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

1985 Handbook

Caulfield Campus
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(03) 573 2222

Frankston Campus
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Frankston,
Victoria, Australia
(03) 781 1777

Admissions Inquiries: (03) 573 2000
CHISHOLM INSTITUTE OF TECHNOLOGY

Chisholm Institute of Technology is a multi-disciplinary tertiary education institution offering a wide range of studies at its two campuses, Caulfield and Frankston.

It is the third largest of Victoria’s Colleges of Advanced Education, with a total enrolment of 6250 students in 1984 studying at Associate Diploma, Diploma, Degree, Graduate Diploma and Master’s Degree levels.

About half Chisholm’s students study part-time, taking advantage of the Institute’s special efforts to accommodate part-timers and open up higher education to all who desire it.

At Caulfield, the full range of courses is offered in the Schools of Art and Design (with one exception), David Syme Business School and Social and Behavioural Studies, and within the Faculty of Technology, Applied Science, Computing and Information Systems and Engineering.

At Frankston, the School of Education offers its full range of courses from Diploma to Master’s Degree level, and selected undergraduate programs are offered in Art and Design (including the BA (Fine Art) (Craft), offered only at Frankston), Computing and Information Systems, David Syme Business School and Social and Behavioural Studies.

In addition to the award program, a wide range of short courses is offered at each campus.

Both campuses have well equipped libraries with student access to the central computerised catalogue.

The Frankston campus is linked by landline to the powerful computing facilities of the Computer Centre at Caulfield. In addition, there are supplementary computing units within individual Schools.
CONTENTS

♦NOTE: Courses marked (C) are available at Caulfield only, those marked (F) are available at Frankston only and those marked (C&F) are available at both campuses.

INTRODUCTION

HOW TO USE THE HANDBOOK

COUNCIL, PRINCIPAL OFFICERS AND ACADEMIC STAFF

BACHELOR DEGREE COURSES
  Bachelor of Applied Science (Computing) (C&F) 16
  Bachelor of Applied Science (Digital Technology) (C) 16
  Bachelor of Applied Science (Multi-discipline) (C) 17
  Bachelor of Applied Science/Bachelor of Business (C&F) 19
  Bachelor of Arts (C&F) 20
  Bachelor of Arts/Bachelor of Business (C&F) 23
  Bachelor of Arts (Ceramic Design) (C) 25
  Bachelor of Arts (Fine Art) (C) 27
  Bachelor of Arts (Fine Art) (Craft) (F) 28
  Bachelor of Arts (Graphic Communication) (C) 29
  Bachelor of Business (Accounting) (C&F) 30
  Bachelor of Business (Administration) (C) 31
  Bachelor of Business (Banking and Finance) (C&F) 33
  Bachelor of Business (Marketing) (C) 34
  Bachelor of Business (Office Administration) (C) 36
  Bachelor of Education (fourth year) (F) 38
  Bachelor of Engineering (Civil) (C) 39
  Bachelor of Engineering (Electrical) (C) 40
  Bachelor of Engineering (Industrial) (C) 41
  Bachelor of Engineering (Mechanical) (C) 43

DIPLOMA COURSES
  Diploma of Art and Design (Graphic Design) (C&F) 44
  Diploma of Engineering (Mechanical) — Part-time (C) 44
  Diploma of Teaching (Early Childhood) (F) 45
  Diploma of Teaching (Primary) (F) 47

ASSOCIATE DIPLOMA COURSES
  Associate Diploma in Art and Design (Ceramic Design) (C&F) 50
  Associate Diploma in Art and Design (Ceramic Design) — Part-time (F) 50
  Associate Diploma in Marketing (C) 51
  Associate Diploma in Police Studies (C) 51
  Associate Diploma in Secretarial Studies (Legal) (C) 51
  Associate Diploma in Secretarial Studies (Medical) (C) 51
  Associate Diploma in Tribology (C) 54
  Associate Diploma in Welfare Studies (C) 54
### GRADUATE DIPLOMA COURSES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diploma in Accounting &amp; Finance (C)</td>
<td>56</td>
</tr>
<tr>
<td>Graduate Diploma in Applied Numerical Analysis (C)</td>
<td>57</td>
</tr>
<tr>
<td>Graduate Diploma in Applied Polymer Science (C)</td>
<td>57</td>
</tr>
<tr>
<td>Graduate Diploma in Applied Psychology (C)</td>
<td>57</td>
</tr>
<tr>
<td>Graduate Diploma in Art Education (F)</td>
<td>58</td>
</tr>
<tr>
<td>Graduate Diploma in Business Technology (C)</td>
<td>59</td>
</tr>
<tr>
<td>Graduate Diploma in Ceramic Design (C)</td>
<td>60</td>
</tr>
<tr>
<td>Graduate Diploma in Children's Literature (F)</td>
<td>60</td>
</tr>
<tr>
<td>Graduate Diploma in Communication and Information Studies (C)</td>
<td>61</td>
</tr>
<tr>
<td>Graduate Diploma in Community Education (C&amp;F)</td>
<td>61</td>
</tr>
<tr>
<td>Graduate Diploma in Computing and Information Systems (C)</td>
<td>62</td>
</tr>
<tr>
<td>Graduate Diploma in Data Processing (C)</td>
<td>63</td>
</tr>
<tr>
<td>Graduate Diploma in Digital Communications (C)</td>
<td>64</td>
</tr>
<tr>
<td>Graduate Diploma in Fine Art (C)</td>
<td>64</td>
</tr>
<tr>
<td>Graduate Diploma in Highway and Traffic Engineering (C)</td>
<td>64</td>
</tr>
<tr>
<td>Graduate Diploma in Marketing (C)</td>
<td>65</td>
</tr>
<tr>
<td>Graduate Diploma in Outdoor Studies (F)</td>
<td>65</td>
</tr>
<tr>
<td>Graduate Diploma in Process Computer Systems (C)</td>
<td>66</td>
</tr>
<tr>
<td>Graduate Diploma in Process Plant Project Engineering (C)</td>
<td>66</td>
</tr>
<tr>
<td>Graduate Diploma in Robotics (C)</td>
<td>67</td>
</tr>
<tr>
<td>Graduate Diploma in Secretarial Studies (C)</td>
<td>67</td>
</tr>
<tr>
<td>Graduate Diploma in Structural Computations (C)</td>
<td>68</td>
</tr>
<tr>
<td>Graduate Diploma in Tribology and Condition Monitoring (C)</td>
<td>68</td>
</tr>
<tr>
<td>Graduate Diploma in Water Science (C)</td>
<td>69</td>
</tr>
<tr>
<td>Graduate Diploma in Welfare Administration (C)</td>
<td>69</td>
</tr>
</tbody>
</table>

### MASTER'S DEGREE COURSES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Applied Science (C)</td>
<td>70</td>
</tr>
<tr>
<td>Master of Arts (C)</td>
<td>70</td>
</tr>
<tr>
<td>Master of Business (C)</td>
<td>70</td>
</tr>
<tr>
<td>Master of Education (F)</td>
<td>70</td>
</tr>
<tr>
<td>Master of Engineering (C)</td>
<td>70</td>
</tr>
</tbody>
</table>

### SUBJECT SYNOPSES (in alphabetical order by subject name)

Page 71

### SUBJECT CODES

Page 262
HOW TO USE THE HANDBOOK

The information contained in this handbook is accurate as at September 1984. Inevitably, changes will occur after publication so you should confirm details, such as references to required textbooks. You should also note that the Council reserves the right to amend, postpone, or withdraw any course or subject being conducted or offered by Chisholm.

This handbook contains course details and subject synopses of courses offered by Chisholm. The user is referred to the Chisholm Student Manual 1985 for information about enrolment, financial assistance available to students, scholarships and the regulations governing the relationship between Chisholm and its students. The Manual is issued free through the Student Administration office (Caulfield) and from the Assistant Registrar (Frankston).

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

Subject Synopses — this section lists all subjects available for study, in alphabetic order. Each entry includes a synopsis of the subject, whether it has any prerequisites and, where the information is available, the textbooks required. Each subject is distinguished by a unique code. You should become accustomed to using these codes, particularly because a number of subjects may have a common, generic name, e.g. Physics PHY110, Physics PHY250. When deciding on your course, you would be wise to refer to the synopses of the subjects you intend to study to ensure their contents are what you expect.

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

Students seeking administrative assistance should inquire at the Student Administration office on Level 1 of the K. H. Boykett building.
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BA, GradDipAppPsych(CIT)
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BSc(Hons)(London), MA(Kent), BED(Coun)(La Trobe)
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MA(La Trobe)
James Ross
BA(Hons), MA(Monash)
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BA(Monash), MSocSc(Waikato)
Robert H. Wolfgamm
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Arnott P. Bow
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CertMech Tech

Ross Harrop
CertMechTech,CertAeroinstMaker

Alex Lea
CertElecTechComm

Peter Oliver
CertElecTechComp, CertCompFieldService

Laboratory Assistant
Alison Hall

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ARMIT(MLT), GradDipDP(CIT)
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HRDipEE(HongKong Polytechnic), BEng(Hons), PhD(Monash)
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BEng(Hons) Monash

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Director of Core Studies
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BScEng(London), CEng, FIE, FIAust

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Administrative Officer
Suzanne J. Phillips

Typist
To be appointed

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Quy Le
BE(Auckland), MIEAust
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ME(Melb), SMIREE

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Tutor
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Eric Lim
Raymond Chapman
Maria Ozadovsky
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Janet Hadaway

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Maung Thit
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David Weiss
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Deputy Head
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Frankston Co-ordinator
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BA(Hons)(WA), MA(Melb), MAPsS

Consultant Psychiatrist
Henry Bankier
MBBS, FRANZCP

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DipYW(ISW), BSW(Phillip)
Counsellor

Mark Spatz
MA(Hebrew Uni), MAPsS Counsellor, Co-ordinator

John Milburn
BA(Chisholm), CertWelfare(ISW), MAIW Welfare Counsellor

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AssocDipWelfareStuds
Children's Service Co-ordinator

Family Day Care
To be appointed
Field Worker

Marilyn Godley
BA, MPS-PH(USA)
Family Services Development Officer

Merle McMinn
BA, DipEdPsych
Family Day Care Officer

Josie Quinn
Children's Service Officer

Chisholm Group Care Centre
Denise O'Keefe
Senior Mothercraft Nurse

Erica Strange
Mothercraft Nurse

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Co-ordinator

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Careers Adviser

Christine Ashman
Careers Adviser — Frankston Campus

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Community Lawyer
CHAPLAINCY
Reverend David Conolly
ThL
Anglican Chaplain
Annette Goldenberg
BA(MelbUni), BEd(Counselling)(La Trobe)
Jewish Chaplain

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Lynette Sunderland
ADA, DAA
Dental Nurse

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MBBS(Melb)
Medical Consultant
Livja Jackson
MBBS(Monash)
Medical Consultant, Co-Ordinator
Ian Wilson
MBBS(Melb)
Medical Consultant
George Stathakopoulos
MBBS(Monash)
Medical Consultant — Frankston Campus
Barbra Pittard
SRN
Registered General Nurse
Mariene Robbins
SRN
Registered General Nurse
Cath Collins
SRN, DipAppSc(Lincoln)
Registered General Nurse

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To be appointed
Secretary (Frankston):
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Kathryn I'Anson
Joanne Barker

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DipBusStud(EDP),ACIT,MACS
Secretary
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Clerical Assistant
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Operations Manager/Production Liaison Officer
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CertEDP
Chief Systems Programmer
David J. Wilson
BAppSc, MACS

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Rob Pyne
Systems Programmers
George Scott
Simon McCoy
Computer Communications Officer
Stephen R. Balogh
MACS
Operations Supervisor
Yvonne F. Conyers
AACS
Senior Computer Operator
Richard Suggate
Computer Operators
Neil Brewster
Graeme Cooper
Malcolm Keith-Storey
Craig Matchen
CertEDP
Jenny Stanley
Data Preparation Supervisor
Marilyn Kennedy
Data Preparation Operators
Renata Burden
Andrea Marie
Input/Output Assistants
Jill Bates — Frankston
Beryl R. Lalor — Caulfield
Terminals Room Supervisor
Anna Ambrosy

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Secretary
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Vacant — Applied Science and Engineering
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Lending Services Co-ordinator
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CertAppSocSc(LibTech)(PCAEd)

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Wendy Ashburn
Linda Barnard
Rex Bell  
TPTC(Toorak),  
CertAppSocSc(LibTech)  
(Whitehorse)
Ezio Glavina
Therese Hurley
Joe Mileto
Lisa Missen
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BA(Hons)(Monash)

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GradDipMuseumStudies(VIC)
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Teaching Materials Centre Librarian
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DipBookProd(London)
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ALA
Linda Parsons  
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Glynis Ramsay
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DipMEd(C'Wealth Bureau of Met)
Co-ordinator
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GradDipFTV(Swinburne)
Lesley Northey  
BSocSc(Wellington), DipTch(NZ)

Language Development Section
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BA(Hons)(Monash), MLitt(Edin), TPTC
Co-ordinator
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BA(Melb), Maîtrise-ès-Lettres(Aix-en-Provence), Diplôme d'Etudes Approfondies (Linguistics), (Aix-en-Provence)

Media Services Section
Byron Nichols  
DipArt/Design (FTV(Swinburne), DipEd(SCV),  
GradDipVicStudies
Co-ordinator
Robert Clarke  
GradDipMedia(AFTS)
Peter Taylor  
InstAustPhotog, MBKS, LRPS, City &  
Guilds(Photog)(London Inst),  
GradDipMedia(AFTS)
John Blyth  
BAppSc(Melb), TelevisionOperators CertProf,  
MIREE
Barbara Hannay  
DipArt(Swinburne), GradDipMediaStudies(VIC)
Rob Pignolet  
AsstCameraOpCert(AFTS)
Barry Bron
Michael Richards
ADMINISTRATION

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To be appointed
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Assistant Registrar (Students)
Alan C. Young
BA(Monash)
Admissions Officer
Philip C. Irvine
BBus(VIC), GradDipDP(Chisholm)
Student Administrative Services Officer
Margaret M. A. Kiley
Systems and Records Officer
Sandy Kerr
BCom(Melb), GradDipDP(Chisholm), AASA, CPA, AACS
Assistant Registrar (Frankston)
Laurence J. E. Flynn
BA, BSC, BEd(Melb), MEdAdmin(Hons)(UNE), TPTC, MACE
Academic Secretary
Paul Rodan
BA(Hons)(WA), MA(Qld)
Assistant Academic Secretary
Karen Crook
BA(Hons)(Melb)
Secretary
Susan Barnes
Legal Officer
To be appointed
Public Relations Officer
Geoffrey Heard
Publications Officer
Sue Couttie
BA(Deakin)
Printing Services Manager
Merryl Sherriff
Records Manager
Pervis Parakh
BA(Hons)(Bombay), CertFrench(Geneva), ZertDeutsch(Heidelberg)

ADMINISTRATIVE DATA PROCESSING UNIT

Head
Stewart J. Olney
AISA, MACS
Project Manager
Robert A. Van Eyk
DipMM(The Hague), DipMarE, DipDP(Utrecht), MACS

Project Leaders
H. Yoong Yap
BE(NSW), GradDipDP
Percy B. Blackburn
BSc(Wales), LRIC, MAIP, GradDipDP, MACS
Programmers
M. Sammy Khalil
BSc(AinShams)
Linda J. McClusky
Stephen G. Wright
DipSc

FINANCIAL CONTROLLER'S DEPARTMENT

Financial Controller
Alan W. Hamstead
AASA
Finance Manager
Sam Jamieson
BCom(Melb), ACA
Premises Manager
Robin Bradnick
Supply Manager
John D. Greenwood
Catering Officer
Alan Nicholson
MAGPC

Frankston Campus Manager
Barry Bilham
AASA

PLANNING AND INFORMATION UNIT

Head
John Harris
MEc(Monash), TPTC

STAFF OFFICE

Staff Officer
Timothy F. Smith
BA(Monash), BEd(Melb), MIPMA
Assistant Staff Officer
Eric J. Formby
BA(Deakin), HND(Bus), MIPMA
Appointments Officer
Pat Hanlon
Staff Administration Officer
Gotu Tamhane
BSc(Hons)(Bombay), MIPMA
Safety Officer
Alex Glennie
ONC
BACHELOR DEGREES

Bachelor of Applied Science
(Computing)

Course Code: BP
Course Leaders: D. Arnott
L. Endacott

Content
This course is designed to produce graduates who satisfy the computing needs of industry, government and commerce. Upon completion of the course, graduates should be well suited to employment in the fields of computer programming, systems analysis and design and related areas.

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

Students must also achieve a pass in any branch of Mathematics at least Year 11 level.

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

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

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

Course Structure
To qualify for the degree a student must pass a total of 20 subjects — seven from the first year and thirteen from the remaining two years.

Bachelor of Applied Science
(Digital Technology)

Course Code: BR
Course Leader: Dr. J. Chamberlain

Content
The aim of this course is to provide appropriately trained professionals in the fields of computing and digital technology. To achieve this aim it provides an in-depth study of hardware and software technologies as well as physical instrumentation. In addition students' perspectives are broadened through units in the social sciences and business.

Admission Requirements:
(a) successful completion of a Year 12 course of study accredited by VISE; or,
(b) successful completion of an appropriate Tertiary Orientation Program, or other Year 12 course of study accredited or recognised by Chisholm; or,
(c) qualifications and/or experience acceptable to the Chisholm Admissions Committee.
Prerequisite:
(i) Pass in either Pure Mathematics or General Mathematics at Year 12 level and a pass in at least Year 11 Physics.

Recommended:
Physics and Applied Mathematics at Year 12 level provide a useful but not essential background for the course.

Course Structure:
The Bachelor of Applied Science (Digital Technology) is a three year full-time course in computing and digital technology.
Compulsory first year subjects cover Computer Systems and Software, Digital Technology, Electronics, Electrical Networks, Mathematics and Physics together with a choice of elective subjects from the areas of Social Science and/or Business.

Recognition:
Graduates of the course should be eligible for membership of the Australian Computer Society. This is being formalized.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RDT120 Computer Systems &amp; Software I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>RDT121 Digital Technology I</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ELE103 Electrical Networks</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ELE130 Electronics I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT124 Mathematics IA</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAT125 Mathematics IB</td>
<td>(for HSC General Maths, students)</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>PHY190 Physics I</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>*Group 1 Electives</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(25)</td>
<td>(25)</td>
</tr>
</tbody>
</table>

* Group 1 Electives
SOC194 Applied Sociology
PSY194 Applied Psychology
or any Social Science or Business units as approved by the School Board on advice from the Course Leader.

Bachelor of Applied Science (Multi-discipline) Course Code: BS

Content
This course combines studies in Applied Physics, Chemistry, Biology, Statistics, Mathematics and Computer Science. Students can major in one or more areas, as listed in the following tables, and wide alternatives are provided to enable the student to tailor the course to suit individual needs.

Admission Requirements
Successful completion of a Year 12 course of study accredited by VISE, a TOP course or other equivalent program approved by Chisholm. Preference will be given to students who have passed in English, Mathematics (preferably Pure and/or Applied, or General) plus two other Science subjects (preferably Physics and Chemistry).
Careers
The primary aim of the Bachelor of Applied Science is to train graduates for careers in science, however, the training they receive, combined with elective options available from schools within Chisholm allows them to enter an even wider range of careers. Further advice on appropriate subject selection and career opportunities should be sought from the School Administrative Officer, telephone, 573 2250.

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

Diploma to degree conversion
Diplomates wishing to convert to a degree must complete at least the equivalent of a full-time final year of study for the degree course, subject to the approval of the Dean.

Course Structure
First Year
The first year comprises five subjects from the table below. Students must undertake the compulsory Mathematics MAT103 plus four other subjects. Advice should be sought from the Administrative Officer as to appropriate subject selections suitable for various career options (see section above "Careers").

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

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

Second and Third Years
To successfully complete a degree, a student must undertake either a double major (a major being defined as a study to, and including, third year), or a single major supported by two minors (a minor being defined as a study to, and including, second year). In addition, a student must complete two points of electives, from either the "Electives" table below, or from the list of minor and major studies, or subject from other schools as approved by Applied Science. Normally one point of electives is undertaken in each of second and third year. (See examples of alternative course structures below).

<table>
<thead>
<tr>
<th>Minor Studies</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Aquatic Science CHE290 (one semester)</td>
<td>6</td>
</tr>
<tr>
<td>2 Aquatic Science CHE291 (one semester)</td>
<td>6</td>
</tr>
<tr>
<td>1 Basic Chemistry CHE225</td>
<td>8</td>
</tr>
<tr>
<td>8 Applied Chemistry CHE229</td>
<td></td>
</tr>
<tr>
<td>8 Physics PHY250</td>
<td></td>
</tr>
<tr>
<td>5 Physics PHY260</td>
<td></td>
</tr>
<tr>
<td>6 Pure Mathematics MAT203</td>
<td></td>
</tr>
<tr>
<td>6 Applied Mathematics MAT201</td>
<td></td>
</tr>
<tr>
<td>6 Statistics and Operations Research</td>
<td></td>
</tr>
<tr>
<td>6 MAT202</td>
<td></td>
</tr>
<tr>
<td>6 Applied Numerical Analysis MAT204</td>
<td></td>
</tr>
<tr>
<td>6 Computer Science RDT281</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Studies</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Basic Chemistry CHE335</td>
<td>10</td>
</tr>
<tr>
<td>3 Applied Chemistry CHE339</td>
<td>10</td>
</tr>
<tr>
<td>10 Physics PHY350</td>
<td></td>
</tr>
<tr>
<td>6 Pure Mathematics MAT303</td>
<td></td>
</tr>
<tr>
<td>6 Statistics and Operations Research</td>
<td></td>
</tr>
<tr>
<td>6 MAT302</td>
<td></td>
</tr>
<tr>
<td>6 Computer Science RDT381</td>
<td></td>
</tr>
<tr>
<td>6 Applied Mathematics MAT301</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Five subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>Minor Minor</td>
</tr>
<tr>
<td>Year 3</td>
<td>Major Major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Elective (one Credit point or two half Credit points)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Five subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>Minor Minor</td>
</tr>
<tr>
<td>Year 3</td>
<td>Major Minor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Elective (one Credit point or two half Credit points)</td>
<td></td>
</tr>
</tbody>
</table>

Elective Subjects
Electives may be taken from the list below, or subjects can be taken from other schools subject to the approval of the Applied Science course coordinator. In some cases, strict prerequisites apply and students should note prerequisites that precede subject syllabuses detailed elsewhere in this handbook. Credit point values are listed for Applied Science electives on the table below. Elective values are calculated on the basis of one credit point = minimum of 5 hours per week for two semesters, or minimum of 3 hours per week for one semester. Additional major and minor studies may be used as elective points,
as well as subjects offered by other Schools at Chisholm (subject to Applied Science approval).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any subject in the list of major and minor studies of at least five hours duration. Analytical Methods of Physics PHY225</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Applied Science Thesis/ Project CHE333, PHY333, MAT333, EDP333</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Biology (Principals and Applications) CHE280</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Chemical Technology CHE334</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Computer Imaging PHY236</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Mathematical Methods MAT205</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Milestones in Contemporary Science PHY228</td>
<td>2</td>
<td>½</td>
</tr>
<tr>
<td>Physical Astronomy PHY226</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Programming EDP282</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Programming EDP382</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Scientific Photography PHY235</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>An approved course cannot contain:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) MAT205 as well as MAT201.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bachelor of Applied Science/ Bachelor of Business (Computing and Accounting)

Course Code: BJ
Course Leaders: Rob Hagen
Ken Greenhill

The Course
This course is a combination of two degree programs. It aims to provide a sound Accounting and Data Processing basis that will enable graduates to deal with any form of accounting and business activities, particularly the application of computerised business systems.

Awards
Students completing this course may qualify for two degree awards:
- Bachelor of Applied Science (Computing), and
- Bachelor of Business (Accounting).

Recognition
Students will meet the academic requirements for entry to the professional year of the accounting bodies, and satisfy the knowledge requirements of the Australian Computer Society for admission to corporate membership to the grade of member.

Venue
Day and evening classes are offered at both Caulfield and Frankston campuses.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE, namely the Higher School Certificate (HSC); or
(b) successful completion of an appropriate Tertiary Orientation Programme (TOP), or other Year 12 course of study accredited or recognised by Chisholm; or,
(c) successful completion of the Certificate of Business Studies; or,
(d) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) preference will be given to students completing a full-time Year 12 course of study accredited by VISE (HSC) or accredited or recognised by Chisholm (TOP) who have passed at least four subjects including English at one sitting;
(iii) an accumulation of subjects will be accepted as meeting entry requirements where those subjects have been studied on a part-time basis.

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 1 — Admission Requirements. (See Student Manual 1984.)

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies including a copy of academic record and subject synopses from the handbooks of the years in which the subjects were passed to enable credits to be processed by the David Syme Business School Admissions Committee and the Admissions Committee for the School of Computing and Information Systems. In all cases at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.

The following credit transfers have been standardised by the Academic Board:
- Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.
- Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

Students who are members of a professional accounting body proved by the Academic Board of Chisholm will be admitted to the equivalent of Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

Right of Challenge
In the BBus the right of challenge exists in the subjects Accounting — Systems and Procedures ACC104, Secretarial Studies ADM133, Secretarial Studies ADM134 and Secretarial Studies ADM235.
Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

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

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

Course Structure
In order to qualify for the awards of this Double Degree, a student will normally complete the equivalent of 41 half-year subjects over four and one-half years equivalent full time study. The course structure is set out below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer Programming EDP100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Systems EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Mathematics for Computing MAT123</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>or Business Communication ADM121</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Contract Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Financial Decision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Making ACC103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Commercial Law FIN114</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Accounting — Systems and Procedures ACC104</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Systems EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Marketing Theory and Practice MKT112</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting — Cost ACC241</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting — Company ACC245</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Company Law FIN219</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Accounting — Finance ACC260</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microeconomics FIN271</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting — Intercompany Reporting ACC246</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Trusts and Legal Obligations FIN220</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Computer Programming EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Systems EDP202</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Taxation Law FIN393</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting — Advanced Financial ACC348</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Information Systems EDP203</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Auditing ACC264</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting — Management ACC351</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Computer Programming EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>EDP Project EDP303</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Computer Systems EDP305</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Information Systems EDP306</td>
<td>5</td>
</tr>
</tbody>
</table>

Bachelor of Arts

Course Code: BD

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

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

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

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

Admission Requirements

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

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

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

Credit Transfer

Applicants who have completed studies at tertiary level may apply for credit in equivalent subjects in the BA. No credit is allowed in a subject which forms part of the final year of the BA. Application for credit transfer is made on form CR1, obtainable from the School Administration Office.

Admission with Advanced Standing

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

Class Hours

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

Part-time students are expected to undertake two subjects per semester, involving a minimum of eight hours per week.
Assessment

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

Subjects are graded on the following scale:

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

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

Major and Minor Strands

**APPLIED PSYCHOLOGY**

The Applied Psychology major requires the completion of eight semester subjects in Psychology, together with two semester subjects in Statistics (MAT171 and MAT172, or equivalent). First and second year subjects in Psychology are compulsory and must be taken in the sequence PSY101, PSY102, PSY201, PSY202. (This sequence forms a minor.) In third year, students must complete PSY301, PSY302, PSY304 and one of PSY303, PSY305, PSY306 or PSY307. The table below lists the Psychology subjects required for minor and major studies.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology (Introductory) PSY101</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Introductory) PSY102</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT171*</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT172*</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Human Development) PSY201</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Personality and Interpersonal Behaviour) PSY202</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Psychology in the Industrial Setting) PSY301</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Vocational Development) PSY302</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Theory &amp; Systems) PSY304</td>
<td>5</td>
</tr>
<tr>
<td>AND ONE OF Psychology (Professional Development) PSY303</td>
<td>2</td>
</tr>
<tr>
<td>Sociology (Community Psychology) PSY305</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Psychology and the Law) PSY306</td>
<td>4</td>
</tr>
<tr>
<td>Psychology (Introduction to Counselling) PSY307</td>
<td>5</td>
</tr>
</tbody>
</table>

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

**APPLIED SOCIOLOGY**

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

For a major, SOC210 and one of SOC350, 351 or 352 are then required. In addition Statistics MAT 171 or equivalent is a requirement for a major. Provided that prerequisites are satisfied, upper division subjects may be taken in any order, except that SOC350, 351 352 must be one of the final two subjects in the major. For SOC351 and 352, SOC310 is a prerequisite.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology (Introductory) SOC102</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Introductory) SOC104</td>
<td>4</td>
</tr>
<tr>
<td>Statistics MAT171</td>
<td>4</td>
</tr>
<tr>
<td>Upper Division</td>
<td></td>
</tr>
<tr>
<td>Sociology (Mass Media) SOC202</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Immigration and Minority Relations) SOC204</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Community Organisation) SOC206</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Organisations) SOC208</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Theory and Methodology) SOC210</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Youth) SOC212</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Education) SOC214</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Industrial Sociology) SOC216</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Prisons) SOC218</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Ageing) SOC220</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Deviance and Social Control) SOC302</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Urban Sociology) SOC304</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Welfare Policy and Administration) SOC306</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Research Methods) SOC310</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Religion) SOC312</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Stratification) SOC314</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Research Practicum) SOC350</td>
<td>4</td>
</tr>
<tr>
<td>or SOC351 or SOC352</td>
<td>5</td>
</tr>
</tbody>
</table>

**COMMUNICATION STUDIES**

A major in Communication Studies requires the completion of eight subjects, the two introductory subjects COM100 and COM102 followed by six other subjects of which at least two must be at third year level. MAT171 or its equivalent is also a requirement for the major. A minor consists of the two introductory subjects and any two second year subjects.

Note: not all subjects are available in each semester.
### Communication Studies

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies (Communication Theory) COM100</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Verbal Message Design) COM102</td>
<td>4</td>
</tr>
<tr>
<td>Statistics MAT171</td>
<td>5</td>
</tr>
<tr>
<td>Communication Studies (Communication Theory and Methodology) COM200</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Audio-visual Languages) COM202</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Mass Communication Theory) COM204</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Communication and Information Diffusion) COM300</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Publishing and Editing) COM208</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Research in Communication) COM302</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Organisational Communication) COM304</td>
<td>4</td>
</tr>
<tr>
<td>Communication Studies (Film and Television Production: Applied Criticism) COM306</td>
<td>4</td>
</tr>
<tr>
<td>Communications Studies (Seminar on Professional Problems) COM308</td>
<td>3</td>
</tr>
</tbody>
</table>

### POLITICAL STUDIES

A major in Political Studies requires the completion of eight of the subjects listed in the following table, of which four are compulsory (marked C). A minor requires the completion of POL153 and POL154, plus two upper level subjects. Students should normally complete POL153 and POL154 before proceeding to upper level subjects; completion of a minor in Political Studies is a prerequisite for POL360.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Studies (Introduction to Australian Politics)</td>
<td></td>
</tr>
<tr>
<td>POL153</td>
<td>C 4</td>
</tr>
<tr>
<td>Political Studies (Political Ideas)</td>
<td></td>
</tr>
<tr>
<td>POL154</td>
<td>C 4</td>
</tr>
<tr>
<td><strong>Upper Level</strong></td>
<td></td>
</tr>
<tr>
<td>Political Studies (Advanced Australian Politics)</td>
<td></td>
</tr>
<tr>
<td>POL252</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Chinese Politics)</td>
<td>4</td>
</tr>
<tr>
<td>POL256</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Indian Politics)</td>
<td>4</td>
</tr>
<tr>
<td>POL258</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Australian State Politics)</td>
<td></td>
</tr>
<tr>
<td>POL260</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Politics of Industrial Relations) POL262</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Comparative Politics)</td>
<td></td>
</tr>
<tr>
<td>POL264</td>
<td>C 4</td>
</tr>
<tr>
<td>Political Studies (Political Morality)</td>
<td>4</td>
</tr>
<tr>
<td>POL266</td>
<td>4</td>
</tr>
<tr>
<td>Political Studies (Political Philosophy)</td>
<td>4</td>
</tr>
<tr>
<td>POL350</td>
<td>4</td>
</tr>
</tbody>
</table>

### Statistics

Statistics is available as a minor or as a cognate major. The first year units are structured so that students with different levels of mathematical background knowledge can be accommodated. Statistics MAT171 and MAT172 have been designed for non-mathematical students. Statistics MAT173 and MAT174 have been designed for students with a sound mathematical basis at year 12. This constitutes the first year of a major study in Statistics, viz MAT173, MAT174, MAT273, MAT274, MAT373, MAT374.

Students completing MAT171 and MAT172 at a suitable level (at least credit standard) may be permitted to complete a minor by taking MAT273 and MAT274. Such students wishing to complete a major will be required to increase their mathematical basis by taking MAT174 before proceeding to a study of third year units, MAT373 and MAT374.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics MAT171</td>
<td>4</td>
</tr>
<tr>
<td>Statistics MAT172</td>
<td>4</td>
</tr>
<tr>
<td>Statistics MAT173</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT174</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT273</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT274</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT373</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT374</td>
<td>5</td>
</tr>
</tbody>
</table>

### Additional Minor Strands

#### Literature

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature — The Nineteenth Century LIT101</td>
<td>4</td>
</tr>
<tr>
<td>Literature — The Twentieth Century LIT102</td>
<td>4</td>
</tr>
<tr>
<td>Literature — The Dramatist as Social Critic LIT203</td>
<td>4</td>
</tr>
<tr>
<td>Literature — War in Literature LIT204</td>
<td>4</td>
</tr>
<tr>
<td>Literature — Australian Literature LIT206</td>
<td>4</td>
</tr>
<tr>
<td>Literature — American Literature LIT207</td>
<td>4</td>
</tr>
<tr>
<td>Literature — From Renaissance to Regency LIT307</td>
<td>4</td>
</tr>
<tr>
<td>Literature — Word and Image LIT308</td>
<td>4</td>
</tr>
</tbody>
</table>

For a minor in Literature, students are required to complete LIT101 and LIT102 and two other subjects.
Economics

For a minor in economics, students are required to complete Macroeconomics FIN171 and Microeconomics FIN271, and any two of the following: Economic Policy towards the Firm FIN371*, International Economy FIN273*, Labour Economics FIN370*, Labour Relations ADM334*, Comparative Labour Studies FIN350* or Studies in the Economics of Australian Industry FIN347*. (* These subjects will run subject to viable numbers and students should meet the appropriate prerequisites.)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics FIN271</td>
<td>4</td>
</tr>
<tr>
<td>Economic Policy Towards the Firm FIN371</td>
<td>4</td>
</tr>
<tr>
<td>International Economy FIN273</td>
<td>4</td>
</tr>
<tr>
<td>Labour Economics FIN370</td>
<td>4</td>
</tr>
<tr>
<td>Labour Relations ADM334</td>
<td>4</td>
</tr>
<tr>
<td>Comparative Labour Studies FIN350</td>
<td>4</td>
</tr>
<tr>
<td>Studies in the Economics of Australian Industry FIN347*</td>
<td>4</td>
</tr>
</tbody>
</table>

Other Subjects Available
Provided the appropriate prerequisites are met, most subjects at degree level offered at Chisholm Institute may be undertaken as individual subjects in the BA.

Bachelor of Arts/Bachelor of Business
BA/BBus (Accounting)
Course Code: JA

BA/BBus (Administration)
Course Code: JK

BA/BBus (Banking and Finance)
Course Code: JN

BA/BBus (Marketing)
Course Code: JM

BA/BBus (Office Administration)
Course Code: JB
Course Leader: Neville H. Knight

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

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

Venue
Day and evening classes are offered in arts subjects at both the Caulfield and Frankston campuses. For information about the availability of business subjects at the Frankston campus see the appropriate sections of the BBus course.

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

Prerequisite: For the Bachelor of Arts/Bachelor of Business (Administration) at least three years relevant work experience is essential.

Recommended:
(i) Pass(es) in particular subject(s) at Year 12 level as stipulated in individual B.Bus. strand entries.
(ii) HSC Group 1 subjects in preference to HSC Group 2 subjects.
(iii) Full-time Year 12 as in (a) or (b) above at one sitting in preference to accumulation of subjects. An accumulation of subjects is acceptable where those subjects have been studied solely on the part-time basis.

Intending applicants who do not meet the above Admission Requirements are referred to Regulation 1 — Admission Requirements (See Student Manual 1985.)

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies including a copy of their academic record and subject synopses from the handbooks of the years in which the subjects were passed to enable credits to be processed by the School of Social and Behavioural Studies and the David Syme Business School. In all cases at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the awards of Bachelor of Arts and Bachelor of Business.

The following credit transfers have been standardised by the Academic Board:
Holders of the AAIB award from the Australian Institute of Bankers are eligible for credit for up to six subjects.

Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.

Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course.

Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

For further information and advice on all matters concerning credit transfer students should consult with the Course Leader.

Right of Challenge

In the BBus the right of challenge exists in the subjects Accounting — Systems and Procedures ACC104, Secretarial Studies ADM133, Secretarial Studies ADM134 and Secretarial Studies ADM235.

Transfer Between Double Degrees

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

Assessment

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

Contact Hours

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

Part-time students are normally expected to undertake two subjects per semester, involving approximately eight hours per week. Part-time evening students are generally required to attend on two evenings per week.

Private Study

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

Course Structure

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

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

1. BA/BBus (Accounting)
   34 full subjects
   Time Required: 4 years (provided summer semesters are available).

   (2) BA/BBus (Administration)
   30½ full subjects
   Time Required: 4 years.

   (3) BA/BBus (Banking and Finance)
   32½ full subjects
   Time Required: 4 years.

   (4) BA/BBus (Marketing)
   32½ full subjects
   Time Required: 4 years.

   (5) BA/BBus (Office Administration)
   31½ full subjects
   Time Required: 4 years.

NOTE: Slight variations in the number of subjects required for each strand occurs because of different statistics prerequisites for arts majors, and because of exemptions obtained when certain combinations of subjects are chosen. See notes below Example 2.

Two examples of double degree programs are shown below. Additional information is available from the course brochure and the Course Leader.

Example 1: BA/BBus (Banking and Finance) — with a major in Applied Sociology and minors in Political Studies and Economics within the BA.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1:</td>
<td></td>
</tr>
<tr>
<td>SOC102, POL153, ACC103, SOC104, POL154, MAT171*, ADM121** (½ FIN171, EDP172. subj.)</td>
<td>SOC212, SOC208, FIN231†, SOC210, FIN271, FIN111.  MKT112, ACC104.</td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
</tr>
<tr>
<td>SOC216, SOC310, POL250, SOC352, POL252, FIN240. FIN233†, *ACC245 (½ subj.) FIN219 (½ subj.)</td>
<td>SOC104, FIN271, FIN111.  ADM122, FIN315 (½ FIN333.  ADM334†, FIN218.</td>
</tr>
<tr>
<td>Year 4:</td>
<td></td>
</tr>
<tr>
<td>FIN260, ACC360, FIN217, ADM122, FIN315 (½ FIN333.  ADM334†, FIN218.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Total: 32½ full subjects)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1:</td>
<td></td>
</tr>
<tr>
<td>PSY101, SOC102, MAT173*, PSY102, SOC104, MKT112, ADM121** (½ FIN171, EDP172. subj.)</td>
<td>SOC212, SOC208, SOC208, FIN271, ADM122.</td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
</tr>
<tr>
<td>PSY201, SOC212, ACC103, PSY202, SOC208, MKT113. FIN271, ADM122.</td>
<td>SOC104, PSY303, PSY304, FIN371†.  ADM334†, FIN218.</td>
</tr>
<tr>
<td>Year 3:</td>
<td></td>
</tr>
<tr>
<td>PSY301, PSY302, FIN111, PSY303, PSY304, FIN371†.  ADM334†, FIN218.</td>
<td></td>
</tr>
<tr>
<td>Year 4:</td>
<td></td>
</tr>
<tr>
<td>MKT212, ACC292, MKT213, MKT246, MKT347, MKT312. MKT348, MKT313. (Total: 32½ full subjects)</td>
<td></td>
</tr>
</tbody>
</table>
* A student undertaking a major or a minor in Applied Psychology is required to pass MAT173 or MAT171 and MAT172. A student undertaking a major in Applied Sociology or Communication Studies is required to pass MAT171 or MAT173. Since there is no Statistics pre-requisites for the Political Studies major a student undertaking such a major would only be required to pass the business statistics half subject MAT161 but may pass MAT171 or MAT173 instead.

**A student undertaking a major or minor in Communication Studies would not be required to undertake ADM121.

†For BA purposes, an Economics minor consists of FIN171, FIN271 and any two of FIN371, ADM334, FIN231, FIN233, FIN273, FIN347, FIN348, FIN350 or FIN370. For BBus purposes, some strands specify particular Economics subjects to be passed.

#A student in the BA/BBus (Marketing) course who is not completing either a major or a minor in Applied Psychology and either a major or a minor in Applied Sociology must pass ADM232, Organisational Behaviour and Performance, and MKT211 Buyer Behaviour, in addition to the subjects listed.

Note: In most Arts majors and minors a student chooses subjects from a range available in second and third years.

**Awards**

Students successfully completing a double degree would qualify for two degree awards:
Bachelor or Arts, and
Bachelor of Business (Accounting, Administration, Banking and Finance, Marketing or Office Administration).

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**Bachelor of Arts (Ceramic Design)**

**Course Code:** BC

**Course Leader:** Lindsay Anderson

**Content**

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

**Admission Requirements**

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

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

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

Recommended: Pass in English at Year 12 level.

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**Enrolment Procedure for New Students**

Prospective students must contact the Administrative Officer, School of Art and Design, before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

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

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

**Selection of Students**

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

**Assessment**

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

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

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

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

**Progression Through the Course**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Semester 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>CER101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing CER102</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CER103</td>
<td></td>
</tr>
</tbody>
</table>
Year | Subject | Hours per week
---|---|---
Semester 2 | Ceramic Design Theory and Practice CER111 | 12
| Ceramic Design Drawing CER112 | 3
| Ceramic Methods of Production CER113 | 3
| Glazing and Decorating Techniques CER114 | 3
*Design CER115 | 2
Modelling and Mould-making CER116 | 3

*These subjects are interchangeable.

