of the visual arts of the first half of the twentieth century. Included are sections on Fauvism, Expressionism, Cubism and the cubist movement, Futurism, Constructivism, abstract art, Dada, and Surrealism. The unit will also study the transference of ideas of European modern art to the United States of America and to Australia.

Assessment: Assessment is based on the submission of written assignments (50%), and an examination paper (50%). All work required to be submitted will count towards the overall assessment.

Preliminary Reading:

Prescribed Texts:

Recommended Reading:

GVA2554 Art Since 1945
(not offered in 1993. This unit will next be offered in 1994.)
(Note. This unit may not be taken by students who have passed GVA1552 Recent Art offered in previous years.)
(BV BT BC BP BDT DT)

Unit Adviser: Mr K.E. Bensley

Second Semester: One lecture and one tutorial per week - unit value of 1.0 - internal and distance education study.

Prerequisites: GVA1553, GVA1554 and prior completion of GVA2553 Modern Art 1900-1940s is strongly recommended.

Unit Outline: This unit examines 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 Realism, assemblage, technology and art, Conceptual art, Neo-Expressionism, the international Transavantgarde, new Romanticism, recent Classicism, deconstructionist tendencies and other recent art forms. The 'death of modernism' and other current issues in late modernism and post-modernism will be examined.

Assessment: Assessment is based on the submission of written assignments (50%), and an examination paper (50%). All work required to be submitted will count towards the overall assessment.

Preliminary Reading:

Prescribed Texts:

Recommended Reading:
See also the articles compiled as Art & Design Profile 8: 'The New Modernism: deconstructionist tendencies in art', published as part of Art & Design volume 4, nos. 3-4, 1988. And, the articles compiled as Art & Design Profile 10: 'Art in The Age of Pluralism', published as part of Art & Design volume 4, nos. 7-8, 1988. Additional references are provided in the unit Handbook and study guides.

**GVA3114 Painting 4**
(BV DT BDT BC BP)

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 DT BDT BC BP)

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 DT BDT BC BP BT)

Unit Adviser: Ms 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:

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GVA3214 Printmaking 4
(BV DT BDT BC BP)

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.

Recommended Reading:


GVA3215 Printmaking 5
(BV DT BDT BC BP)

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%)
- 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:


**GVA3224 Minor Printmaking/Photography 4**
(BV DT BDT BT BC BP)

Unit Advisers: Ms K. Green (Printmaking), Ms S. Purdy (Photography)

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.

Recommended Reading:

**Photography**


**GVA3314 Ceramics 4**
(BV DT BDT BC BP)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA2313

Unit Outline: Students are required to submit a proposal for work over this and the next semester. 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.

Prescribed Text: Nil

Recommended Reading:

An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

**GVA3315 Ceramics 5**
(BV DT BDT BC BP)

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
A 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.

Prescribed Text: Nil

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

GVA3324 Minor Ceramics 4
(BV DT BDT BT BC BP)

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 DT BDT BC BP)

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.

GVA3415 Sculpture 5
(BV DT BDT BC BP)

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: GVA3414

Unit Outline: This unit complements Sculpture 4. By this stage students are expected to have reached a high level of competence in both the production and theoretical aspects of Sculpture.

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 DT BDT BT BC BP)

Unit Advisers: Mr C. Murray-White (Sculpture), Mr D. Wollmering (Woodcraft)

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:
References are chosen by the staff to suit the needs of each individual student.

GVA3551 Theories of Art (BV BT BC BP BDT DT)

Unit Advisers: Mr K.E. Bensley, Ms A. Modesti

First Semester: 1 lecture or internal seminar per week - unit value of 1.0 - internal and distance education study.

Prerequisites: Completion of two second year level History and Theory of Art units.

Unit Outline: This unit will examine a range of different theoretical and critical approaches to art. The course will include topics selected from amongst the following, not all of which will be offered in any given year: classical theories of aesthetics and philosophies of art; methodologies of criticism; psychoanalysis and art; the psychology of visual pleasure; the deconstruction of visual pleasure; issues in modernism and post-modernism, including formalism, anti-art and radicalism, feminism and art, the institutionalization of art, and mass culture. Intending students should consult one of the unit advisers prior to the commencement of the course for information on the current year's selection of topics and text.

Assessment:
One seminar paper (internal) or essay (distance) from set topics (50%)
One essay on a negotiated topic (50%)

Prescribed Text:

GVA3552 Art Research Paper (BV BT BC BP BDT DT)

Unit Advisers: Mr K.E. Bensley, Ms A. Modesti

Second Semester: Individually supervised written project - unit value of 1.0 - internal and distance education study.

Prerequisites: Completion of two second year level History and Theory of Art units.

Unit Outline: This unit consists of supervised research into a topic on an aspect of Art History, Theory or Criticism and will give students the opportunity to develop advanced skills in analysing and criticising the literature of art. Students will negotiate a research topic with a unit adviser, and consideration will be given to the availability of resource materials before a topic is approved. Students will work towards the submission of a formal essay which shall normally consist of a critical review of the literature on the approved topic. The subject areas listed in the unit
outline for unit GVA3551 may be of assistance in the formulation of a research topic.

Assessment:
Written report on work-in-progress (1500 words) (20%)
Final essay (5000-6000 words) (80%)

Recommended Reading:
See the reading list for unit GVA3551 Theories of Art.

Students will be expected to develop and submit for approval a substantial reading list relevant to their negotiated topic early in the course.

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:

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

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

GVA8170 Master of Arts (Visual Arts)
(MV)

See course entry for further details.
Courses at Gippsland 12/2
Table of Operating Units 1992 12/3

Courses and Units 1993

12
Courses at Gippsland

Some of the courses listed in the following pages have no further intake. Please refer to the individual school section for more detail.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Formal Name</th>
<th>School</th>
<th>Study Mode</th>
<th>Credit Value</th>
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The following combined degrees are also offered:

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<th>Combined Degree Description</th>
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</table>
The table which follows is produced as a guide to units currently offered in 1993.

Note Carefully the Column Headings Used in this Table

**Unit No:** The unit number assigned to the listed unit, comprising 3 alpha and 4 numeric characters. The 3 alpha characters indicate the school in which the unit is offered:

- GAS: Applied Science
- GBU: Business
- GEC: Education
- GEG: Engineering
- GHS: Health Sciences
- GSC: Social Sciences
- GVA: Visual Arts

**Unit Name:** The specific title of the listed unit.

**Study Period:** Indicates when the listed unit is offered during the academic year.

- 1 = 1st semester
- 2 = 2nd semester
- 3 = over the whole academic year

**Study Mode:** Indicates how the listed unit is offered.

- I = Internal
- X = Distance Education

**Course Eligibility:** Indicates courses towards which the listed unit may be counted as credit. Units earn credit for certain courses only. Make sure that the units chosen will be credited to your particular course. Refer to the two preceding pages for an index to the codes.

**Page No:** Detailed information of the unit outline, contact hrs/wk, credit value, prerequisite and corequisite units, teaching methods, assessment, and prescribed and recommended texts is to be found on the page indicated.
<table>
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<th>UNIT NO.</th>
<th>UNIT NAME</th>
<th>STUDY PERIOD</th>
<th>STUDY MODE</th>
<th>COURSE ELIGIBILITY</th>
<th>PAGE NO.</th>
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