2 Semester 3 | Ceramic Design Theory and Practice CER201 | 9
| Ceramic Design Drawing CER202 | 3
| Ceramic Methods of Production CER203 | 3
*Appreciation of Ceramics CER206 | 2
Architectural Modelling for Ceramics CER205 | 3
Glass Studies CER207 | 3
Geology CER208 | 1
Modelling and Mouldmaking CER209 | 3

Semester 4 | Ceramic Design Drawing CER212 | 3
| Ceramic Methods of Production CER213 | 3
*Design CER214 | 2
Studio Design and Management CER217 | 1

In addition to the above students will choose one of the following combinations:

Clay
Ceramic Design Theory and Practice CER211 | 9
Architectural Ceramics CER215 | 3
Glass Studies CER216 | 6

OR
Concrete
Architectural Ceramics including Concrete Studies CER218 | 6
Ceramic Design Theory and Practice CER219 | 6
Glass Studies CER216 | 6

OR
Glass
Glass Studies CER216 | 6
Ceramic Design Theory and Practice CER219 | 6
Architectural Ceramics including Concrete Studies CER218 | 6

*These subjects are interchangeable.

Year | Subject | Hours per week
---|---|---
Semester 5 | Ceramic Design Theory and Practice | 18
Students are to select from two of the following subjects: One subject will be taken for 12 hours, the second subject for six hours
Clay and Glaze CER301 | 12
CER302 | 6
Concrete CER311 | 12
CER312 | 6
Glass CER321 | 12
CER322 | 6
Concrete Design Drawing CER306 | 3
Design CER307 | 2
Appreciation of Ceramics CER308 | 2

Semester 6 | Ceramic Design Theory and Practice | 13
Students will study a specialised course in one of the following areas:
Clay and Glaze CER303 | 3
Concrete CER313 | 3
Glass CER323 | 3
Concrete Design Drawing CER314 | 3
Kiln and Furnace Design and Construction CER309 or Metal Fabrication CER310 | 3
Electives: one of the following for two semesters:
Figurative Drawing CER316 | 3
Photography CER317 | 3
Printmaking CER318 | 3
Stained Glass Techniques CER326 | 3
Metal Studies CER319 | 3
Ceramic Design Computer Studies CER327 | 3

Semester 7 | Ceramic Design Drawing CER406 | 3
Communication Studies CER447 | 2
Electives, continued: one of the following:
Figurative Drawing CER443 | 3
Photography CER444 | 3
Printmaking CER445 | 3
Stained Glass Techniques CER426 | 3
Metal Studies CER446 | 3
Ceramic Design Computer Studies CER427 | 3
Ceramic Design Theory and Practice | 13
Students will study a specialised course in one of the following areas:
Clay and Glaze CER401 | 3
Concrete CER411 | 3
Glass CER421 | 3

Semester 8 | Ceramic Design Theory and Practice | 17
Students will complete the fourth year of the course in one or two of the following subjects:
Clay and Glaze CER404 | 3
Concrete CER414 | 3
Glass CER424 | 3
Ceramic Design Drawing CER416 | 3
Bachelor of Arts (Fine Art)

Course Code: BF
Course Leader: Raymond Giles

Content
The Department of Fine Art offers a three year full-time Bachelor of Arts course in painting, printmaking or sculpture. The course provides a professional education for fine-artists. To this end it seeks to encourage and develop both the creative and imaginative potential of students, as well as the acquisition of skills and techniques. The course is structured to provide a broadly based training which gives students a sound basis for later personal development.

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

Enrolment Procedure for New Students
Students who seek admission to the Art and Design courses must contact the Administrative Officer, School of Art and Design, before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.
Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

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

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

Course Structure
In the first year of the course students must study two of the following subjects: painting, printmaking, or sculpture and may, in subsequent years either retain this combination or study one subject in greater depth. Drawing is considered a fundamental discipline common to all three major-study areas and maintains a prominent position throughout the three years of the course. History of Art is taught at all levels of the Fine Art programme. It provides the student with an historical and contemporary perspective of the role of the Arts in various cultures and communities. At the end of their final year all students participate in the annual Degree Folio Exhibition.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Major Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART169</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART171</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART173</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Major Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART170</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART172</td>
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<tr>
<td></td>
<td>Sculpture ART174</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td><strong>Related Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART176</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>History of Art ART147</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Elective)</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td><strong>Major Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART209/ART210</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART218/ART219</td>
<td>18 or 12</td>
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<tr>
<td></td>
<td>Sculpture ART295/ART296</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Major Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART297</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART298</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART299</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td><strong>Related Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART286</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>History of Art ART247</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Major Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART327/328</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART374/ART375</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART378/ART379</td>
<td>18 or 12</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Major Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting ART300</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART320</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART329</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Related Studies</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART376</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>History of Art ART356</td>
<td>3</td>
</tr>
</tbody>
</table>
The following subjects are available to students taking a Liberal Studies sub major in the second or third year of the Bachelor of Arts (Fine Art) or as liberal study electives at first year. Unless otherwise stated subjects are for one semester only.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Code</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aesthetics, Philosophy and Art</td>
<td>ART100</td>
<td>2</td>
</tr>
<tr>
<td>Aesthetics, Philosophy and Art</td>
<td>ART200</td>
<td>2</td>
</tr>
<tr>
<td>Aesthetics, Philosophy and Art</td>
<td>ART342</td>
<td>2</td>
</tr>
<tr>
<td>Art and Science/Technology</td>
<td>PHY207</td>
<td>2</td>
</tr>
<tr>
<td>Art and Literature</td>
<td>ART272</td>
<td>2</td>
</tr>
<tr>
<td>Art Education</td>
<td>ART279</td>
<td>2</td>
</tr>
<tr>
<td>Art and Music</td>
<td>ART273</td>
<td>2</td>
</tr>
<tr>
<td>Art and Psychology</td>
<td>ART274</td>
<td>2</td>
</tr>
<tr>
<td>Cinematography and the Communication Media</td>
<td>ART275</td>
<td>2*</td>
</tr>
<tr>
<td>Elementary Computer Programming</td>
<td>EDP205</td>
<td>2</td>
</tr>
<tr>
<td>Gallery Management</td>
<td>ART276</td>
<td>2</td>
</tr>
<tr>
<td>Preservation, Restoration, Conservation</td>
<td>ART278</td>
<td>2</td>
</tr>
<tr>
<td>History of Art</td>
<td>ART277</td>
<td>2*</td>
</tr>
<tr>
<td>History of Art</td>
<td>ART377</td>
<td>2*</td>
</tr>
<tr>
<td>*Two semesters.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Ecology</td>
<td>CHE190</td>
<td>4</td>
</tr>
<tr>
<td>Human Biology</td>
<td>CHE180</td>
<td>2</td>
</tr>
<tr>
<td>Science and Civilization</td>
<td>PHY128</td>
<td>4</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOC102</td>
<td>4</td>
</tr>
</tbody>
</table>

**Bachelor of Arts (Fine Art) (Craft)**

**Course Code:** BQ  
**Course Leader:** Alan Thomas

**Content**

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

**Admission Requirements**

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

Recommended: Pass in English at Year 12 level.

**Enrolment Procedure for New Students**

Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer, School of Art and Design, preferably before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work which must include examples of craft work, and school reports covering the entire period of their secondary education. Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

**Progression Through the Course**

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

**Assessment**

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

**Course Structure**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Sem. 1</th>
<th>Sem. 2</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Glass Studies</td>
<td>ART134</td>
<td>ART135</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Silversmithing and Jewellery</td>
<td>ART132</td>
<td>ART133</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Ceramics</td>
<td>CER128</td>
<td>CER129</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Craft Drawing Design/Materials and Technology</td>
<td>ART130</td>
<td>ART131</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Crafts in Society</td>
<td>ART138</td>
<td>ART139</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Glass Studies</td>
<td>ART234</td>
<td>ART235</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Silversmithing and Jewellery</td>
<td>ART232</td>
<td>ART233</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Craft Drawing Design/Materials and Technology</td>
<td>ART230</td>
<td>ART231</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Crafts in Society</td>
<td>ART238</td>
<td>ART239</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Glass Studies</td>
<td>ART338</td>
<td>ART339</td>
<td>12 or</td>
</tr>
<tr>
<td></td>
<td>and/or</td>
<td>ART334</td>
<td>ART335</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Silversmithing and Jewellery</td>
<td>ART330</td>
<td>ART331</td>
<td>12 or</td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td>ART332</td>
<td>ART333</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Craft Drawing Design</td>
<td>ART336</td>
<td>ART337</td>
<td>6</td>
</tr>
</tbody>
</table>
Bachelor of Arts
(Graphic Communication)

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

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

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

Enrolment Procedure for New Students
Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer, School of Art and Design, preferably before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.
Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

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

Assessment
An 80 percent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the Head of Department.
Bachelor of Business
(Accounting)
Course Code: BA
Course Leader: Neil Smith

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

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

Venue
Day and evening classes are offered at the Caulfield campus. The course is also offered at the Frankston campus although part-timers must attend day classes.

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

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) except for mature age students studying part-time, preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.
(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

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

Diploma to Degree Conversion (Course Code XA1)
Provision is made for persons holding a Diploma of Business from an Australian College to upgrade their qualification to that of a degree. The course that would be prescribed would depend upon the subjects completed in the diploma; candidates could qualify for the degree after approximately one year full-time study or the equivalent on a part-time basis.

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies including a copy of academic record and subject synopses from the handbooks of the years in which the subjects were passed to enable credits to be processed by the David Syme Business School Admissions Committee. In all cases at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.

The following credit transfers have been standardised by the Academic Board:
Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

Right of Challenge
In the BBus the right of challenge exists in the subjects Accounting — Systems and Procedures ACC104, Secretarial Studies ADM133, Secretarial Studies ADM134 and Secretarial Studies ADM235.

Transfer Between Major Strands
Marketing, Banking and Finance, Administration and Secretarial students may seek permission to change their specialisation at the end of the first year of their course to Accounting, and Accounting students to one of the other specialisations. Students wishing to transfer must apply on form SRI as a new student. Permission to transfer will depend on prior academic performance and availability of places.

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

Contact Hours
Teaching takes the form of lectures, classes, seminars or tutorials and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester and are required to attend for approximately 16 hours per week.

Part-time students are expected to undertake two subjects per semester, involving approximately eight hours per week. Part-time evening students are generally required to attend on two evenings per week.
Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

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

Course Structure for Students Enrolled before 1984
Students enrolled before 1984 will undertake the equivalent to the course set out in the Chisholm/CIT Handbook for the year in which they first enrolled. Where there has been a break in study other than by Leave of Absence the student will undertake the equivalent to the course set out in the Handbook for the year in which study is resumed.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting and Financial Decision Making ACC103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Data Processing EDP172</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Contract Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Statistics MAT161</td>
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<tr>
<td></td>
<td>Business Communications ADM121</td>
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<tr>
<td></td>
<td>Accounting — Systems and Procedures ACC104</td>
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</tr>
<tr>
<td></td>
<td>Marketing Theory and Practice MKT112</td>
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</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
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<tr>
<td></td>
<td>Company Law FIN219</td>
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<td>Commercial Law FIN114</td>
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<td>2</td>
<td>Accounting — Cost ACC241</td>
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<td>Accounting — Company ACC245</td>
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<tr>
<td></td>
<td>Computerised Business Systems ACC259</td>
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<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
<td>4</td>
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<tr>
<td></td>
<td>Business Statistics and Forecasting FIN217</td>
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<tr>
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<td>Accounting — Business Finance ACC360</td>
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<td>Accounting — Intercorporate Reporting ACC246</td>
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<td>Trust and Legal Obligations FIN220</td>
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<td></td>
<td>Microeconomics FIN271</td>
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<td>3</td>
<td>Accounting — Advanced Financial ACC348</td>
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<td>Auditing ACC264</td>
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<td>Taxation Law FIN393</td>
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<td>Accounting — Management ACC351</td>
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<td>Advanced Computerised Business Systems ACC359</td>
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<td>Field Projects ACC370</td>
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<td></td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Bachelor of Business (Administration)

Course Code BK
Course Leader: Ian Stagg

The Course
The course is intended for students desiring a Business degree with a strong emphasis on management studies. Most students enrol on a part-time basis. Students taking this program are expected to have appropriate work experience of at least three years duration. Current enrolment includes students from a variety of industry backgrounds, and both private and public sectors are represented.

There are three related groups of subjects within the course:

- The first is eight business subjects designed to provide a grounding in the major discipline areas that contribute to business studies.
- The second group of eight subjects develops skills and increases knowledge in general management; it includes such subjects as Process of Management, Labour Relations, Management Decision Making and Strategic Planning.
- The third group of eight subjects allows students to specialise in functional areas such as Marketing, Accounting, Computer Studies or Finance; alternatively elective units may be taken in administrative studies or any other area relevant to business practice.

The course aims to produce practical people capable of contributing their managerial skills in almost any sphere of activity.

Venue
Day and evening classes are offered for most subjects at Caulfield campus, although some later-year subjects are offered only as evening classes. The first eight subjects are also offered at the Frankston campus, although part-timers must attend day classes; students are then required to transfer to Caulfield for subsequent studies.

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

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) except for mature age students studying part-time, preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.
(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

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

Note: In addition to the academic entry standards set out above, applicants normally are required to have at least three years relevant work experience.

Diploma to Degree Conversion (Course Code XK1)

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

Credit Transfer

Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies, including a copy of academic record and subject synopses from the handbooks of the years in which the subjects were passed, to enable credits to be processed by the David Syme Business School Admissions Committee. In all cases, at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.

The following credit transfers have been standardised by the Academic Board:

Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.

Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

Holders of the AAIAB award from Australian Institute of Bankers are eligible for credit for up to six subjects to be determined by the Course Leader.

Right of Challenge

In the BBus the right of challenge exists in the subjects Accounting Systems and Procedures ACC104, Secretarial Studies ADM133, Secretarial Studies ADM134 and Secretarial Studies ADM235.

Transfer Between Major Strands

Accounting, Banking and Finance, Marketing and Office Administration students may seek to change their specialisation to Administration and Administration students to one of the other specialisations. Students wishing to transfer must apply on form SRI as a new student. Permission to transfer will depend on prior academic performance and the availability of places.

Electives

Provision of eight elective subjects enables students to specialise further in particular aspects of management (e.g., personnel, organisation change, entrepreneurship, international business), as well as undertaking major studies in another area of related interest (e.g., marketing, EDP, accounting and finance). Students should discuss their future choice of electives with the course leader by their second year of part-time attendance, as certain combinations of electives may be necessary to satisfy academic prerequisites and meet particular industry or professional requirements. Electives should be chosen so as to constitute an integrated program of study. For choice of electives see p. 37.

Assessment

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

Contact Hours

Teaching modes may include any or all of lectures, classes, seminars, tutorials, workshops and laboratory sessions. Full-time students are expected to undertake four subjects per semester, and are required to attend for approximately 16 hours per week.

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

Course Structure

Part-time Students

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
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<td>Business Communication ADM121</td>
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<td>Data Processing EDP172</td>
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<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
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<td>Marketing Theory and Practice MKT112</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Accounting and Financial Decision Making ACC103</td>
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</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
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<tr>
<td></td>
<td>Contract Law FIN111</td>
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<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM232</td>
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<td>Process of Management ADM236</td>
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<td>Labour Relations ADM334</td>
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<td>Management Decision Making ADM261</td>
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<td>Microeconomics FIN271</td>
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<td>Money and Capital Markets FIN231</td>
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<td>Management Environment ADM337</td>
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<td>Administrative Review ADM263</td>
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<td>Business Policy ADM340</td>
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<td></td>
<td>Elective</td>
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</table>
Bachelor of Business (Banking and Finance)
Course Code: BN
Course Leader: Don Lyell

The Course
This course is principally designed for students seeking a career with a financial institution or who are already employed in the banking and finance industry and are seeking a relevant tertiary qualification on a part-time basis. In addition to a broad business core, the course provides specialist study in a number of key functional areas of relevance for financial institutions management. Four elective subjects may be taken from the beginning of second year. For choice of electives see page 37.

Recognition
The banking and finance industry also supports a number of academic prizes for outstanding students. (See Student Manual 1985.)

Venue
Day and evening classes are offered at the Caulfield Campus. The first year of the course is also offered at the Frankston Campus although part-timers must attend day classes. Students are then required to transfer to Caulfield for subsequent years.

Admission Requirements
(a) Successful completion of a Year 12 course of study accredited by VISE, being passes in four subjects including English; or,
(b) successful completion of an Appropriate Tertiary Orientation Program (TOP), or other Year 12 course of study accredited or recognised by Chisholm, being passes in four subjects including English; or
(c) successful completion of the Certificate of Business Studies; or
(d) qualifications and/or experience acceptable to the Chisholm Admissions Committee.

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) except for mature age students studying part-time, preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.
(iii) for Year 12 students, recommended subjects are English and at least one of economics, accounting, general mathematics or legal studies.

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

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

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence or prior tertiary studies including a copy of academic record and subject synopses from the handbooks of the years in which the subjects were passed to enable credits to be processed by the David Syme Business School Admissions Committee. In all cases at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.

The following credit transfers have been standardised by the Academic Board:

- Holders of the AAIB award from the Australian Institute of Bankers are eligible for credit for up to six subjects to be determined by the Course Leader.
- Members of the Institute of Charted Secretaries and Administrators will be granted credit for three subjects.
- Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the course. A list of approved professional bodies is available from the David Syme School Administrative Office.

Right of Challenge
In the BBus the right of challenge exists in the subjects

Accounting — Systems and Procedures ACC104, Secretarial Studies ADM133, Secretarial Studies ADM134 and Secretarial Studies ADM235.

Transfer Between Major Strands
Accounting, Administration, Marketing and Office Administration students may seek to change their specialisation to Banking and Finance and Banking and Finance students to one of the other specialisations. Students wishing to transfer must apply on form SR1 as a new student. Permission to transfer will depend on prior academic performance and the availability of places.

Electives
The provision of four electives allows Banking and Finance students to develop a second area of business expertise such as accounting, marketing, management or electronic data processing thus improving job flexibility and career prospects.

Students may, with the permission of the Course Leader, study electives offered by other schools at Chisholm or at other tertiary institutions. Students are strongly advised to discuss their proposed electives with the Course Leader at the end of the first year.

Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.
Contact Hours
Teaching takes the form of lectures, classes, seminars or tutorials and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester and are required to attend classes for approximately 16 hours per week.
Part-time students are expected to undertake two subjects per semester, involving approximately eight hours per week. Part-time evening students are generally required to attend on two evenings per week.

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting and Financial Decision Making ACC103</td>
<td>4</td>
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<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
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<td></td>
<td>Contract Law FIN111</td>
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<tr>
<td></td>
<td>Business Statistics MAT161</td>
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<td></td>
<td>Business Communication ADM121</td>
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<tr>
<td></td>
<td>Data Processing EDI172</td>
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<td></td>
<td>Money and Capital Markets FIN231</td>
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<td></td>
<td>Marketing Theory and Practice MKT112</td>
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<td></td>
<td>Accounting — Systems and Procedures ACC104</td>
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<td>2</td>
<td>Commercial Banking and Finance FIN240</td>
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<td>Microeconomics FIN271</td>
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<td></td>
<td>Accounting — Company ACC245</td>
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<td>Company Law FIN219</td>
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<td>Monetary Theory FIN233</td>
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<td>Banking and Lending Practice FIN260</td>
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<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
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<td>Financial Modelling FIN340</td>
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<td>Elective</td>
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</tbody>
</table>

Bachelor of Business (Marketing)
Course Code: BM
Course Leader: Peter November

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

Part-time Study
The course can be studied on a part-time basis over six years. This involves attendance on two evenings each week normally between 6pm and 10pm at the Caulfield campus.

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

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) except for mature age students studying part-time preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.
(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

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

Diploma to Degree Conversion (Course Code XMI)
Provision is made for persons holding a Diploma of Business from a former VIC College to upgrade their qualification to that of a degree. The course that would be prescribed would depend upon the subjects completed in the diploma; candidates could qualify for the degree after approximately one year of full-time study or the equivalent on a part-time basis.
Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies including a copy of academic record and subject synopsis from the handbooks of the year in which the subjects were passed to enable credits to be processed by the David Syme Business School Admissions Committee. In all cases at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.

The following credit transfers have been standardised by the Academic Board:
Members of the Institute of Charted Secretaries and Administrators will be granted credit for three subjects.
Holders of a recognised Certificate of Business Studies are eligible for credit for up to a maximum of four subjects in the Course, to be determined by the Course Leader.
Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the Course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

Right of Challenge
In the BBAs the right of challenge exists in the subjects Accounting - Systems and Procedures ACC104, Secretarial Studies ADM133, Secretarial Studies ADM134 and Secretarial Studies ADM235.

Transfer Between Major Strands
Accounting, Administration, Banking and Finance and Office Administration students may seek to change their specialisation to Marketing students to one of the other specialisations. Students wishing to transfer must apply on form SR1 as a new student. Permission to transfer will depend on prior academic performance and the availability of places.

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

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

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

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

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

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

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

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting and Financial Decision Making ACC103</td>
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<td>Macroeconomics FIN171</td>
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</table>
Bachelor of Business
(Office Administration)

Course Code: BB
Course Leader: Gwyneth Moore

Content
This course prepares potential executive secretaries for their roles as members of a management team in the business environment of the 1980s. The course also offers people interested in a teaching career the opportunity to obtain a degree qualification in office administration.

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

Venue
Day and evening classes are offered only at the Caulfield campus.

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

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) except for mature age students studying part-time, preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.
(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

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

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

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective students must provide full documentary evidence of prior tertiary studies including a copy of academic record and subject synopses from the handbook of the years in which the subjects were passed to enable credits to be processed by the David Syme Business School Admissions Committee. In all cases at least eight equivalent semester subjects must be completed at Chisholm before a student is eligible for the award.

The following credit transfers have been standardised by the Academic Board:
Certificate of Business (Secretarial) holders with a minimum of two years appropriate business experience may be granted exemptions in ADM133, ADM134, ADM235, EDP172 and ADM121 or ACC103. Holders of other recognised Certificates of Business Studies may, upon application, be considered for credit for up to a maximum of four subjects in the Bachelor of Business, to be determined by the Course Leader.

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

Holders of the AAIB award from the Australian Institute of Bankers are eligible for credit for up to six subjects to be determined by the Course Leader.

Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects. Students who are members of a professional accounting body approved by the Academic Board of Chisholm will be admitted to Year 2 of the Course. A list of approved professional bodies is available from the David Syme Business School Administrative Office.

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

Transfer Between Major Strands
Accounting, Administration, Banking and Finance and Marketing students may seek to change their specialisation to Office Administration and Office Administration students to one of the other specialisations. Students wishing to transfer must apply on form SR1 as a new student. Permission to transfer will depend on prior academic performance and the availability of places.

Electives
The provision of six electives allows Office Administration students to develop a second area of business expertise such as accounting, banking and finance, marketing, administration or electronic data processing, thus improving job flexibility and career prospects,
Students may study electives offered by other Schools at Chisholm or at other tertiary institutions with the permission of the Course Leader.

**Assessment**

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

**Contact Hours**

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

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

**Private Study**

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

**Course Structure**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secretarial Studies ADM133</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Data Processing EDP172</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Marketing Theory and Practice MKT112</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Financial Decision Making ACC103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Secretarial Studies ADM134</td>
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<tr>
<td></td>
<td>Business Communication ADM121</td>
<td>2</td>
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<tr>
<td></td>
<td>Business Statistics MAT161</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Organisation Behaviour and Performance ADM122</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Contract Law FIN111</td>
<td>4</td>
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<tr>
<td>2</td>
<td>Secretarial Studies ADM235</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
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<td>Organisation Behaviour and Performance ADM232</td>
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<tr>
<td></td>
<td>Secretarial Studies ADM331</td>
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<td>Office Administration ADM237</td>
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<td>3</td>
<td>Secretarial Studies ADM332</td>
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<td></td>
<td>Money and Capital Markets FIN231</td>
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<tr>
<td></td>
<td>Information Management ADM338</td>
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<td></td>
<td>Law of Business Administration FIN211</td>
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<td></td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

**CHOICE OF ELECTIVE SUBJECTS FOR BBus STUDENTS**

Students enrolled in any of the Bachelor of Business strands should discuss their choices of electives with the course leader before entering the second year of the degree, so that a cohesive program can be planned.

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

- ACC261 Management Accounting
- ACC262 Financial Management
- ACC268 Advanced Corporate Accounting & Law
- ACC269 Accounting Theory
- ACC364 Auditing Electronic Data Processing System
- ACC371 Public Sector Financial Management
- ADM262 Management of Change
- ADM264 Administrative Communication
- ADM264 Government Administration
- ADM266 Personnel Administration
- ADM267 Entrepreneurship & Small Business Management
- ADM268 International Management
- ADM335 International Business
- EDP275 Data Processing
- EDP276 Data Processing
- EDP375 Data Processing
- FIN273 The International Economy
- FIN284 Business Statistics
- FIN320 International Law
- FIN347 Studies in the Economics of Australian Industry
- FIN348 International Economics
- FIN350 Comparative Labour Studies
- FIN370 Labour Economics
- FIN375 Economics Research
- FIN382 Industry Analysis
- FIN395 Taxation Planning
- MKT250 Retail Management Principles
- MKT252/ MKT352 Basic Japanese (taught at Swinburne I.T.)
- MKT342 Advanced Marketing Research
- MKT350 Retail Buying & Merchandising
- MKT353 Multinational Marketing
- MKT360/ MKT361 Retail Internship
- MKT362 Advertising Management
- MKT363 Marketing Internship
- MKT364 Sales Management
- MKT365 Manufacturing Processes
- MKT370 Advanced International Marketing

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

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

37
Bachelor of Education
Fourth Year of Study

Course Code: BT4
Course Co-ordinator: Ian Walker

This course, which takes a minimum of two years part-time study, will be conducted on the Frankston campus only. This course is currently being reaccredited and may be subject to change.

Admission Requirements
Candidates should contact their employer regarding the suitability of this course for registration, promotion or other purposes.
Candidates must have:
- **either** (a) Diploma of Teaching (Primary) or its equivalent registered with the ACAAЕ
- **or** (b) Certificate A awarded by the Victorian Education Department or its equivalent awarded by the Catholic Education Commission
- **or** (c) equivalent to (a) or (b)
- **and** (d) teaching or relevant field experience (usually of at least one year).

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

Deferments
No deferments are allowed.

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

**Bachelor of Education (Fourth Year)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Edn</th>
<th>General Studies (Option)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Edn401</td>
<td>General Studies (Option)</td>
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<tr>
<td>2</td>
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<td></td>
<td>General Studies (Option)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Studies in Education \ or \ Studies in Curriculum (Option)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Edn408</td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td>Edn409</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Edn409</td>
</tr>
</tbody>
</table>

Units

**Required Units**
- Edn401 Problems and Issues in Contemporary Education
- Edn408 Field Studies in Education
- Edn409 Project

**Studies in Education**
- Edn402 Multicultural Education
- Edn403 Issues in Multicultural Education
- Edn404 Looking in Classrooms
- Edn405 Critical Teaching Problems
- Edn406 School Organisation and Management 1
- Edn407 School Organisation and Management 2
- Edn411 Assisting Children with Special Needs 1
- Edn412 Assisting Children with Special Needs 2
- Edn413 Advanced Studies in School and Community
- Edn414 Case Studies in School and Community

**Studies in Curriculum**
- Edn431 Advanced Curriculum Studies: Early Childhood Curriculum Issues and Design
- Edn432 Advanced Curriculum Studies: Early Childhood Exceptionality
- Edn433 Advanced Curriculum in Environmental Studies
- Edn434 Advanced Curriculum in Art, Music and Movement
- Edn435 Curriculum Evaluation and School Review
- Edn436 Computers in Education I
- Edn437 Computers in Education II
- Edn438 Advanced Music Education

**General Studies**
- Edn466 Computer Studies 1
- Edn467 Computer Studies 2
- Che491 Advanced Studies in Environmental Studies
- Che492 Advanced Studies in Environmental Studies
- Edn451 Sports Studies 7
- Edn452 Sports Studies 8
- Edn453 Recreation Studies 7
- Edn454 Recreation Studies 8
- Edn457 Language Studies: German 7
- Edn458 Language Studies: German 8
- LIT401 Literature Studies A (Australian)
- LIT402 Literature Studies B (American)
- LIT403 Film Studies 1
- LIT404 Film Studies 2
- Edn461 Music in Contemporary Australian Society
- Edn462 Studies in Community Music
- Edn463 Music for Special Groups

Note: Students must complete an approved sequence in Studies in Education or Studies in Curriculum and complete an approved sequence in General Studies.
Bachelor of Engineering (Civil)

Note
This course, in common with other Bachelor of Engineering courses, was subject to review and re-accreditation procedures at the time of going to press. It was proposed that the course be restructured and the content revised to reflect changes in professional engineering practice and the technology available to engineers. The name of this course would become Bachelor of Engineering (Civil and Computing) to reflect the changes.

Content
The course provides for a broad training in the profession of Civil Engineering and covers the large integrated range of subjects which are required in civil engineering practice. An extensive programme of elective studies can be taken, enabling students to specialise according to personal interest. A stream of Department electives is available which places emphasis on Project Management.

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

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

Prerequisites:
A science background which includes Physics and at least one Mathematics subject at Year 12 level

Recommended:
English, Pure and Applied Mathematics, Physics and Chemistry at Year 12 level are the ideal preparation.

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>1</td>
<td>Engineering Design CIV101</td>
<td>2</td>
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<tr>
<td></td>
<td>Chemistry CHE115</td>
<td>3</td>
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<tr>
<td></td>
<td>Physics PHY125</td>
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<tr>
<td></td>
<td>Mathematics MAT111</td>
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<tr>
<td></td>
<td>Mechanics CIV102</td>
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</tr>
<tr>
<td></td>
<td>Surveying CIV103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Environmental Engineering CIV204</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mathematics MAT211</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Civil Engineering Materials CIV205</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Geology CIV206</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids CIV207</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Hydraulics CIV208</td>
<td>3</td>
</tr>
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<td></td>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Systems Engineering CIV309</td>
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<tr>
<td></td>
<td>Soil Mechanics CIV310</td>
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<tr>
<td></td>
<td>Structural Mechanics CIV311</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Water Engineering CIV319</td>
<td>4</td>
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<tr>
<td></td>
<td>Electrical Engineering ELE303</td>
<td>2</td>
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<tr>
<td></td>
<td>Design CIV316</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Highway and Traffic Engineering CIV317</td>
<td>2</td>
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<tr>
<td></td>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Civil Engineering Management CIV418</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Structural Mechanics CIV419</td>
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</tr>
<tr>
<td></td>
<td>Design CIV420</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Soil and Rock Engineering CIV421</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Investigation Project CIV422</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>4</td>
</tr>
</tbody>
</table>

39
Electives
Students are required to select electives approved by the Head of Department of Civil Engineering. A standard stream of Departmental electives is shown below but alternative subjects from any degree course within the Institute may be substituted with the approval of the Head of Department of Civil Engineering and the agreement of the Head of Department teaching that subject.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Project Management CIV104</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Computer Application CIV105</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Engineering Project Planning CIV209</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Construction CIV210</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Quality Management CIV318</td>
<td>2</td>
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<tr>
<td></td>
<td>Land Use Planning CIV323</td>
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<tr>
<td>5</td>
<td>Construction Systems Management CIV427</td>
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<td>Structural Mechanics CIV424</td>
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<tr>
<td>6</td>
<td>Water Resources CIV425</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Computer Graphics MEC415</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Prerequisites:
A science background which includes Physics and at least one Mathematics subject at Year 12 level

Recommended
English, Pure and Applied Mathematics, Physics and Chemistry at Year 12 level are the ideal preparation.

Progression Through the Course
Full-time students must pass the year as a whole before being allowed to study any subject from the following year.
To pass a year of a course a student must —
(a) obtain a pass mark at the annual assessment in each subject of that year, or,
(b) be passed by the Academic Board in the year as a whole. In awarding such a pass the Board shall take into account the student’s performance in all subjects in accordance with principles which it shall from time to time determine. A student passed by the Board in the year as a whole and who has not passed at the annual assessment in any particular subject shall not be recorded as having passed in that subject but shall be allowed to proceed with subjects in a later year of the course for which a pass in that subject is a prerequisite.
A student who fails to pass a year of the course in accordance with (a) or (b) above must repeat the whole of that year as a full-time student or repeat the failed subjects only as a part-time student.

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

Note
This course, is common with other Bachelor of Engineering courses, was subject to review and re-accreditation procedures at the time of going to press. It was proposed that the course be restructured and the content revised to reflect changes in professional engineering practice and the technology available to engineers. The name of this course would become Bachelor of Engineering (Electrical and Computing).

Content
Bachelor of Engineering (Electrical) General Stream
The Bachelor of Engineering (Electrical) is a four year full-time course. The core subjects are Mathematics, Electric Circuits, Electronics, Communications, Machines, Power Systems, Computer Systems and Digital Electronics. Students may specialise in Electrical Power or Communication Engineering in the final year. The stream includes the following General Studies subjects — Psychology, Sociology, Politics, Economics, Principles of Management, Management of Production, Production Control and Marketing.
Industrial Experience
All full-time students are required to obtain a minimum of 12 weeks approved industrial experience during their course.

Laboratory and Assignment Work
The above must be satisfactorily completed before a candidate may sit for written examinations.

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1 2</td>
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<tr>
<td>1</td>
<td>Mathematics MAT111</td>
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<td></td>
<td>Mechanical Engineering MEC133</td>
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<tr>
<td></td>
<td>Physics PHY170</td>
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<td>Electrical Engineering ELE100</td>
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<tr>
<td></td>
<td>Design ELE110</td>
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<td></td>
<td>Approved Electives (minimum)</td>
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<td>2</td>
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<td></td>
<td>Thermal Energy Processes</td>
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<td>MEC 266</td>
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<td>Electronics ELE233</td>
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<td>Electrical Engineering ELE202</td>
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<tr>
<td></td>
<td>Communications ELE261</td>
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<tr>
<td></td>
<td>Design ELE210</td>
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<td></td>
<td>Approved Electives (minimum)</td>
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<tr>
<td>3</td>
<td>Mathematics MAT341</td>
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<td></td>
<td>Power Systems ELE321</td>
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<td>Control Systems ELE340</td>
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<td>Electrical Machines ELE320</td>
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<td>Communications ELE361</td>
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<td>Electronics ELE330</td>
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<td></td>
<td>Digital Electronics ELE350</td>
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<td></td>
<td>Design ELE310</td>
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</tr>
<tr>
<td></td>
<td>Approved Electives (minimum)</td>
<td>4 4</td>
</tr>
<tr>
<td>4</td>
<td>Design Project ELE410</td>
<td>5 5</td>
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<tr>
<td></td>
<td>Approved Electives (minimum)</td>
<td>2 2</td>
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<tr>
<td></td>
<td>Select four subjects per semester</td>
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<tr>
<td></td>
<td>Instrumentation ELE440</td>
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<tr>
<td></td>
<td>Power System Equipment</td>
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<td>ELE423</td>
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<td>Power System Dynamics ELE422</td>
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<td></td>
<td>Electrical Machine Control</td>
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<td>ELE424</td>
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<tr>
<td></td>
<td>Digital Systems ELE451</td>
<td>4 —</td>
</tr>
<tr>
<td></td>
<td>Radio Communications ELE462</td>
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<td></td>
<td>Telecommunication Networks</td>
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<td></td>
<td>ELE464</td>
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Hours per week

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1 2</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Computer Control 1 ELE442</td>
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<tr>
<td></td>
<td>Computer Control 2 ELE443</td>
<td>— 4</td>
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<td></td>
<td>Software Engineering ELE444</td>
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<tr>
<td></td>
<td>Digital Signal Processing ELE445</td>
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<td></td>
<td>Network Synthesis ELE400</td>
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<tr>
<td></td>
<td>Computer Graphics MEC415</td>
<td>4 —</td>
</tr>
</tbody>
</table>

The series of electrical electives in final year is provided to allow students to bias their studies towards the areas of energy, automation or communications. Electives will only be available if there is sufficient student demand. Students are required to discuss their final year course structure with subject lecturers and their course advisers in order to determine the most appropriate selection of subjects which must be approved by the Head of Department.

Recommended Elective Subjects for Bachelor of Engineering (Electrical)

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1 2</td>
</tr>
<tr>
<td></td>
<td>Business Stream</td>
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<td></td>
<td>Eight semester subjects selected</td>
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<tr>
<td></td>
<td>from the Bachelor of Business</td>
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<tr>
<td></td>
<td>courses</td>
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<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4 —</td>
</tr>
<tr>
<td></td>
<td>Marketing Theory and Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MKT112</td>
<td>4 —</td>
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<td></td>
<td>Microeconomics FIN271</td>
<td>4 —</td>
</tr>
<tr>
<td></td>
<td>Accounting and Financial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Decision Making ACC103</td>
<td>4 —</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
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</table>

Bachelor of Engineering (Industrial)

Course Code: BL

Note
This course, in common with other Bachelor of Engineering courses, was subject to review and re-accreditation procedures at the time of going to press. It was proposed that the course be restructured and the content revised to reflect changes in professional engineering practice and the technology available to engineers. The name of this course would become Bachelor of Engineering (Industrial and Computing).
Content

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

Recognition of Course
Provisional recognition of the course was granted in 1983 by the Institution of Engineers, Australia.

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

Prerequisites:
A science background which includes Physics and at least one Mathematics subject at Year 12 level.

Recommended:
English, Pure and Applied Mathematics, Physics and Chemistry at Year 12 level are the ideal preparation. Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1985.)

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1 2</td>
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<tr>
<td>1</td>
<td>Methods Engineering IND102</td>
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<tr>
<td></td>
<td>Engineering Drawing MEC110</td>
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<tr>
<td></td>
<td>Engineering Design IND111</td>
<td>— 4</td>
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<tr>
<td></td>
<td>Business Communications IND104</td>
<td>4 —</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Machines MEC125</td>
<td>5 —</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC135</td>
<td>5 —</td>
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<tr>
<td></td>
<td>Mathematics MAT111</td>
<td>5 5</td>
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<tr>
<td></td>
<td>Chemistry Fundamentals CHE110</td>
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<tr>
<td></td>
<td>Data Processing EDP110</td>
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<td></td>
<td>Engineering Psychology PSY110</td>
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<td></td>
<td>Workshop Practice IND112</td>
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<td>2</td>
<td>Systems Analysis and Design IND201</td>
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<td></td>
<td>Manufacturing Processes IND202</td>
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<tr>
<td></td>
<td>Design of Machine Components IND211</td>
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<td>Materials Handling Design IND212</td>
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<td></td>
<td>Mechanics of Solids MEC235</td>
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<td>Engineering Materials MEC245</td>
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<td>Electrical Engineering ELE215</td>
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<tr>
<td></td>
<td>Mathematics MAT211</td>
<td>5 5</td>
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<tr>
<td></td>
<td>Physics PHY205</td>
<td>4 4</td>
</tr>
<tr>
<td></td>
<td>Industrial and Environmental Chemistry CHE210</td>
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<tr>
<td>3</td>
<td>Engineering Statistics IND301</td>
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<td>Engineering Accounting A IND302</td>
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<td>Human Factors IND303</td>
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<td></td>
<td>Economics for Engineers IND304</td>
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<td></td>
<td>Control of Quality IND305</td>
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<td></td>
<td>Computer Aided Manufacturing IND306</td>
<td>— 4</td>
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<td></td>
<td>Plant Layout Design IND311</td>
<td>— 3</td>
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<tr>
<td></td>
<td>Elasticity and Finite Element Analysis MEC335</td>
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<td></td>
<td>Thermo-fluids MEC375</td>
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<td>Electronics ELE335</td>
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<td>Introduction to Digital Systems ELE352</td>
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<td>4</td>
<td>Planning and Production Control IND401</td>
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<td>Engineering Accounting B IND402</td>
<td>4 —</td>
</tr>
<tr>
<td></td>
<td>Management Principles IND403</td>
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<td></td>
<td>Design of Productive Systems IND404</td>
<td>3 3</td>
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<td>Operations Research IND405</td>
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<td></td>
<td>Project IND400</td>
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<td>Electives</td>
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<td></td>
<td>Electives</td>
<td>Personnel Administration and Industrial Law IND406</td>
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<td>Safety and Environmental</td>
<td>Engineering IND407</td>
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<td>Engineering IND407</td>
<td>— 4</td>
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<td></td>
<td>Design for Reliability IND415</td>
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<tr>
<td></td>
<td>Computer Graphics in engineering MEC415</td>
<td>2 —</td>
</tr>
</tbody>
</table>

Any engineering subject for which the prerequisites have been satisfied.
Bachelor of Engineering (Mechanical)  
Course Code: BH

Note
This course, in common with other Bachelor of Engineering courses, was subject to review and re-accreditation procedures at the time of going to press. It was proposed that the course be restructured and the content revised to reflect changes in professional engineering practice and the technology available to engineers. The name of this course would become Bachelor of Engineering (Mechanical and Computing).

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1985.)

Prerequisites:
A science background which includes Physics and at least one Mathematics subject at Year 12 level.

Recommended:
English, Pure and Applied Mathematics, Physics and Chemistry at Year 12 level are the ideal preparation.

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

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

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

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

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

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

Course Structure  

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td></td>
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<td>1</td>
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<tr>
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<td>Mechanics of Machines MEC120</td>
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<td>Mechanics of Solids MEC130</td>
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<td>Electrical Engineering ELE101</td>
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<td>Mathematics MAT111</td>
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<td>Production Technology MEC150</td>
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<td>Thermodynamics MEC160</td>
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<td>Engineering Practices MEC151</td>
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<td>Mechanics of Machines MEC220</td>
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<td>Mechanics of Solids MEC230</td>
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<td>Electronics ELE232</td>
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<td>Mathematics MAT211</td>
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<td>Engineering Materials MEC240</td>
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<td>Physics PHY215</td>
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<td></td>
<td>Social Science POL291</td>
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<td>Thermodynamics MEC260</td>
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<td>Mechanics of Fluids MEC370</td>
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<td>Mechanics of Machines MEC320</td>
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<td>Mechanics of Solids MEC330</td>
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<td>Industrial Management MEC350</td>
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<td>Engineering Design MEC310</td>
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<td>Mechanical Engineering Project MEC300</td>
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<td>Thermodynamics MEC360</td>
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<td>Lubrication MEC471</td>
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<td>Engineering Materials MEC440</td>
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<td>Computer Graphics in</td>
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<td>Mechanics of Fluids MEC470</td>
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<td>Engineering Design MEC410</td>
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<td>Engineering Projects MEC400</td>
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<tr>
<td></td>
<td>Project Management MEC450</td>
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</table>

43
DIPLOMAS

Diploma of Art and Design (Graphic Design)

Course Code: DD
Course Leader: Jack Larkin

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

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

Enrollment Procedure for New Students
Students seeking admission to this course should contact the Administrative Officer of the School of Art and Design, preferably before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.
Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
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<tr>
<td>1</td>
<td>Graphic Design Theory GRA186</td>
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<td></td>
<td>Typography GRA187</td>
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<td></td>
<td>Audio-Visual Technology GRA188</td>
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<tr>
<td></td>
<td>Drawing GRA189</td>
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<tr>
<td></td>
<td>Graphic Design Practice GRA190</td>
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<td></td>
<td>History of Art GRA167</td>
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<tr>
<td></td>
<td>Human Studies COM196</td>
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</tr>
<tr>
<td>2</td>
<td>Graphic Design Theory GRA290</td>
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<td>Print Technology GRA291</td>
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<tr>
<td></td>
<td>Audio-Visual Technology GRA292</td>
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<tr>
<td></td>
<td>Drawing GRA293</td>
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</tr>
<tr>
<td></td>
<td>Graphic Design Practice GRA294</td>
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<tr>
<td></td>
<td>History of Art GRA287</td>
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<td></td>
<td>Human Studies COM296</td>
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<tr>
<td></td>
<td>Marketing MKT292</td>
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<td>3</td>
<td>Graphic Design GRA398</td>
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<td>Graphic Design Practice GRA399</td>
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<td>Professional Practice GRA385</td>
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<td>History of Art GRA387</td>
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<td>Electives — one of the following:</td>
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<td>Illustration GRA388</td>
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<td>Photographic Design GRA389</td>
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<td></td>
<td>Film GRA383</td>
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</table>

Diploma of Engineering (Mechanical) (part-time)

Course Code: DT

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

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

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

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

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

Intending applicants who possess qualifications other than the above may still apply for admission and are referred to Regulation 1 — Admission to Courses. (See Student Manual 1984.)

Progression Through the Course

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>1</td>
<td>*Applied Mechanics MEC123</td>
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<tr>
<td></td>
<td>Mathematics MAT111</td>
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<tr>
<td></td>
<td>Physics PHY215</td>
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<td></td>
<td>Social Science HUM291</td>
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<tr>
<td></td>
<td>or Engineering Drawing MEC110*</td>
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<td>(Semester 1)</td>
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<td>Thermodynamics MEC160</td>
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<td>Engineering Design MEC210</td>
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<td>Mechanics of Fluids MEC470</td>
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<td>Mechanics of Machines MEC320</td>
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<td>Mechanics of Solids MEC430</td>
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<td>Thermodynamics MEC360</td>
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<td>6</td>
<td>Engineering Design MEC410</td>
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<td>*Industrial Management MEC350</td>
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<td>Mechanics of Machines MEC420</td>
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<td>Contemporary Physics PHY330</td>
<td>Elective 2</td>
</tr>
<tr>
<td></td>
<td>Production Technology MEC150</td>
<td>Elective 2</td>
</tr>
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*For ex HSC students.

Diploma of Teaching
(Early Childhood)

Course Code: DC

Course Co-ordinator: Elizabeth Mellor

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

The Course

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

The Diploma of Teaching (Early Childhood) consists of four main areas of studies: Studies in Early Childhood Education, Studies in Education, Studies in Curriculum, General Studies. In order to complete the requirements of the Diploma of Teaching (Early Childhood) candidates must satisfactorily complete each of the above areas of study. Students must pass the year as a whole before commencing any subject from the following year.

Admission Requirements

(a) successful completion of a Year 12 course of study accredited by VISE with grade D or above in 12 units (4 subjects) of which 9 units 3 subjects must be Group 1 subjects, one of which must be English. The remaining units may include Group 2 subjects. Accumulation of results over no more than two consecutive years is accepted; or,

(b) successful completion of an appropriate Tertiary Orientation Program (TOP), accredited or recognised by Chisholm. Accumulation of results over no more than two consecutive years is accepted.

NOTE: Prospective entrants who do not meet the entry requirements specified in (a) or (b) above may be eligible to sit for a Direct Entry test and should contact the Institute and obtain the Direct Entry Application Form.*

Entry with Advanced Standing may be available into years 2 and 3 of the course. Applications should be made to the Direct Entry Form.*

The interstate/overseas student quota will not exceed two in a year.

Exemptions

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

Deferments

No deferments are allowed.

Leave of Absence

Leave of absence is not normally available except on medical grounds.

*Applicants should contact the School of Education Administrative Officer, (03) 781 1777, for the closing dates for applications.
Course Structure

<table>
<thead>
<tr>
<th>Year 3</th>
<th>EEX301</th>
<th>ECD302</th>
<th>ECE303</th>
<th>EES307</th>
<th>EEL305</th>
<th>EES308</th>
<th>EPS309</th>
<th>Option</th>
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<tr>
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<td>2 hrs/ week</td>
<td>3 hrs/ week</td>
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<td>Year 2</td>
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<td>EDN292</td>
<td>EDN293</td>
<td>EDN294</td>
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<td>Option</td>
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<td>EDN192</td>
<td>EDN193</td>
<td>EDN194</td>
<td>EDN195</td>
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<td>Option</td>
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Practicum | Foundation Studies | Studies in Curriculum

<table>
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<th>Off campus program</th>
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<tr>
<td></td>
<td>2 hrs/wk 2 hrs/wk 3 hrs/wk 3 hrs/wk 2 hrs/wk 3 hrs/wk 4 hrs/wk</td>
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Unit Codes and Names


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<td>EES307</td>
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<tr>
<td>EES308</td>
</tr>
<tr>
<td>EPS309</td>
</tr>
</tbody>
</table>

*Not calculated on a weekly basis

General Studies

For Year 1 students in 1985 only

Diploma of Teaching (Early Childhood) Year 1 students will have a choice of the following general studies options, only if timetable constraints permit. Students must complete both a major study (i.e. a sequence of 6 four-hour semester subjects and a sub major study (i.e. a sequence of 4 four-hour semester subjects). Not all general studies subjects will necessarily be offered to every intake of students. Students must select two subjects from the following areas in the first year of the course, one from liberal studies Arts area and one to be selected from the liberal studies science area.

Liberal Studies — Arts

EDN166 — Studio Arts — Ceramic Studies 1
EDN167 — Studio Arts — Ceramic Studies 2
or
EDN168 — Studio Arts — Fabric Studies 1
EDN169 — Studio Arts — Fabric Studies 2
or
EDN170 — Studio Arts — Painting Studies 1
EDN171 — Studio Arts — Painting Studies 2
or
EDN157 — Language Studies: (German) 1
EDN158 — Language Studies: (German) 2
or
LIT171 — Literature — The Nineteenth Century
LIT181 — Literature — The Twentieth Century
or
EDN161 — Music 1A or
EDN162 — Music 1B and
EDN163 — Music 2
(Special Note: Students who demonstrate a satisfactory music background by approved qualifications or at an audition/interview will enrol for EDN162 Music 1B in Semester 1. Other students will enrol in EDN161 Music 1A in Semester 1.)
Liberal Studies — Science
EDN151 — Sports Studies 1
EDN152 — Sports Studies 2

or
EDN153 — Recreation Studies 1
EDN154 — Recreation Studies 2

or
MAT181 — Mathematics and Computer Studies 1
MAT182 — Mathematics and Computer Studies 2

or
EDN175 — Environmental Studies 1
EDN176 — Environmental Studies 2

(For continuation of major studies strands, see description for the Diploma of Teaching (Primary).)

For Year 3 students in 1985 only

Diploma of Teaching (Early Childhood) Year 3 students for 1985 only, must select one of the following general studies as their compulsory major study.

ALS301 New Directions in the Modern World
or
SAE301 Environmental Studies or SAE302 Health, Movement and Recreation Studies or SAE303 Mathematics and Computer Studies

Diploma of Teaching
(Primary)

Course Code: DP
Course Co-ordinator: Elizabeth Mellor

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

(a) Studies in Teaching
This includes an on campus program as well as an off campus program of practice teaching in schools.

(b) Studies in Education.

(c) Studies in Curriculum.

(d) Studies in General Education.

Year 1 & 2 students in 1985 will be undertaking the Diploma of Teaching (Primary) course (1984 regulations). Year 3 students in 1985 will be undertaking the Diploma of Teaching (Primary) (1980 regulations), and all students are advised to consult the relevant sections for their course information.

Admission Requirements

(i) successful completion of a Year 12 course of study accredited by VISE with grade D or above in 12 units (4 subjects) of which 9 units (3 subjects) must be Group 1 subjects, one of which must be English. The remaining units may include Group 2 subjects. Accumulation of results over no more than two consecutive years is accepted; or,

(ii) successful completion of an appropriate Tertiary Orientation Program (TOP), accredited or recognised by Chisholm. Accumulation of results over no more than two consecutive years is accepted.

NOTE: Prospective entrants who do not meet the entry requirements specified in (i) or (ii) above may be eligible to sit for a Direct Entry test and should contact the Institute and obtain the Direct Entry application form. Applicants should contact the School of Education Administrative Officer for the closing dates for applications. Entry with advanced standing may be available in years 2 and 3 of the course. Applications should be made on the DIRECT ENTRY application form. The interstate/overseas student quota will not exceed two in any year.

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

Deferments
No deferments are allowed.

Leave of Absence
Leave of absence is not normally available except on medical grounds.
Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Studies in Education</th>
<th>Studies in Teaching</th>
<th>Studies in Curriculum</th>
<th>General Studies</th>
<th>Semester</th>
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<tr>
<td>3</td>
<td>EDN301/EDN307</td>
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<td>EDN139</td>
<td>EDN142</td>
<td>EDN132</td>
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Hrs/Week

| 4  | 3 On-Campus          | 2  | 2  | 3  | 3  | 4  |

Structure of the First Three Years of the Bachelor of Education Course: Diploma of Teaching (Primary).
* Include off-campus teaching component.

Units

Studies in Education

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Studies in Curriculum

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Studies in Teaching

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<tr>
<td>EDN222</td>
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<tr>
<td>EDN321*</td>
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<tr>
<td>EDN322*</td>
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</table>
Studies in General Education
EDN175 Environmental Science 1
EDN176 Environmental Science 2
EDN275 Environmental Science 3
EDN276 Environmental Science 4
EDN375* Environmental Science 5
EDN376* Environmental Science 6
EDN377* Environmental Science 7
EDN378* Environmental Science 8
EDN151 Sports Studies 1
EDN152 Sports Studies 2
EDN251 Sports Studies 3
EDN252 Sports Studies 4
EDN351 Sports Studies 5
EDN352 Sports Studies 6
EDN153 Recreation Studies 1
EDN154 Recreation Studies 2
EDN253 Recreation Studies 3
EDN254 Recreation Studies 4
EDN353* Recreation Studies 5
EDN354* Recreation Studies 6
LIT101 Literature — The Nineteenth Century
LIT102 Literature — The Twentieth Century
LIT203 Literature — The Dramatist as Social Critic
LIT204 Literature — War and Literature
LIT305 Literature — Children’s Literature
LIT306 Literature — The Comic Spirit
LIT307 Literature — From Renaissance to Regency
LIT308 Literature — Word and Image
EDN157 Language Studies 1 German
EDN158 Language Studies 2 German
EDN257* Language Studies 3 German
EDN258* Language Studies 4 German
EDN357* Language Studies 5 German
EDN358* Language Studies 6 German
MAT181 Mathematics and Computer Studies 1
MAT182 Mathematics and Computer Studies 2
MAT281* Mathematics and Computer Studies 3
MAT282* Mathematics and Computer Studies 4
MAT381* Mathematics and Computer Studies 5
MAT382* Mathematics and Computer Studies 6
EDN161 Music Studies 1A
EDN162 Music Studies 1B
EDN163 Music Studies 2
EDN261 Music Studies 3
EDN262 Music Studies 4
EDN361* Music Studies 5
EDN362* Music Studies 6
EDN166 Studio Arts: Ceramics 1
EDN167 Studio Arts: Ceramics 2
EDN266 Studio Arts: Ceramics 3
EDN267 Studio Arts: Ceramics 4
EDN366* Studio Arts: Ceramics 5
EDN367* Studio Arts: Ceramics 6
EDN168 Studio Arts: Fabric Studies 1
EDN169 Studio Arts: Fabric Studies 2
EDN268* Studio Arts: Fabric Studies 3
EDN269* Studio Arts: Fabric Studies 4
EDN368* Studio Arts: Fabric Studies 5
EDN369* Studio Arts: Fabric Studies 6
EDN170 Studio Arts: Painting Studies 1
EDN171 Studio Arts: Painting Studies 2
EDN270 Studio Arts: Painting Studies 3
EDN271 Studio Arts: Painting Studies 4
EDN370* Studio Arts: Painting Studies 5
EDN371* Studio Arts: Painting Studies 6
Not all general studies subjects will necessarily be offered to every intake of students.
* Subjects not offered in 1985.

For Year 3 students only
Diploma of Teaching (Primary) Year 3 students in 1985 will need to complete the following subjects in order to complete the course requirements of Diploma of Teaching (Primary) (1980 Regulations). These units are of 1 year’s duration.

Professional Units (compulsory) Hrs/Week
EPX301 Professional Experience 3 variable
EIS303 The individual, the School and Society 2
EGC304 General Curriculum Studies B 2
ELC306 Language Across the Curriculum 3 3
EME307 Mathematics Education 3 2
EAE308 Art Education 2
EHM309 Human Movement 2
EMU310 Music Education 2

General Studies
Students must select one of the following as a major study.
ALS301 New Directions in the Modern World, or 3
SAE301 Environmental Studies, or 3
SAE302 Health, Movement and Recreation Studies, or 3
SAE303 Mathematics and Computer Studies 3
ASSOCIATE DIPLOMAS

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

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

Enrolment Procedure for New Students
Prospective students are advised to contact the Administrative Officer of the School of Art and Design, preferably before 2 November of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

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

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Ceramic Design Theory and Practice CER101</td>
<td>12</td>
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<tr>
<td>Ceramic Design Drawing CER102</td>
<td>6</td>
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<tr>
<td>Ceramic Methods of Production CER103</td>
<td>3</td>
<td></td>
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<tr>
<td>Appreciation of Ceramics CER104</td>
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<tr>
<td>Three-dimensional Modelling CER105</td>
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<tr>
<td>Second Semester</td>
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<tr>
<td>Ceramic Design Theory and Practice CER111</td>
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<td>Ceramic Design Drawing CER112</td>
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<tr>
<td>Ceramic Methods of Production CER113</td>
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<tr>
<td>Glazing and Decorating Techniques CER114</td>
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<td>Design CER115</td>
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<tr>
<td>Modelling and Mould-making CER116</td>
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<td>Ceramic Design Theory and Practice CER201</td>
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<tr>
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</table>

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

Content
This is a part-time version of the full-time Diploma above. This four year course can be taken at the Frankston campus only. The four year course includes the equivalent of one full-time semester's work to be passed each year. Students will be required to attend classes two nights each week and undertake day classes on Saturday or during the week.

Enrolment Procedure for New Students
As for the full-time Diploma above.
Progression Through the Course
As for the full-time Diploma above.

Assessment
As for the full-time Diploma above.

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>Architectural Modelling for Ceramics CER205</td>
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<td>Design CER225</td>
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</tbody>
</table>

Associate Diploma in Marketing

Course Code: QM

Course Leader: Peter Reed

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

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

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) except for mature age students studying part-time, preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.
(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

Intending applicants who do not meet the above requirements are referred to Regulation 1 - Admission Requirements (See Student Manual)

Selection Test
All applicants for this course will be required to undertake a selection test conducted by the Department of Applied Psychology. Details pertaining to this Selection Test can be obtained from the Department of Marketing.

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

Students who hold the Certificate of Business Studies (other than with a specialisation in Sales and Marketing) and who have had a minimum of two years business experience may, upon application, be granted exemptions in four first year subjects of the Associate Diploma in Marketing. The exemptions granted will be determined by the Course Leader in the light of the subjects the student has studied in the Certificate of Business Studies.
Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.

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

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

Course Structure
Students must complete 17 semester subjects of which 15 are compulsory and two are electives. Students will normally take two subjects each semester. In most instances the course will be taken in the following sequence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td></td>
<td>Business Statistics MAT161</td>
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<td>Accounting and Financial Decision</td>
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<td>Making ACC103</td>
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<td>Macroeconomics FIN171</td>
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<td>2</td>
<td>Contract Law FIN111</td>
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<td>Data Processing EDP172</td>
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<td></td>
<td>Organisational Behaviour and Performance ADM122</td>
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<td></td>
<td>Quantitative Methods in Marketing MKT113</td>
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<td>Marketing Research Techniques MKT412</td>
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<td>Marketing Planning and Control MKT411</td>
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<td>Promotional Planning MKT446</td>
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<td>Personal Selling Strategy MKT447</td>
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Electives
Sales Management MKT464, Advertising Management MKT462, Product Management MKT443, Distribution Management MKT448, International Marketing MKT453, Retail Principles MKT470, Retail Merchandise Management MKT471. Students should note that not all electives are offered in each semester. The School Administrative Officer will have information on the availability of specific subjects before each enrolment period.

Students may, if they desire, select electives from BBus subjects subject to approval by the Course Leader.

Associate Diploma in Secretarial Studies
Course Code: QD
Course Leader: Anne Langdon

Associate Diploma in Secretarial Studies (Medical)
Course Code: QD
Course Leader: Anne Langdon

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

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

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

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

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

The compulsory subjects are:
Police Studies PCE121, PCE123, and PCE221 (three units)
Legal Studies PCE125, PCE127, and PCE223 (three units)
Social and Behavioural Studies — Applied Psychology and Applied Sociology (four units).
Optional subjects may be selected from a wide range, e.g. Communication Studies, Political Studies, Accounting and Finance, Data Processing, Economics, Statistics.

Associate Diploma in Secretarial Studies (Legal)
Course Code: QL
Course Leader: Gillian Stainforth

AND

Associate Diploma in Secretarial Studies (Medical)
Course Code: QD
Course Leader: Anne Langdon
Content
These two year full-time courses provide a broad business education, advanced secretarial skills and basic management training for potential secretaries. Each course is based on the need for particular expertise in either the legal or medical secretarial area, and this expertise is an additional element to the normal competence and skills of the secretary.

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

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

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

Intending applicants are advised that:
(i) students with Group 1 HSC subjects are likely to receive preference over those with Group 2 HSC subjects when being considered for selection into the course;
(ii) except for mature age students studying part-time, preference will be given to students from (a) or (b) above who have passed at least four subjects including English at one sitting; an accumulation of subjects is acceptable where those subjects have been studied solely on a part-time basis.
(iii) information on recommended Year 12 subjects can be obtained from the VUAC Guide for Prospective Students, or the Chisholm Handbook.

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

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>Aust. Legal &amp; Economic Systems FIN150</td>
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<td></td>
<td>Accounting/Medical ACC198</td>
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<td>Medical Terminology ADM275</td>
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<td>Practical Work Placement ADM240/ADM241 (2 units)</td>
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*This is based on eight class contact hours for two units plus what is seen as a reasonable time allocation for private study.

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<th>Subject</th>
<th>Hours per week</th>
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</table>

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

Course code: QA
Course Leader: R.F. Pugh

Content
The course is intended for middle-level personnel such as foremen, shop floor industrial supervisors and non-professional engineers, and is designed to provide:
(i) A sound basis of scientific principles.
(ii) The application of scientific principles to tribological problems of the workshop environment.
(iii) An understanding of the selection, fitting and maintenance of bearings.
(iv) A basic knowledge and understanding of lubrication, friction and wear.
(v) A diagnostic approach to the causes of faults in machine parts.
(vi) Anticipatory methods for avoiding machine failure.
(vii) The comparison of the various maintenance strategies to enable the selection of the best maintenance program for a given industrial concern.

Admission Requirements
To gain admission to the course an applicant must satisfy one of the following conditions:
(i) Have completed HSC/TOP or an equivalent year 12 course in suitable subjects and industrial experience.
(ii) Have completed a technician certificate and have relevant experience in industry.
(iii) Have served an apprenticeship and subsequently have several years experience and are working currently in a supervisory capacity.
(iv) Be a technical sales representative with suitable work experience.
(v) Be a teacher of trade subjects with the Education Department.

Course Structure
The course will be conducted over four years on a part-time basis. It is anticipated that classes will be conducted on two evenings a week, however if the demand is sufficiently high, daytime study may be substituted for all or part of the evening study (this will be an advantage to those students who have day release or flexitime). Each academic year is divided into two semesters and each semester is of 14-15 weeks duration.

<table>
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<th>Year</th>
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<td>1</td>
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<td>1 Mathematics MAT105</td>
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<td>1</td>
<td>1 Scientific Principles I PHY101</td>
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<td>1 Scientific Principles 2 MEC271</td>
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<td>1 Lubricants and Lubrication 2 MEC272</td>
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<td>2</td>
<td>1 Bearings MEC272</td>
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<td>2 Scientific Principles 4 PHY202</td>
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<td>2 Friction and Wear MEC273</td>
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<td>2 Machine Maintenance MEC251</td>
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<td>2 Elements of Machine Design MEC211</td>
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<td>1 Scientific Measurement and Instrumentation PHY301</td>
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<td>1 Tribological Problems Case Studies 1 PHY302</td>
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<td>1 Reliability and Physics of Failure MEC351</td>
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<td>3</td>
<td>2 Machining and Surface Finishes MEC361</td>
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<td>2 Gears and Mechanisms MEC371</td>
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<td>1 Machine health Monitoring PHY401</td>
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<td>1 Machine Design 2 MEC461</td>
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<td>1 Project PHY402</td>
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<td>4</td>
<td>2 Tribological Problems Case Studies 2 PHY403</td>
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<td>2 Energy Management Aspects of Tribology PHY404</td>
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<td>2 Project PHY402</td>
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</tbody>
</table>

Associate Diploma in Welfare Studies

Course Code: QW
Course Leader: George M. Clarke

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

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

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

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

Special Requirements:
In addition to filling in a VUAC form, applicants must return a special Welfare Studies form to Chisholm Institute by 2 November. These special forms and information detailing preselection procedures can be obtained by forwarding a stamped, self-addressed envelope (100 × 230 mm) to the Institute after 1 August. On the basis of these applications some applicants will be invited to attend a group discussion during November or December.

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

Normally the course is taken in the following sequence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Psychology PSY101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology SOC102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Humanities Subject</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies WEL131</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Psychology PSY102</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology SOC104</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Law WEL135</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies WEL133</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Welfare Psychology WEL239</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies WEL231</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**Welfare Fieldwork and Practice WEL235</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Sociology WEL241</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies WEL233</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**Welfare Fieldwork and Practice WEL237</td>
<td></td>
</tr>
</tbody>
</table>

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

Graduate Diploma in Accounting and Finance

Course Code: PM1
Course Leader: Dennis Taylor

Note
This course was undergoing a major review at the time of going to press. The revision was being made in terms of the Professional Schedule of the Australian Society of Accountants to satisfy its specialist designations of ‘Management and Cost Accounting’ and ‘Treasury’. Also a strong theme of accounting information systems was proposed with a consequent change in name to Graduate Diploma of Accounting Information Systems. Prospective students should contact the Course Leader or the Administrative Office, David Syme Business School, for details.

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

Recognition
The Graduate Diploma entitles associates of the Australian Society of Accountants to advance to the level of senior associate.

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

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

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

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

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

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

To complete the Graduate Diploma in Accounting and Finance, a student must complete eight semester subjects, including five compulsory core subjects of three hour duration per subject per week. Two subjects are normally studied concurrently per semester. The subjects are undertaken in the order indicated in the course structure below. Intending students should indicate in advance to the Admissions Office the specialised areas they wish to pursue.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Finance Option</th>
<th>Accounting Option</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACC674</td>
<td>ACC674</td>
</tr>
<tr>
<td></td>
<td>Admin. Studies</td>
<td>Admin. Studies</td>
</tr>
<tr>
<td></td>
<td>ADM612 or</td>
<td>ADM612 or</td>
</tr>
<tr>
<td></td>
<td>†Personnel Admin.</td>
<td>†Personnel Admin.</td>
</tr>
<tr>
<td></td>
<td>ADM613</td>
<td>ADM613</td>
</tr>
</tbody>
</table>

| Year 2 | | |
|--------| | |
|        | FIN663 | ACC670 |
|        | *Tax Planning | *Financial Reporting |
|        | FIN691 | ACC672 |

| Sem. 2 | *Corporate Financial | *Contemporary Accr. Policy |
|        | Corporate Strategy | Problems |
|        | ADM668 | ACC671 |

Elective subjects co-examined with the Institute of Chartered Secretaries and Administrators
- Advanced Company Law FIN613
- Corporate Secretarial Practice FIN617
- * Any four of the subjects marked with an asterisk are required, together with satisfactory completion of the course, for advancement to senior associateship of the Australian Society of Accountants.
- † The subjects marked † are normally required towards membership of the Institute of Chartered Secretaries and Administrators, together with any other subjects the Institute may require when matching its course requirements with undergraduate subjects completed. The Personnel Administration subject may not be required if the Institute accepts an equivalent undergraduate subject for this purpose.

Compulsory core subjects:
- Financial Management ACC674
- Quantitative Methods FIN692
- Corporate Strategy ADM668

Together with two restrictive core electives:
- One of — Administrative Studies ADM612
- Personnel Administration ADM613
- One of — Institutional Investment Management FIN665
- Management Planning ACC673
Graduate Diploma in Applied Numerical Analysis

Course Code: PN1
Course Leader: Dr Ken Mann

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

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

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

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

Graduate Diploma in Applied Psychology

Course Code: PY5
Course Leader: Arthur E. Crook

Content
This course has been designed to:
(a) provide an advanced treatment of a range of issues central to most fields of Applied Psychology and develop some basic professional skills;
(b) satisfy the criteria laid down by the Australian Psychological Society for accreditation as a fourth year of study in Psychology; and
(c) help students to explore various fields in Applied Psychology with special reference to further postgraduate training or professional employment.

Admission Requirements
A degree with an accredited major in Psychology.

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

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

Syllabuses for individual subjects are contained under subject synopses under the heading Psychology. Each of the subjects PSY401, PSY402 and PSY403 requires class attendance of six hours a week.

Graduate Diploma in Applied Polymer Science

Course Code: P11
Course Leader: Kevin R. Chynoweth

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

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

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

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polymer Structure and Synthesis CHE611</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Polymer Characterisation CHE612</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Polymer Degradation and Thermo-dynamics CHE613</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Polymer Processing CHE614</td>
<td>8</td>
</tr>
</tbody>
</table>
Both of the subjects PSY404 and PSY405 involve the equivalent of 25 days attendance in a psychology placement setting. Placements are arranged by the department. In addition there are fortnightly seminars of two hours’ duration. PSY406 requires the student to design and carry out an applied research project. Fortnightly seminars are held and each student is obliged to see his supervisor approximately once a week in order to facilitate the successful completion of the project. The typical class attendance time for full-time students is 12 hours a week; and for part-time students is nine hours a week in the first year of the course and three hours a week in the second year. Part-time students usually undertake PSY401, PSY402 and PSY403 in the first year, and PSY404, PSY405 and PSY406 in the second year.

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

Admission Requirements
To be admitted to the course, an applicant must have satisfactorily completed a teacher-training qualification of at least three years duration with a major study in art, or with an additional full-time art study at a recognised tertiary institution, or equivalent. Examples of such equivalents may be:

- Any first degree with an art major plus a Diploma of Education.
- Any Diploma of Art plus a Diploma of Education.

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

Course Structure
The course has been organised as follows:

<table>
<thead>
<tr>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Studies</strong></td>
<td></td>
</tr>
<tr>
<td>EDN601 Aesthetics and the Arts</td>
<td>2</td>
</tr>
<tr>
<td>EDN602 Field Experience</td>
<td>*</td>
</tr>
<tr>
<td>EDN603 Issues in Art Education</td>
<td>2</td>
</tr>
<tr>
<td>EDN604 Material Studies</td>
<td>2</td>
</tr>
<tr>
<td>EDN605 Program Development in Art</td>
<td>2</td>
</tr>
<tr>
<td>EDN606 Research Methods and Existing Research in Art Education</td>
<td>2</td>
</tr>
<tr>
<td>EDN607 Project</td>
<td>*</td>
</tr>
<tr>
<td>* Not calculated on a weekly basis.</td>
<td></td>
</tr>
<tr>
<td><strong>General Studies</strong></td>
<td></td>
</tr>
<tr>
<td>One major studio study and two minor studio studies must be completed.</td>
<td></td>
</tr>
<tr>
<td><strong>Major Studio Studies</strong></td>
<td></td>
</tr>
<tr>
<td>EDN611 Ceramic Arts</td>
<td>4</td>
</tr>
<tr>
<td>EDN612 Fibre Arts</td>
<td>4</td>
</tr>
<tr>
<td>EDN613 Printmaking</td>
<td>4</td>
</tr>
<tr>
<td>EDN614 Metal Crafts</td>
<td>4</td>
</tr>
<tr>
<td>EDN615 Painting</td>
<td>4</td>
</tr>
<tr>
<td>EDN616 Glass studies</td>
<td>4</td>
</tr>
<tr>
<td><strong>Minor Studio Studies</strong></td>
<td></td>
</tr>
<tr>
<td>EDN621 Ceramics</td>
<td>2</td>
</tr>
<tr>
<td>EDN622 Fibre Arts</td>
<td>2</td>
</tr>
<tr>
<td>EDN623 Printmaking</td>
<td>2</td>
</tr>
<tr>
<td>EDN624 Metal Crafts</td>
<td>2</td>
</tr>
<tr>
<td>EDN625 Painting</td>
<td>2</td>
</tr>
<tr>
<td>EDN626 Glass Studies</td>
<td>2</td>
</tr>
</tbody>
</table>

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

---

Graduate Diploma in Art Education

Course Code: GF1
Course Co-ordinator: Dr Philip Perry

This is a one year full-time course (also available part-time) which is conducted at the Frankston campus only. The course is currently being reaccredited and is subject to change.

Scope of the Course
The course is planned for:
1. Specialist art teachers.
2. Teachers with developed expertise in art education.
3. Art advisers and consultants.
5. Curriculum development and research officers.

The course has been designed to give participants experience and expertise in art and education that will enable them to extend their influence into areas of curriculum development and research and to be competent to act in an advisory capacity.

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

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

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

Course Code: PO
Course Leaders: Bob Grant and Ken Greenhill

Content
Business Technology is the use of integrated computer and communications systems to support administrative procedures and management decision making in a business environment.
The aim of this course is to provide the opportunity for people such as business managers, professional office workers, computing professionals, business consultants, technology sales personnel and business systems analysts to develop expertise in the introduction and management of advanced technology into business organisations.

Admission Requirements
A recognised diploma or degree or equivalent as approved by the Institute Admissions Committee.

Course Structure
Students are required to successfully complete 16 units of study. The units are designated as foundation, core and elective units.
The course is organised into three separate streams to cater for students with differing backgrounds. Each stream consists of different combinations of foundation, core and elective units.
The streams of study are:
- General Entry Stream — for students with little or no background in either business or computing.
- Business Entry Stream — for students with a background in business.
- Technical Entry Stream — for students with a background in computing.
All units are four hours of class contact per week for seven weeks.

General Entry Stream

<table>
<thead>
<tr>
<th>Foundation Units</th>
<th>Year 1 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management &amp; Financial Control Systems I ACC701</td>
<td>1</td>
</tr>
<tr>
<td>Business Management &amp; Financial Control Systems II ACC702</td>
<td>1</td>
</tr>
<tr>
<td>Computer Technology I EDP701</td>
<td>1</td>
</tr>
<tr>
<td>Computer Technology II EDP702</td>
<td>1</td>
</tr>
<tr>
<td>Business Management &amp; Financial Control Systems III ACC703</td>
<td>2</td>
</tr>
<tr>
<td>Application of Converging Technologies to Business EDP704</td>
<td>2</td>
</tr>
<tr>
<td>Computer Technology III EDP703</td>
<td>2</td>
</tr>
<tr>
<td>Information Storage and Retrieval EDP712</td>
<td>2</td>
</tr>
</tbody>
</table>

Core Units | Year 2 Semester |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Systems I EDP711</td>
<td>1</td>
</tr>
<tr>
<td>Social Implications of Business Technology ADM713</td>
<td>1</td>
</tr>
<tr>
<td>Data Analysis &amp; Decision Support Systems EDP713</td>
<td>1</td>
</tr>
<tr>
<td>Communication Technology I EDP714</td>
<td>1</td>
</tr>
<tr>
<td>Behavioural aspects of Business Technology ADM712</td>
<td>2</td>
</tr>
<tr>
<td>Legal Implications of Business Technology FIN711</td>
<td>2</td>
</tr>
<tr>
<td>Management of Business Technology ADM711</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives
One elective chosen from list below

Business Entry Stream

<table>
<thead>
<tr>
<th>Foundation Units</th>
<th>Year 1 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Technology I EDP701</td>
<td>1</td>
</tr>
<tr>
<td>Computer Technology II EDP702</td>
<td>1</td>
</tr>
<tr>
<td>Computer Technology III EDP703</td>
<td>2</td>
</tr>
<tr>
<td>Applications of Converging Technologies to Business EDP704</td>
<td>2</td>
</tr>
</tbody>
</table>

Technical Entry Stream

<table>
<thead>
<tr>
<th>Foundation Units</th>
<th>Year 1 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management &amp; Financial Control Systems I ACC701</td>
<td>1</td>
</tr>
<tr>
<td>Business Management &amp; Financial Control Systems II ACC702</td>
<td>1</td>
</tr>
<tr>
<td>Business Management &amp; Financial Control Systems III ACC703</td>
<td>2</td>
</tr>
<tr>
<td>Application of Converging Technologies to Business EDP704</td>
<td>2</td>
</tr>
</tbody>
</table>

Business and Technology Entry Streams

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Year 2 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Systems I EDP711</td>
<td>1</td>
</tr>
<tr>
<td>Social Implications of Technology ADM713</td>
<td>1</td>
</tr>
<tr>
<td>Behavioural Aspects of Business Technology ADM712</td>
<td>2</td>
</tr>
<tr>
<td>Information Storage and Retrieval EDP712</td>
<td>2</td>
</tr>
<tr>
<td>Data Analysis and Decision Support Systems EDP713</td>
<td>1</td>
</tr>
<tr>
<td>Communication Technology I EDP714</td>
<td>1</td>
</tr>
<tr>
<td>Legal Implications of Business Technology FIN711</td>
<td>2</td>
</tr>
<tr>
<td>Management of Business Technology ADM711</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives
Elective
Elective
Elective
Elective

59
Graduate Diploma in Ceramic Design

Course Code: PE1
Course Leader: Lindsay Anderson

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

Admission Requirements
To qualify for entry, the applicant should hold one of the following diplomas or an equivalent qualification from another tertiary college.
(a) Diploma of Art and Design (Ceramic Design).
(b) Bachelor of Arts (Ceramic Design).

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

Scope of the Course
This course is both a literary and a practical study. The overall aim of the course is to draw these two studies together, ensuring that students develop understanding and appreciation of literature for children from both literary and practical points of view.

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

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

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

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

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
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<tr>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

1985 INTAKE

Please note that this course will not be offering an intake of students in 1985.

Registration

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

Course Code: PU
Course leaders: Jack Greig
Tony Keulemans

Content

This is a two year part-time interdisciplinary course conducted over four consecutive academic semesters with eight hours per week class contact (lectures, tutorials, workshops, seminars etc.)

The aim of the course is for students to acquire expertise in both technological and social dimensions of communication and information, emphasising studies within the social sciences and in computing and information systems. To that extent the course aims to meet the needs of organisations in both the public and private sectors for people with expertise in the applications of communication and information resources.

The course should be of interest to persons involved or interested in personnel, training and staff development, management and administration, public relations, industrial relations, advertising and, more generally, in the information creation, processing and distribution services. The course should be of significance for those who wish to increase their potential for advancement in the expanding communication and information fields.

Admission Requirements

The minimum entry standard is a recognised degree providing a relevant foundation for the course or an equivalent approved by the Institute's Admissions Committee.

Consideration may be given to an applicant who has a suitable diploma combined with relevant work experience. In some instances an applicant may be required to undertake bridging studies to provide the necessary foundation for the course.

Course Structure

A student will be required to enrol in eight semester subjects. A semester subject involves four hours class contact per week.

Three subjects must be drawn from those taught by staff from the School of Computing and Information Systems (SCIS) and three from staff teaching within the School of Social and Behavioural Studies (SSBS); however, a subject taught jointly by the two schools may be substituted for one of the three subjects in each category. One of the eight subjects must be the Interdisciplinary Project in the final year.

Computer Literacy (SCIS) EDP401
Computerised Information Systems (SCIS) EDP402
Information Systems Development (SCIS) EDP403
Communication in Organisations (SSBS) COM401
Message Design for Communication Media (SSBS) COM402
Communication Management (SSBS) COM403
Futures Research and Technology Assessment (SSBS) COM404
Communication and Information Technology (joint SCIS & SSBS) EDP404
Research in Communication and Information (joint SCIS & SSBS) COM405
Interdisciplinary Project (joint SCIS & SSBS) EDP405

Graduate Diploma in Community Education

Course Code: PB1
Course Leader: Jim Ross

Content

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

Admission Requirements

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

Course Structure

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

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

Course Code: PCI
Course Leader: Phillip Steele

Note:
This course was the subject of a major review at the time of going to press in order to update and further improve the content. Prospective students should check with the course leader or the Senior Administrative Officer, School of Computing and Information Systems, for the latest information on changes to the curriculum.

Content
This course is offered to those who have existing tertiary qualifications in computing and/or data processing or equivalent work experience, and who are interested in furthering their knowledge in computing at a postgraduate level. Completion of this course may be counted as a prerequisite to a masters qualification.

The course aims to:
• present the 'state of the art' in commercial data processing;
• pursue specialised areas in depth by both course work and thesis.

On completion of the course, the graduate should be able to contribute at a higher level to the work in their place of employment and to the benefit of their profession. They should also be prepared for further advanced study and research in the field.

The course is a two-year part-time course and will be conducted over four consecutive academic semesters with eight hours per week class contact.

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

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

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

To complete the course a student must accumulate eight credit points by passing:
• Three of the basic subjects 3 credit points
• Two advanced subjects of the selected major stream 2 credit points
• A project from one of the significant areas related to the major stream selected 2 credit points
• One subject of free choice (not a second project) as approved by the Course Leader 1 credit point

Total: 8 credit points

Subject Credit points
Basic Subjects:
Information Storage and Retrieval EDP623 1
Analysis and Design EDP622 1
Programming Systems EDP624 1
Computer Systems EDP620 1
Systems Theory EDP621 1
Computer Networks EDP635 1
Advanced Subjects:
Information Storage and Retrieval EDP630 1
Analysis and Design EDP627 1
Programming Systems EDP628 1
Systems Theory EDP625 1
Information Storage and Retrieval EDP631 1
Programming Systems EDP629 1
Systems Theory EDP626 1
Analysis and Design EDP636 1

Project: Project EDP638 2

Stream Summaries
A summary of the intent of each of the major streams is presented below:

(a) Analysis and Design Stream (EDP622, EDP627, EDP636)
The overall emphasis of this stream is on the application systems development process. The major topic areas are:
• The conceptual framework of the systems development process and a study of two different but typical approaches currently used that fit within this framework.
• A study of Corporate Strategic Planning and its importance in system development.
• An investigation of the tools for automating various parts of the system development process.
• The management of the system development project including a study of some packaged methodologies.
• Future directions of systems development with special emphasis on natural language tools.

(b) Information Storage and Retrieval Stream (EDP623, EDP630, EDP631)
This stream studies the storage and retrieval of information with particular emphasis on database. Major topic areas include:
• The structuring of data, data models and database architecture, with emphasis on CODASYL and relational DBMS.
• End user facilities including database query languages.
• Database administration including the role of data dictionary/directory systems and distributed database.
• Future directions of data models and database architecture and facilities.
The aim of this stream is to present the state-of-the-art in the programming area. The major topic areas covered are:

- A review of the latest programming techniques with emphasis on the programming of real-time systems.
- Programming in a database environment.
- Interactive graphics programming.
- Software management including the evaluation, customising and implementation of software packages.
- The monitoring of system performance and tuning of a system.

The major aim of this stream is to develop an understanding of complex systems. The potential of the computer as an aid to understanding and control of organisations will be studied. The major topic areas are:

- Consideration of organisational structures from a systems perspective.
- The use of information systems to support managerial decision making, especially the design of decision support systems.
- The use of modelling to study complex systems. Both financial and system dynamics modelling will be studied. (NB: No special accounting or mathematical knowledge is assumed.)
- An investigation of systems concepts in different disciplines.
- A study of control theory as applied to business organisations.
- Consideration of the effect of systems thinking on the system development task.

Graduate Diploma in Data Processing

Course Code: PP1
Course Leader: John V. Daly

Note:
This course was the subject of a major review at the time of going to press in order to update and further improve the content. Prospective students should check with the course leader or the Senior Administrative Officer, School of Computing and Information Systems, for the latest information on changes to the curriculum.

Content
This course is available for either full-time or part-time study, and is designed to give students who have a tertiary qualification in a discipline other than EDP, the chance to add a sound grasp of data processing theory and techniques to their existing career skills. The course is industry-oriented, and aims at presenting the student with an integrated package of techniques covering the complete life-cycle of EDP projects, from systems analysis and design, through development, to implementation and post-implementation review.

The full-time course takes one academic year of two semesters.
The part-time course takes five semesters. All subjects in the part-time course are offered at night; in addition, some subjects (principally the first-year subjects) are offered in afternoon time-slots to enable students to make use of any study-release provision made by their employers.

Admission Requirements
An approved degree or diploma, or equivalent.

Course Structure
The course consists of 15 mandatory or core units, and a number of elective units. In all but one case, the units are of 28 hours duration comprising 7 weeks of 4 hours. The exception is the double-unit core subject, EDP664 Case Study, which is 14 weeks of four hours.
Students must pass the 15 core units along with a minimum of four elective units. No exemptions are granted, and the sequence of progression through the units is strictly controlled.

<table>
<thead>
<tr>
<th>Full-time Semester</th>
<th>Part-time Semester</th>
<th>Subject</th>
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<tbody>
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<td>Introduction to Programming EDP650</td>
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<td>Introduction to Systems EDP651</td>
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<td>Programming I EDP652</td>
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<td></td>
<td></td>
<td>Computer Equipment EDP653</td>
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<td>2</td>
<td>4</td>
<td>Operating Systems EDP654</td>
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<td></td>
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<td>Data Organisation &amp; Storage EDP655</td>
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<tr>
<td></td>
<td></td>
<td>Programming II EDP656</td>
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<td></td>
<td></td>
<td>Systems Development I EDP658</td>
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<td>3</td>
<td>5</td>
<td>Data Base EDP657</td>
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<td></td>
<td></td>
<td>Distributed Systems I EDP659</td>
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<td></td>
<td></td>
<td>Systems Development II EDP660</td>
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<td>Case Study EDP664</td>
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<td></td>
<td>Elective 3*</td>
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<tr>
<td></td>
<td></td>
<td>Elective 4*</td>
</tr>
</tbody>
</table>

* The elective subjects approved to date are:
Assembler EDP684
Microcomputers EDP682
Computer Security EDP670
Computers in Education EDP672
EDP Management EDP674
Management Information Systems EDP676
PL/I Programming EDP685
FORTRAN Programming EDP687
Digital Computer Equipment I ELE682
Numerical Mathematics MAT622
Advanced Data Base EDP671
Computers and Society EDP673
Systems Software EDP675
Systems Theory EDP677
RPG Programming EDP686
BASIC Programming EDP688
Digital Computer Equipment II ELE683

63
Graduate Diploma in Digital Communications

Course Code: PX1
Course Leader: D. Rowe

Note:
This course was the subject of a major review at the time of going to press in order to update and further improve the content. Prospective students should check with the course leader or the Senior Administrative Officer, School of Computing and Information Systems, for the latest information on changes to the curriculum.

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

The aim of the course is to provide specialised training in digital communications for those people who will work as planners, managers or technical experts in the fields of computer communication systems and digital data transmission. To achieve this aim the course has been designed around three objectives:
(a) as an educational program to update practitioners with the changing technology in computer telecommunication systems;
(b) as a process to bridge the gap between the software and hardware specialists in the data and information communication industry;
(c) as a training program to provide in-depth appreciation of the technical and behavioural needs of the users and providers of data communication networks.

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

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

Course Structure
To satisfy the course requirements a student must complete 12 units and a major project RDT601. The course units are arranged in six groups as follows:

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

Group 2
Computer Networks I RDT603
Computer Networks II RDT604
Computer Networks III RDT605
Computer Systems II RDT611

Group 3
Communication Systems ELE634
Communication Networks in Society HUM491
Teletraffic Engineering ELE633
Queueing Theory MAT670

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

Group 5
Digital Electronics RDT638
Software Development RDT641
Propagation Systems ELE632
Robotics and Communication RDT610

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

Students are required to take at least two units from Group 2, two units from Group 4 and one unit from each other group. Chisholm Institute of Technology reserves the right to not offer a unit in any one year. The course structure allows students to select units which provides a course with emphasis on software or hardware or management and marketing skills. Selection of units is subject to approval by the Course Leader.

Graduate Diploma in Fine Art

Course Code: PF
Course Leader: Raymond Giles

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

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

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

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

Graduate Diploma in Highway and Traffic Engineering

Course Code: PV
Course Leader: K. T. Solomon

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

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

Applicants who lack the necessary qualifications, or who do not wish to undertake the complete course, will be permitted to enrol for single subjects.
<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Planning for Transportation Systems CIV670</td>
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<tr>
<td></td>
<td></td>
<td>Highway Design CIV671</td>
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<td></td>
<td></td>
<td>Construction Planning CIV672</td>
<td>2</td>
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<td></td>
<td></td>
<td>Project CIV673</td>
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<tr>
<td>2</td>
<td>1</td>
<td>Traffic Engineering CIV674</td>
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<td>Bridge Engineering CIV675</td>
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<td>Pavement Design CIV676</td>
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<td>Hydrology and Drainage CIV677</td>
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<td>Project CIV673</td>
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<td>Highway Elective Stream</td>
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<td>Bridge Engineering CIV679</td>
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<td>Highway Construction CIV680</td>
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<td>Project CIV681</td>
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<td>Geotechnical Engineering CIV682</td>
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<td>*Advanced Statistics MAT631</td>
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<td></td>
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<td>*Computer Aided Design CIV687</td>
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<td></td>
<td>Project CIV681</td>
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<td>Transportation Engineering CIV689</td>
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<td>Regional and Urban Planning CIV690</td>
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<tr>
<td></td>
<td></td>
<td>Project CIV681</td>
<td>2</td>
</tr>
</tbody>
</table>

*Electives, one of two to be selected.

**Course Structure**

**Note:** Some minor changes may occur in this course structure in 1985 as a result of the course accreditation process.

The course involves two years part-time study comprising eight subjects. The first year comprises four compulsory core subjects or their equivalent. In second year students may choose from a range of electives. Each unit requires three hours per week. Classes in elective units will not run unless there are sufficient enrolments.

**First Year:**

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

**Second Year:**

- Four units from the following: Marketing Communication Strategies MKT626 Sales Management MKT628 Marketing Financial Control ACC680 Product Management MKT627 Competition and Consumer Law FIN615 Marketing in Foreign Environments MKT634 Elective from Graduate Diploma in Accounting and Finance

Students are also required to complete a Special Assignment (MKT635) in their final semester.

**Graduate Diploma in Outdoor Studies**

**Course Code:** GO1

**Course Co-ordinator:** Richard Trembath

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

**Scope of the Course**

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

The integration in the course is achieved by giving students the opportunity to develop knowledge and skills in the areas of both the Outdoor Pursuits and the Sciences.

Practical and theoretical studies are important aspects of classwork and students are required to complete at least 16 days approved fieldwork during the two years of the course. The field experience will involve the students in developing competence in a range of activities, and using these skills in leading school and community groups.
Final assessment consists of a five-day field leadership program. It is expected that students will continue to be employed on a full- or part-time basis.

Admission Requirements
To gain entry to the course students must:
A. (i) have satisfactorily completed a course leading to the award of UG1 or UG2 degree or diploma,
or
(ii) hold the Education Department of Victoria's Certificate A, or have satisfactorily completed some other course approved by the School of Education as equivalent to (i) above,
or
(iii) show evidence of other attainments or calibre appropriate to the course.
and
B. have studies judged appropriate to the course by the School of Education, e.g. environmental sciences, geography, physical education, recreation, agriculture, teaching (primary, secondary, technical).

Course Structure
Semester 1
EDN671 (25), EDN672 (39), EDN675 (13), EDN677 (20)
Semester 2
EDN673 (39), EDN675 (13), EDN677 (20)
Semester 3
EDN674 (39), EDN675 (13), EDN676 (13), EDN677 (20)
Semester 4
EDN674 (39), EDN675 (13), EDN676 (13), EDN677 (20), EDN678 (25)
*Numbers in brackets are total hours per semester.

Graduate Diploma in Process Computer Systems
Course Code: PC
Course Leader: Max L. Telfer

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

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

Course Structure

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

Graduate Diploma in Process Plant Project Engineering
Course Code: PH

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

Admission Requirements
An approved degree or diploma.

Course Structure

<table>
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<th>Year</th>
<th>Subject</th>
<th>Semester</th>
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<td>1</td>
<td>Project Management I MEC631</td>
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<td>Project Technology I MEC635</td>
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<td></td>
<td>Project Management II MEC632</td>
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<td>Project Technology II MEC636</td>
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<td>Project Management III MEC633</td>
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<td>Project Technology III MEC637</td>
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<td></td>
<td>Project Management IV MEC634</td>
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<tr>
<td></td>
<td>Project Technology IV MEC638</td>
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</table>
### Graduate Diploma in Robotics

**Course Code:** PI  
**Course Leader:** Dr T. K. Wong

#### The Course

This course is designed as a two year part-time course. It will involve four academic semesters of study with eight hours per week of class contact. The aim of the course is to provide specialised training in Robotics for those people who will work as planners, managers or technical specialists in the manufacturing industry with special interests in robotics and its applications or marketing specialists interested in the field. To achieve this aim the course has been designed around three objectives:

(a) as an educational program to update practitioners with the rapid advances in computer-based manufacturing technology;
(b) as a process to bridge the gap between the software and hardware specialists in robotic applications and design;
(c) as a training program to provide in-depth appreciation of the technical and behavioural needs of the users and providers of robots in industry.

#### Admission Requirements

The normal entry requirement is at least a three year degree or diploma in a course which provides a relevant foundation for studies in robotics or an equivalent qualification approved by the Chisholm Admissions Committee. For example, a degree or diploma in Computer Science, Data Processing, Engineering or Physical Sciences would be acceptable. Employer support will be well regarded in the selection process. However, applicants who do not have an appropriate degree or diploma qualification will be considered if their training and experience are judged to be suitable alternatives to the normal entry requirements. In some cases an applicant may be required to undertake a bridging course to attain the necessary entrance standard. In all cases of special entry, employer support and endorsement will be given special consideration.

#### Course Structure

<table>
<thead>
<tr>
<th>Group 1: Orientation</th>
<th>Weekly Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDT630 Robotics I</td>
<td>compulsory 2</td>
</tr>
<tr>
<td>RDT633 Robotics Practical I</td>
<td>compulsory 2</td>
</tr>
</tbody>
</table>

and two units to be selected from:

<table>
<thead>
<tr>
<th>Group 1: Electives*</th>
<th>Weekly Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDT646 Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>RDT647 Digital Electronics</td>
<td>2</td>
</tr>
<tr>
<td>RDT648 Physical Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>MEC621 Principles of Mechanics of Machines</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2: Core Subjects</th>
<th>Weekly Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDT631 Robotics II</td>
<td>compulsory 2</td>
</tr>
<tr>
<td>RDT634 Robotics Pract. II</td>
<td>compulsory 2</td>
</tr>
</tbody>
</table>

and two units to be selected from Group 2 Electives*.

<table>
<thead>
<tr>
<th>Group 3: Electives*</th>
<th>Weekly Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDT643 Advanced Mechanisms</td>
<td>2</td>
</tr>
<tr>
<td>RDT644 Computer Aided Design with Graphics</td>
<td>2</td>
</tr>
<tr>
<td>RDT645 Robot Communication &amp; Control</td>
<td>2</td>
</tr>
<tr>
<td>RDT646 Microelectronic Technology &amp; Design</td>
<td>2</td>
</tr>
<tr>
<td>RDT647 Artificial Intelligence</td>
<td>2</td>
</tr>
<tr>
<td>RDT648 Sensory Instrumentation</td>
<td>2</td>
</tr>
</tbody>
</table>

or any of the Group 2 Electives.

Each unit consists of two lecture/tutorial or laboratory sessions per week for one semester. A total number of 16 units is to be taken.

* In the selection of Electives, all candidates are to have prior consultation and approval of the Course Leader.

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### Graduate Diploma in Secretarial Studies

**Course Code:** PSI  
**Course Leader:** Hazel A. Ryan

#### Content

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

Assessment
Satisfactory completion of ten subjects and a research paper.

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

Semester Subject Hours per week
1 Basic Shorthand ADM663 6
Basic Typewriting ADM664 6
Business Structures and Systems ADM665 4
Organisational Behaviour and Management ADM621 3
Office Procedure ADM662 1
Research Paper ADM661 —
2 Collective Secretarial Problems ADM666 6
Effective Transcription ADM667 6
Research Paper ADM661 —
Personnel Function ADM622 1½
Data Processing EDP681 1½
Editing and Publishing ADM669 1½
Marketing Principles and Practice MKT691 1½

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

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

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

Course Structure

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

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

Graduate Diploma in Tribology and Condition Monitoring
Course code: PT
Course Leader: Dr. Peter Wells

Content
This course is designed to provide an understanding of the lubrication, friction and wear processes of interacting surfaces. The physical and chemical parameters that may be measured in order to monitor these processes are also covered.

Admission Requirements
An approved degree or diploma in Applied Science or Engineering.

Course Structure
The course is conducted as a two-year, four-semester, part-time course requiring participants to attend two nights per week. All subjects listed below are compulsory, although participants are encouraged to embark on a project that is relevant to their current employment. The project may be carried out in part or in full at their place of employment.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Mathematics MAT651</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>1 Numerical Analysis and Computation Techniques MAT652</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1 &amp; 2 Machine Health Monitoring CHE621</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>1 &amp; 2 Applied Science Practical CHE662</td>
<td>1</td>
</tr>
</tbody>
</table>
### Graduate Diploma in Welfare Administration

**Course Code:** PW1  
**Course Leader:** Jim Ross

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

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

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

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

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### Graduate Diploma in Water Science

**Course Code:** PK1  
**Course Leader:** Barry T. Hart

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

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

**Course Structure**
This part-time course requires two years of attendance on two evenings per week.

Ten hours per week are devoted to formal lectures, discussion groups, practical work and field trips.

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

Postgraduate study, by research project and thesis, leading to a Masters degree in Applied science, Arts, Business, Education or Engineering is available at Chisholm.

Normally, the course requires at least two years full-time, or equivalent part-time study (except for those with a high standard four-year qualification where the period of candidature may be shortened to one year). The first year is a preliminary program to raise the level of the candidate's knowledge of the theoretical principles and practices underlying the chosen field of research, and to introduce the candidate to the techniques of research methodology. Subject to the satisfactory completion of the preliminary study program, in the second year the candidate is permitted to proceed with a research project and thesis. At the discretion of the Higher Degrees and Research Committee, the preliminary year may be either waived or shortened.

The standard required for entry to the preliminary course of study is a degree or diploma of an approved institution, plus appropriate employment experience.

Applications must be submitted to the Academic Registrar and must be approved by the Higher Degrees and Research Committee of Chisholm before being forwarded for ratification by the Victorian Post Secondary Education Commission (VPSEC).

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

Master of Arts
Course Code: MA

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

Applied Sociology — social theory; deviance; community relations; adolescence; religion; minority groups; organisations.

Communication Studies — Social psychology of communications; communications policy; applied linguistics.

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

Master of Business
Course Code: MB

Accounting — all areas.

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

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

Master of Education
Course Code: MD1

Curriculum Studies — development and evaluation in such areas as art, social studies, human movement and recreation, and environmental studies.

Educational Studies — in such areas as schools and community, teacher-pupil interaction, special assistance, and educational management.

Master of Engineering
Course Code: ME

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

Electrical and Electronic — avionics; communications; electric power.

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

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

More information may be obtained from the Secretary, Higher Degrees and Research Committee.

Master of Applied Science
Course Code: MSS

Applied Physics — acoustics, instrumentation and materials.

Chemistry — water sciences, aquatic biology, applied electro-chemistry, manufacture of synthetic drugs, polymer chemistry and surface chemistry.

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

Mathematics — mathematical modelling of large physical systems; models of the patterns of deposition of strontium 90 in Australia; of power production systems in Victoria; of rainfall runoff.
ACCOUNTING — ADVANCED FINANCIAL
ACC348
A course of four hours per week for one semester.
Prerequisites: Accounting — Intercompany Reporting ACC246
Syllabus: The aim of the subject is to develop further skills of evaluation and synthesis in the areas of financial accounting and reporting and, in the process, to create an awareness of current developments in the field. Topics covered include purpose and structure of financial accounting, alternative methodologies, alternative accounting valuation systems, continuously contemporary accounting, cash flow accounting and funds statements.
References:

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

ACCOUNTING — BUSINESS FINANCE ACC380
Four hours class contact per week for one semester.
Prerequisite: Successful completion of all first year subjects and at least four second year subjects.
Syllabus: Corporate financial objectives, financial planning and forecasting, financial mathematics, working capital management, capital budgeting, financing decisions, capital markets and introduction to portfolio theory.

References:
SMITH, N. S., Lease or Buy Decision, Australian Society of Accountants, 1981.

ACCOUNTING — COMPANY ACC245
A course of two hours per week for one semester.
Prerequisites: Accounting and Financial Decision Making ACC104. Company Law FIN219 should be taken concurrently.
Syllabus: This subject will provide students with an understanding of the reporting processes applicable to public companies. Issues in financial reporting are explored, as well as accounting for and reporting of shareholders' funds. In addition, accounting standards and professional reporting requirements, together with legal and stock exchange requirements, are examined.
References:
CLIFT, R., Corporate Accounting in Australia, Prentice-Hall, 1980

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

ACCOUNTING — INTERCORPORATE REPORTING ACC246
A course of two hours per week for one semester.
Prerequisite: Accounting — Company ACC245.
Syllabus: The subject aims to provide an understanding of the importance of intercorporate investments, the reporting requirements and their adequacy and to develop an understanding of the principles involved in preparing group accounts and reports.
ACCOUNTING/LEGAL ACC199
A course of four hours instruction per week for one semester consisting of two hours lectures and two hours tutorials. Laboratory assistance is also available.
Prerequisites: Nil
Syllabus: To give students a vocationally orientated as well as theoretical grasp of a double entry bookkeeping system of legal practitioners. This includes recording and summarising of transactions applicable to those practitioners.
Assessment: The PQ grading will apply.
Reference:

ACCOUNTING — MANAGEMENT ACC351
A course of four hours per week for one semester.
Prerequisite: Accounting — Cost ACC241.
Syllabus: Design of financial planning, control and reporting systems, together with practical problem solving and a management simulation exercise. Topics covered include profit planning and control, responsibility centres, performance measures, relevant costing systems and planning and control.
Reference:
Others to be advised.

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

ACCOUNTING SYSTEMS ACC296
A course of four hours per week for one semester.
Prerequisite: Completion of Introduction to Business ADM115.
Syllabus: The aim of this subject is to develop an accounting framework for financial reporting through the process of collecting, analysing, classifying and presenting financial information. Topics covered will include the basic accounting cycle, means of recording and classifying accounting information, profit measurement under accrual accounting and accounting for fixed assets and inventories.
References:

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

ACCOUNTING THEORY ACC269
Prerequisite: A pass in Accounting and Finance ACC246 will normally be required.
Syllabus: Attention is focused on contemporary issues and problems associated with financial reporting. Topics relating to extensions to disclosure include segmented financial reports, accounting for intangibles and leasehold property, topics relating to contemporary practice include extractive industry reporting, foreign operations; topics relating to alternative reporting dimensions include social accounting, reporting to employees. Also considered is computerised systems design for financial reporting.
References:
ADMINISTRATIVE COMMUNICATION ADM264
A course of four hours per week for one semester.
Prerequisite: Business Communication ADM121 and Organisational Behaviour and Performance ADM122.
Syllabus: Content of the course is designed principally to improve verbal skills in a business context. Areas covered include communication theory and practice, workshops in oral communication, persuasive communication, interviewing techniques and the preparation and presentation of action-oriented reports.
Preliminary Reading:
References:
Specific reference materials will be advised in first class.

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

ADVANCED COMPUTER IMAGING PHY336
Contact Hours Per Week: Two hours per week theory plus two hours per week laboratory work.
Prerequisites: Computer Imaging PHY236 and either Computer Science RDT281 or Physics PHY260.
Syllabus: Transforms in Imaging — a thorough discussion of point, spatial and statistical transforms in 1 and 2D imaging, especially speech digitization/reconstruction and enhancement of visual images. Graphical representation of Images — and analysis of 2 and 3D representations of images. Geometrical transformations and their use in image enhancement. Pattern recognition, artificial intelligence, data compression techniques, spectral analysis. Problems of imaging in geological, medical, industrial and art environments. This section will consist of case studies taken from the above fields.
References:

ADVANCED COMPUTERISED BUSINESS SYSTEMS ACC359
A course of two hours per week for one semester.
Prerequisites: Computerised Business Systems ACC259
Syllabus: The purpose of this subject is to provide students with a guide to determining the requirements of an accounting system, the selection of the most appropriate method and the selection between various suppliers of accounting computer facilities. Topics dealt with include development of accounting information systems, evaluation of suppliers, requests for proposal, hardware, software, in-house computers, service bureaux and EDP controls.
ADVANCED CORPORATE ACCOUNTING AND LAW ACC268
A third year degree elective with four hours of class contact per week for one semester. The subject is divided into two units, i.e., Merger/Takeovers and Corporate Failures.
Prerequisites: Accounting and Finance ACC247, and Corporate Law FIN319.
Syllabus: Attention is focused on legal, financial and accounting aspects of company acquisitions and failures. Mergers and takeovers — legal constraints and their avoidance, valuing target candidates and setting the bid price, financing the acquisition, pooling of interests. Corporate failures — law and practice. Causes of failures, predicting the company at risk, avoidance of failure.
References:

ADVANCED CURRICULUM IN ART, MUSIC AND MOVEMENT EDN434
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Art Education 2 EDN331. Physical Education EDN242. Music Education EDN341. (or equivalent of these subjects).
Syllabus: Initial group meetings involve an examination of the place of art, music and movement in the primary school curriculum with reference to existing programs and possible developments in the areas of art education, music education and physical education. Emphasis is placed on developing a recognition of common elements and an appreciation of unique contribution in the three subject areas in terms of content, methodology, problems, organisational relations, learning environments and teaching competencies. Thereafter, students elect to examine one particular subject area in greater depth in accordance with the aims of that subject in the primary school. Group meetings involve practical consideration of problems, trends and issues associated with the three subject areas.
Assessment: One from Group C. One from Group D. (See Assessment Policy)
References:

ADVANCED CURRICULUM IN ENVIRONMENTAL STUDIES EDN433
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Science Education 2 EDN341 and Social Science Education 2 EDN344 and Health Education 1 EDN133 or the equivalent of these three subjects.
Syllabus: An examination of the places of Environmental Studies (seen here as Science, Social Science and Health) in the primary school curriculum, with reference to existing programs and possible developments. Recognition of elements common to the three subject areas in terms of content and teaching methodology. An examination of one subject area in greater depth. Issues associated with these areas in terms of resources, matters of controversy, and curriculum development and evaluation.
Assessment: One from Group E. (See Assessment Policy).
References:

ADVANCED CURRICULUM STUDIES: EARLY CHILDHOOD CURRICULUM ISSUES AND DESIGN EDN431
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Problems and Issues in Contemporary Education. EDN401.
Syllabus: Sources of early childhood curriculum such as community expectations, issues, subject areas, theory and research will be explored. Principles and processes of curriculum design will be considered with particular reference to the Wheeler, Harrison and Clyde models.
Assessment: One from Group D. One from Group E. (See Assessment Policy)
References:
ADVANCED CURRICULUM STUDIES: EARLY CHILDHOOD EXCEPTIONALITY EDN432
Contact Hours Per Week: Four hours per week for one semester.
Syllabus: Though the subject seeks to provide a theoretical basis to the study of exceptionality, the chief emphasis will be on the curriculum and teaching implications of meeting the needs of exceptional young children. Topics will include an overview of issues and trends in special education, giftedness, sensory and perceptual — motor disabilities, intellectual and attention disabilities, language disabilities, and children suffering from chronic disabling diseases. An opportunity will be provided for students to carry out in-depth research in a specific area of exceptionality.
Assessment: One from Group C, One from Group D, One from Group F. (See Assessment Policy).

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

ADVANCED INTERNATIONAL MARKETING MKT370
Contact Hours Per Week: Students will be required to keep in regular contact with subject leader during semester. At least eight contact periods per semester is suggested.
Prerequisites: Multinational Marketing MKT353.
Syllabus: This is a project based subject requiring detailed analysis and research of an international marketing topic approved by the subject leader.
Assessment: Students are required to prepare an indepth research paper and verbally present their report to a panel. Research progress reports through the semester are also received.
References: To be advised separately to each student based on selected research area.

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

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

ADVANCED MECHANISMS RDT643
Two hours per week for one semester.
Prerequisite: Machines and Mechanisms MEC622.
COIFFET, P., Modelling & Control, Kogan Page, 1983.
Selected research papers and journal articles.

ADVANCED MUSIC EDUCATION EDN438
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Music Education 1 EDN241 and Music Education 2 EDN341 or equivalent of these two subjects.
Syllabus: An advanced study of the approach to music education as advocated by Emile Jaques Dalcroze. The
three main areas of study will be: (1) Eurhythmics — movement activities, (2) Sol-fege-vocal activities, (3) Improvisation — practical music activities including tuned and non-tuned percussion instruments and the piano.  
These activities will be presented at a level suitable for use in a music program for the primary school and also at the students own level of achievement. 
Assessment: Two from Group D. (See Assessment Policy). 
References: 
ADVANCED STATISTICS MAT631 
A course of two hours per week for one semester. 
Prerequisites: Nil. 
Syllabus: Probabilistic model building using engineering based data; statistical inference, parameter estimation and significance tests; quality assurance, control charts and acceptance sampling; simulation, monte-carlo methods, random variate generation; regression analysis, linear and non-linear models; experimental design and analysis of variance; estimation of extreme values. 
References: To be advised. 
ADVANCED STUDIES IN ENVIRONMENTAL STUDIES 1 CHE491 
Contact Hours Per Week: Four hours per week for one semester. 
Prerequisites: Nil. 
Syllabus: This subject will incorporate studies in environmental sciences, law, economics and politics. Topics studied will be examined from a diversity of perspectives in order to develop a greater understanding of decisions made by various sectors of the community when dealing with environmental questions. Environmental issues considered will range from those relevant to the individual in terms of health, such as cancer, to global considerations of issues, such as populations and energy. 
Assessment: Two from Group D. (See Assessment Policy). 
References: 
ADVANCED STUDIES IN ENVIRONMENTAL STUDIES 2 CHE492 
Contact Hours Per Week: Four hours per week for one semester. 
Prerequisite: CHE491 Advanced Studies in Environmental Studies 1 
Syllabus: Students will carry out, as members of a team, an investigation of a specific environmental issue. During this investigation students will be expected to identify the various disciplines relevant to the selected issue and to gather appropriate information. Data collected by individuals will be analysed, interpreted and integrated with information obtained by other members of the team in the production of an integrated group report. 
Assessment: Two from Group D. (See Assessment Policy). 
References: 
ADVANCED STUDIES IN SCHOOL AND COMMUNITY EDN413 
Contact Hours Per Week: Four hours per week for one semester. 
Prerequisite: EDN401 
Syllabus: An advanced study of the political and social context of the school in Australia, together with its relationships with the community it serves. Issues considered will include: agency co-operation, the development of school-based community education, parents in schools, administration of a community oriented school, the concept of a community oriented school and urban and rural differences in educational needs. 
Assessment: One from Group D, one from Group F. (See Assessment Policy). 
References: 
ADVERTISING MANAGEMENT MKT362 
Four hours per week for one semester. 
Prerequisite: Marketing Communication MKT346. 
Syllabus: Students will obtain an understanding and appreciation of the role of advertising management and an appreciation of how an advertising agency works. 
Reference: 
ADVERTISING MANAGEMENT MKT462
An elective subject for the Associate Diploma in Marketing. A course of four hours per week for one semester.
Pre requisite: Promotional Planning MKT446.
Syllabus: Students will develop the creative and media processes of advertising, building on the work conducted in Promotional Planning (MKT446).
References:

AESTHETICS AND THE ARTS EDN601
Contact Hours Per Week: Two for both semesters.
Syllabus: The subject aims:
1. To develop concepts of the nature of the arts.
2. To help students define and understand aesthetic response to the arts.
3. To develop the student's capacity to assess and evaluate artistic worth through a better understanding of the elements of artistic expression.
4. To explore expressions of similar concepts in differing art forms.
Assessment: Assigned work, tutorials.
References:

AESTHETICS/PHILOSOPHY AND ART ART100
A course for degree students consisting of a one-hour lecture and a one-hour tutorial per week for one semester.
Pre requisite: Nil.
Syllabus: An explanation of the concepts of art will be conducted with emphasis in the variations of this concept and the relation of past notions of art to those of the present with their many diverse interpretations. The writing of various artists and philosophers will be examined with emphasis on their accounts of certain fundamentals basic to any interpretation of art, including Representation, Aesthetic Experience, the Expression of Evolution and Creativity. These topics will be studied theoretically, but illustrated by examples taken from a wide range of historic and cultural contexts.
Assessment: By assignment and class paper.
References:
To be advised.

AESTHETICS/PHILOSOPHY AND ART ART200
A course for degree students consisting of a one-hour lecture and a one-hour tutorial per week for one semester.
Pre requisite: Nil.

Syllabus: The issues raised in ART100 will be explored in more depth, with special emphasis on the notion of Perception and its role in the creation and appreciation of art. This will be developed through an account of the different elements that formulate an artistic composition, paying considerable attention to the role of symbolism. Various theories of criticism will also be introduced and their validity and application examined. All topics will draw upon examples from past and present art to illustrate points made.
Assessment: By assignment and class paper.
References: To be advised.

AESTHETICS/PHILOSOPHY AND ART ART342
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Pre requisite: Second year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered as an alternative related study for the third year student majoring in areas other than liberal studies. This subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art forms. It is a study of the translation of common experience into visual or creative expression and the aesthetic premises involved.
The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.
Assessment: By assignment and class papers.
References: To be advised.

ANALYSIS AND DESIGN EDP622
A course of four hours per week for one semester.
Pre requisite: Course entrance level.
Syllabus: Structured Analysis: The system life cycle, the organisation chart, the context diagram, data flow diagrams, data dictionary, structured english, decision tables, decision trees, walk-throughs.
The specification of systems using these tools, qualification and selection of options, logical design specifications.
Introduction to physical design considerations.
Information Modelling: The entity-relationship model, functional models, collection of data items, normalisation, data structure diagrams, introduction to file and database design, design of procedures to maintain and retrieve data, interfaces with other approaches.
References:
MARTIN, J. and FINKELSTEIN, C., Information Engineering, Savant Institute, 1981.
Course notes.
ANALYSIS AND DESIGN EDP627
A course of four hours per week for one semester.
Prerequisite: Analysis and Design EDP622.
Syllabus: Structured Design: Structured design concepts; coupling and cohesion; morphology of systems; design heuristics; transform analysis; packaging; implementation.
Project Management: Project scope and justification; project control and documentation; resource estimation of project costing; project management systems; project team, group problem solving; change control; rules for users and data processing professionals.
References: MARTIN, J. and FINKELSTEIN, C., Information Engineering, Savant Institute, 1981.
TOMSETT, R., People and Project Management, Yourdon Press.

ANALYSIS AND DESIGN EDP636
A course of four hours per week for one semester.
Prerequisite: Analysis and Design EDP627.
Syllabus: Corporate Strategic Planning: A study of Corporate Strategic Planning and its importance in system development.
System Development Aids: An investigation of the latest tools available to assist in the development of applications for the computer. Automation of parts of the system development process. Use of fourth generation languages such as FOCUS, MAPPER and INFORMATION in system development. Future directions in system development including the use of natural language. Investigation of such methods as the Nijssen Information Analysis Method (NIAM) and Rendezvous.
References: MARTIN, J., Applications Development without Programmers, Savant Institute, 1981.
Relevant Research Manuals.
Literature describing the commercial products.

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

ANALYTICAL METHODS OF PHYSICS PHY225
A course of two hours theory and one hour tutorial per week for two semesters.
Prerequisite: It is recommended that students have at least attempted Mathematical Methods MAT205.

Syllabus: Experimental analysis; optics; electronics; information retrieval; wave propagation in isotropic and anisotropic media; statistical mechanics; theory of feed-back; general tensors.
References: To be advised.

APPLICATIONS OF CONVERGING TECHNOLOGIES TO BUSINESS EDP704
Prerequisites: Nil.
Aims: To develop an understanding of the evolution of various technologies and their convergence; to study the application of these technologies to business functions.
Syllabus: The fundamental technologies; computer and communication.
Developing technologies; data and text processing, audio processing, image processing — graphics, micrographs, optical systems, video, Artificial intelligence Applications of Technology: office automation — composite document processing electronic mail document output processes, teleconferencing, document storage and retrieval, expert systems.
Information system services; telex, teletex, videotex, Commercial information networks.
Other applications; Electronic Funds Transfer systems, Electronic Publications, video/audio education systems.
References:
State of the Art Reports Office Automation Infotech, Series 8, Number 3.
Integrated Office Systems, Series 10, Number 5.

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

APPLIED CHEMISTRY CHE339
A course of five hours lectures and five hours practical work per week for two semesters.
Prerequisites: CHE225, CHE229. To be taken only in conjunction with CHE335.
References: To be advised.
APPLIED MATHEMATICS MAT201
A course of six hours per week for two semesters. Redit will not be given for both this subject and Mathematical Methods MAT205.
Prerequisites: Mathematics MAT103 and Mathematical Methods MAT104.


References:
DORF, R. C., Modern Control Systems, Addison-Wesley, 1974.

APPLIED MATHEMATICS MAT301
A course of six hours per week for two semesters. Prerequisite: Applied Mathematics MAT201.

Syllabus: This course emphasises the setting up of mathematical models which describe a wide range of physical problems and the techniques of determining approximate and exact solutions of these problems. Techniques are introduced through case studies of applications. A selection of the following topics will be offered: Continuum mechanics. Partial differential equations. Optimisation concepts and search techniques. Mathematical modelling. Approximate methods. Viscous flow, boundary layers and vortex dynamics. Hydrodynamic lubrication.

References:

APPLIED MECHANICS MEC123
A course of three hours of lectures per week and two hours of laboratory work per fortnight throughout the year.

Prerequisite: As prescribed under Admission Requirements to First Year.

Syllabus: Machines: Newton's laws, units, inertia force, D'Alembert's principle, free body diagrams, combined systems; non-uniform acceleration, energy work and power, kinetic and potential energy, momentum, linear and angular systems, impulse and impact; friction, inclined plane, screw application, mechanisms, instantaneous centre, relative velocity, external forces. Solids: Force systems; statics, light frames, heavy frames, three-dimensional systems. Internal forces: thrust, shearing force, bending moment, twisting moment. Analysis of stress and strain: relationship between stress and strain, elastic constants strain energy. Application of strength of materials theory: thin walled vessels, simple connections, compound bars, thermal strain, bending on beams, deflection of beams (moment area method), eccentric loading, torsions of circular shafts.

References:

APPLIED NUMERICAL ANALYSIS MAT204
A course of six hours per week for two semesters. Prerequisite: Mathematics MAT103.

Syllabus: The course emphasises the application of numerical analysis to those problems which are likely to be encountered in industrial and scientific research and development. Topics: zeros of polynomials, non-linear equations, linear algebraic systems, non-linear systems, orthogonal functions, approximations of functions, differentiation, quadrature, ordinary differential equations.

References:

APPLIED PSYCHOLOGY PSY191
Three hours of lectures and tutorials per week for one semester. Syllabus: The subject introduces basic principles of psychology with an emphasis on their application in everyday life. The subject is designed to assist the student in understanding human behaviour in various contexts. Topic areas include perception, learning, memory, child development, personality, abnormal psychology and social psychology. Assessment: Cumulative, based on tests, tutorial reports and participation.

References: To be advised.
APPLIED PSYCHOLOGY PSY194

Contact Hours Per Week: Two hours Lecture/tutorial per week for one semester.

Prerequisites: Nil

Syllabus: Human mechanisms for information processing, perceptual abilities, learning and memory, skills and work, ergonomics, stress.

References: To be advised.

APPLIED PSYCHOLOGY PSY291

Four hours per week for one semester.

Prerequisite: Applied Psychology PSY191.

Syllabus: Basic psychological theory and concepts in terms of organisational behaviour. Problems arising from the organisation/individual interface. Specifically these problems are examined within the areas of group dynamics; work motivation and adjustment; leadership; productivity and effectiveness; conflict resolution and organisational change.

References: To be advised.

APPLIED PSYCHOLOGY PSY391

Four hours per week for one semester.

Prerequisite: Applied Psychology PSY291.


References: To be advised.

APPLIED SCIENCE PRACTICAL CHE622

A course of one hour per week for two semesters.

Prerequisite: This unit can only be studied in combination with the Machine Health Monitoring CHE621.

Syllabus: It is designed to provide practical instruction in those instruments which form the basis of the Machine Health Monitoring unit.

References: To be advised.

APPLIED SCIENCE THESIS/PROJECT CHE333, PHY333, MAT333, EDP333

Students may undertake a project and complete a thesis in an area of special interest under the supervision of a member of staff of one of the departments within the School of Applied Science.

APPLIED SOCIAL AND BEHAVIOURAL STUDIES PSY192

A subject for Bachelor of Applied Science (Computing) students of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: The subject introduces basic concepts in Psychology and Sociology with an emphasis on their application to everyday life. The content of the subject is designed to enable students to make use of a variety of perspectives in examining individual behaviour and the social issues of contemporary society.

Topic areas include socialisation, perception, personality, stress and anxiety, leadership, small groups and large organisations, social inequality, social change, social problems and the roles of psychology and sociology in post-industrial society.

Assessment: Cumulative — based on tutorial reports, tests and class participation.

References: To be advised.

APPLIED SOCIOLOGY SOC191

Three hours per week for one semester.

Prerequisites: Nil.

Syllabus: Sociology for understanding the contemporary social world. An examination of the process of socialisation and of social factors which influence family life. Some perspectives on deviance and social stratification. Current issues relating to social change and social problems, such as demographic change, immigration, poverty, unemployment, transnational corporations and the environment.

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


APPLIED SOCIOLOGY SOC193

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

Prerequisites: Nil.

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

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

References: To be advised.

APPLIED SOCIOLOGY SOC194

Contact Hours Per Week: Two hours lecture/tutorial per week for one semester.

Prerequisites: Nil

Syllabus: This unit is intended to broaden student perspectives. It will provide a basic understanding of society and the general issues of technology and technological change.

References: To be advised.

APPLIED SOCIOLOGY SOC291

Four hours per week for one semester.

Prerequisite: Applied Sociology SOC191.

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

APPLIED SOCIOLOGY SOC391
Four hours per week for one semester. A group research
project will be conducted; small groups will meet in
three class hours with the instructor in charge of the
project, and there will be one scheduled hour of
individual supervision per week. Alternatively, individu-
kal research projects may be carried out under super-
vision.
Prerequisites: Applied Sociology SOC191 and SOC291.
Syllabus: A project of social research, involving the
following stages: formulation of a sociological problem,
theoretical conceptualisations, coding and analysis of
data, and the writing and presentation of a research
report.
Assessment: One research report of approximately
8,000-12,000 words to be submitted for examination.

APPRECIATION OF CERAMICS CER104
One hour lecture and one hour tutorial each week for
one semester.
Prerequisite: Nil.
Syllabus: This unit relates to the nature and under-
standing of ceramics in three directions — time, space
and identity or meaning.
Time: The stages of development of human culture in
which pottery arises reflect the needs and the con-
sciousness of the people of different eras.
Space: Ceramics is a widespread phenomenon having
arisen out of a variety of geographical conditions and
cultural contexts. Areas such as that of the Incas,
China, the Muslim world, Europe, Africa and New
Guinea are to be studied.
Identity: This is studied through topics such as utility
and symbol, craft and art, collective achievement and
individual creativity.
Assessment: Each student is required to prepare a
project developed from an aspect of the course,
consisting of a written paper with appropriate visual
material, 50 per cent.
An individualised record of the course, 50 per cent.
References: To be advised.

APPRECIATION OF CERAMICS CER206
One hour lecture and one hour tutorial each week for
one semester.
Prerequisites: CER104.
Syllabus: This unit is an exploration of three related
areas — the radius of the senses, modes of existence
and gestures and techniques. The lecturer introduces
the theme for the week with images of ceramics as
they occur with other crafts in a cultural situation.
The tutorial gives the opportunity for group discussion
and for developing skills of communication.
Senses: The senses of sight, sound and touch and the
more hidden ones such as balance and movement or
those used in perceiving symbols and thoughts are
explored through the medium of ceramics.
Existence: Meaning in ceramics forms — organic form,
the 'living' pot, the 'soul' of the pot-spiritual activity.
Techniques: Each technique has its specific gesture that
is revealed in the work produced — slab building
against wheel throwing, coiling against casting, working
from outside or within.
Assessment: An individual project related to the course
topics, 50 per cent. A record of the course with
personally chosen examples and comments, 50 per cent.
References: To be advised.

APPRECIATION OF CERAMICS CER308
One hour lecture and one hour tutorial per week for
one semester.
Prerequisites: CER206.
Syllabus: This unit of work relates to the social
orientation of the ceramic craftsman. Each lecture
allows for the presentation of a topic and the tutorial
allows for student discussion and presentation of
individual projects. Quality and style as a function of
working conditions, studio design, the circle of cus-
tomers and the market and gallery scene will be
discussed. The artist/craftsman participates in three
main functions of social life: as a producer/consumer
taking part in economic life, as a creative person in
cultural life, and as a human being concerned with
human rights and human relations. In class projects
students endeavour to clarify the relationships between
these three functions as they relate to ceramic crafts-
people.
Assessment: Each student will prepare a 3000 word
paper or equivalent project involving investigation and
personal comment. It will be supported by visual and
diagrammatic material and be fully documented.
The topic will be chosen by the student in consultation
with the lecturer in charge of the subject 100 per cent.
References: To be advised.

AQUATIC SCIENCE CHE290
The subject consists of four hours of lectures and two
hours of practical work a week for one semester.
Syllabus: Origin of lake basins, morphology of lakes,
temperature, stratification, sediment transport, chemi-
cal features of Australian lakes, sources and mecha-
nisms of ion supply, chemistry of lake sediments,
vertical and horizontal gradients, biota of lakes, major
biological communities, biological production, energy
flow, limiting nutrients, river characteristics, stream
order, flow regimes, sediment transport in streams,
influence of flow on water chemistry, composition of
river biota, factors controlling distribution of biota,
longitudinal zonation of biota.
References: To be advised.
AQUATIC SCIENCE CHE291
The subject consists of four hours of lectures and two hours of practical work per week for one semester. A number of excursions would also be organized.
Prerequisite: Aquatic Science CHE290.
Syllabus: River management, flood control programmes, introduced species, river 'improvement', catchment management, point and non-point sources of pollutants, transport of pollutants, biological accumulation, toxic effects, toxicity testing, eutrophication, nutrient budgets, lake management, unit processes for wastewater treatment, anaerobic and aerobic treatment processes, physico-chemical treatment, advanced waste water treatment, packaged treatment plants, process modification water re-use, effluent monitoring.
References: To be advised.

ARCHITECTURAL CERAMICS CER215
Three hours per week for one semester for degree students.
Prerequisite: Architectural Modelling for Ceramics CER205.
Syllabus: This unit introduces students to the medium of concrete and demonstrates its application over a wide range of architectural, studio and industrial uses. Lectures and demonstrations are given to acquaint students with the components, characteristics and qualities of various concrete types. Test tiles are completed to familiarise students with the various cements, aggregates and colourants, and their characteristics. An original piece in marquette form is to be produced in concrete.
Assessment: Students are given a progress report at mid-semester. Final assessment is arrived at by the examination panel consisting of the lecturer teaching the unit and the course co-ordinator.

ARCHITECTURAL CERAMICS INCLUDING CONCRETE STUDIES CER218
Six hours per week divided into a one hour lecture and five hours practical studio work for one semester.
Prerequisites: CER205.
Syllabus: This subject develops the theoretical understanding of architectural ceramics through a series of lectures on material studies with particular emphasis on concrete, design construction and firing methods.
Practical assignments include
a) drawing
b) the reproduction of maquettes into concrete
c) documenting and photographing architectural works.
Assessment: Assessment: concept 10%, research 10%, appropriate environment 10%, presentation 50%, photography 20%.

ARCHITECTURAL MODELLING FOR CERAMICS CER205
Three hours per week for one semester.
Prerequisite: Three-dimensional Modelling CER105.
Syllabus: This subject aims to introduce large scale ceramics to the student and to increase the awareness of proportion and scale through the study of architecture and the environment. It aims to further the skills and experiences gained in hand-building, in 3-dimensional modelling and mould-making by extension to architectural situations.
Introductory studies include: Geographical and environmental factors which influence historical and contemporary architecture and architectural ceramics, building standards and town planning principles, background knowledge from slides, films and excursions. Techniques for the design and building of large scale ceramics are taught. Students are required to prepare rough sketches, working drawings, finished drawings and marquettes. The emphasis is on the communication of ideas to the client. Photography as a reference and as a design aid is encouraged. Building techniques for architectural ceramics include: production of monolithic structures, building with units, use of other materials with ceramics; clays, firings, oxides, slips, glazes. These aspects are covered by practical demonstrations and finished examples.
Practical application of the program involves the manufacture of a panel or free standing sculpture as designed for a specific location. All notes, rough drawings and research material used to produce the final pieces are presented for assessment.
Assessment: The student presents the completed project together with all relevant drawing and research material involved in its production. It is examined by a panel consisting of, the lecturer in charge of the subject, the course co-ordinator, the lecturer in drawing and design.

ART AND LITERATURE ART272
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year of degree or diploma course in Fine Art.
Syllabus: The time allocated for this study is one semester. The subject may not be offered every year. The subject will deal with the relationships which have occurred between the visual arts and literature during the 18th, 19th and 20th centuries. Rather than just show literary examples in the visual arts and vice-versa the student will study how general philosophical ideas find tangible expression in paint, stone or words.
Assessment: By a class paper.
References: To be advised.

ART AND MUSIC ART273
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: First year degree or diploma course in Fine Art.
Syllabus: The subject may not be offered every year. The subject is designed to stimulate a sensitivity to form in music and an awareness of the parallels which often occur with other forms of cultural expression, in particular the visual arts. The lectures and tutorials will be conducted with both audio and visual comparisons and constant cross-references. Particular emphasis will be placed on the origins in the mass media of pop culture and pop music. Other selected areas from the history of music will also be presented.

Assessment: By tutorial program and papers.

References: To be advised.

ART AND PSYCHOLOGY ART274
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.

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

Syllabus: The subject may not be offered every year. This will be a continuation study from psychology taken as a related study in the second year of the course. The emphasis in this subject will be on selected aspects of the psychology of visual perception with more advanced study in sensory physiology, perceptual phenomena and the various sense modalities and information processing approaches to visual perception. These theories should be developed by constant cross-reference to examples drawn from art.

Assessment: By class papers.

References: To be advised.

ART AND SCIENCE/TECHNOLOGY PHY207
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.

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

Syllabus: The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.

Assessment: By assignment and class papers.

References: To be advised.

ART AND SCIENCE/TECHNOLOGY PHY307
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.

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

Syllabus: This subject is offered as an alternative related study for areas other than liberal studies areas. The subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments and implications for the future.

Assessment: By assignment and class papers.

References: To be advised.

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

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

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

Assessment: By assignment.

References: To be advised.

ART EDUCATION EAE308
Contact Hours Per Week: Two hours per week, for two semesters.

Syllabus: The unit is designed to prepare students to be able to develop successfully art/craft programs in the primary school.

Students are expected to attain:
1. an understanding of the characteristics, qualities and development of child art;
2. a knowledge of methods of establishing meaningful programs in art education; and
3. an understanding of ways and means of promoting an interest in art forms and the environment.

Practical work supplements the theory and gives the students experience in using the media, tools and equipment appropriate to the age ranges of the pupils.

Assessment: Assignments (essays, analyses, reports, workshops) and program construction.

References:
HALL, W. and GREIG, S., Ready, Set ... Art Teacher, Frankston: Art Department State College of Victoria, 1980.


ART EDUCATION 1 EDN231
Three hours per week during either third or fourth semester.

Prerequisite: Nil.

Syllabus: The unit enables students to develop an understanding of the nature and value of art education. It provides a knowledge and understanding of child art. On completing the unit students will have become familiar with a range of literature in art education and
will have developed the ability to work freely, explo-
rationally, and creatively in the range of art/craft
materials to be found in the Primary School.
Assessment: One from Group B, one from Group D.
(See Assessment Policy).
References:
EISNER, E., Education Artistic Vision, New York:
KELLOG, R., Analysing Children's Art, Palo Alto:
Mayfield, 1970.
PARKER, J., Art Guide, Frankston: State College of

ART EDUCATION 2 EDN331
Three hours per week during either fifth or sixth
semester.
Prerequisites: Nil.
Syllabus: This unit is designed to provide students with
the knowledge and understanding necessary to enable
them to develop and implement suitable art education
curricula for a variety of developmental levels. It will
also enable students to further their knowledge and
understanding of a particular aspect of child art and/
or art education. The unit will be undertaken through
lectures, workshops, visits and observations.
Assessment: One from Group B, one from Group D.
(See Assessment Policy).
References:
GREENBERG, P. (ed.), Art Education: Elementary,
HALL, W., and GREIG, S., Ready, Set . . . Art
Teacher, Frankston: State College of Victoria at
Frankston, 1980.
RITSON, J. and SMITH, J., Creative Teaching of Art
in the Elementary School, Boston: Allyn and Bacon,
1975.
(This unit will not be offered in 1985.)

ARTIFICIAL INTELLIGENCE RDT647
Two hours per week for one semester.
Prerequisites: Computer Systems and Software RDT636
or equivalent.
Syllabus: The role of artificial intelligence in robotics
with emphasis in processes like pattern recognition,
natural language understanding and multidimensional
presentation. Simple problem solving algorithms. Pro-
gramming languages for artificial intelligence systems.
Assessment: Written tests and assignment work.
References: To be advised.

ASSEMBLER EDP684
A course of four hours per week for one semester.
Prerequisites: There are no specific prerequisite sub-
jects, but as this is an elective subject, satisfactory
progress, in the opinion of the Course Leader, will be
required in core units of the course.
Syllabus: Historical development, data formats, in-
struction formats, direct addressing, indirect address-
ing, indexed addressing, types of instructions and their
use, input-output considerations, stack processing.
References: To be advised.

ASSISTING CHILDREN WITH SPECIAL NEEDS
1 EDN411
Four hours per week for one semester.
Prerequisites: Problems and Issues in Contemporary
Education EDN401.
Syllabus: The following topics will be considered in
detail:
(a) The identification of the characteristics and needs
of children requiring special assistance in the
primary school. These will include children ex-
periencing difficulties in language and/or mathe-
matics, children with emotional problems and/or
problems of socialisation, children requiring cur-
riculum modification or extension.
(b) The implications of special assistance for curricu-
ulum development and evaluation.
(c) The delineation of a variety of strategies of
identification diagnosis and teaching to meet the
special needs identified above. Special emphasis
will be placed on utilising specific curriculum areas
to meet special needs.
Assessment: One from Group D and one from Group
E. (See Assessment Policy).
References:
HART, V., Mainstreaming Children with Special
LERNER, J. W., Learning Disabilities: Theories,
Diagnosis and Teaching Strategies, (3rd ed.), Hough-
REES, R. J., and IRVINE, J. W. (eds.), Responding
to Need. Special Education in the 1980s. University

ASSISTING CHILDREN WITH SPECIAL NEEDS
2 EDN412
Four hours per week for one semester.
Prerequisites: Assisting Children with Special Needs 1
EDN411.
Syllabus: This subject is a logical extension of the
previous semester. It provides more detailed, specialised
information on the topics, covered in the first semester.
The following topics will be considered in detail:
(a) An examination of techniques and strategies used
in the identification, diagnosis and helping of
children with special social and emotional needs.
(b) An examination of the basic counselling tech-
niques and strategies to use with children, their
parents, other professionals and para-profession-
als, and other members of the greater community.
(c) A detailed examination of how each component
of the total curriculum could be used to assist
children with special needs.
(d) The analysis of given case studies.
(e) Field work.
Assessment: One from Group D and one from Group
E. (See Assessment Policy).
References:
LERNER, J., Cases in Learning and Behaviour Dis-
LOWENBRAUN, W. and AFFLECK, J., Teaching
the Mildly Handicapped in the Regular Classroom,
OTTO, W., Corrective and Remedial Teaching,

84
AUDIO-VISUAL TECHNOLOGY GRA188
A course for degree/diploma students of four hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Introduction to basic principles of photography, sensitised materials, mechanical and optional controls over image formation, laboratory processing, print finishing. Distortion, lenses, their purpose. Lighting, lighting techniques, natural/artificial. Special characteristics of photographic image, camera as a recording tool, reportage. Industrial, educational uses, systems and sequences in photography. Introduction to overhead projectors, slide projectors and their usage. Types of camera, features and applications.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

AUDIO-VISUAL TECHNOLOGY GRA292
A course for degree/diploma students of five hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design studies.
Syllabus: Basic principles of colour photography, filters, processing, laboratory manual, machine print processing. Specialist photography, time regulated shots, high speed shots. Instruction and practice in audio-visual programs.
Basic techniques of animation. Introduction to filming procedures and practice, scripting, story-boarding, production, timing, shot sequence, nomenclature of shot, continuity, sequential presentation of information. Practice in use of equipment of film and animation, shooting, editing, sound recording, synchronising, voice/music over.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

AUDIO-VISUAL DESIGN GRA394
A course for degree students of four hours per week for two semesters.
Prerequisite: Satisfactory completion of Second Year Graphic Design Studies and entry to the degree course.
Syllabus: Projects are selected for students within the areas of advertising, publications, graphic design or illustration, and relate to specific problems of Audio-Visual Communication. This course includes a study of colour, light and optics as related to the technologies of print and film.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

AUDITING ACC264
A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars or alternatively four hours of class instruction.
Prerequisites: Accounting — Company ACC245, Accounting — Intercorporate Reporting ACC246, Company Law FIN219, Trusts and Legal Obligations FIN220.

Syllabus: Nature of auditing; relationship between auditing philosophy and methodology; an examination of audit standards; planning, delegation and supervision, audit evidence, documentation, study and evaluation and internal control; audit reporting; audit techniques and procedures, external conditions governing the audit; independence, due care, skill and competence; auditor's appointment, duties and liabilities; audit testing; audit of EDP systems.
References:
FRASER, D. J. and AIKEN, M. E., Stettler's System Based Audits, 2nd ed., Prentice-Hall.
Australian Society of Accountants, Statements of Accounting and Auditing Standards and Auditing Practice.
The National Companies Act 1981.

AUDITING ELECTRONIC DATA PROCESSING SYSTEMS ACC364
A course of four hours per week for one semester. This course is sponsored by Hungerford, Hancock and Offner, Chartered Accountants. Senior personnel from Hungerford, Hancock and Offner teach approximately 60 per cent of classes.
Prerequisites: Data Processing EDP172, Computerised Business Systems ACC259, Auditing ACC264. Advanced Computerised Business Systems ACC359 should be undertaken prior to or concurrent with this subject.
Syllabus: This unit will offer an overview of auditing, the EDP environment and data processing systems. Within this context the unit will consider EDP Audit control objectives and techniques and apply them to aspects of the accounting cycle. In addition, the course will illustrate the application and operation of an audit package as well as give consideration to current issues concerning the EDP Auditor.
References:
To be advised during the first week of classes.

AUSTRALIAN HEALTH CARE SYSTEMS ADM171
A course of two hours per week for one semester.
Prerequisites: Nil.
Assessment: One assignment and one two-hour examination.

References:

AUSTRALIAN LEGAL SYSTEMS FIN150
A class of four hours per week based on seminar format.
Prerequisites: Nil.
Syllabus: Introduction to law and society, the social role of law, the concepts of justice and their interaction with legal systems, the court system, the making of the law, the divisions of the law and the makers of the law.
References: To be advised.

AUSTRALIAN POLITICS POL290
Three hours per week of lectures and tutorials for one semester.
Syllabus: The course covers the Australian political system and includes the formal institutions of government, e.g., Federalism, Cabinet Government and Parliament. It also examines the principal elements in the political process: the role of pressure groups, elections and electoral systems and the organisation, policies and bases of support of political parties.
Assessment: By class papers and assignment work.
References: To be advised.

AUTOMATION: MECHANISM AND CONTROL MEC481
A course of four hrs/week for lectures, tutorial discussions, project work and practical work for one semester.
Syllabus: Mechanical elements, Degrees of freedom, Mobility, Algebraic and co-ordinate transformation methods; differential relationships; motion trajectories — joint and cartesian; Lagrangian mechanics — dynamic equations. Control theory — an overview of hydraulic, pneumatic, electrical elements; actuators — step motors, modelling drive and control; sensors and digital sampling, position servo control, force feedback control and adaptive control models. Forces — forces and torques in various co-ordinate frames and joint forces and torques. Compliance — force, touch, vision and position feed-back related to homogeneous transformations. Computers — control strategies and programming languages.
References:

B

BANKING AND LENDING PRACTICE FIN260
A course of four hours per week for one semester.
Prerequisites: Commercial Banking and Finance FIN240.
Syllabus: Legal concepts of banks and banking business, relationship of banker and customer, types of accounts, cheques, travellers cheques and Bankcard, negotiable instruments, rules of lending practice, bank securities, guarantees and indemnities, commercial bill lines of credit and ‘term lending’ for finance companies.
References:
WEERASOORIA, W. B. and COOP F. W., Banking Law and Practice in Australia, Butterworths, 1980.

BASIC CHEMISTRY CHE225
A course of four hours lectures and four hours practical work per week for two semesters.
Prerequisite: Completion of first year.
References:
CIT, Applied Thermodynamics Notes and Problems.
CIT, Analytical Chemistry II Problems.
MOORE, W., Basic Physical Chemistry, 1983 ed.
BASIC CHEMISTRY CHE335
A course of four hours lectures and six hours practical work per week for two semesters.
Prerequisites: CHE225.
Preparative Chemistry: Classification of reaction types. Reaction mechanisms. Industrial processes.
Separation and Purification Processes: Chromatography.
Industrial Chemistry: Topics to be selected from the chemistry of pigments and dyes; surface coatings; agrichemicals, polymers, lubricants, surfactants.
References: To be advised.

BASIC CHEMISTRY CHE225
A course of four hours lectures and six hours practical work per week for one semester.
Prerequisites: Nil.
Syllabus: This will be an intensive study, using the functional approach, of Pitman Shorthand. Concentration will be placed on the writing of smooth, naturally connected, vocational shorthand material through simple logical presentation of the principles governing the construction of outlines. It is anticipated that students will obtain a shorthand writing skill of approximately 50 words per minute upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Based on class tests and assignments.
SHEEDY, M. I., Shorthand for Today — Correlated Reading and Dictation, Pitman, 1976.

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

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

BEHAVIOURAL APPLICATIONS IN MARKETING RESEARCH MKT632
A course of three hours per week for one semester.
Prerequisites: Marketing Research and Forecasting MKT612.
Syllabus: This course provides an advanced understanding of behavioural and attitudinal techniques and their application. Qualitative research techniques. Large group testing. Attitudes and Opinion Measurement Projective techniques. Image measurement. Advertising research. Consumer panels.
References: To be advised.
BEHAVIOURAL ASPECTS OF BUSINESS TECHNOLOGY ADM712

Aim: To develop practical appreciation of the relationship between the social and technological sub-systems of the organisation.

Prerequisites: Nil.

Syllabus: Open systems approach and its application to management of change in organisations. Socio-technical systems and its contribution to the introduction of new technology. Theories of planned change, including intervention theory, organisation development, action research.

Introducing change to organisations: development of relevant communications styles — person to person, person to machine, consulting styles, roles, role change, role conflict. Power: its sources, use and paradox.

Values: client relationships.

References:

BIOLOGICAL SCIENCES ADM172

A course of three hours per week for one semester.

Prerequisites: Nil.


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

References:

BIOLOGY CHE181

The course consists of three hours of lectures per week and two hours of practical work per fortnight for two semesters. In addition, students will be required to complete assignments and field work.

Syllabus: Cells: eucaryotes and prokaryotes, cell structure and function, virus, bacteria, microbiological methods. Organisms: (a) plants — structure, nutrition, growth, reproduction, co-ordination, plant variety control; (b) animals — structure, nutrition, growth, reproduction, behaviour. Populations: population ecology, population growth patterns, human population growth, genetics, genetic manipulation, evolution. Communities: general features of ecosystems, energy flow, material cycling, ecology of rocky shores, ecology of forests, ecology of lakes, humans and ecosystems.

Reference:

BIOLOGY CHE280

The course will consist of two hours per week of lectures and a two-hour practical session per fortnight for two semesters. In addition, students will be required to complete assignments and field work.

Prerequisite: Biology CHE181.


References: To be advised.

BRIDGE ENGINEERING CIV675

A course of lectures and discussion sessions of one hour per week for one semester.

Syllabus: Bridge types and superstructures, design philosophies, factors influencing selection, material properties. Sites, choice of foundation type, pier spacing, aesthetic and hydraulic considerations. Bridge loadings, design standards. Practical and economic considerations.

Assessment: To be based on a series of assignments submitted during the semester.

References:
NAASRA and SRA publications to be advised.

BRIDGE ENGINEERING CIV679

A course of four hours per week of lectures and project work for one semester.

Prerequisite: Bridge Engineering CIV675.

Syllabus: Bridge superstructure types; structural characteristics. Analysis of decks; manual methods, computer methods including finite element approach. Design methods; elastic, ultimate strength and limit state approach. Details, formwork, prestressing, bearings, surfacing, services.

Assessment: To be based on a series of submitted assignments throughout the semester.

References: To be advised.

BUSINESS ANALYSIS MAT165

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Use of data in business decision making, sources of data and use of computer data output, presentation of data, critical assessment of the quality of data. Special retailing applications — forecasting and budgeting, merchandising analysis, inventory management (open-to-buy). Critical appraisal of more advanced statistical techniques for use in retailing.
BUSINESS COMMUNICATION ADM121
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit aims to develop and extend skills in the application of oral and written communication within a business environment. Common forms of verbal and non-verbal communication are explored and considerable emphasis is placed on strategies for effective letter and report writing. Opportunities are provided for students to obtain feedback on their ability to make brief speeches, and attention is also paid to the management of meetings.
Text and References: To be advised during the first week of classes.

BUSINESS COMMUNICATIONS IND104
Four hours per week for one semester.
Syllabus: The preparation and presentation of business letters/memos as well as various forms of engineering reports. Oral communication skills with emphasis on public speaking techniques and the management of meetings and interviews.
References:
Specific articles from engineering journals plus
KOHLER, S., Public Communication in Business and the Professions, West, 1981.

BUSINESS MANAGEMENT & FINANCIAL CONTROL SYSTEMS I ACC701
Aim: To introduce students to the major accounting and financial control systems available for a business enterprise.
Prerequisites: Nil.
Syllabus: Course introduction and approach. Accounting methodology, the accounting system. The nature and purpose of selected accounting reports. Concepts and techniques of accounting of special relevance to break-even analysis, the vocabulary of the management accountant. Overview of Corporate Performance, techniques of analysis and interpretation, return on investment. Corporate planning and the place of financial information in these plans. The nature and importance of profit planning in the context of overall planning, the key to profit. Revenue and expense planning, the cornerstones of profit planning. Cash planning and working capital management, the key to survival and profitability.

BUSINESS MANAGEMENT & FINANCIAL CONTROL SYSTEMS II ACC702
Aim: To provide students with an understanding of how the major accounting and financial control systems effect adequate planning, co-ordination and control within a business enterprise.
Prerequisites: Nil.
Syllabus: Cash planning and working capital management, the key to survival and profitability. Planning inventory, techniques for managing inventory. Planning capital expenditures, the nature and use of time value of money concepts. Responsibility reporting and control, defining organisational units of responsibility and controlling their expense elements. Control of revenue and profit centres, the problem of transfer pricing. Control of investment centres, ensuring assets are profitably used. The application of techniques covered in both courses to project and strategy evaluation.
References:

BUSINESS MANAGEMENT & FINANCIAL CONTROL SYSTEMS III ACC703
Aim: To provide an overview of current theories of management and business operations.
Prerequisites: Nil.
Syllabus: Contingency Management and its development for classical, traditional and scientific management approaches: the basis of individual behaviour in organisations, group behaviour and the development of teamwork, leadership practices in high technology environments, motivation and work structures for productivity, planning, decision making — quantitative

References:
and qualitative. Use of the work group to achieve the organisation's objectives. Power; its sources and uses for control in organisations. Conflict and how to use it productively.

References:
HELLREIGEL, SLOUM, WOODMAN, Organisational Behaviour, West, 1983.

BUSINESS POLICY ADM340
A course of four hours per week over one semester, with emphasis on case study preparation and presentation.
Prerequisites: Completion of all common core subjects and substantial progress towards completion of a Bachelor of Business degree.
Syllabus: This integrative subject develops skills in the practical analysis and evaluation of business policy. Specific areas covered include business policy making and strategic management, the strategic decision process, policy implementation and evaluation.
References:

Students are required to read widely from current journals.

BUSINESS STATISTICS MAT161
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Use and interpretation of statistics; frequency distributions; association of variables; summary statistics for average value; variation, correlation; time series; simple linear regression; graphical techniques.
Reference:

BUSINESS STATISTICS AND FORECASTING FIN217
A course of four hours per week for one semester.
Prerequisite: Business Statistics MAT161 (and Macroeconomics FIN171 and Data Processing EDP172 preferred).
Syllabus: Summary Measures; Probability and commonly used probability distributions; Estimation and hypotheses testing; Analysis of variance; Correlation Analysis. Techniques of business forecasting: time series decomposition, simple linear and logarithmic regression, multiple regression, exponential smoothing, Gompertz curves, Box-Jenkins models; Network analysis — critical path diagram, normal and crash cost techniques. Decision trees, the use of expected monetary value as a decision criteria.

References:
Chisholm Institute of Technology Publications — Business Statistics and Forecasting Techniques and Decision Theory and Critical Path Method.

BUSINESS STATISTICS FIN284
A course of four hours per week for one semester.
Prerequisite: Business Statistics and Forecasting FIN217.
Syllabus: Students will study two or three modules concerned with the application of mathematical techniques to business decision problems to be chosen from the following — business forecasting, critical path analysis and dynamic programming, inventory management, market research, simulation.
References:

BUSINESS STRUCTURES AND SYSTEMS ADM685
A course of two two-hour seminars per week for one semester.
Prerequisites: Nil.
Syllabus: This course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraints under which they operate. The constraints discussed include those imposed by trade unions, government, the stock exchange and the legal system. Emphasis is also placed on the importance of communications in the business environment. Where appropriate, preparation and interpretation of business statistics and financial statements are included. Student discussion is at all times encouraged and developed. Speakers are invited to talk
to students and, if time permits, external visits are arranged. Wherever possible the topics discussed are inter-related with other areas students are currently studying.

Assessment: Assessment is continuous throughout the semester and is based on class exercises, essays, practical projects, etc.

References: To be advised.

BUSINESS SYSTEMS I EDP711

Aims: To understand the analysis and documentation methods appropriate to business systems and the components of a technologically based business system; to appreciate aspects of the integration of traditional data processing with office automation.

Prerequisites: Nil.

Syllabus: Introduction to Information Systems: management information needs, introduction to systems development, the system life cycle, the need for logical and physical representations of a system. Structured Analysis Methodology: the development of logical a model of an organisation's operation, the context design, data flow diagrams, levelling of functions to reduce complexity, definition of data requirements, system walkthrough. The Office Environment: use of the above approach to defining work flow in an office environment, discussion of automating these systems, design of an automated office including integration of physical components. Integration of EDP and Office Systems: discussion of integration problems case study.

References:

BUSINESS SYSTEMS II EDP721

Aims: To understand the organisation as an information system; to understand the technologies on which an information system can be built.

Prerequisite: BTC001

Syllabus: The information Engineering Methodology: the Entity-Relationship (E-R) model of an organisation, the Functional model of an organisation, levelling of E-R model using functions, detailed data design, developing a correct data model, walkthrough of information requirements of the system, procedure modelling, an information system.

Data design: the database concept introduction to relational and Codasyl database and retrieval languages.

Development of models for information or document retrieval. An integrating Case Study.

References:

BUSINESS TECHNOLOGY IN BANKING AND FINANCE FIN722

Aims: To demonstrate the uses of quantitative techniques in the management function in banking and finance, and to assess the implications of business technology for financial institutions management.

Prerequisites: Nil.

Syllabus: Optimisation techniques: balance sheet planning, capital planning, investment portfolio. Simulation/Sensitivity analysis: interest margins management, asset/liability management, portfolio strategies. Other Quantitative Techniques: loan evaluations (credit scoring models), financial distress prediction, pricing. Use of technology for corporate services (e.g. Banklink).

References:
Other texts to be advised.

BUSINESS TECHNOLOGY IN RETAILING MKT721

Aim: To provide students with an insight into the application of computer technology to retail decision making and control.

Prerequisite: First year of course.

Syllabus: Introduction: The Retailing Industry, structure and trends, the development and impact of technology on retailing. The Computer in Retailing Today: point of sale systems, scanning, stock management including warehousing, range planning and control, space productivity, display and layout, staff productivity, scheduling and personnel planning, administration and finance. The state of the art: Computer equipment available, extent of application. Future trends in computer applications: computer shopping and telecommunications, decision making modelling, retailing and Banking, integration of transactions.

References:
C.I.T, System Study on Teleshopping,190.
Committee of Inquiry into Technological Change in Australia (The Myers Report), Technological Change in Australia, Canberra, AGPS, 1980.
LANSBURY, R. D., Technological Change and Employee Participation (In the Australian Retail Industry) Department of Employment and Industrial Relations, Working Environment Branch, Employee Participation Research Report, No. 2, Canberra, AGPS, 1983.
BUYER BEHAVIOUR MKT611
A course of three hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: Essential concepts in psychology and sociology relevant to consumer behaviour; essential frameworks, models and concepts; fundamental processes of motivation, perception and learning in individual behaviour; nature and influence of individual predispositions, including personality characteristics, attitude formation and change; the social influences of culture, class, reference groups and family; consumer decision processes; diffusions culture, classes reference groups and family; consumer decision processes; diffusions of innovations and fads; aspects of industrial buying.
References: To be advised.

BUYER BEHAVIOUR MKT211
A course of four hours per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: Introduction to consumer behaviour, the individual, personality, attitudes, attitudes change, culture, social influences, family influences, diffusion and adoption, decision processes, market segmentation, consumerism.
References:
FALTMAN, G., and WALLENDORF, M., Consumer Behaviour; Wiley, 1983.

CASE STUDIES IN MARKETING MKT413
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing Research Techniques MKT412 and Accounting Principles ACC297.
Syllabus: Framework for approaching marketing problems through case studies: break-even analysis, marketing research, demand concepts, influence of the consumer, product policy, pricing policy, advertising, sales management and competition. Seminars in effective communication.
References: To be advised.

CASE STUDIES IN SCHOOL AND COMMUNITY EDN414
Contact Hours Per Week: Four hours per week for one semester.
Prerequisite: Advanced Studies in School and Community EDN413.
Syllabus: This unit is designed to provide practical studies of the issues raised in Advanced Studies in School and Community EDN413. Emphasis will be placed on the practical implementation of school-based community education using case studies from Australia and other parts of the world. Issues considered will include: The school/community advisory committee, program and process, leadership, community participation, group work skills, program development and evaluation.
Assessment: One from Group D, one from Group F.
(See Assessment Policy).

CASE STUDY EDP664
A course of four hours per week for one semester.
Syllabus: The case study will involve the study of a realistic business problem. Students will be required to undertake the analysis, design and implementation of an appropriate data processing system.
References: To be advised.

CERAMIC ARTS EDN611
Contact Hours Per Week: Four, in both semesters.
Prerequisites: Ceramic arts studies at third year level.
Syllabus: Students will develop practical projects of special interest. Use of specialised techniques will be demonstrated and encouraged. Students will gain practical knowledge in kiln design, construction and firing using a variety of fuels. Students will be encouraged to undertake personal research into geology and chemistry related specifically to their personal, practical projects. Students will also undertake personal research into aspects of history or philosophy.
Assessment: Each student is required to present an exhibition of completed ceramic works. A research submission must accompany the exhibition.
References:

CERAMIC ARTS EDN621
Contact Hours Per Week: Two in one semester.
Prerequisites: Nil.
Syllabus: The unit aims to promote students' creative thinking through discriminating and sensitive use of clay as an artistic medium; to develop an understanding and knowledge of historic and contemporary styles in ceramic development; and to give an understanding of
various methods in connection with ceramic production.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

CERAMIC DESIGN COMPUTER STUDIES CER327
Contact Hours Per Week: 3 hours per week for one semester.

A course for Ceramic Design degree students comprising a one and a half hour lecture per week, supplemented by a hands-on tutorial of one and a half hours per week.

Prerequisites: Nil

Syllabus: The subject introduces students to the use of computers as a design tool and will also teach them to write simple programmes in BASIC.

Assessment: Students will be required to submit practical assignments in the form of programmes, at the end of the semester.

CERAMIC DESIGN COMPUTER STUDIES CER427
Contact Hours Per Week: A course for Ceramic Design degree students comprising 3 hours per week of ‘hands-on’ tutorial for one semester.

Prerequisites: CER327

Syllabus: The subject will introduce students to the range of hard and software held at Chisholm Institute of Technology, in particular the Medusa and Movie B.Y.U. Modelling and Drawing programmes. Students will work on selected assignments with their tutor.

Assessment: Students will submit their practical assignments for assessment at the end of the semester.

CERAMIC DESIGN DRAWING CER102 (FT), CER106/108 (PT)
Six hours per week for one semester full time; three hours per week for two semesters part-time.

Prerequisite: Nil.

Syllabus: The study is part of an integrated program designed to develop basic drawing skills and to stimulate visual and aesthetic awareness through a series of practical exercises. The various topics listed are studied in such a way that they will interact upon one another in a creative drawing program.


Figurative drawing exercises involve the use of models to help develop students’ observational skills, eye/hand co-ordination and a sensitive reaction to actual visual form.

Assessment: A folio of work is presented mid-semester in order to advise individual students of their progress.

The final presentation folio and sketch books of drawing is assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN DRAWING CER112
Three hours per week for one semester.

Prerequisites: Ceramic Design Drawing CER102

Syllabus: This unit leads to a further development of the basic drawing skills commenced in Ceramic Design Drawing CER102. Use is made of natural forms as the source of ideas for the design of three dimensional forms. The work is integrated with Ceramic Design Theory and Practice CER111.

The principles of one, two and multi-point perspective. Construction and rendering of three dimensional forms in space. The basic techniques of rendering using a variety of media. Practical investigation of the theory of colour. Application of two-dimensional decorative concepts on three-dimensional forms.

Assessment: As the unit is integrated with Ceramic Design Theory and Practice CER111 the folio and sketch book are presented and assessed with that subject by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN DRAWING CER202
Three hours per week for one semester.

Prerequisite: Ceramic Design Drawing CER112

Syllabus: The unit continues to develop communicative drawing skills. Emphasis is placed upon the development of ideas for designs through creative drawing and the teaching of techniques of rendering and presentation. The designs developed are expected to be carried through to production in studio sessions.

Students are expected to begin to develop individual designs and pursue trends related to their personal preferences. Natural colour analysis. Orthographic, isometric and oblique projection. Presentation rendering of ceramic forms. Scale and proportion related to human activities, modular systems and structures.

Assessment: A folio of finished work and sketchbooks are presented at the end of the semester, with Ceramic Design Theory and Practice CER201 and assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN DRAWING CER212/222
Three hours per week for one semester.

Prerequisites: Ceramic Design Drawing CER202.

Syllabus: This unit further enhances the general expectations of Ceramic Design Drawing CER202. In conjunction with Design CER214/225 students are encouraged to develop design ideas for production in the specialised studio areas.

Architectural rendering. Decoration brush techniques. The use of symmetrical and asymmetrical grids for enlargement or distortion. Techniques of interpretation by the use of various media. Development of related shapes and forms.

Assessment: Students present a folio of completed work and sketchbooks. They are assessed with Ceramic Design Theory and Practice CER211/221 and Design CER214/225 by the examination panel consisting of the lecturers involved and the year co-ordinator and Head of Department.

93
CERAMIC DESIGN DRAWING CER306
Three hours per week for one semester.
Prerequisite: Ceramic Design Drawing CER212.
Syllabus: This unit is taught in conjunction with Design CER307. Emphasis is placed upon the preparation of drawings necessary for production work. Layouts and renderings for client presentation should reach a professional standard. Students are expected to work independently and plan their assignments in relation to studio and design projects.
The effects of natural and artificial light on materials and surfaces. Layouts, working drawings, plan and elevation and perspective renderings. Man-made forms and the creation of specific environments.
Assessment: Students present a folio of completed projects as well as sketchbooks. This unit is integrated with Ceramic Design Theory and Practice CER301/302 and Design CER307 and will be assessed with these units by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN DRAWING CER314
Three hours per week for one semester.
Prerequisites: Ceramic Design Drawing 306.
Syllabus: The subject continues development of projects started in CER306. In this study greater awareness of the environment and solutions to existing problems are emphasised. Increased emphasis is also placed upon the preparation of drawings necessary for production work and more advanced client presentation.
Assessment: A folio of finished work and sketch-books are presented at the end of the semester and assessed by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN DRAWING CER406
Three hours per week for one semester.
Prerequisites: Ceramic Design Drawing 314.
Syllabus: This subject is designed to enable the student to express and communicate personal concepts and/or emotional reactions to environmental influence by means of media and materials with which he is already familiar.
It emphasises the development of designs for studio production; and drawings as a means of personal expression.
Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers teaching the subjects and the course co-ordinator.

CERAMIC DESIGN DRAWING CER416
Three hours per week for one semester.
Prerequisites: Ceramic Design Drawing CER406.
Syllabus: In this semester the emphasis is on the preparation of the final presentation folio and appropriate means of communicating with prospective clients through drawing.
Folio work will comprise designs and rendered work, individual drawings and slides.
Assessment: 1) Folio assessment by the examination panel and outside examiner.
2) A two thousand word paper dealing with the theoretical aspects of design.

CERAMIC DESIGN THEORY AND PRACTICE CER101 (FT), CER110/120 (PT)
12 hours per week for one semester full time; six hours per week for two semesters part-time.
Prerequisite: Nil.
Syllabus: This unit is to develop in students an understanding of clay and an appreciation of its qualities. Demonstrations acquaint students with the terms, basic forming methods and decorating techniques associated with clay. While skills and techniques receive emphasis, discussions dealing with aspects of design establish a foundation on which the rest of the course is built. The work dealt with in this unit is linked with studies in Ceramic Methods of Production CER101.
Preparation and recovery of clay used in the studio. Manipulation of plastic clay. Joining techniques. Decorative potential of coils. Coils and other clay forms with extrusion 'wad boxes'. Choice of clay for specific projects-consideration of plastic and non-plastic properties, colour, firing temperatures and texture. Oxide decoration on bisque ware. Basic design is taught as an integral part of studio practice and concerns form, proportion, function and decoration.
Assessment: A panel reviews work at mid-semester in order to indicate progress to individual students. Final assessment is by presentation of work at the end of the semester and is judged by a panel consisting of lecturers involved and the year co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE CER111 (FT), CER130/140 (PT)
12 hours per week for one semester full time; six hours per week for two semesters part-time.
Prerequisite: Ceramic Design Theory and Practice CER101.
Syllabus: Demonstrations and discussions deal with design factors, processes and techniques. Allowance will be made for students to learn the skills at their own rate and at different times throughout the semester.
The studies for this unit are in four areas: wheel work, slab work, decoration and mould making. Equal time is devoted to hand-building and wheel work.
Clay slabs, suitable clays and additives, clay slab construction methods and box forms. The use of plaster associated with handbuilding. Using press moulds, hump moulds and hollow moulds. Throwing on the potter's wheel, turning, for both technical and aesthetic refinement.
Assessment: Work is reviewed mid-semester in order to indicate progress to students. The final presentation of the semester's work is assessed by a panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE CER201 (FT), CER210/220 (PT)
Nine hours per week for one semester full time; six hours (CER210) and three hours (CER220) per week part-time.
Prerequisite: Ceramic Design Theory and Practice CER111.
Syllabus: This is the final stage of the common course and at the end of the semester students move into either the diploma or degree streams. Teaching in this semester relates directly to design and techniques for wheel thrown forms.

Throwing on the potter's wheel; lip pulling, pinching and modelling. Lid-making — thrown lids and ledges. Knobs for lids to be thrown, extruded or hand modelled. Pulling of handles for functional and decorative purposes; pre-forming and attaching in non-plastic state, attaching and pulling in the plastic state. Throwing of knobs and footrims. Throwing and attaching spouts. The use of mechanical devices in production throwing — the butterfly, templates, pointer and callipers.

Assessment: A mid-semester review of work indicates progress for the students. Final assessment is by a panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE CER211
Nine hours per week for one semester. Degree students.
Prerequisite: Ceramic Design Theory and Practice CER201.
Syllabus: Students develop the techniques studied in Ceramic Design Theory and Practice CER201. They are presented with a number of creative design problems. Demonstrations continue during this semester and planned individual work programs allow the students to specialise in areas most suited to their talents and concepts.

The throwing of large ceramic pieces, one-piece throwing, multi-stage pieces and thrown/coil pieces will be shown. Students may choose, in this semester, to further develop hand-building skills acquired in previous semesters.

Assessment: Work is reviewed mid-semester to indicate student progress. The final result is given by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE CER221 (FT), CER230/240 (PT)
12 hours per week for one semester full time; six hours per week for two semesters part-time. Associate Diploma students.
Prerequisite: Ceramic Design Theory and Practice CER201.
Syllabus: Students develop the skills learned in the previous three semesters. Emphasis is placed on the design quality of their work as this is important for their subsequent development as potters. Planned individual work programs give students the opportunity to specialise in areas suited to their own skills and concepts.

Production throwing utilising mechanical devices. Throwing large ceramic forms — one piece throwing, multi-stage throwing, thrown/coil pieces.

Assessment: A mid-semester review of work indicates progress to students. The final presentation of work is assessed by the examination panel consisting of the lecturers involved and the course co-ordinator and Head of Department.

CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE CER301/302
CER301: 12 hours per week for one semester, taken as a major study.
CER302: Six hours per week for one semester, taken as supporting study for a major in either Concrete Studies CER311 or Glass CER321.
Prerequisite: Ceramic Design Theory and Practice CER211.
Syllabus: In clay and glaze at this level, students, in consultation with a study co-ordinator, arrive at a program of work that will extend their skills and design abilities to allow for individual development in specialised areas.

Students are involved with three areas of study: further development of quantity production methods (functional or non-functional pieces), development of studio pottery, non-utilitarian forms to develop student's imaginative growth. Students explore scale, form and related shapes, both functional and non-functional, and expand their overall knowledge of materials.

CER302 students are encouraged to combine clay and glaze with the material of their major study.

Assessment: Students are given an indication of their progress at mid semester and a final assessment by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE CER303
13 hours per week for one semester; for those students who wish to specialise in clay and glaze as a single main study.
Prerequisite: Clay and Glaze CER301/302.
Syllabus: Some students may wish to specialise in the area of clay and glaze while others may use the combination of materials to produce work of a distinctly different character.

Students in this semester work on an approved program which is based on the central design structure of the course and which allows for individual development. These approved programs are determined by individual students in consultation with the lecturer in charge of the subject. Students may opt to study studio pottery, architectural ceramics, product design processes or quantity production.

Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE STUDIES CER311/312
CER311: 12 hours per week for one semester taken as a major study.
CER312: six hours per week for one semester taken as a supporting study for a major in either Clay and Glaze CER301 or Glass CER321.
Prerequisite: Ceramic Design Theory and Practice CER211, Concrete Studies CER215.
Syllabus: The unit requires students to gain an extensive understanding of the technical requirements of the composition of concrete and its industrial and studio application.
Basic testing of concrete materials techniques using original moulds. Tiles using light weight reinforcement and various cements. The decorative potential of concrete as an expressive medium.

Assessment: Students are given a progress report at mid-semester. The final assessment is by an examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE CER313
13 hours per week for one semester; for those students who wish to specialise in concrete as a single main study.

Prerequisite: Concrete CER311/312.

Syllabus: This unit allows the student to consolidate the skills, knowledge and experience in concrete gained in the previous semester.

Lectures, laboratory and studio practice sessions are related to specific design problems involving the students in projects in concrete such as, murals and free standing sculpture relating to architectural environments.

Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER321/322
CER321: 12 hours per week for one semester, taken as a major study.

CER322: six hours per week for one semester, taken as a supporting study for a major in either Clay and Glass CER301 or Concrete Studies CER311.

Prerequisite: Ceramic Design Theory and Practice CER211 and Glass Studies CER216.

Syllabus: Cold Glass. This unit requires students to spend a considerable amount of time practicing basic studio techniques to gain the skills necessary to complete their designs. Topics, such as "Australiana" will be researched and developed from initial sketches to layout, collage, colour rendering and cartoon. Methods of painting on glass, contouring, matting and staining, preparation and firing of glass are taught.

Hot Glass. As with cold glass students are required to spend considerable time practicing basic studio techniques in order to gain skills necessary to carry through their designs. Emphasis is placed on design of blown glass and research into the history of glass. Students are encouraged to work with a master blower to execute their designs where their own skills are inadequate. Decorating techniques such as sand blasting, engraving, grinding and polishing are taught.

Students of both hot and cold glass are required to start a documented collection of slides of glass to be presented for the final assessment in semester 8.

Assessment: Work will be assessed at the end of the semester by the examination panel consisting of the lecturers involved and the year co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER323
13 hours per week for one semester; for those students who wish to specialise in glass as a single main study.

Prerequisite: Glass CER321/322.

Syllabus: Cold Glass. Students are to build on the skills and experience gained in the previous two semesters. Refinement in interpretation and rendering of ideas are reinforced and students are encouraged to choose a direction and develop a personal style. Glass painting techniques are further pursued and problems of realism, stylisation and abstraction are resolved through a series of roundels (small round glass panels). Etching and other surface techniques are discussed and may be used in practice.

Hot Glass. Students are to build on the skills and experience gained in the previous two semesters. More advanced blowing techniques are learned to enable the development of larger and more complex forms. Students are encouraged to work with the master blower. Students design their own moulds for blown, slumped and cast forms. Investigation of techniques relevant to the designs developed by the individual students is presented with the final folio. A work plan is submitted to the design lecturer outlining the semester study.

Assessment: Work is assessed at the end of the semester by an examination panel consisting of the lecturers involved, the design teacher and the course co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE CER401
13 hours per week for one semester; for students who elect to specialise only in clay and glaze.

Prerequisite: Clay and Glaze CER303.

Syllabus: Students in this unit work on approved programs which are based on the central design structure of the course and allow for individual development. These programs are determined in consultation with the lecturers in charge of the subjects. At the beginning of this semester (7) students seek a design commission which, if approved by their lecturers concerned, they must complete during the final semester.

Areas from which students may select their programs include: Architectural ceramics, use and integration of ceramic materials into architectural environments. Product design; the solution of design based problems for quantity production, and the development of skills necessary for the production of prototypes. Studio pottery and non functional ceramics, the creative use of materials and ideas into individual hand-crafted pieces.

Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE CER404
17 hours per week for one semester; for students who elect to specialise only in clay and glaze.

Prerequisite: Clay and Glaze CER401.

Syllabus: In the final semester of the degree course students are given the freedom to work in an independent way once their programs of work have been approved. The co-ordinator responsible for the study supervises their programs and gives guidance as it appears to be required or at the request of the students. Students must attend all programmed lectures, tutorials and seminars.
The major task is the successful completion of the design commission commenced in the previous semester. The success of this project is an important aspect of the final assessment. In addition to this the students work towards the final presentation exhibition of their work. 
Assessment: The final assessment is given by the examining panel consisting of the lecturers involved, the co-ordinator of the studies, the Head of Department, and an independent examiner chosen from outside the Institute.

CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE CER411
13 hours per week for one semester; for those students who wish to specialise only in concrete.
Prerequisite: Concrete CER313.
Syllabus: Students whose main study is concrete, work with the lecturer in charge of the subject, to obtain practical design commissions which will be completed during the final semester. Individual programs extending interests, concepts and skills are followed by students.
Assessment: Work is assessed at the end of the semester by an examination panel consisting of the lecturers involved and the course co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE CER414
17 hours per week for one semester; for students who elect to work only in concrete.
Prerequisite: Concrete CER411.
Syllabus: Students are given the freedom to work in an independent way once their programs of work are approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it is required or requested.
The major task is the successful completion of the design commission begun in the previous semester. The success of this project is an important aspect of the final assessment. In addition to this the students work towards the final presentation exhibition of their work.
Assessment: The final assessment is given by the examination panel consisting of the lecturers involved, the co-ordinator of studies, the Head of Department and an independent examiner chosen from outside the Institute.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER421
13 hours per week for one semester; for those students who wish to specialise only in glass.
Prerequisite: Glass CER323.
Syllabus: Students work with their lecturers to obtain practical commissions which are to be completed during the final semester. Within the first three weeks of the semester students must present to the lecturer in charge a typewritten work plan, setting out in detail their aims for the year. This includes the commission which must be completed before the final assessment of CER424.
Cold Glass. Students may choose to concentrate on architectural designs or independent works. Students must explain the techniques relevant to their projects whether they be experimental and innovative or more conventional. This plan must be approved by the Head of Department and the lecturer in charge of the subject prior to commencement of studio work.
Hot Glass. Students are required to develop designs integrating form, colour and applied decorative elements. A higher level of skill is expected at this stage. Students spend time in working in production teams to familiarise them with industrial work methods and to allow for greater flexibility in their individual pieces. Moulds and hand tool techniques are used to greater extent.
Assessment: Work is assessed at the end of the semester by the examination panel consisting of the lecturers involved and the course co-ordinator.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS CER424
17 hours per week for one semester; those students who specialise in glass.
Prerequisite: Glass CER421.
Syllabus: As students have submitted a work program for the year in both hot and cold glass areas, it is anticipated that the lecturer in charge will closely monitor progress. Completion of the commission is an essential part of the final assessment. Presentation of the documented slide collection on stained and blown glass, assembled over the two years of their specialised study, provides proof of an ability to investigate historic and contemporary images.
Assessment: The final assessment is given by the examination panel consisting of the lecturers involved, the co-ordinator of studies, the Head of Department and an independent examiner chosen from outside the Institute.

CERAMIC METHODS OF PRODUCTION CER103
Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class.
Prerequisite: Nil.
Syllabus: This subject introduces students to the materials, processes and terminology used in studio and industrial ceramics. Topics include: details on poisons and the safety procedures which should be adopted in the handling of ceramic materials; the geological origin of clays with details of the crystalline and physical properties and interpretation of the chemical analysis of clays; the development of ceramic bodies include laboratory procedures for standardised methods of test such as: Drying and firing shrinkage, Barelattograph curves of Moisture Content versus Drying shrinkage, Particle size distribution, Modulus of Rupture, Water Absorption, Porosity and Bulk Density with numerical and graphical methods of presentation. The production of ceramic bodies including mixing, blunging, ball-milling, filter pressing and, spray drying, will be discussed.
Students will obtain experience in the loading and operation of electric kilns, mixers, ball-mills, vibratory sieves and strength testing equipment.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.
CERAMIC METHODS OF PRODUCTION CER113

Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class.

Prerequisites: Ceramic Methods of Production CER103.

Syllabus: This subject continues to build upon the knowledge of materials and processes used in studio and industrial ceramics. Topics include: the production and properties of alpha and beta plaster of paris; plaster casting technology and drying techniques; clay slip preparation; inorganic and organic defloculants; specific gravity of liquid suspensions, methods of determination; Brogniart's formula. Thermal expansion characteristics of ceramic materials; engobes; slip-decoration; the reflective and refractive properties which cause a transparency, opaqueness and mattness in glazes; line-blending techniques; the loading and operation of gas fired kilns; temperature and atmosphere control of gas fired kilns; air pollution and toxic emissions; introduction to empirical formula; atomic theory: - atoms, electron shells, valence, atomic weight, molecules, compounds, ions, ionic and covalent bonds, polar bonds; the periodic table, Seger Formula — RO groups Empirical Formula to batch recipe; correct presentation of batch recipes; calculation of molecular weights for substitution and interpretation of glaze defects.

Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CERAMIC METHODS OF PRODUCTION CER203

Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class.

Prerequisites: Ceramic Methods of Production CER113.

Syllabus: The subject concentrates on the development of a first principles knowledge of glass and ceramic glazes used in studio and industrial production. Topics include: batch recipe to empirical formula; raw material selection; limiting formulae; binary blending with \( \text{Al}_2\text{O}_3, \text{SiO}_2 \) variables; compounds and their influence on the physical properties of glass and glazes; chromofores, opacifiers, triaxial blending; the influence of combustion atmosphere on glass and glazes; the production and interpretation of firing — schedule graphs; simultaneous equations in glaze calculation; raw glazing and once firing techniques.

Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CERAMIC METHODS OF PRODUCTION CER213/223

Three hours per week for one semester comprising a one hour lecture and a two hour laboratory class for degree and diploma students.

Prerequisites: Ceramic Methods of Production CER203.

Syllabus: The knowledge of glass and glazes will be extended to include fritting technology and ceramic stain production. The lectures will bring students to a minimum level of self sufficiency in ceramic technology. Topics include: the development of coloured glazes using multiple triaxial blending techniques; the evaluation of iron-based glazes including: temmoku, teadust, oil spot, hares fur, tomato red, cedalon and Chun; copper red glazes their colour layers and firing schedules; chrome-tin red and pink and nickel, red and mauve glazes; crystalline glazes including: adventurine and zinc orthosilicate; lustre glazes; salt glazing and its emission products; the production of low-temperature raw and fritted glazes; the production of calcined ceramic stains and colours; ash glazes and bizen style ware; firing reactions and their influence upon firing schedules; the thermal expansion of glass and glazes including dilatometric and theoretical methods for determining coefficients of thermal expansion.

Assessment: Students will be required to submit practical assignments through the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CERAMICS CER128 and CER129

A course for students undertaking the Craft Major of the Fine Art Degree Course.

CER128 Six hours per week for Semester One
CER129 Six hours per week for Semester Two

Prerequisites: Nil.

Syllabus: The aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various handbuilding techniques are studied and students are introduced to wheel-work as well. Emphasis is placed on developing an understanding and appreciation of the ceramic medium.

Assessment: Progressive assessment of work throughout the year.

CHEMICAL TECHNOLOGY CHE334

A course of three hours per week for two semesters. Approximately half the time will be devoted to formal lectures, and the other half to industrial visits and project work.

Prerequisites: Chemistry CHE111.

Syllabus: Chemical Engineering Unit Processes: Pollution Control Technology — study of the technology used in the control of water, air and noise pollution, energy usage, resource recovery. Industrial processes — a study of the processes of such industries as petroleum refining, organic coatings, dyestuffs, paper making, food processing, resin and polymer production, paint production, textile dyeing and brewing.


CHEMISTRY FUNDAMENTALS CHE110

Four hours per week for one semester.

Syllabus: Introduction; basic concepts, stoicheiometry, energy relationships in chemical systems, properties of gases, electronic structure of atoms; periodic relationships, chemical bonding, geometries of molecules, liquids, solids and intermolecular forces, solutions, atmospheric chemistry. Chemical reactions; chemical equilibrium, free energy, entropy and equilibrium. Acids and bases; aqueous equilibria, chemistry of common non-metals, chemistry of metals including...
co-ordination compounds, phosphorous, sulphur, nitrogen.

Introduction to chemistry alkanes, ethers, alkanols, amines, alkenes, aromatics and related materials.

Assessment: By a final examination with a satisfactory performance in laboratory work.

References:

CHEMISTRY CHE111

A course of three hours lectures and four hours practical work per week in two semesters.

Prerequisite: Nil.

Syllabus: Physical (45 hours): Phase relationships, one and two component systems, Clapeyron equation, Raoult's and Henry's laws, practical distillation, cooling curves, colligative properties. Electrochemistry; electrolytes, conductivity, pH and other electrolyte equilibria, including acid-base titration, back titration, oxidation-reduction, disproportionation, solubilities, electrode potentials, cells and the Nernst equation. Kinetics; first, second and third order reactions, differential and integral methods of driving rate constants. Thermo-chemistry; enthalpy, internal energy, heat capacity, Kirchhoff equation. Spectroscopy; atomic structure, energy levels, Beer's law, I.R. and U.V., simple molecules.

Organic (22 hours): Introduction to general organic chemistry covering areas of practical interest, e.g., pesticides, surfactants, detergents, cosmetics, functional group chemistry and medical compounds, etc.

Inorganic and Analytical (45 hours): Bonding methods, resonance, directed valence, overlap, Sidgwick-Powell theory. Hydrides, trends, types, applications, d-block elements, properties, valence, oxidation state, complex formation, f-block elements, lanthanide contraction, properties, uses. Co-ordination compounds; Werner's theory, chelation, crystal field theory, spin complexes, spectra of metal complexes. Errors, accuracy, precision, determine errors, blanks and controls, significance of results.

References:

CHEMISTRY CHE115

A course of three hours per week of lectures and laboratory work for two semesters.


References:

CHILDREN'S LITERATURE IN A MULTICULTURAL SOCIETY EDN636

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

Prerequisite: Nil.

Syllabus: Students will examine a variety of genres: myths, legends, folktales, folksongs, biographies, poetry and comics from a variety of languages and cultures in original texts, translations and bilingual texts to develop appreciation of different cultural values and identities and with a view to helping children develop positive cultural identities. A critical examination of the portrayal of the Australian Aborigine in children's literature. Strategies for developing appreciation of English literature for ESL learners.

Assessment: One critical literacy essay and one literature program for ESL learners.

References:
DAVEY, G., Young Children — Old World, Non-English Literature and Folklore for Children, Primary Education, 1982.


MATTINGLY, C., Recent Translations of European Fiction for Older Children and Young Adults (Bibliographies No. 6), Library Association of Australia, 1978.

RASMUSSEN, R. and RASMUSSEN, H. (eds), Prejudice in Print, Centre for Migrant Studies, Monash University, 1982.

CINEMATOGRAPHY AND THE COMMUNICATIONS MEDIA ART275

A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.

Prerequisite: First year of degree course in Fine Art.

Syllabus: The time allocated for this study is one year. The subject may not be offered every year. The first part of the subject will consist of a brief survey of the history and techniques of film-making, and the viewing and analysis of film classics and recent films. The second part of the subject will be a study of the nature and effects of the media from the point of view of world culture. It will trace interactions through a
study of media samples and the work of such writers as Colin Cherry, Buckminster Fuller and Marshal McLuhan. Constant references will be made to current information published in journals.

Assessment: By assignment and examination.

References: To be advised.

CIVIL ENGINEERING MANAGEMENT CIV418

A course of four hours per week for two semesters.

Syllabus: The nature and influence of major variables in co-operative achievement; environment, structure, technology and psycho-social factors. Organisation theory, the elements and administrative significance of organisation behaviour, phases of the administrative process.

Economic management, interest, annual cost, present worth, benefit cost analysis.

Economic study techniques, estimation of costs and benefits. Cost indices, sources of funds, capital budgeting.

Construction planning techniques, critical path method, scheduling, site organisation, types of contracts, contract administration.

Assessment: To be based on assignments and projects submitted throughout the year.

References:


FILLEY, A. C. and HOUSE, R. J., Managerial Process and Organisational Behaviour, Scott, Foresman, 1969.


CIVIL ENGINEERING MATERIALS CIV205

A course of four hours per week of lectures and laboratory work for two semesters.

Syllabus: Material properties; structure of metals, polymers and ceramics, crystal imperfections, phase diagrams. Properties of solids, environmental deterioration. Quality control.


Assessment: To be based on examinations at the end of each semester, together with assignments and reports.

References:

Cement & Concrete Associations of Australia, various publications.


NAASRA, various publications.

SAA, Steel Structures, Part 1, Planning, Part 9, Erection.

COLLECTIVE SECRETARIAL PROBLEMS ADM666

A course of six hours per week for second semester.

Prerequisites: Office Procedures ADM662, Basic shorthand ADM663, and Basic Typewriting ADM664.

Syllabus: This is a 'finishing course' for the potential professional administrative secretary. Emphasis in the subject is on the refinement of skills, attitudes and techniques needed by the professional secretary. The course includes a word processing component. Students are expected to reach minimum speeds of 100 wpm in shorthand and 50 wpm in typewriting non-technical general material. It is anticipated that at the end of the course students will be able to fill positions which require people of the very highest calibre.

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

Assessment: Assessment is continuous and based on class projects and assignments.

References: To be advised.

COMMERCIAL BANKING AND FINANCE FIN240

Contact Hours Per Week: A course of four hours per week for one semester.

Prerequisite: Money and Capital Markets FIN231.

Syllabus: The aim of the subject is to provide an overview of commercial banking, and to introduce students to the concepts and issues involved in the decision-making processes of bank management. Topics include the commercial banking environment, banking risks and capital adequacy, liquidity management, lending principles and policies, investment management, and integrative asset-liability management concepts.

References:


Other references from reports, periodicals and journals will be advised.

COMMERCIAL LAW FIN114

A course of two hours class contact per week for one semester.

Prerequisite: Contract Law FIN111.

Syllabus: Agency, partnership, consumer credit, title to goods and lending on security of goods, consumer protection and creditors, remedies.

References: To be advised.
COMMUNICATION AND INFORMATION TECHNOLOGY EDP404
Contact Hours Per Week: four hours per week for one semester.
Syllabus: The technologies on which the 'information society' will be built and the application and integration of these technologies within the organisation.
• Computer Technology Overview
• Communications Technology
• Information Technology
• Application of Integrated Technology, Electronic funds transfer, Conferencing, Message Systems and Information services.
Assessment: A written test and a report.
References:
MARTIN, JAMES, Viewdata and the Information Society, Sydney; Prentice-Hall, 1982.

COMMUNICATION IN ORGANISATIONS COM401
Contact Hours Per Week: four hours per week for one semester
Syllabus: A consideration of the perspectives from which organisations may be analysed including the "auditing" of organisational effectiveness and the evaluation of communication technologies within organisational structures.
• Perspectives for organisational research
• Theory of organisation
• Internal and external communication systems
• Auditing communication systems in organisations.
Assessment: Theory paper, tutorials and report.
References:

COMMUNICATION IN EDUCATION EDN304
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Studies in Education I, II, III and IV. (EDN103, EDN104, EDN203, EDN204).
Syllabus: Working with topics of their own choice, students develop small, learner-centred instructional packages. The steps in systematic design, including audience identification, task description, task analysis, media selection and validation, are introduced as required. Practical work is interspersed with tutorial discussions on various aspects of communication in education. At the end of the course, students are required to demonstrate their completed packages to the class.
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:
(This unit will not be offered in 1985.)

COMMUNICATION MANAGEMENT COM403
Contact Hours Per Week: four hours per week for one semester.
Syllabus: The use of human, technological and economic resources, organisational intervention, conflict resolution, negotiation, innovation, advertising and public relations.
• Formal/informal communication patterns in organisations
• Interpersonal skills in the organisational setting
• Communication and organisation development
• Management of internal/external communication systems
Assessment: Theory paper, tutorials and report.
References:

COMMUNICATION NETWORKS IN SOCIETY COM491
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus:
• Introduction to human communication theory, interpersonal, group and mass communication.
• Existing telecommunication and recording media.
• New communication networks and services.
• Technology assessment, the socio-economic aspects of new communication and information technologies.
References:

COMMUNICATION PROJECT RDT601
Four hours per week for one semester. Students must enrol in this subject in two semesters.
Prerequisites: The student is expected to have completed all subjects relevant to the selected project area.
Syllabus and Assessment: In conjunction with the lecturer, a student will select a project associated with one of the core subject areas. The project will involve practical work and the presentation and submission of a paper of 20 to 30 thousand words or equivalent.
COMMUNICATION STUDIES COM100

Four hours per week, comprising lectures, tutorials and workshops for one semester.

Prerequisites: Nil.

Syllabus:
1. Theories and models of communication behaviour.
2. Perceptual processes in interpersonal communication.
3. The socio-cultural context of communication.
4. Small group communication.

Assessment: Two essay assignments, a tutorial paper, a multiple-choice test and a final examination.

Reference:

COMMUNICATION STUDIES COM102

Four hours per week, comprising lectures, tutorials and workshops for one semester.

Prerequisites: Nil.

Syllabus:
1. Approaches to the study of messages — communication and the codification of reality — language as a system.
2. The structure of verbal messages.
   - oral and written communication.
   - variables in symbolic communication.

Assessment: Oral and written exercises, tests and tutorial papers.

References:

COMMUNICATION STUDIES COM200

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

Prerequisites: COM100 and COM102 or approved equivalents.

Syllabus: The main topics to be covered will be:
1. Methodological and theoretical approaches to communication studies.
2. Scientific method and empirical evidence.
4. Signs, sign-systems and codes.
5. Context variables.

Assessment: Tutorial papers, assignments and tests.

References:

COMMUNICATION STUDIES COM202

Four hours per week comprising lectures, tutorials and workshops for one semester.

Prerequisites: COM100 and COM102 or approved equivalents.

Syllabus:
- Communication variables focusing on message design in audio-visual media.
- Language as both a verbal and visual medium. Semiotic components of language — signs, symbols, icon, index and how they interact to form codes.
- Syntax — framing and composition using video examples.
- Denotative and connotative dimensions in film.
- Film theory, highlighting montage and mise en scene.
- Organisational principles in planning and coordinating an audio-visual production.

Assessment: Tests, analytical reports and production exercises for both individual and group work.

References:
MONACO, J., How to Read a Film, (2nd ed.), New York, OUP, 1980.

COMMUNICATION STUDIES COM204

Four hours per week comprising lectures, tutorials and workshops for one semester.

Prerequisite: COM100 and COM102 or approved equivalents.

Syllabus:
- Functional and structural approaches to the study of mass communication.
- Role of the mass media and patterns of influence: research findings and interpretations.
- Media content and cultural codes.
- Overview of the media and audiences in Australia.

Assessment: Tutorial papers and assignments.

Reference:

COMMUNICATION STUDIES COM208

Four hours per week comprising lectures, tutorials and workshops for one semester.

Prerequisite: COM100 and COM102 or approved equivalents.

Syllabus:
- Publications, and their purposes.
- Styles of scripting for media.
- Script preparation including information gathering, interviewing and reporting.
- Editing and proof reading.
- Design of the final product: layout, typefaces, illustrations and other factors influencing effective print communication.
- Production decisions — selection of magazine, newspaper or program material.

Assessment: Individual projects and tests.

Reference:
COMMUNICATION STUDIES COM300
Four hours per week comprising lectures and tutorials for one semester.
Prerequisite: Minor in Communication Studies.
Syllabus:
• Persuasion and the communication process. Logic and rhetoric in persuasion. Social and behavioural theories and approaches relevant to persuasion and information diffusion.
• Information and opinion change. The social and cultural context.
• Message content and media selection. Planning and designing communication campaigns. Assessment criteria for different audiences.
Assessment: Individual and group assignments, essays and short tests.
References:

COMMUNICATION STUDIES COM302
Four hours per week comprising lectures and tutorials for one semester.
Prerequisite: Minor in Communication Studies and Statistics MAT171 and MAT172 (or MAT173) or approved equivalent.
Syllabus:
• Research methodologies. Experimental and non-experimental design. Measurement. Internal and external validity.
• Audience research. Information needs and problem definition. Identification of relevant variables.
• Survey planning. Sampling methods; problems of validity and reliability.
• Audience ratings: guidelines for interpretation and use. Assessment of variables and concepts involved.
• Principles of content analysis.
Assessment: Assigned exercises, tests and team projects.
References:
Human Communication Research (Serial).

COMMUNICATION STUDIES COM304
Four hours per week comprising lectures and tutorials for one semester.
Prerequisite: Minor in Communication Studies.
Syllabus:
• Organisations as systems. Communication systems. Information systems.
• Formal and informal communication systems. The external environment.
• Communication problems in organisations: cases and examples.
• Innovation and development of new communication systems and practices.
Assessment: Assignments and tests.

References:

COMMUNICATION STUDIES COM306
Four hours per week comprising lectures, tutorials and production exercises for one semester.
Prerequisite: Minor in Communication Studies.
Syllabus: Styles of discourse in audio-visual media. Film as a semiotic system focusing on the theorists — Mitry, Metz, Eco, and Wollen. Analysis of the narrative form in film and television.
Assessment: Tests, critical reports and production exercises.
References:

COMMUNICATION STUDIES COM308
Three hours per week comprising seminars, lectures and/or work experience for one semester.
Prerequisites: Minor in Communication Studies and MAT171 or approved equivalents.
Syllabus: The topics will aim to explore issues of relevance to the communicator in vocational and social environments. Projects may include for example: communication in industrial settings and emergency organisations; information dissemination; evaluation of communication strategies; ethics and philosophical issues in communication.
Assessment: Seminar papers and/or reports on specific individual or group projects.
References: To be advised.

COMMUNICATION STUDIES CER447
A course for Ceramics degree students of one two-hour seminar per week for one semester.
Prerequisites: Nil.
The aim of this subject is to help students improve basic writing and communication skills and to investigate and analyse art criticisms that appear in print; to give insight into gallery management and the special requirements of small business management.
Syllabus: Students are required to write a 2,000 word essay which is a personal statement on their work. This is then condensed to become a short statement in the catalogue to accompany their exit exhibition at the end of the year. Another section will be devoted to the preparation of written and visual material for exhibition catalogues. Students will be involved in the writing of copy, proofing of type, selection and layout of photographs and the preparation of art work in readiness for printing.
Letter writing techniques are also covered. Students are advised how to apply for vacant positions and the correct way to draw up contracts with clients. Instruction and practical experience in the day to day running of the on-campus student-operated shop is also given.
Lectures will be given by directors of galleries, officers of the Small Business Development Corporation, and organisations such as The Crafts Council of Victoria.

Assessment: The evaluation of a variety of written work and practical participation in activities associated with the 'Chisholm Concepts' shop and exhibitions.

COMMUNICATION SYSTEMS ELE634
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction, signal analysis, random signal and noise, sampling and pulse modulation, discrete signal processing, amplitude modulation systems, angle modulation systems, information and digital transmission.

COMMUNICATIONS ELE261
A course of two hours of lectures, tutorials and laboratory work per week for one year.

COMMUNICATIONS ELE361
A course of two hours of lectures per week and two hours of laboratory work per fortnight for one year.
Syllabus: Electric Fields: Coulomb's Law, calculation of electric fields, electric fields and conductors, the method of images, the electric dipole, electric flux and Gauss's Law, electric potential, Poisson and Laplace equations.
Capacitance and Dielectric Materials: Calculation of capacitance, polarization, electric displacement, energy density, boundary conditions.
The Magnetic Field: magnetic induction and flux, magnetic dipole, Biot-Savart Law, Gauss's Law, Ampere's Law, boundary conditions.
Electromagnetic Propagation: microwave transmission in bounded and unbounded media; waveguide techniques and modes of propagation; antenna theory and design.
Transmission Lines: travelling waves, standing waves, Smith Chart, imittance transformations; stub line matching, scattering parameters.
Microwave Devices: microwave sources, amplifiers, multipliers; power measurements; mismatch consideration; frequency measurements and signal analysis.
References: LIOO, S. Y., Microwave Devices and Circuits, Prentice Hall, 1980

COMMUNICATIONS TECHNOLOGY I EDP714
Aims: To understand the basic concepts, hardware and software components of communication systems. To understand the characteristics of alternative communication systems available in Australia.
Prerequisite: Foundation units.
CSABA, L., SZENTIVANYI, T., TARNAY, K. (Eds.), Networks from the User's Point of View, North-Holland, 1981.

COMPANY LAW FIN219
A course of two hours a week for one semester.
Prerequisites: Commercial Law FIN114.
Syllabus: Types of companies, constitution of the company, management and control — directors, secretary and executive officers, general meetings, Director — duties, appointment and removal, shares, debentures, creditors protection and remedies.
References: To be advised.
COMPARATIVE LABOUR STUDIES FIN350
A course equivalent to four hours per week for one semester.
Prerequisites: Labour Relations ADM334 or Politics of Industrial Relations HUM262.
Syllabus: In this elective unit students will study the industrial relations systems of selected countries within a specified industrial relations framework. The dominant characteristics of those systems will be identified and the factors which have influenced the emergence of these systems will be explored and their significance evaluated. Comparisons will be made with the industrial relations systems studied with a view to understanding the reasons for the differences which emerge.
References: To be advised.

COMPARISONS OF AUSTRALIAN, AMERICAN AND BRITISH CHILDREN'S LITERATURE EDN633
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The content of this unit will be based on a thematic approach to Children's Literature. The works of authors from Australia, America and Britain will be discussed.
Cultural comparisons will be made through themes such as alienation, national identity and racial tensions.
Assessment:
1. Class paper of 1,200-1,500 words.
2. Essay of 2,500 words.
References:
Racist and Sexist Images in Children's Books (A collection of Papers), London: Writers and Readers.

COMPETITION AND CONSUMER LAW FIN615
A course of three hours of class work each week for one semester.
Prerequisites: Nil.
Syllabus: In depth study of trade practices including cartelisation and its various forms — price fixing; exclusive dealing; contracts in restraint of trade. Monopolisation and its various forms — price discrimination, mergers, R.P.M. Consumer protection on a federal and state level and credit law affecting merchandising.
References:
Trade Practices Act (Federal).
Other acts and references to be advised.

COMPUTER AIDED DESIGN CIV687
A course of lectures, discussion and practical sessions for two hours per week.
Prerequisites: Nil.
Syllabus: Review of computer hardware; digital, analogue and hybrid machines, peripheral units including input/output modes. Interactive programming; computer graphics. Computer software; commercial packages, pre-processor and post-processor programs. Use of software in traffic engineering, bridge engineering and highway design.
Assessment: To be based on continual assignment during the semester.
References: To be advised.

COMPUTER AIDED DESIGN WITH GRAPHICS RDT644
Two hours per week for one semester.
Prerequisites: Computer Systems and Software RDT636, or equivalent.
Assessment: Written tests and assignment work.
References: To be advised.

COMPUTER AIDED MANUFACTURING IND306
Four hours work per week for one semester.
Prerequisites: Nil.
Syllabus: The computer as an aid to manufacture; data, CAD/CAM, programming. Numerical control principles. Multiple axis systems; relative and absolute addressing. Systems for translating manufacturing needs into computer commands — plug board, line following and tape controlled systems; robots. Automatic data collection systems; instrumentation systems. Automatic control principles in manufacture — stepping systems and feedback systems. Economics of computer aided manufacturing systems. CAD/CAM systems — Gerber, HCS and other commercial systems. Social issues in computer aided manufacture (CAM) — transfer of skill, retraining and effects on motivation and morale.
Assessment: One three-hour examination and a mid-semester test.
References:

COMPUTER APPLICATION I (PROJECT) CIV604
An industrially based project involving an application relevant to skeletal frame analysis and design.

COMPUTER APPLICATION II (PROJECT) CIV608
An industrially based project involving an application relevant to finite element analysis.
COMPUTER CONTROL I ELE442
A course of two hours of lectures and two hours of laboratory/tutorial work and plant visits per week for one semester.


Control Hierarchies: direct digital control, supervisory control, distributed control configurations, batch and sequencing, process interface, control safety.


References:


COMPUTER CONTROL II ELE443
A course of two hours of lectures and two hours of laboratory/tutorial work and plant visits per week for one semester.

Syllabus: Sequence Control and Advanced Control Techniques: deadtime compensation, feedforward, cascade, multivariable and adaptive control.

Supervisory Control: energy management and auditing. Human operator interface.

Robotics: stepper motor behaviour and control of position and velocity, robotic devices and control.

References:
SHINSKEY, F. G., Controlling Multivariable Processes, ISA, 1981.


COMPUTER EDUCATION I EDN132
Contact Hours Per Week: Three hours per week of lectures and practical work for one semester.

Prerequisites: Nil.

Syllabus: Computer awareness; development of a conceptual model of a computer system, history of computers, computer applications and social implications. Computers in Primary Education; teaching about computers; teaching with computers, computer related curricula.

Computer literacy; the use and care of computers, associated peripheral devices and media.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

COMPUTER EDUCATION II EDN332
Contact Hours Per Week: Two hours per week of lectures and practical work for one semester.
Prerequisites: Computer Education I EDN132.
Syllabus: Computers in the school environment; educational applications, implications for teaching and school administration.
Hardware evaluation and selection; Commonwealth and State policies, characteristics of suitable hardware.
Software evaluation and selection; the application of educational criteria, the use of evaluation checklists.
Assessment: One from Group B. One from Group F.
(See Assessment Policy).
References:
(This unit will not be offered in 1985.)

COMPUTER EDUCATION III EDN333
Contact Hours Per Week: Two hours per week of lectures and practical work for one semester.
Prerequisites: Computer Education 2 EDN332.
Syllabus: Computer related curricula in the primary school; an examination of existing curricula in the light of current theories of learning and the contributions of leading computer educators. Computer programming in the structural language LOGO.
Assessment: One from Group B. One from Group F.
(See Assessment Policy).
References:
(This unit will not be offered in 1985.)

COMPUTER EQUIPMENT EDP653
A course of four hours for seven weeks.
Prerequisites: Introduction to Programming EDP650 and Introduction to Systems EDP651.
References: To be advised.

COMPUTER GRAPHICS MEC415
A course of two hours per week for two semesters.
Prerequisite: Satisfactory completion of third year studies.
Assessment: Examination in first semester. Presentation of project in second semester.
References:

COMPUTER GRAPHICS RDT326
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Computer Systems and Software II RDT220
Syllabus: Graphics hardware — terminals, hard copy units, plotters, light pens, etc. Graphics algorithms — co-ordinate systems, transformations, scaling, primitives, modelling, imaging, feature extraction. Graphics support and infrastructure — operating systems for turn-key installations, data transmission, standards and packages.
References: To be advised.

COMPUTER IMAGING PHY236
A course of two hours theory per week and one hour per week of laboratory work for two semesters.
Prerequisites: Nil.
Analogue imaging systems.
3D TV images — computer generated holograms.
References: To be advised.

COMPUTER LITERACY EDP401
Contact Hours Per Week: four hours per week for one semester
Syllabus:
• A brief history of computer development.
• Overview of a computer system.
• Study of some typical business/administrative problems and the development of a solution using packages and/or a fourth generation language.
• Significant 'hands on' experience to enable students to feel comfortable using a computer.
• User based computing and the role of the Information Centre in an organisation.
• Discussion of the system development 'life cycle' and its relevance today. The user's role in the various phases of the life cycle.

Assessment: Practical and written assignments.

References:
MARTIN, J., Application Development without Programmers, Lancaster, England; Savant Institute, 1981.

COMPUTER NETWORKS EDP635
A course of four hours per week for one semester.

Prerequisites: Required entrance level.

Syllabus: Introduction to Data Communications: Introduction and basic concepts in data communication codes. Computer network components, terminals, multiplexors and concentrators, line control protocols, error control and efficiency, common carrier services and tariffs, network architecture, network design, network operations, teleprocessing systems, teleprocessing software, trends in data communications. Advanced Data Communications: circuit, message and packet switching, routing algorithms, fixed and adaptive routing, flow control, congestion avoidance, packet radio, packet cable, satellite systems, network architectures, protocol levels, open network concepts, authentication, encryption, security in open networks, network design and optimisation, distributed processing.

References:

COMPUTER NETWORKS RDT320
Contact Hours Per Week: Three hours lecture per week for one semester.

Prerequisites: Data Communications RDT221

Subject Content: Survey of applications of data communications and computer networks, the layer model for communication processes, asynchronous and synchronous communication, line control protocols. Bit-oriented protocols, packet switching, HDLC and X.25 interface. Telecom data services proprietary network architectures, ISO model for Open Systems Interconnection. Data security and encryption, local area networks.

References: To be advised.

COMPUTER NETWORKS I RDT603
Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Data and communication codes, computer network components, line control protocols, common carrier services and tariffs, network architecture, network design, teleprocessing systems, trends in data communications.

References:

COMPUTER NETWORKS II RDT604
Two hours per week for one semester.

Prerequisite: Computer Networks I.

Syllabus: Circuit, message and packet switching, routing algorithms, satellite systems, packet radio, packet cable, network architectures, protocol levels, distributed data-bases, distributed processing and operating systems.

References:
MARTIN, J., Computer Networks and Distributed Processing, Prentice-Hall, 1981.

COMPUTER NETWORKS III RDT605
Two hours per week for one semester.

Prerequisite: Computer Networks I.

Syllabus: Feasibility studies and planning, network analysis and design, optimisation of network design, simulation techniques in network design, operations and system implementation, network management, future network developments.

References:
GEE, K., Proprietary Network Architectures, NCC Publications, 1981.
COMPUTER PROCESS CONTROL ELE657

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

Prerequisites: Nil.


Assessment: Written examination. Laboratory and assignment work.

References:

COMPUTER PROGRAMMING EDP100

A course of three hours of lectures and two hours of tutorials per week for two semesters.

Prerequisite: HSC (or equivalent).

Syllabus: Design and construction of programs, commercial programming techniques, COBOL programming — sequential processing, indexed sequential and random processing. Introduction to Operating Systems; testing and debugging approaches. Introduction to BASIC programming: Comparison of BASIC and COBOL languages.

References:

Manufacturers’ manuals as required.

COMPUTER PROGRAMMING EDP200

A course of five hours of classes per week for two semesters.

Prerequisites: Computer Programming EDP100 and Systems EDP101.

Syllabus: Operating Systems — general functions and facilities, user privileges and security, program compiling execution, macros.

Data Structures and program design — types of structure and program manipulation of structures.

Assembler programming, Fortran programming, BASIC programming, RPG programming.

Advanced COBOL programming.

References: Manufacturers’ manuals as required.

COMPUTER PROGRAMMING EDP300

A course of five hours of classes per week for two semesters.

Prerequisites: Computer Programming EDP200 and Systems EDP202 and EDP203.


References: Manufacturers’ manuals as required.

COMPUTER PROGRAMMING EDP640

A course of one hour per week for two semesters.

Prerequisites: Nil.

Syllabus: Introduction to Programming: Problem definition and solution using algorithms defined by logic diagrams such as flowcharts, structure diagrams and decision tables; the benefits of modular and structured programming methods.

Programming Techniques:
- the need for adequate program documentation and techniques to achieve this; ‘forced self-documentation’ possibilities;
- introduction to secondary storage data structures and file processing;
- division of a program into logically separate and hierarchically structured modules which are either ‘manager’ or ‘worker’ oriented;
- test data selection, use of trace facilities and general debugging techniques.

Programming Languages: BASIC, ANSI FORTRAN IV.

References:

Manufacturers’ Programming Reference Manuals to be decided.

COMPUTER PROGRAMMING EDP690

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This unit is designed to familiarise students with computers and to acquire an ability to write simple computer programs. Topics covered will include: configuration of a computer system; analysis of problems; representation of program logic and structure; programming with a high level language (FORTRAN, ALGOL, COBOL or BASIC).

References:
Manufacturers’ manuals as required.

Reading lists and lecture materials will be issued during the course.
COMPUTER SCIENCE PHY130
A course of four hours per week including lectures, tutorials, and laboratory work.
This course aims to give Bachelor of Applied Science (multi-discipline) students some aspects of computer science.
Prerequisites: Nil.
Syllabus: Structured program design and data structures using Pascal. Introduction to digital circuits including number storage and operations, codes and parity, logic, multiplexers, ROM, RAM, PLAs. Introduction to Computer Systems and Architecture including coding, error detection, peripheral devices, CPU and memory, control and busing. Introduction to micro computer systems: CPU, memory, bus, DOS, software, Basic, assembler, monitor, input/output, peripheral cards.
MOORSE, L., Foundations of programming with PASCAL, Horwood.
Apple II Users Guide.

COMPUTER SCIENCE RDT281
A course of six hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisites: MAT103 and PHY130.
Syllabus: Advanced Pascal and assembly language programming, systems analysis and design, data structures, operating systems, microcomputer systems, data communications.
References: To be advised.

COMPUTER SCIENCE RDT381
A course of six hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisite: RDT281
Syllabus: Computer architecture and hardware implementation, systems programming, software engineering, real-time systems, computer graphics, data base management systems.
References: To be advised.

COMPUTER SECURITY EDP670
A course of four hours per week for seven weeks.
Prerequisites: Systems Development II EDP660 and Programming II EDP656.
Syllabus: Audit responsibilities; internal control in an EDP system; system development controls; operational controls; physical and procedural security; computer audit techniques.
References: To be advised.

COMPUTER STUDIES 1 EDN466
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: Nil.
Syllabus: The evolution of computers; their structure, organisation and mode of operation. Data; number systems, computer arithmetic, data representation and coding formats. Processing; the central processing unit, stored program control, machine language, mnemonic codes and assembly. Programming; algorithm development, programming in FORTRAN 77.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
Prime Computer Manuals.

COMPUTER STUDIES 2 EDN467
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: Computer Studies 1 EDN466.
Syllabus: Mode of operation of a computer; data structures; file structures. Advanced programming in FORTRAN 77. Technological change; automation and unemployment, the impact of information systems.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

COMPUTER SYSTEMS EDP202
A course of four hours per week for two semesters.
Prerequisites: Computer Programming EDP100, Computer Systems EDP101. Information Systems EDP102
Syllabus: Overview of microcomputer hardware and software and networking; database concepts including data models and typical database software and the storage structures on which they are based; basic hardware and software concepts for teleprocessing.
Manufactures/Vendors manuals as appropriate.
Assessment: 50% theoretical, 50% practical.
COMPUTER SYSTEMS EDP305
A course of four hours per week for two semesters
Prerequisites: Computer Programming EDP200; Computer Systems EDP202; Information Systems EDP203
Syllabus: Distributed systems analysis and design including network design, real time system design, testing and cutover; database administration, data dictionary and distributed database, database machines; the converging technologies, office automation, graphics, artificial intelligence and its relevance to computer systems.
References:
Manufacturers/Vendors reference manuals.

COMPUTER SYSTEMS EDP620
A course of four hours per week of lectures and tutorials for one semester.
Prerequisite: Nil.
Syllabus: Hardware and Software Developments: Microcomputers; real-time system software; compiling systems; computer product ranges.
Electronic Office Concepts: the office environment; technologies — word processing, communication networks, image processing; applications; implementation; management workstations; management issues.
User Driven Computing: Information centres; user rights, fourth generation languages; query languages; analysis and design methodologies for the user; application generators.
Introduction to Robotics: artificial intelligence manipulators; graphics; numerical control; current developments.
References:
UHLIG FABER BAIR, The Office of the Future, North Holland.
Manufacturers' Manuals.
Related journals and research papers.

COMPUTER SYSTEMS EDP641
A course of one hour per week for two semesters.
Prerequisites: Nil.
Syllabus: Operating Systems:
• definition of operating systems;
• the evolution from simple, batch orientation through developmental stages to complex batch-streaming and/or multiple-access, on-line orientation;
• the objectives of a typical modern operating system, its functions and its constituent components;
• the study of a typical modern operating system job control language;
• an overview of the facilities offered by a typical modern operating system.
Computing Systems:
• investigation of criteria for selection of hardware and software.
• specification of requirements for purchasing purposes.
References:
Manufacturers' Operating Systems Reference Manuals.

COMPUTER SYSTEMS I RDT602
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Computer hardware: CPU, input/output and storage devices, buses, interfaces, device controllers, cache and associative memories.
Operating systems: their role, scheduling, resource allocation, multiprogramming. Compilation, assembly, linking, loading, execution, macros.
Assembly language programming: instructions, addressing, input/output, interrupt processing, re-entrant code, timing considerations.
References:

COMPUTER SYSTEMS II RDT611
Contact Hours: Two hours per week for one semester.
Prerequisites: Computer Systems RDT602 or equivalent.
Syllabus: The objective of this unit is to give students sufficient knowledge and experience with the UNIX operating system and the C programming language to be able to develop applications using these tools.
The UNIX operating system. Its purpose and structure. The file system. The Shell and its command language. Editors and other utilities.
The C programming language, syntax and semantics. Techniques for writing in C.
Tools and techniques for developing and debugging programs in C under UNIX. Methods for developing portable programs.
References:

Relevant system reference manuals.

COMPUTER SYSTEMS AND SOFTWARE I

RTD120
Contact Hours: Two hours lecture and two hours laboratory/tutorial per week for two semesters.
Prerequisites: Nil.
Syllabus: Basic computer structure, algorithms, high level language to describe algorithms. A study of a selected computer language, e.g. Pascal. Program design, data structures, basic principles of operating systems and compilers.
References: To be advised.

COMPUTER SYSTEMS AND SOFTWARE II

RTD220
Contact Hours: Two hours lecture and two hours laboratory/tutorial per week for two semesters.
Prerequisites: Computer Systems and Software I RTD120.
Syllabus: Data processing, scientific computation and symbol manipulation. Operating systems requirements, secondary storage devices, file organisation and management, synchronisation, memory management. Program development utilities: editor, compilers, assemblers, interpreters, linkers, loaders and debugging systems. System programming languages.
References: To be advised.

COMPUTER TECHNOLOGY I

EDP701
Aim: To provide an introduction to computer technology.
Prerequisites: Nil.
Syllabus: Introduction to Computing Systems; a study of the development of computing hardware and software systems. Data representation and storage techniques. Fundamental programming concepts. Software systems; operating systems, systems utilities, applications software.
References:

COMPUTER TECHNOLOGY II

EDP702
Aim: To provide an introduction to computer programming concepts and skills.
Prerequisites: Nil.
Syllabus: Program design methodologies, programming, operating system considerations.
References:

COMPUTER TECHNOLOGY III

EDP703
Aim: To provide an introduction to end-user computing.
Prerequisites: Nil.
Syllabus: Software for application development; language for end-users; database user languages; applications generators; user/system interface; performance considerations; information centres; future developments.
References:
Applications software manuals.

COMPUTERISED BUSINESS SYSTEMS

ACC259
A course of two hours per week for one semester.
Prerequisites: Accounting — Systems and Procedures ACC104 and Data Processing EDP172.
Syllabus: Students will obtain practical experience in the use of the PRIME operating system, EDITOR/S, computerised financial modelling and MODEL. Particular reference will be made to the accounting applicability of these systems.
References:
DERN, D. P., New Users' Guide to Editor and Runoff, PRIME Computer Inc.
LINEDIT booklet, Chisholm publication.

COMPUTERISED BUSINESS SYSTEMS

ACC260
A course of four hours per week for one semester consisting of two hours of lectures plus one two-hour seminar for the first half of the course, and for the second half, two two-hour seminars.
Prerequisites: All second year accounting core units either completed or taken concurrently.
Syllabus: This course will cover the application of the computer to the business environment and particularly the design and implementation of business systems from the point of view of the auditor and the accountant. Case studies will be based on business
systems utilising the School's computer laboratory. A working knowledge of financial modelling will be developed.

References:

COMPUTERISED INFORMATION SYSTEMS EDP402

Contact Hours: Four hours per week for one semester

Syllabus: The power and ease of use of Decision Support System software.
The systems approach to problem solving in the realm of complex systems, and how dynamic simulation can aid understanding of a system's behaviour.
• An information system explained.
• The difference between operational and managerial computing. Decision Support Systems — nature, the manager's role, design and implementation, case studies.
• The organisation as a dynamic system. Dynamic simulation of system behaviour. Experimentation with the system model.
• The systems approach and its relation to the control of the organisation.

Assessment: Practical assignments and a written report.
References:

COMPUTERS AND SOCIETY EDP673

A course of four hours per week for seven weeks.

Prerequisites: Nil.

Syllabus: The computer industry, economics, available data, growth patterns, computers and employment, technological change, impact on individuals, information control, privacy, electronic fund transfers, transloader data flows, information services for the home.

References: To be advised.

COMPUTERS IN EDUCATION EDP672

A course of four hours per week for seven weeks.

Prerequisites: Systems Development II EDP660 and Programming II EDP656.

Syllabus: The computer resource requirements for education; application of computers to teaching and learning; computer-assisted instruction, computer-assisted learning, computer-managed learning; the design and development of educational software; use of computers in education administration; an examination of existing syllabi; major learning based systems, e.g. PLATO.

References: To be advised.

COMPUTERS IN EDUCATION 1 EDN436

Contact Hours: Four hours per week of lectures and practical work for one semester.

Prerequisites: Problems and Issues in Contemporary Education EDN401.

Syllabus: Computer awareness; the structure and organisation of a computer system in general terms, the history of computers, types of computers, modes of processing, computer applications and social implications.

Educational applications of computers; computer awareness curricula and methodologies, CAL, CML, computers across the curriculum.

Computer literacy; the use and care of computers.

Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:

COMPUTERS IN EDUCATION 2 EDN437

Contact Hours: Four hours per week of lectures and practical work for one semester.

Prerequisites: Advanced Computers in Education 1 EDN436.

Syllabus: Computers and society; applications and implications.

Evaluation and selection of hardware and software; the application of educational criteria.

Computer related curricula in the primary school.

Computer programming; the structured language LOGO, an introduction to BASIC.

Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:

COMPUTING SYSTEMS AND SOFTWARE RTD636

Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: The digital computer: architecture, control, manipulation and storage of data as binary code. Relationship between hardware and software. Operating systems, compilation, assembly, linking, loading and execution of programs. User friendly systems and man-machine interface.

Assessment: Written tests and assignment work.

References:
CONCEPTS OF EXCELLENCE IN CHILDREN'S LITERATURE EDN635
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: A study will be made of a wide range of books traditionally regarded as 'good' and these will be compared with the books which children are reading in school and at home. Reasons will be postulated for differences which emerge.
Assessment:
1. Class paper of 1,200-1,500 words.
2. Essay of 2,500 words.
References:

CONCRETE STUDIES CER215
A course of three hours per week for one semester for degree students.
Prerequisites: Nil.
Syllabus: This subject will introduce students to concrete as a ceramic material and demonstrate its application over a wide range of architectural, studio and industrial uses. Practical studio classes will be held in conjunction with lectures and demonstrations classes.
Assessment: There will be an assessment of student work at mid-semester and the end of the semester by the examination panel and the lecturer in charge of the subject.

CONSTRUCTION CIV210
A course of two hours per week of lectures, tutorials and site visits.
Prerequisite: Nil.
Syllabus: Compressed air plant, earthmoving, excavation, compaction, plant performance, economic haul distances, blasting tunnelling, hoisting and conveying equipment, pumping and dewatering, pile driving including plant and pile types, rock crushing, dredging and sluicing, washed sand plant and its operation, preventive maintenance of civil engineering plant.
References:

CONSTRUCTION PLANNING CIV672
A course of lectures and discussion sessions of two hours per week.
Syllabus: Job planning, preliminary and detailed scheduling of operations, bar charts, critical path methods. Job estimates. Project organisation, the resident engineer, labour, plant and material control and costing, job financing, cost indices. Job safety, industrial relations, demarcation disputes. Day labour and contract options, contract documents, legal considerations, arbitration.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:
Antill, J. and Ryan, P., Civil Engineering Construction, Angus and Robertson, 1974.
Australian Federation of Construction Contractors, various publications.

CONSTRUCTION SYSTEMS MANAGEMENT CIV427
A course of two hours per week of lectures and project work.
Prerequisite: Systems Engineering CIV309.
Syllabus: Students will carry out one major project taken from industry and two minor projects in which there is a productivity/quality overtone. It is expected that the project will involve one or more of the following operations research techniques:
(a) methods engineering;
(b) cost-benefit or other engineering economic analysis;
(c) statistical quality management;
(d) industrial experimentation;
(e) network analysis and/or scheduling methods;
(f) linear programming;
(g) simulation.
References:

CONTEMPORARY ACCOUNTING PROBLEMS ACC671
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Recent developments in the theory and practice of financial accounting, with an emphasis on problems encountered by the practising accountant and on areas of controversy. Selected topics, which may vary from one semester to another, will be examined in depth. They include: accounting for leases, R&D expenditure, foreign operations, extractive industries, business segments, inter-company investments, labour fringe benefits, taxation, management forecasts, etc.
References:
Australian Accounting Research Foundation, Discussion Papers Nos. 1-6.
CONTEMPORARY PHYSICS PHY330
A course of two hours per week for two semesters. 
Prerequisite: To be admitted to the final year of the Bachelor of Engineering (Mechanical) course. This course is designed to give engineers an appreciation of the use of Physics in a modern society.
Assessment: The assessment will be a combination of report and examination (approximately equal weight).

REFERENCES:

CONTROL SYSTEMS RDT225
Contact: Two hours lecture and two hours laboratory/tutorial per week for one semester.
Co-requisites: Mathematics II MAT227
Assessment: To be advised.

CONTROL SYSTEMS RDT637
Two hours per week for one semester.
Prerequisites: Nil.
Assessment: Written tests and assignment work.
References:

REFERENCES:

CONTROL OF QUALITY IND305
A course of four hours per week for one semester.
Prerequisite: Engineering Statistics IND301.
Syllabus: Economic and organisational bases of the control of quality. The cost of quality. Specifications and standards. Functional relationships and special aspects such as visual inspection.
The inter-relationship between sample size, goodness and confidence as the fundamentals of sampling theory. The central role of data interpretation in design development and evaluation, in supplier quality assurance and incoming goods inspection, in process control and maintenance of plant, and in the monitoring of field performance.
The use of variables in control charting, capability studies, cu-sum approaches and acceptance sampling. The use of attributes via the properties of the O.C. curve and the binomial nomogram.
Concepts of experimental design to allow optimum statistical analysis; full and fractional factorial design in product and process improvement. Other strategies in multi-variable situations.
Assessment: By assignments and final examination.

REFERENCES:
CAFFREY, B. A., Guidebook to Contract Law in Australia, CCH, 1980 — chapters 1 and 2.

CONTROL SYSTEMS ELE340
A course of two hours of lectures per week and two hours of laboratory/tutorial works per fortnight for one year.
Syllabus: The control system: open loop, closed loop, block diagram representation, continuous time and discrete time systems.
Assessment: Written examination. Laboratory and assignment work.
References:
CORPORATE FINANCIAL POLICY AND STRATEGY ACC675

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: The evaluation of computerised financial models in solving corporate financial planning problems. Participants will interactively build models and use sensitivity analysis to suggest additional adjustments.

References:
CAS, Financial modelling package.

CORPORATE LAW FIN319

A second year degree subject with four hours of class contact per week for one semester.

Prerequisite: Business Law FIN111.

Syllabus: Historical background; the corporate entity, its formation and constitution, kinds of company, liability for wrongs; corporate finance, the prospectus, loan and share capital; management and control; minority protection; trading in securities.

References: Details to be announced during the first class of the semester.

CORPORATE PLANNING ADM333

Four hours per week for one semester. Normally taken in the final semester.

Syllabus: Determining company strategy: analysing the dynamic environment, identifying relative strengths of a company, selecting company strategy, defining major policy; marketing policy — product line and customers, production policy, personnel and industrial relations policy, financial policy — allocating capital. Organising for action: grouping activities for effective action, organisational relationships, board of directors and central management organisation. Guiding the execution; short-range and long-range planning, activating.

References:

CORPORATE SECRETARIAL PRACTICE FIN617

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: The course comprises two segments:
The Administrative Function in Business and Government: Management fundamentals; investigations, planning, co-ordination, control, communication, forecasting, budgeting, committees; departmental organisation; record maintenance, security; system analysis and design; documents and form design; office equipment and layout; management responsibility and EDP; credit management; insurance; business names, patents, trade marks, copyright; export and import procedures; the law and procedure of meetings.

References:
Other references to be advised.
The Law and Procedure of Meetings: Private and public meetings; conduct, notice, quorum, agenda; rules of debate; notions, amendments, addendums, proxies; defamation; terms; minutes; company meetings — directors, members, creditors; Stock Exchange requirements as to meetings of listed companies.

References:

CORPORATE STRATEGY ADM668

A course of three hours per week for one semester.

Prerequisite: A pass in at least five of the units offered for the Graduate Diploma in Accounting and Finance.

Syllabus: Introduction, the objectives of business enterprise, decision making, the concept of corporate strategy; corporate planning models; determination of corporate strategy; implementation of strategy; concept of financial mobility; case studies.

References:

CORPORATE STRATEGY FOR BUSINESS TECHNOLOGY ADM721

Aim: To provide a brief theoretical introduction to corporate planning and strategic management to enable syndicates to compete in a simulated, competitive business environment.

Prerequisites: Nil.

Syllabus: Introduction to the concepts of corporate strategy, after which students will be formed into syndicates for the balance of the unit to play a business game which will require decision making on a continuous basis on key aspects of the business including planning, controlling, organising and behavioural processes, in the following functional areas: Marketing, Production, Personnel, Finance and Information Services.
References:

CRAFT DRAWING/DESIGN ART136 & ART137
A course for students undertaking the Craft Major of the Fine Art Degree Course.
ART136 Six hours per week for first semester.
ART137 Six hours per week for second semester.
Prerequisites: Nil.
Drawing Syllabus: This aspect of the syllabus is designed to equip the student with a wide range of fundamental skills in drawing and to provide the foundation for later specialisation and progress in major areas. Many exercises will be closely involved with design studies.
Design Syllabus: The aim of this subject is to integrate two-dimensional and three-dimensional forms into a comprehensive design study. Design Study requires the student to comprehend and apply a terminology through which he can implement his own artistic expression.
Assessment: Progressive assessment by a lecturer and assessment by a panel at mid-semester and at the end of each semester.
References: To be advised.

CRAFT DRAWING/DESIGN ART236 & ART237
ART236 Six hours per week for first semester.
ART237 Six hours per week for second semester.
Prerequisite: Craft Drawing/Design ART136 and ART137.
Drawing Syllabus: The syllabus is designed to develop skills acquired during the first year of the course. There are two main study areas: (i) the human figure and (ii) general drawing. There will be different tutorial emphases, depending on the student's major study, e.g. Mechanical Drawing.
Design Syllabus: This subject encourages the further development of artistic ideas and expression, and relates to studies already undertaken in Materials and Technology, Silversmithing and Jewellery, Glass Studies, and Ceramics. It includes a study of ergonomics to enable students to develop proficiency in solving design problems.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.
References: To be advised.

CRAFT DRAWING DESIGN ART336 & ART337
ART336 Six hours per week for first semester.
ART337 Six hours per week for second semester.
Prerequisite: Craft Drawing/Design ART236 and ART237.
Drawing Syllabus: The emphasis is on particular techniques and media which relate to the student's area(s) of study.

Design Syllabus: The syllabus is designed to provide a synthesis of studies undertaken in earlier design units, and Materials and Technology units. It includes the study of more complex design problems, and encourages an awareness of the responsibility of the designer to be responsive to social and community needs.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester. In both Drawing/Design, students are expected to develop a program which relates to their major subject area.
References: To be advised.

CRAFTS IN SOCIETY ART138 & ART139
A course consisting of a one hour lecture and a one hour tutorial per week for students undertaking the Craft Major of the Fine Art Course.
ART138 Two hours per week for first semester.
ART139 Two hours per week for second semester.
Prerequisites: Nil.

CRAFTS IN SOCIETY ART238/ART239
A course consisting of a one hour lecture and a one hour tutorial per week for students undertaking the Craft Major of the Fine Art Course.
ART238 Two hours per week for Semester One.
ART239 Two hours per week for Semester Two.
Prerequisites: Crafts in Society ART138 and ART139.
Syllabus: This course continues the historical study of crafts covered in the first year of the course. It examines the connection between artistic thought and practice, and scientific thought and technology, together with an historical survey of these connections.
Assessment: Class assignments throughout the year, and a final essay on the particular medium in which the student intends to major. The essay will constitute 35% of the year's marks, and class assignments 65%.
References: To be advised.

CRITICAL TEACHING PROBLEMS EDN405
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Looking in Classrooms EDN 404.
Syllabus: In this teacher-centred subject students identify critical teaching problems and devise trial and evaluate strategies to eliminate these problems. Classroom-based problems are identified by the application of a teacher-stress checklist. Problem areas are examined in relation to motivation theories, time management theories, alternative classroom organisational patterns and codes of discipline. Strategies for increasing career satisfaction are devised after analysing the nature of the classroom teacher's task.
Assessment: Two from Group D. (See Assessment Policy).

117
CURRICULUM EVALUATION AND SCHOOL REVIEW EDN435
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: EDN352 or the equivalent.
Syllabus: Participants in this subject will explore ways in which school communities can evaluate their own policies and practices within particular school contexts. Topics included in the subject are: concepts and rationales for curriculum evaluation; planning an evaluation; methods of data collection; ethics; implementation and reporting. Participants will be expected to take an active part in workshops and seminar presentations.
Assessment: One from Group D. One from Group E. (See Assessment Policy).
References:

CURRICULUM STUDIES IN CREATIVE ARTS EDN194
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus:
Art (one hour/week): Study for artistic growth in infants and of the effects of physical and emotional condition, concept development, environment, and culture upon that growth. Practical study of art materials.
Music/Movement (two hours/week): Practical study of the piano. Study of rhymes, games, movement activities. The role of parent, teacher in developing an awareness of the elements of music.
Basic musical knowledge.
Assessment: Assignments and practical tests.
References:

CURRICULUM STUDIES IN CREATIVE ARTS EDN294
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisite: EDN194.
Syllabus:
Music/Movement (two hours/week): Practical study of the guitar. The approaches of Orff, Kodaly, Dabroze and Schaefer and their implementation into a balanced music program.
Assessment: Assignments and practical tests.
References:
HOLT, D. and THOMPSON, K., Developing Competencies to Teach Music in the Elementary Classroom, Merrill, 1980.

CURRICULUM STUDIES IN ENVIRONMENTAL SCIENCE EES307
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: Emphasis upon designing appropriate learning experiences which facilitate young children's understanding of their environment through the development of concepts and skills derived from science, social science and health studies. Instruction will be organised into three one-hour concurrent strands each week. Emphasis will be placed on:
Science: skills of observation, discrimination, and classification, and relevant language and concept development.
Social Science: membership of social groups such as family, preschool and neighbourhood.
Health: physical, and special problems.
Assessment: Assignments.
References:
SEEFELD, T., Social Studies for the Pre-School-Primary Child, Merrill, 1977.
SEEFELD, T., Science Experiences for Young Children, N.A.E.Y.C.
REINISCH, E. and MINEAR, R., Health of the Pre-School Child, John Wiley and Sons, 1974.

CURRICULUM STUDIES IN ENVIRONMENTAL SCIENCE (Primary) EES308
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: This unit is organised so that teaching methods common to Health, Science and Social Studies are integrated. The content is presented in modules to deal with:
1. teaching and organisational approaches appropriate to junior, middle and upper levels of the primary school;
2. topics/concepts selected from the main areas of each subject;
3. inquiry teaching strategies appropriate to the three subjects.
Assessment: Assignments.
References:

D

DATA ANALYSIS AND DECISION SUPPORT SYSTEMS EDP713

Aim: To introduce students to the concept and practice of Decision Support Systems.
Prerequisites: Foundation Units.
Syllabus: Overview of classical Management information Systems and Decision Support Systems, (DSS). Characteristics of managerial work, including decision making and how managers currently use computers. Decision support System concepts, including differences to MIS/EDP, System development methodologies, relevant technologies and success factors. DSS case studies of both ad hoc and institutional systems. financial Modelling as an example of a DSS tool. Students will be required to build a computer-based financial model.
References:
Relevant journal articles.

DATA BASE EDP657

A course of four hours per week for seven weeks.
Prerequisites: Data Organisation and Storage EDP655 and Systems Development 1 EDP658.
Syllabus: The data base concept; data base models — relational, hierarchical, network; CODASYL DBMS — data definition, schema, sub-schema, data manipulation; query languages.
References:

DATA COMMUNICATIONS RDT221

Contact: Two hours lecture per week for two semesters.
Prerequisites: Mathematics IA MAT124
Subject Content: Signals, spectra, system response and noise, filters. Analogue and digital modulation and demodulation techniques. Multiplexing. Information theory, coding, error detection and correction, transmission lines.
References: To be advised.

DATA ORGANISATION & STORAGE EDP655

A course of four hours per week for seven weeks.
Prerequisites: Programming I EDP652 and Computer Equipment EDP653.
Syllabus: The characteristics of secondary storage media; entry point access, navigational access; physical file structures — sequential, indexed, relative; physical data structures — lists, rings, trees, networks; mapping logical data structures to physical file structures; introduction to data base.
References:

DATA PROCESSING EDP110

A course of four hours per week for one semester.
Prerequisites: Nil.
Aim: To familiarise students with a commercial programming language and generally acceptable programming techniques; develop programs interactively; become familiar with features available in a representative computer operating system.
Syllabus: Program design tools and techniques; COBOL language features including sequential and other file handling techniques; interactive program development; use of operating system features — file handling, editing, copying.
Assessment: Assignment work and examination.
References: To be advised.

DATA PROCESSING EDP172

A course of four hours per week for one semester.
Prerequisites: Nil.
Aim: To introduce students to the use of computers in Business.
Syllabus: Hardware: components of a computer, classification of computers, evaluating hardware requirements, future directions.
Software: introduction to operating systems, PRIMOS interactive file manipulation and editing, introduction to application programs.
Information Systems: computer-based operational and information systems, use of computers for transaction processing, use of computers for decision support, development of information systems, evaluating system requirements.
Assessment: Practical work and examination
References:

DATA PROCESSING EDP275
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP172 or equivalent.
Aim: To familiarise students with a commercial programming language and generally acceptable programming techniques; develop programs interactively; become familiar with features available in a representative computer operating system.
Syllabus: Program design tools and techniques; COBOL language features including sequential and other file handling techniques; interactive program development; use of operating system features — file handling, editing, copying.
Assessment: Assignment work and examination.
References: To be advised.

DATA PROCESSING EDP278
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP172 or equivalent.
Aims of Unit: To enable the student to:
• understand the role of the systems analyst/designer in the commercial environment;
• participate as an active (user-oriented) member of a system development team.
Syllabus: Concepts of on-line, batch, real-time, database; systems analysis techniques; systems design techniques; system implementation including file creation, user training, system testing, cutover, system maintenance, post-implementation review.
References: To be advised.

DATA PROCESSING EDP375
A course of four hours per week for one semester.
Prerequisite: Data Processing EDP276.
Syllabus: Mass storage, information systems, telecommunications; real-time; database; information retrieval; case study research involving projects in selected areas.
References: To be advised.

DATA PROCESSING EDP680
A course of three hours of classes per week for one semester.
Prerequisites: Nil.
Syllabus: Business systems: a review of the significance of and need for processing; the data processing cycle; basic business operations. Electronic data processing systems: basic types of computers; elements of an EDP system — hardware, software, staffing; management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program listing and debugging, program documentation.
References: To be advised.

DATA PROCESSING EDP681
A course of one and a half hours of classes per week for one semester (for students in the Graduate Diploma in Secretarial Studies).
Prerequisites: Nil.
Syllabus: Business Systems: a review of the significance of, and need for data processing; the data processing cycle; basic business operations. Data processing systems: types of computers; elements of an EDP system — hardware, software, staffing; management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program documentation.
References: To be advised.

DECISION SUPPORT SYSTEMS EDP723
Aim: To build upon acquired DSS knowledge, especially in the areas of system development methodologies and relevant software and hardware technologies.
Prerequisites: Nil.
References:
Manufacturers' software manuals.
Relevant journal articles.

DESIGN CER115
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course introduces the student to the elements and principles of design. It is a broad treatment of the subject but with examples relating to ceramic forms and the work being undertaken by students in the studios.
The course aims to encourage the development of perception, and an awareness of the material and man-made environment as a rich source for inspiration. Areas to be covered in lectures include: Design as a human activity — when and why man designs. Introduction to design terminology — a study of materials processes, function and ergonomics. Elements of design — point, line, shape, form, structure, texture and colour. Principles of design — movement, rhythm, balance, dominance, proportion, harmony and unity. The social and environmental influences of design on a community.
Assessment: Tutorial paper: each student is required to present a carefully prepared and documented paper on an aspect of the syllabus. It should be fully illustrated. Design reference book: this book is a record
of the student's study in this unit of work and will contain lecture notes, illustrations, personal comments and design exercises set by the lecturer. The work is assessed by the lecturer in charge of the unit and the course co-ordinator.

DESIGN CER214/225
Two hours per week for one semester for diploma and degree students.
Prerequisites: Design CER115.
Syllabus: This unit requires students to develop a knowledge and understanding of the work sequence necessary for the solving of design problems. It relates to both the drawing program and the work being done in studio sessions. Criteria for good design in ceramic objects, both functional and non-functional, is the basis for discussion and for design projects.
Areas of study include: Product design in terms of function and aesthetics. Scale and proportion as related to human activities. Source material for the development and application of individual designs. The design process: design brief, problem definition, data collection, analysis, development of a solution, testing, communication and presentation. Design for studio production.
Assessment: Students are required to produce work throughout the semester for assessment and for the final presentation of a folio. It is assessed by the lecturer in charge of the unit and the course co-ordinator.

DESIGN CER307
A course of two hours per week for one semester.
Prerequisites: Design CER214.
Syllabus: This unit requires students to define design elements and principles in relation to the material they have chosen for their major study — clay, glass or concrete. It relates both to the drawing program and the practical studio work. The responsibilities faced by today's designers to both industry and the society will form part of the study.
Areas of work to be completed include: Exercises in colour analysis. The preparation of designs for the student's particular area of specialisation. An environmental design project.
Assessment: Students are required to produce work throughout the semester for assessment and for the final presentation of a folio. It is assessed by the lecturer in charge of the unit and the course co-ordinator.

DESIGN CIV316
A course of four hours per week of lectures and design office work for two semesters.
Prerequisites: Nil.
Syllabus: Lectures will cover the theory and design methods required for the proportioning of timber, structural steel, reinforced and prestressed concrete structural members and connections. Project work will relate to the planning, evaluation, design and detailing of structural systems with particular reference to currently accepted practice.
Assessment: To be based on mid-year and final examinations, together with assignment work submitted throughout the year.

References:
Cement & Concrete Association of Australia, Australian reinforced concrete design handbook, 2nd ed.

DESIGN CIV420
A course of seven hours per week of lectures and design office work for two semesters.
Prerequisites: Nil.
Syllabus: Lectures to cover design of engineering projects as a whole with reference to function, site, aesthetic requirements, alternative solutions and decision of best alternative. Design office work will consist of design of large projects related to the elective chosen by the student.
Assessment: To be based on project work and other material presented during the year.
References: To be advised.

DESIGN ELE110
A course of one lecture hour and two hours of practical application per week for one year.
Syllabus: Standard graphical symbols and codes, schematic diagrams, block diagrams, industrial and domestic wiring diagrams and specifications including SAA regulations, control circuit diagrams, printed circuits, production and circuit layouts.
The principles of engineering drawing as laid down in Australian Standards; basic training in sketching, simple drafting including details, assembly and layouts; first and third angle orthographic projections and isometric projections.
SAA: HB1, Technical Drawing Practice

DESIGN ELE210
A course of one lecture hour and one hour of design application per week for one year.

121
References:

DESIGN ELE310
A course of one lecture hour and one hour of practical applications per week for one year.


ELECTRONIC DESIGN: Audio Amplifiers: noise, differential gain, distortion. Equalisation, power output stages.


References:
AS 2374, Parts 1 to 6, Australian Standard for Power Transformers.

DESIGN PROJECT ELE410
A course of five hours per week for one year.

Syllabus: Lecture Component: literature search, design experimental investigation, data collection and reduction, statistical analysis. Project needs, time, cost and contract control, Planning methods: critical path networks, PERT. Implementation of project schedules: target dates, resources scheduling, progress curves, cash flow, project control procedures.

Design Component: a student will work individually or in a team to investigate a topic or design and construct a device. The work will be recorded in a thesis and the student will give a seminar on the work.

DESIGN FOR RELIABILITY IND415
Four hours per week for one semester.

Prerequisite: Entry standard to final year.

Objective: To give students an ability to contend with complex engineering systems with special reference to availability.

Syllabus: The economics of reliability; cost/benefit analysis and life cycle costing, catastrophic failure. Configuration improvement; failure mode and effect analysis, reliability mathematics as the basis of the design function. The physics of failure approach; failure mechanisms, environmental engineering and life testing. Contractual reliability; planning, organising and controlling a program through its definition, design and development, production and operational stages. Testing for reliability; prediction, apportionment and statistical inference with constant and variable time schedules. Maintenance, monitoring and maintainability; data retrieval, data banks and further reliability improvement via the use of engineering statistics.

Assessment: By assignment and final examination.

References:

DESIGN OF MACHINE COMPONENTS IND211
A course of four hours per week for one semester.


Syllabus: Design Principle: The phase of design-feedback and iterative aspects; the needs analysis (input-output analysis) as an aid to defining the problem, various methods for creative thinking-inversion, analogy. Model formulation including application of solid mechanics and machines theory to design of real components with static and dynamic loads. Specification of design by detail drawings and assembly drawings. Factors of safety.

Detail Design: Beams and column design to AS 1250 Structural Steel code, keys for shafts, bolted and welded joints. Reduction of stress concentration, modifications of Goodman design for fatigue design. Torsion on non circular sections.

Design of shafts to AS1403. Selection of flat, vee, belt and chain drives including belt conveyors; selection of bearings including both ball or roller types and boundary lubricated type.

Assessment: A final three hour examination, mid-semester tests and design assignments. Each will carry a substantial proportion of marks.

References:

Manufacturers' Catalogues.
DESIGN OF PRODUCTIVE SYSTEMS IND404
Three hours per week for two semesters.
Prerequisites: Entry standard to final year.
Syllabus: The student is required to integrate industrial engineering concepts in the design of productive systems. Students are required to work in industry on productivity oriented projects covering technological, administrative, management, physical distribution problems as either separate or as integrated problems. Designs so produced are to be presented as formal reports and assessed.
Topics to be covered both in lectures (one hour per week throughout the year) and the design projects include: process types, production flow analysis, labour issues, aggregate scheduling, inventory control, facility selection, technology change and strategies for its introduction, manufacturing strategy, new projects, inventiveness, costing, appraisal and analyses, production engineering aspects, management structures, labour relations, accountancy, sales, research, marketing, the total scene.
Assessment: By assignment.
References:

DIFFERENTIAL EQUATIONS AND DATA ANALYSIS MAT606
A course of 45 hours lectures/tutorials.
Syllabus: Initial value problems (linear and non-linear): Taylor series, line multistep and Runge-Kutta methods. Extension to higher order systems and stiff ordinary differential equations. Boundary value and eigenvalue problems: finite difference, shooting, collocation, variational (Rayleigh-Ritz) and Galerkin methods.
References:
The need and choice of approximating function. Collocation, Taylor, least squares, minimax, rational functions and spline approximations. Data analysis (including fast Fourier transform). Statistical tests of 'goodness of fit'.
References:

DIGITAL COMMUNICATIONS MARKETING MKT681
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus:
1. The analysis of marketing problems: finding out about customers, competitors, resources supplies, regulations, pressure groups, the economy, organisational constraints and opportunities.
2. Solving marketing problems: the use of product-market policy and tactical tools, particularly pricing, advertising, direct mail, sales literature, exhibitions, personal selling, distribution and after sales service.
References: To be advised.

DIGITAL COMPUTER EQUIPMENT EDP642
A course of lectures and tutorial work of one hour per week.
Syllabus: Microprocessors: hardware and software, interfacing standards and techniques, applications, Graphics.
References: To be announced.

DIGITAL COMPUTER EQUIPMENT ELE682
A course of four hours of lecture, tutorial and practical work for one semester.
Syllabus: Design of combinational logic, minimisation, gate array, PLA and ROM realisations. Design of synchronous sequential logic, state machines, use of standard MSI and LSI building blocks.
References:

DIGITAL COMPUTER EQUIPMENT ELE683
A course of four hours of lecture, tutorial and practical work for one semester.
Syllabus: Microprocessor based design: instruction set, addressing modes, subroutines and parameter passing, stack management, interrupt handling, I/O devices, I/O handling, common microcomputer algorithms.
References:

DIGITAL ELECTRONICS ELE350
A course of two hours of lectures per week and two hours of laboratory/tutorial work per fortnight for one year.
Syllabus: Computer Architecture: registers, arithmetic logic units, instruction decode, control block, memory systems, stack, input/output structures, interrupt structures, machine cycles, instruction sets, process buses within and without the computer.
Microcomputer Based Design: microcomputer system organisation, memory and input/output devices, address decoding, bus structures and buffering. Eight-bit microprocessor programming: instruction set, sub routine, stack management, interrupt handling, re-entrant procedures, input/output procedures, common algorithms.
Review of Digital Design Methodologies: the relative merits of various techniques for the realisation of digital systems, discrete SSI/MSI, microcomputer based design, gate array and custom LSI, VLSI systems.

References:


DIGITAL ELECTRONICS I ELE630
Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Logical functions and gates, logic families, combinational logic, K maps, multiplexers, decoders, counters, shift registers, LSI circuits — ROM, RAM, PLA, algorithmic state machines.

References:


DIGITAL ELECTRONICS II ELE631
Two hours per week for one semester.

Prerequisite: Digital Electronics I.

Syllabus: CPU structure and operation, addressing modes, program and interrupt control, input/output devices, semiconductor memories and memory mapping.

References:


DIGITAL ELECTRONICS RDT638
Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Number systems, logical functions and gates, combinational logic, sequential logic and their applications. LSI devices — ROM, RAM, PLA and microprocessors. The structure and operation of commonly used microprocessors and addressing modes, program and interrupt control, input/output devices.

Assessment: Written tests, laboratory work and assignments.

References:


Manufacturers’ manuals.

DIGITAL INFORMATION PROCESSING ELE674
A course of three hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.

References:

Manufacturers’ Reference and Programming Manuals.

DIGITAL LOGIC AND COMPONENTS ELE651
A course of two hours per week for one semester, including lecture, laboratory and tutorial.


Assessment: Written examination. Laboratory and assignment work.

References:

Manufacturers’ Data and Application Manuals.

DIGITAL SIGNAL PROCESSING ELE445
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.


References:


DIGITAL SYSTEMS ELE451
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.

Syllabus: 16 and 32 bit microprocessors, memory management and protection, memory paging, segmentation, data representation and storage. Bus structures for advanced microprocessors, multiple processors and other bus masters, bus access control.
Microprocessor program development techniques, assembly language versus high level language programming; software tools: compilers, assemblers, loaders, emulators and simulators. In circuit emulators and real time prototype analysis.

References:

DIGITAL SYSTEMS RDT222
Contact: Two hours lecture and two hours laboratory/tutorial per week for two semesters.
Prerequisite: Digital Technology I RDT121
References: To be advised.

DIGITAL TECHNOLOGY I RDT121
Contact: Two hours lecture, one hour tutorial and two hours laboratory per week for two semesters.
Prerequisite: Nil.
Syllabus: Number systems and binary arithmetic, combinational logic, logic families, sequential logic. Introduction to microprocessors: architecture, I/O, assembly language programming.
References: To be advised.

DIGITAL TECHNOLOGY II RDT223
Contact: Two hours lecture and two hours laboratory/tutorial per week for one semester.
Prerequisite: Digital Technology I RDT121
Subject Content: Digital system design — discrete gates, gate arrays, programmable logic arrays, ROMs. Testing and testability — built-in test circuits, signature analysis, logic analysis. Crosstalk, noise, electromagnetic interference. Coding for error detection and correction. Introduction to VLSI design methodology.
References: To be advised.

DIGITAL SYSTEMS I EDP659
A course of four hours per week for seven weeks.
Prerequisite: Introduction to Computers EDP651 and Computer Equipment EDP653.
Syllabus: Real-time and distributed computer systems, characteristics, typical applications, justification of approach. Data communication concepts, codes, channels, modulation, error control, multiplexers, concentrators, switching, common carrier services, network protocols, network design.
Reference:

DIGITAL SYSTEMS II EDP662
A course of four hours per week for seven weeks.
Prerequisite: Distributed Systems I EDP659.
Syllabus: System development stages, analysis, design steps, distributed processing and data, estimation, project management, implementation, system supervision, restart and recovery, tuning, interface to batch systems.
Reference:

DISTRIBUTION MKT348
A course of four hours class contact per week for one semester.
Prerequisite: Business Statistics MAT161 and Quantitative Methods in Marketing MKT113.
Syllabus: The course covers the essentials of business logistics. Physical distribution and supply as a major management function. The elements of a business logistics system. The role of purchasing and supply management. Transportation and the concept of door to door freight forwarding. How physical distribution and supply relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.
Assessment: Continuous throughout the semester based on class participation, assignments, and final examination.
References:
Selected publications of the Productivity Promotion Council of Australia.

DISTRIBUTION MANAGEMENT MKT448
A course of four hours class contact per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The role of distribution in marketing, Australian transport systems, Inventory analysis, distribution centres and distribution system design.
References:

DRAWING ART176
A course for first year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: HSC, TOP or equivalent including an interview with file.
Syllabus: There will be two major components to this drawing course:
(a) Life drawing which will deal with fundamental issues involved in observational/perceptual drawing.
(b) The second component will be concerned to foster an intimate relationship between drawing and the major study. Here the emphasis will be on the students finding ways and means of drawing that can help them to develop as artists.

Assessment: End of year folio assessment with advisory tutorials during the year.

DRAWING GRA189
A course for degree/diploma students of five hours per week for two semesters.
Prerequisites: Nil.

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

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

References: To be advised.

DRAWING ART286
A course for second year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: First year drawing or equivalent.

Syllabus: This area of study will be an extension of first year drawing and will expand previous skills and concepts. As in first year there will be two basic components comprising drawing from life and general drawing. Students will be encouraged to search for their own means of interpreting forms and to become more self-motivated.
Assessment: End of year folio assessment with advisory tutorials during the year.

DRAWING GRA293
A course for degree/diploma students of four hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: This subject will extend the program already taken in first year. There will be further study in life drawing, and full presentation renderings.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

DRAWING ART376
A course for third year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: Second year drawing or equivalent.

Syllabus: In third year the student has a greater degree of autonomy and is expected to be self-motivated. Drawing at this level should show the personal development of the candidate and should complement the work of their major study area. Students will have the same opportunity to work from life as in first and second year. Drawing from life will form a component of the folio as in first and second year.
Assessment: End of year folio assessment with advisory tutorials during the year.

E

EARLY CHILDHOOD LANGUAGE ACROSS THE CURRICULUM 1 EDN195
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisites: Nil.

Syllabus: This unit is an intensive study of the child's language during early childhood and pre-school years. Emphasis is placed upon the nature of language, theories of acquisition of language, and its development.
In addition to an introduction to teaching the basic skills of handwriting and reading, including an examination of pre-writing and pre-reading activities, the unit includes an examination of both the importance of, and means of assisting, the development of verbal communication skills, an extensive language repertoire, and functional uses of language.
Attention is paid also to the provision of activities such as dramatic play, story-telling, and suitable literature for very young children in the nursery, preschool, and junior school environment.
Assessment: Assignments and/or class tests.
References:
PFLAUM, S. W., The Development of Language and Reading in the Young Child, Columbus, Ohio: Merrill, 1974.
EARLY CHILDHOOD LANGUAGE ACROSS THE CURRICULUM 2 EDN295
Contact Hours Per Week: Three hours per week, for two semesters. Prerequisites: Nil.
Syllabus: This course is a study of the development of language skills across the curriculum in the early and middle years of the primary school. In the literacy area, emphasis is placed upon methods of developing and consolidating reading performance. Teaching approaches aimed at developing children's oral language, listening skills and writing skills are studied as are the roles of drama, children's literature and spoken English in an early and middle grades language program. Means of providing a variety of language experiences in the differing content areas of the curriculum are also studied. Although the main emphasis of this unit is on language development in children, students will be introduced to techniques of diagnosing and remediating language and reading disabilities experienced by middle primary school children. A critical appraisal of reading schemes and approaches in current use will also be included.
Assessment: Assignments and/or class tests.
References:
PFLAUM, S. W., The Development of Language and Reading in the Young Child, Columbus, Ohio: Merrill, 1974.

EARLY CHILDHOOD LANGUAGE ACROSS THE CURRICULUM 3 EEL305
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: During the first semester, students are offered various elective studies from which to choose. These include children's literature (both at the pre-school and primary level), issues in language difficulties, language studies and oral English. During the second semester, two major topics are studied. These are: 1. Methods of teaching English as a second language. 2. Organisation of language arts programs at the pre-school, infant school and primary school levels.
Assessment: Assignments and/or class tests.
References:

EARLY CHILDHOOD PRACTICUM EDN191
Contact Hours Per Week: 29 days off-campus teaching practice and observation over two semesters.
Prerequisites: Nil.
Syllabus: In semester 1, students will undertake a teaching practice in pre-schools and the campus play group. In semester 2, students will undertake a further two-week teaching round in pre-schools as well as two-week teaching round in Day Care Centres. Assessment: Log book and assessment of practice teaching.
References:
AMES, L. B. and ILG, F. L., Your Two Year Old: Terrible or Tender, Delacourte, 1976.

EARLY CHILDHOOD PRACTICUM 2 EDN291
Contact Hours Per Week: 55 days of off-campus teaching practice and observation over two semesters.
Prerequisites: Nil.
Syllabus: In first semester students will carry out a five week teaching round in pre-schools with emphasis on setting objectives and development of management competencies. In semester 2, students will undertake two teaching rounds in primary school. The first round of five weeks will take place in junior primary grades where students will be required to plan sessions for small groups of children across a range of curriculum areas. This will be followed by a further two-week round in November where students will be required to plan for and teach middle and upper primary grades.
Assessment: Practicum folio and practice teaching assessment.
References:
SEEFELDT, C., A Curriculum for Pre-School (2nd ed.), Charles Merrill, 1980.

EARLY CHILDHOOD PRACTICUM 3 EEX301
Contact Hours Per Week: 70 days of off-campus teaching practice and observation over two semesters.
Prerequisites: Nil.
Syllabus: At the beginning of first semester students will complete a one-week round observing children commencing pre-school. This will be followed by a five-week teaching round in pre-school where the chief emphasis will be on program planning. During second semester, students will carry out a further five-week
teaching practice round in pre-school culminating in two weeks of sole charge. Throughout the year, students will also participate in play groups and other community-based programs for young children.

Assessment: Practicum folio and practice teaching assessment.

References:
Materials prepared by the School of Education, Chisholm Institute of Technology.

ECONOMIC POLICY TOWARDS THE FIRM FIN371
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.
Syllabus: An overview of government instrumentalities which affect operations of the firm. A study of three to four current economic issues such as: mineral resources policy, prices and incomes policy, government credit management policy; the degree of protection in Australia and its effects on resource allocation; urban problems and policies toward decentralisation.

References: To be advised.

ECONOMICS FIN295
A course of two one-hour lectures and two hours of tutorial work per week for two semesters.
Prerequisites: Nil.
Syllabus: Macroeconomics: analysis of the forces determining the level of economic activity in the Australian economy, in particular the role of government and international trade. Microeconomics: the theory of the firm and its behaviour in various market structures; the organisation of firms, conditions of demand, costs of production and price variables.
Assessment: Assignments, class tests, final examination.

References: To be advised.

ECONOMICS FIN272
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Analysis of the forces determining the level of economic activity in Australia and evaluation of government actions to achieve stated economic goals. Analysis of the factors which influence the price and output decisions of firms within specified market structures, particularly in relation to competitive and non-competitive markets.

References: To be advised.

ECONOMICS FIN386
A course of four hours of class work per week for two semesters.
Prerequisite: Economics FIN295.

Syllabus: The topics to be covered will be chosen from the following areas of applied economics: tariffs and trade, money and banking, business forecasting, economic growth, public finance, labour relations and labour economics, industrial economics.
Assessment: Assignments and class tests.

References: To be advised.

ECONOMICS AND FINANCE FIN380
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Subject Content: Basic economic concepts, microeconomic principles, the macro-economy, corporate financial objectives and financial policy, risk and return concepts, yields, financial planning and strategy, working capital management, project evaluation, short and long-term financing.

References: To be advised.

ECONOMICS FOR ENGINEERS IND304
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Analysis of the factors determining the level of economic activity within the Australian economy in particular, and an understanding of Australia’s position in the world economy and of government policies to achieve stated economic objectives. An understanding of the importance of productivity and growth and the role of government in its policies towards business. Analysis of competitive and non-competitive markets and the factors influencing the price and output decisions of firms within those markets.

References:

ECONOMICS RESEARCH FIN375
Syllabus: A minimum of two case studies will be undertaken by students under the guidance of staff members. Students will be required to participate in seminar discussion and analysis of case studies. The case studies will involve the preparation and presentation of:
• A comprehensive report on relevant economic factors to assist management to determine effective strategy with respect to some hypothetical business problem
OR
• A critical analysis of relevant economic factors to assist in the development of a mission by a firm to a government agency or tribunal on a hypothetical issue affecting the firm’s operations.

References:
No specific texts or references will be given. Students will be expected to seek out relevant data and to refer to journals, papers and texts as necessary.
EDITING AND PUBLISHING ADM669

A course of one and a half hours per week of lectures, tutorials and workshop for one semester (for students in the Graduate Diploma in Secretarial Studies).

Prerequisites for PS Students: Nil.

Syllabus: A detailed history of the publishing and printing industry underpinning discussion of the modern book. The functions of the various specialists in a publishing house are analysed (commissioning editor, house editor, designer, production manager and sales manager). The study of modern publishing is focused on Australia, and the place of the book in a multimedia society is considered. A practical course in copy editing and proof reading is followed in tutorials.

Assessment: Assignments and class tests.

Reference:

EDP MANAGEMENT EDP674

A course of four hours per week for seven weeks.

Prerequisites: Programming III EDP661 and Systems Development III EDP663.

Syllabus: Project planning and control, resource allocation, organisation and staffing, standards, documentation, management packages, trends towards automation, maintenance considerations, equipment and software selection and procurement.

References: To be advised.

EDP PROJECT EDP303

A course of two hours of practical work per week for two semesters.

Prerequisites: Systems EDP201, Computer Programming EDP200.

Syllabus: Students to select one of:
- Software projects. Real life problems of a software nature requiring original thought and intimate software knowledge.
- Case Studies. A system development task from feasibility study to programming and implementation.
- Industrial Experience. Real life problems of a systems development nature generally involving analysis, design, programming and implementation.

Work to be done in small groups under the leadership of a member of the academic staff.

Assessment: A pass grade only is available in this subject.

EFFECTIVE TRANSCRIPTION ADM667

This is a course of six hours per week for one semester.

Prerequisite: Basic Shorthand ADM663 and Basic Typewriting ADM664.

Syllabus: This course will consist of practical shorthand writing and transcription of notes into accurate mailable typewritten matter. Students should develop the ability to record vocational material dictated at approximately 100 words per minute and to transcribe this material at no less than 30 words per minute.

Assessment: Assessment will be based on class exercises and practical assignments.

References: To be advised.

ELASTICITY AND FINITE ELEMENT ANALYSIS MEC335

A course of five hours per week for one semester.

Prerequisite: Mechanics of Solids MEC235.

Syllabus: Mathematical definition of stress and strain, stress-strain relationships, equations of equilibrium and compatibility, boundary conditions, stress function stress distributions in beams and compound thick walled cylinders. Experimental stress analysis, strain, gauges, photoelasticity.


Assessment: A final three hour examination and two mid-semester tests together with an assessment of laboratory and tutorial assignments.

References:
TODD, J. D., Structural Theory and Analysis, Macmillan.

ELECTRICAL AND ELECTRONIC DESIGN ELE211

A course of two lectures and two hours practical work per week.

Prerequisites: Electrical Engineering ELE100, Design ELE110 and concurrently Electrical Engineering ELE202 and Electronics ELE231.


Project Work: Each student should complete a number of minor projects with relevant design and adequate sketches of normal drawing office standard. The emphasis should be on calculation, design and clear ruled sketches.

Assessment: Continuous assessment by assignment work and test through the year.

References:
BOOTH, T. L., Digital Networks and Computer Systems.
Copper Development Association, Copper for Busbars, 1954.
FAIRCHILD, TTL Data Book.
FAIRCHILD, TTL Applications Book.
ELECTRICAL ENGINEERING ELE100
A course of two hours of lectures, one hour tutorial and two hours laboratory work per week for one year.
Syllabus: Current, Voltage, Energy and Power: measurement, instruments, procedures, limitations, dB.
Sources (Independent), Ideal and Practical: batteries, generators, loading, protection, efficiency, Thevenin and Norton Models.
Sources (Dependent), Ideal and Practical: measure of control, VCVS, CCVS and CCCS, operational amplifier, simplified transistor.
Excitation of Systems: DC steady state, AC steady state, First order transient, other excitations (eg. square wave), the phasor, RMS, power and energy flow, power factor, average power.
Linear Elements in Frequency Domain: R, L and C characteristic equations (steady state), admittance, impedance, conductance, susceptance, reactance, real and apparent power, power triangle, resonance.
Circuit Analysis: KVL, KCL, Node analysis, Loop analysis, number of voltages, solution techniques.
Non-Linear Elements: resistors, diodes and iron cored devices. 3 Phase Systems.
References:

ELECTRICAL ENGINEERING ELE202
A course of two hours of lectures and two hours laboratory/tutorial work per week for one year.
Electromagnetic Fields in Machines and Transformers: Techniques of field analysis of machines and transformer magnetic circuits.
References:

ELECTRICAL ENGINEERING ELE215
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Electrical circuits; voltage, current, power, Ohm's and Kirchoff's laws. Basic RLC components and simple series/parallel circuits. Load lines.
Network Theorems; Thevenin, Norton, Superposition.
Network Analysis; mesh, nodal, computerized circuit analysis. Transfer functions, transient and steady state response. Transform, star-delta, Norton-Thevenin Fourier.
Magnetic Circuits; transformers, solenoids, relays, application of circuit analysis.
DC Machines; construction, principles of operation, generators, motors.
Three Phase Power; generation, distribution, measurement, regulations.
AC Machines; construction, principles of operation, generators, motors. Balancing and synchronization.
Other Applications; illumination, air conditioning, heating, cooling, regulation.
Basic Instrumentation; cathode ray oscilloscope, recorders, DVMs.
Assessment: Assignments, laboratory reports. One final three hour end-of-semester examination.
Reference:
ELECTRICAL ENGINEERING ELE303
Two hours per week for two semesters.
Prerequisites: Nil.
Syllabus: DC circuits; resistance, capacitance, inductance; AC circuits, phasors; simple electrical problems, DC and AC machines, transformers, power production, distribution and illumination.
Laboratory and Assignment Work: Work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.
Assessment: Written examination at the end of the semester together with laboratory and assignment work.
Reference:

ELECTRICAL MACHINE CONTROL ELE424
A course of two hours of lectures and two hours laboratory/tutorial work per week for one semester.
Syllabus: Classification of requirements of industrial drives. Drive dynamics. Characteristics of loads, duty cycles and load equalisation. Selection of machines with regard to load and drive specifications. Electric traction, speed/time relationships, duty cycle, energy consumption, braking, reversing and regeneration. Rating, heating and cooling cycles, causes of insulation failure, Australian standards. Speed and torque control of electrical machinery. Variable frequency inverter drives, d.c. machine control using phase-controlled converters, including d.c./d.c. choppers. Generation and effects of harmonics in a.c. supply systems.
Machines in control systems, voltage, speed and position control.
References:
RAMSHAW, R. S., Power Electronics — Thyristor Controlled Power for Electric Motors, Champman and Hall, 1975.

ELECTRICAL MACHINES ELE320
A course of two hours of lectures, per week and two hours of laboratory/tutorial work per fortnight for one year.

References:

ELECTRICAL NETWORKS ELE103
Contact Hours Per Week: Two hours lecture per week and two hours laboratory/tutorial per fortnight for two semesters.
Prerequisites: Nil
Subject Content: Electrical units. Resistive, capacitive and inductive circuits. Power sources, basic circuit analysis, frequency and time response of simple networks, AC circuits, polyphase systems, transformers and motors.
References: To be advised.

ELECTROMAGNETIC THEORY ELE360
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Maxwell’s equations and their applications to wave propagation, transmission lines, striplines, waveguides, microwave devices, microwave networks, optical fibres.
Assessment: Written examination. Laboratory and assignment work.
References:

ELECTRONICS 1 ELE130
Contact Hours Per Week: Two hours lecture per week and two hours laboratory/tutorial per fortnight for two semesters.
Prerequisites: Nil
Subject Content: Electrical properties of semiconductors, diodes, transistors; transistor models, single stage amplifiers, introduction to operational amplifiers, transistors as switching devices.
References: To be advised.

ELECTRONICS ELE233
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one year.
Syllabus: Semiconductors: crystalline solids and energy bands, thermal excitation, charge generation and recombination, doping concentrations, diffusion and drift, current flow, contact potential, p-n junction characteristics.
Two Terminal Devices: semiconductor diode, ideal and practical. Special p-n devices; varactor diode, tunnel diode, photo diode, light emitting diode (LED) PIN diode, Schottky diode, pin photodiode. Rectifying diode applications. Breakdown diode. Clipping circuits, clamping circuits.
Three Terminal Devices: construction, operation and characteristics of Bipolar junction transistor (BJT) and Field effect transistor (FET).


Combinational Logic: number systems and codes. Boolean algebra, electronic logic circuits. Minimisation using map methods, realisation using gates. Programmable logic arrays (PLAs), custom LSI.

Synchronous Sequential Logic: flip-flops, memory, sequencers and counters, state machines.

Intergrated Circuits: construction philosophy. Linear devices, Logic technologies, characteristics and properties of bipolar and MOS logic.

References:

ELECTRONICS ELE231

A course of two lectures and two hours practical work per week.
Prerequisite: Electrical Engineering ELE100.

Syllabus: Semiconductor theory — electron theory of solids, conductivity due to electrons and holes, mobility. Drift and diffusion, diffusion length and recombination time. The p-n junction, the diode equation, capacitances.

Diode circuits and models. Principles of operation and models of bipolar, MOSFET and JFET transistors, biasing circuits. Amplifier transfer functions and frequency response.

Assessment: Written examination. Laboratory and assignment work.

References:

ELECTRONICS ELE232

The course of two lectures and two hours practical work per week for one semester is designed to provide an understanding of, and ability to use, electronic equipment for the measurement and control of mechanical quantities.

Prerequisite: Electrical Engineering ELE101.

Syllabus: The representation of mechanical variables by electrical signals, the processing of electrical signals. Transducers, recorders and display devices. The principles of feedback and control.

Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examinations.

Assessment: Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

References:

ELECTRONICS ELE235

A course of three hours per week for two semesters.
Prerequisite: Electrical Engineering ELE215.

Syllabus: Electronic Components; single p-n junction, multiple p-n junction devices; diodes, transistors, integrated circuits.

Network Analysis; Time domain: piecewise linear and V.I. characteristic analysis. Simple design.

Computerized time domain system response. Laplace/Fourier domain: generalized two-port system analysis. Transfer and impedance functions. Frequency spectrum and Bandwidth concepts, Computerized Bode, pole-zero and Root locus analysis.

Signals; Carrier modulation, analog and digital, frequency spectrum, power content.

Signal Sources; Transducers, analog and digital.

Signal Transmission; Transmission lines including fibre optic, simple antennas and receivers. Noise.

Signal Processors; Filters, active and passive, amplifiers, demodulators, Bandwidth, stability, noise and selection criteria.

Power Electronics; Electronic wiring and surge protection circuits, power supplies, inverters, machine speed controllers.

Technology update; Review of new and future developments in electronics, compound semi-conductors, electro-optics, integrated optics, etc.

Assessment: Assignments, laboratory reports, mid-year and end-year three hour examination.

References:

ELECTRONICS ELE330

A course of two hours of lectures per week and two hours of laboratory work per fortnight for one year.

Syllabus: Transistors as Switches: saturated switching with BJTs, non-saturated switching with BJTs, MOS devices as switches.

Operational Amplifiers: designing for correct dc conditions, frequency response, limitations of practical devices, special applications, eg. integrators, comparators, Schmitt triggers, etc.

Single stage feedback transistor amplifiers: gain stabilisation, effect on low frequency response, effect on high frequency response.


Multistage Amplifiers: wideband amplifiers, direct coupled amplifiers, multistage feedback.
Power Amplifiers — Class B amplifiers. Untuned: class A amplifiers.
Oscillators: L-C Sine wave oscillators. R-C Sine Wave oscillators.
Non-sinusoidal oscillators. Quartz crystal controlled oscillators. Frequency synthesis.

References:

ELECTRONICS FOR EDP ELE234
A course of four hours per week for one semester.
Prerequisite: HSC Physics.
Assessment: Laboratory and assignment work. Written examination.
References:

ELECTRONICS FOR EDP ELE235
A course of four hours per week for one semester.
Prerequisite: Electronics for EDP ELE234.
Assessment: Laboratory and assignment work. Written examination.
References:

ELECTRONICS FOR EDP ELE334
A course of four hours per week for one semester.
Syllabus: Digital codes, combinational and sequential logic analysis and design, register transfer logic, processor logic design, computer design.
Assessment: Laboratory and assignment work. Written examination.
Reference:

ELECTRONICS FOR EDP ELE336
A course of four hours per week for one semester.
Syllabus: Microprocessors, internal organization, addressing modes. I/O and interrupts, support systems, system configuration. Microprocessor based system development.
Assessment: Laboratory and assignment work. Written examination.

References:

ELEMENTARY COMPUTER PROGRAMMING EDP205
A course for degree students of two hours per week for one semester.
Prerequisite: First Year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by students majoring in the liberal studies area but may not be available every year. The aim will be to provide an understanding of elementary programming techniques which could be used by artists' configurations or gallery assistants for surveys. This is considered to be important in the light of increased use of computers in visualisation and the conceivable use of computers in art gallery surveys in the near future.
Assessment: By assignment.
References: To be advised.

ENGINEERING ACCOUNTING A IND302
Four hours per week for one semester.
Prerequisites: Nil.
References:
GARRISON, R. H., Managerial Accounting.

ENGINEERING ACCOUNTING B IND402
Four hours per week for one semester.
Prerequisite: Industrial Engineering IND302.
Syllabus: Segmented reporting; fixed costs, direct and common costs, breakdown of sales, inventory evaluation, contribution approach. Profit planning; budgeting, budget period, human relations, sales forecasting, sales budget, production budget, materials budget, administration budget, cash budget, zero-based and program budgeting. Flexible budgets and overhead analysis. Control of decentralised operations; information flow, investment profit, management performance, rate of return, transfer pricing, opportunity cost. Capital budgeting and investment decisions. Analysis and evaluation of projects.
Assessment: By assignments and final examination.
References:
GARRISON, R. H., Managerial Accounting.

ENGINEERING DESIGN CIV101
A course of two hours per week of lectures and drawing office work for two semesters.
Prerequisites: Nil.
Assessment: To be based on project work, reports and other material presented during the year.
References:

ENGINEERING DESIGN IND111
A course of four hours per week over one semester.
Prerequisite: Engineering Drawing MEC110.
Syllabus: Functional and spatial design through the use of layouts and assembly drawings. Influence of basic manufacturing processes on produced shape. Design and specification of machine elements, miscellaneous linkages, fluid power components and circuits. Methods of approach to creative design. The subject provides practice in advanced layout drawing, creative design, design synthesis for common engineering components and assemblies.
Design Office Practice: Design projects will carry substantial marks, and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:

ENGINEERING DESIGN MEC110
A course of four hours per week over one semester.
Prerequisite: Engineering Drawing MEC110.
Syllabus: Functional and spatial design through the use of layouts and assembly drawings. Influence of basic manufacturing processes on produced shape. Design and specification of machine elements, miscellaneous linkages, fluid power components and circuits. Methods of approach to creative design. The subject provides practice in advanced layout drawing, creative design, design synthesis for common engineering components and assemblies.
Design Office Practice: Design projects will carry substantial marks, and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:

ENGINEERING DESIGN MEC210
A course of six hours theory and supervised design practice per week for one semester.
Prerequisites: Engineering Design MEC111 and Mechanics of Solids MEC130.
Option 1: Forces on spur, helical and bevel gears. Design of spur gears.
Option 2: Selection and ratings of materials handling systems including conveyors, fork lifts, cranes. Design Office Practice: Students will be required to submit a specified number of fully-documented design projects and assignments during the year. These carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:
Manufacturers' Catalogues (bearings, drives and components).
ENGINEERING DESIGN MEC310
A course of two hours supervised design practice and two hours of lectures per week for one semester.
Prerequisites: Engineering Design MEC210. Students must also have attempted Mechanics of Solids MEC230 and Mechanics of Machines MEC220.
Design Office Practice: This will include at least three design projects involving several disciplines. Design projects carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:
CARTER, A. D., Mechanical Reliability, Macmillan, 1972.

ENGINEERING DESIGN MEC410
A course of seven hours per week throughout the year.
Prerequisites: Entry standard for degree year as prescribed in handbook.
Syllabus: A major design project involving a complex engineering system, under the auspices of an industrial organisation and Chisholm. Layout planning, specification for contracts and selection of thermal or fluid plant will be involved, as well as detailed investigation of selected design problems. Lectures will cover some of these topics plus environmental issues, advanced computer modelling and selection of seals.

ENGINEERING DRAWING MEC110
A course of four hours per week for one semester.
Prerequisites: Nil.
Assessment: Drawing projects will carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:


ENGINEERING MATERIALS MEC140
A course of four hours of lectures per week and two hours of laboratory work per week for one semester.
Prerequisites: As prescribed under Admission Requirements to first year.
References:

ENGINEERING MATERIALS MEC240
A course of six hours per week for one semester.
Prerequisite: Engineering Materials MEC140 or equivalent.
Reference:
ENGINEERING MATERIALS MEC245
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Crystal structure of metals, crystal imperfections, crystallographic planes, Miller Indices. Phase transformations; solidification mechanism, nucleation and grain growth, single crystal and polycrystalline structure. Deformation; elastic and plastic deformations, strain hardening, slip and dislocations; annealing, recovery, recrystallization, grain growth.
Fracture; ductile and brittle fracture, hydrogen embrittlement. Mechanical properties; hardness, strength, toughness, elasticity, plasticity, resilience, impact, fatigue and creep properties. Phase diagrams; completely insoluble and partial soluble systems, eutectic and eutectoid reactions, iron-carbon diagram.
Strengthening mechanisms; strain hardening, alloying, heat treatment of steel, age hardening, dispersion hardening. Corrosion; corrosion principles, types of corrosion, protection against corrosion.
Metallic materials; plain carbon steels, alloy steels, cast irons, non-ferrous metals and alloys of industrial importance. Polymers; chain structure, thermoplastics and thermostses, Tg temperature, crystalline structure, mechanical properties, effects of time and temperature, creep of polymers. Failure mechanisms, environmental resistance, weathering and flammability. Materials selection, testing. Polymer foams and fibre reinforcements, adhesives. Ceramics; concrete and glasses, structure, property relationships, effects of processing on properties.
Assessment: Assignments, laboratory work and a final examination.

ENGINEERING MATERIALS MEC340
A course of four hours per week of lectures related to the theoretical and practical aspects of the course for one semester.
Prerequisite: Engineering Materials MEC240 or equivalent.
Syllabus: Hardenability; hardenability tests, critical diameter, calculation of hardenability.
Processes; metallurgical principles of foundry technology, mechanical working of metals, powder metallurgy, selection of metal forming techniques.
Metal finishing; electrochemistry, electroplating, electroforming, chemical plating, electroless plating, anodising.
Metallic materials; materials selection, alloy steels, stainless steels, cast irons, tool and die steels.
Polymers; testing methods, additives and compounding, elastomer design, adhesion and adhesives, influencing of processing on properties, FRP design.
References: To be advised.

ENGINEERING MATERIALS MEC440 (Elective)
A course of three hours per week of lectures/laboratory work for one semester.
Prerequisites: As prescribed under Progression Through the Course.
Syllabus: Fracture: occurrence and types, Griffiths Theory, toughness and brittleness in metals, temper brittleness.
Failure of metals; theories and mechanisms of hydrogen embrittlement, stress corrosion, fatigue, corrosion fatigue, creep, high temperature fatigue and thermal fatigue.
Polymers; the effects of processing on structure and properties, fibre reinforcement; joining methods; degradation; recycling.
Materials selection; value analysis, selection of materials based on design, fabrication and application.
References: To be advised.

ENGINEERING PRACTICAL MEC617
Laboratory work: two hours per fortnight for one semester.
Prerequisites: Nil.
Syllabus: The laboratory work will involve experiments on journal bearings, thrust bearings, oil pumps and oil systems, measurement of surface finishes and wear measurement.

ENGINEERING PRACTICES MEC151
A course of four hours of lectures and practical work per week for one semester.
Prerequisites: As prescribed under Admission Requirements to first year.
Syllabus: Elementary machine shop, welding and electric wiring practice.

ENGINEERING PRACTICES MEC250
A course of four hours of lectures and practical work per week for one semester.
Prerequisites: Engineering Practices MEC151.
Syllabus: Advanced welding processes. Surveying; introduction to the principles of location, linear and angular measurement. Levelling; use of theodolite, compass level and other basic instruments. Patternmaking, core making, machine moulding and casting design.
Works visits to a variety of engineering works.
A large number of other relevant texts are available in the library and should be consulted.

ENGINEERING PROJECT PLANNING CIV209
A course of two hours per week of lectures and tutorials.
Prerequisite: Nil.
styles, involvement, change, fatigue and boredom, working conditions, ergonomics. Brief introduction to operations research.

Reference:

ENGINEERING PROJECTS MEC400
A course of four hours per week of investigational work.

Prerequisites: Nil.

Syllabus: The object of this unit is for the student to complete a task under conditions more like those to be met in industry. He is given an objective to achieve; he has to manage the resources available to him in the best possible manner; and he has to communicate his results satisfactorily to his supervisor. Students will be assessed both individually and collectively on the basis of the performance throughout both semesters, and on the standard of their written and oral reports.

ENGINEERING PSYCHOLOGY PSY110
Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: The contribution of experimental psychology to the design of man-machine systems; models of man as a system component (anthropometric, transducer, information transmitter, decision maker). Introduction to the more general models of man as a member of a work group and of an organisation.

Assessment: One test and one major OR two minor assignments during the semester.

References:
MURRELL, HYWEL, Men and Machines, Essential Psychology Series, Unit E4, Methuen & Co., 1976.

ENGINEERING SCIENCE MEC299
A course of four hours theory per week for two semesters.

Prerequisites: A pass in Mathematics MAT102 and Physics PHY125.

Syllabus: Electrical; electrical sources and elements; electrical circuits; electrical measurement; non-sinusoidal wave forms; steady state AC circuits, transformers. Mechanical: an introduction to mechanical engineering problems and their solution; concepts of statics; internal forces in parts; deflection, strain energy and impact; plane stresses including principal stresses; kinematics; dynamics and vibration.

Assessment: Two written examination papers; one at mid-year and one at the end of the year, together with performance in assignment work.

References: To be advised.

ENGINEERING SCIENCE MEC399
A course of six hours theory per week for two semesters.

Prerequisite: A pass in Engineering Science MEC299.

Syllabus: Civil: the principles of analysis and design of structural elements; beams, including beams of two materials and pre-stressed beams, simple and continuous beams; short and long columns; joints using simple and moment connections; frameworks and massive structures; arches and postal frames; the flow of water in pipes and channels, pipework systems, network analysis. Electrical: network and analysis; switching algebra; power systems; principles of electrical machines. Mechanical: first and second laws of thermodynamics; heat transfer, conduction and radiation; properties of fluids, hydrostatics, fluid dynamics, Reynold's no., continuity, Bernoulli equation, fluid friction and pipe flow problems.

ENGINEERING STATISTICS IND301
Four hours per week for one semester.

Prerequisites: Mathematics MAT211.

Syllabus: Probability distributions: an examination of theoretical models and their applications in industry. The distributions considered will include: binomial, hypergeometric, geometric, Poisson, uniform, exponential, gamma, normal, log-normal and Weibull. Inference: an examination of the underlying philosophy of point estimation, interval estimation and hypothesis testing. The application of these concepts to problems concerning the population mean and proportion. Distribution-free tests of location and equivalence of two populations. Test the agreement of theoretical model to observed data.

Assessment: By assignments, case studies and formal examination.

References:

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT ADM267
A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: A course designed to assist participants to understand the elements of entrepreneurship and small business management. Topics covered include the personal characteristics of entrepreneurs, marketing and financial planning for a new venture, development of feasibility studies and business plans, philosophies of successful entrepreneurs. A special feature of this
program will involve the participants working in groups of four on the conduct of a feasibility study and the development of a business plan for a new venture. They will be provided with the opportunity to present business plans to a group of financiers and/or venture capitalists for evaluation.

References:


ENVIRONMENTAL ECOLOGY CHE19O
A course for one semester of four hours per week of lectures and tutorials plus field trip of five days.

Prerequisites: Nil.

Syllabus: This course deals with current environmental issues. After a short introduction on the history of human impact on the earth, topics dealt with include issues such as growth of human populations, energy consumption, resource depletion, forestry and forest resources, pollution, nature conservation and uranium mining.

Assessment: By written assignment, tutorial papers and participation.

References: To be advised.

ENVIRONMENTAL ENGINEERING CIV204
A course of two hours per week of lectures and discussion throughout the year.

Prerequisites: Nil.


Assessment: To be based on examination at the end of each semester, together with assignment work submitted throughout the year.

References:


ENVIRONMENTAL SCIENCE 1 — INTRODUCTION TO STUDIES OF THE NATURAL ENVIRONMENT EDN175
Contact Hours Per Week: Four hours per week, comprising lectures, laboratory sessions and field studies.

Prerequisites: Nil.

Syllabus: Basic ecological terms and concepts are introduced. Simple observational, mapping, sampling, recording and other skills and techniques are practised in laboratory and field, and applied to a selection of contrasting 'mini-environments' such as a rotating log, a rock pool, a fresh-water pond. The evolution and basic genetic nature of the human species is considered, and various biochemical, physiological and social influences investigated to increase students' understanding of human behaviour.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:


ENVIRONMENTAL SCIENCE 2 — ECOLOGICAL ASPECTS OF HUMAN BIOLOGY EDN176
Contact Hours Per Week: Four hours per week, comprising lectures and laboratory sessions.

Prerequisites: Nil.


Assessment: One from Group B. One from Group D. (See Assessment Policy).

References:


ENVIRONMENTAL SCIENCE 3 — HUMAN ECOLOGY EDN275
Contact Hours Per Week: Four hours per week, comprising lectures, laboratory sessions and field studies.

Prerequisites: EDN175, EDN176.

Syllabus: Human population and the demand for resources — growth and distribution of population. Correlation between population growth and resource availability. The threats posed by various forms of pollution — practical measures of pollution. Deleterious effects in the human environment of such resources as radiation, drugs, alcohol.

Assessment: One from Group B. One from Group D. One from Group F. (See Assessment Policy).
References:

ENVIRONMENTAL SCIENCE 4 — ECOSYSTEMS EDN276
Contact Hours Per Week: Four hours per week comprising lectures, laboratory sessions and field studies.
Prerequisites: EDN175, EDN176.
Syllabus: Ecosystems: structure of ecosystems; biogeochemical cycling; limiting factors in ecosystems; selected field survey techniques. The concepts and techniques introduced in earlier studies are extended and applied in selected ecological case studies of such areas as Westernport Bay. Field surveys lead to taxonomic work on fauna and flora. The impact of humans on the area is assessed. At least one of the sites selected will be the subject of current controversy and students will be expected to argue certain aspects of the case after the collection and interpretation of relevant data.
Assessment: One group from Group D. One from Group F. (See Assessment Policy).
References:

ENVIRONMENTAL SCIENCE 5 — EARTH STUDIES EDN375
Contact Hours Per Week: Four hours per week comprising lectures, laboratory sessions and field studies.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: The land form as a product of past and present forces acting on various rock masses. Palaeontology and its use in establishing age relationships. The geology and major physiographic units of Victorian Coastal geomorphology, especially on Mornington Peninsula. Soil formation and the relationships between various physical factors such as climate and soil on vegetation type. Conservation problems in the field situation.
Assessment: One from Group B. One from Group E. (See Assessment Policy).
References:
BIRD, E. F. C., Coasts, Canberra: Australian National University, 1968.
HILLS, E. S., Physiography of Victoria, Melbourne: Wiccombe and Tombs, 1975.
(This unit will not be offered in 1985.)

ENVIRONMENTAL SCIENCE 6 — ENVIRONMENTAL PROBLEMS AND PROSPECTS EDN376
Contact Hours Per Week: Four hours per week comprising lectures and tutorials.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: Knowledge gained by students in studies previously undertaken is drawn together and applied to two major topics: (a) the future of the human species; (b) the future of the environment. Included in consideration of the former are such matters as population control, eugenics, human cloning, genetic engineering and radiation hazards. In dealing with the latter, students consider environmental management techniques and projects made necessary because of the extensive alterations the human species has made to its physical and biological environments and the resultant series of ecological problems with possible global effects in the near future.
Assessment: One from Group C. One from Group E. (See Assessment Policy).
References:
McROBIE, G., Small is Possible, London: Jonathan Cape, 1981.
(This unit will not be offered in 1985.)

ENVIRONMENTAL SCIENCE 7 — BEHAVIOURAL ECOLOGY EDN377
Contact Hours Per Week: Four hours per week comprising lectures and laboratory sessions.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: Studies involving selected examples of various animal groups illustrate the wide range of behaviours found in any one group and the behavioural differences between groups. Factors underlying the development of behaviour and the origin of certain behaviour patterns found in humans are investigated. The option is essentially practical in nature. Sessions spent in the animal house or the nature reserve develop the student’s powers of using specialised measuring and recording equipment. Visits are also made to animal sanctuaries and research institutes, and to various selected sites for habitat studies.
Assessment: One from Group B. One from Group E. One from Group F. (See Assessment Policy).
References:
(This unit will not be offered in 1985.)
ENVIRONMENTAL SCIENCE 8 — MICROBIOLOGY EDN378
Contact Hours Per Week: Four hours per week comprising lectures and laboratory sessions.
Prerequisites: EDN175, EDN176, EDN275, EDN276.
Syllabus: This is a practical subject, involving the development of various microbiological techniques and investigative methods. Lectures/discussions will be introduced where appropriate. Topics include: the roots of microbiology; the nature of microorganisms; microbial growth and its control; infection and immunity; decomposition; the spread of diseases; viruses and viral diseases; environmental, water, food, agricultural and industrial microbiology.
Assessment: One from Group B. One from Group C. One from Group F. (See Assessment Policy).
References:
A comprehensive reading guide is issued at the commencement of the subject.
(This unit will not be offered in 1985.)

ENVIRONMENTAL STUDIES SAE301
Contact Hours Per Week: Three hours per week, for two semesters comprising lectures, laboratory sessions and field studies.
Prerequisite: SAE201.
Syllabus: Depending on student choice, two of the following three options will be offered:
Option 1: Behavioural Ecology
Factors underlying the development of behaviour and the origins of certain behaviour patterns found in humans.
Option 2: Microbiology
Nature of micro organisms; microbial growth and control; infection and immunity; bacterial disease; fungal and protozoal disease; viruses; environmental, water, food, agricultural and industrial microbiology.
Option 3: Environmental Problems and Prospects
Population control, eugenics, human cloning, genetic engineering, radiation hazards, social responsibilities of the scientist.
Assessment: Field and laboratory reports, written assignment, written examination.
References:

ESTATE PLANNING FIN693
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: Establishing estate planning objectives: the relationship between estate planning and tax savings; the use of gifts — outright, with tags, gift duty, State and Federal; what property is subject to probate and estate duties — actual estate, notional estate, stamp duty; what vehicles can be used — partnership, co-ownership, companies, trusts — discretionary or otherwise.
References: To be advised.

EVOLUTION OF IDEAS AND VISUAL COMMUNICATION GRA397
A course for degree students of three hours a week for two semesters.
Prerequisites: Successful completion of second year Graphic Design Studies, or entry into the degree course.
Syllabus: The subject is designed to examine the connections that have existed between artistic thought and practice, and scientific thought and technology, throughout the centuries. A brief historical survey of these connections will be introduced but emphasis will be placed on recent developments in the communications media, and implications for the future are outlined.
Assessment: This subject will be assessed by the presentation of one class paper and written or audio-visual assignments as considered necessary. Evaluation will be by the lecturer concerned, subject to approval by the examination panel.
References: To be advised.

FIBRE ARTS EDN612
Contact Hours Per Week: Four hours per week.
Prerequisite: Fibre arts studies at third year level.
Syllabus: Students are expected to develop their own weaving or embroidery skills and concepts to a high personal level. Students will be required to investigate the properties of the materials being used and to carry out experimental work in techniques and/or chemistry related to dyeing of fibres. An investigation will be conducted by the student in an area of his/her chosen specialisation.
Assessment: Each student is required to prepare and present an exhibition of completed works. An investigation must also be presented on an aspect of the student's own specialisation.
References:
Students prepare their own bibliography to correspond with their chosen research area.

FIBRE ARTS EDN622
Contact Hours Per Week: Two hours for one semester.
Prerequisites: Nil.
Syllabus: The unit is planned to give students an understanding of the properties of fibres and fabrics and develop in them a sensitivity to the use of these materials in weaving and embroidery. A knowledge of terminology and techniques associated with fibre arts will enable students to research and assimilate published information in the area. Work includes: natural dyeing of fibres; spinning; weaving; creative embroidery. Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.
References:

FIELD EXPERIENCE EDN602
Contact Hours Per Week: Variable.
Prerequisites: Nil.
Syllabus: Visits are designed to provide students with insights into the art activities provided, and the problems faced, by various institutions. Assessment: Two written reports — one planning and the other summarising the year's activities.
References: Nil.

FIELD EXPERIENCE EDN677
Contact Hours Per Week: eighty hours over the four semesters, or equivalent in approved field work.
Prerequisites: Nil.
Syllabus: Participation in a variety of field activities including half-and one-day excursions, and residential camps, with different groups, e.g. school children, youth groups, handicapped persons, adult groups. Participation as a learner and as a leader in field activities. Assessment: Individual assessment of the level of participation as a learner and as a leader by course supervisors and approved external field experience leaders. Submission of a written report at the end of each session.
References: Nil.

FIELD PROJECTS ACC370
This subject is conducted as an applied research unit over two hours per week.
Prerequisite: Completion or concurrent study of final year accounting strand subjects.
Syllabus: The primary purpose of this subject is to encourage the translation of studies in accounting to practical organisational situations and applications. The field project may be based upon one organisation only, or it may be a survey-type study of several organisations. It should develop from an adequate theoretical base to a practical solution, providing the student with the opportunity to integrate theoretical work with practical experience in an unstructured, open-ended business situation.
References: Specific to each project.

FIELD STUDIES IN EDUCATION EDN408
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: The first subject in a Studies in Education or a Studies in Curriculum sequence.
Syllabus: The following components will form the basis of this subject:
(a) The role of literature pertinent to field investigation in education. Included in this will be — (i) instruction in computer and bibliographical search techniques; (ii) reviewing the literature; (iii) basic statistical procedures.
(b) Selecting questions to investigate in field settings.
(c) Introduction to methods of investigating questions in field settings. Emphasis will be placed on the techniques appropriate to case studies, experimental design, historical and philosophy enquiry and surveys.
(d) Project proposal writing. Assessment: One from Group C. One from Group E. (See Assessment Policy).
References:
GAY, L. R., Educational Research: Competencies for Analysis and Application, 2nd ed., Columbus: Chas. Merrill, 1981.

FIGURATIVE DRAWING CER316
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed as an elective study for those students who wish to develop their drawing skills and extend their experience so that drawing may be used as a means of artistic expression in its own right, or as a principal tool to further design investigation in their main area of study. Teaching is based on practical sessions using life models. Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.
FIGURATIVE DRAWING CER443
A further development of Figurative Drawing to be taken for three hours per week. This subject is taught on a tutorial basis. Students use the studios and facilities of the drawing section to work on an individual drawing program.
Prerequisite: Figurative Drawing CER316.
Syllabus: Individual programs of work will be prepared by the students in consultation with the lecturers in charge of Figurative Drawing and Ceramic Design Theory and Practice.
As this is the final level of drawing studies the work will be assessed not only for its artistic merit but for the part it plays in assisting the creation of work in the main study. In general, students will not be encouraged to produce highly finished drawings merely for the sake of exhibition. The drawings will be assessed together with the finished work for which they provide the inspiration.
Assessment: Folio work will be assessed in conjunction with the practical work produced in Ceramic Design Theory and Practice by the examination panel and two lecturers in charge of the subjects. This will be done at mid-semester and at the end of the semester.

FILM GRA383
A course for Diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: This involves the participation in the production of projects directly related to the study (e.g. production of group film).
Assessment: By assignments throughout the year.
References: To be advised.

FILM STUDIES 1 LIT403
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject is essentially a study of narrative in film, aiming at understanding of how films function rather than at evaluation. Study will focus on a number of core films by such directors as John Ford, Alfred Hitchcock, Max Ophuls and others. These films will be used as a basis for discussion of such issues as:
(a) The film as a formal structure; (b) Style and meaning, style and feeling; (c) Mise-en-scene and montage: how meaning is made within and between shots; (d) Genre: conventions and constraints; (e) How a film reveals the preoccupations and ideology of his maker and the society it depicts.
Assessment: One from Group D. One from group F. (See Assessment Policy).
References:

FILM STUDIES 2 LIT404
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: LIT403 Film Studies 1.
Syllabus: This subject involves further study in “how to read a film”. Again, the chief stress will be on the making of film narrative and on how certain stylistic elements contribute to meaning.
The films for study will be chosen from contemporary Australian, American and European film-makers and will be used as the basis for discussion of such issues as: (a) Critical approaches — auteurism, genre criticism, mise-en-scene criticism; (b) Signs and meaning in the cinema; (c) Some aspects of film theory; (d) The emergence of contemporary directorial preoccupations; (e) Some comparison between recent films from various sources.
Assessment: One from Group D, one from Group F. (See Assessment Policy).
References:

FINAL LEADERSHIP ASSESSMENT PROGRAM EDN678
Contact Hours Per Week: Five day residential camp at an approved location.
Prerequisites: EDN671, EDN672, EDN673, EDN674, EDN675, EDN676, EDN677.
Syllabus: Organisation and presentation of an effective large-scale, five-day outdoor studies program.
Assessment: Submission of:
(a) planning details prior to program, and
(b) report at conclusion of activity.
Observation by approved field experience leaders.
References: Nil.

FINANCIAL INSTITUTIONS LAW FIN315
Prerequisites: Banking and Lending Practice FIN260.
A course of two hours per week for one semester.
Syllabus: Legislation and laws covering different types of financial institutions (banks, building societies, credit unions, finance companies, merchant banks), the laws pertinent to the operations of negotiable instruments in the money market, the laws relating to international trade and transactions (letter of credit, collection of trade bills of exchange, on demand guarantees, foreign exchange and exchange control regulations, standby letters of credit, performance bonds).
References:

142
FINANCIAL MANAGEMENT ACC262
A course of four hours per week for one semester. 
Prerequisite: Successful completion of Accounting and Finance ACC360. 
Syllabus: Evaluation and formulation of an integrated, dynamic approach to corporate financial planning and model building. Determination and evaluation of optimal investment and financing strategy through time; extension of cost of capital analysis to incorporate taxes and growth; derivation of investment cut-off rates where capital structure is variable. Evaluation of the use of integrated corporate models; sensitivity analysis with regard to expected return and risk. References: To be advised.

FINANCIAL MANAGEMENT ACC674
A course of three hours per week for one semester. 
Prerequisites: Nil. 


FINANCIAL MANAGEMENT OF OPERATIONS ACC670
A course of three hours per week for one semester. 
Prerequisites: Nil. 
WIGHT, O. W., Production and Inventory Management in the Computer Age, Gower, 1974.

FINANCIAL MODELLING FIN340
A course of two hours per week for one semester. 
Prerequisite: Business Statistics and Forecasting FIN217 
Syllabus: The purpose of the subject is to develop an appreciation of and competence in using modelling packages to solve problems of particular concern to the banking and finance community. Topics include logging on to the Prime System, files and structure of “model”, modelling methodology, and case studies in capital budgeting/project financing, cost of money, lease or make versus buy, ratio analysis, risk analysis, forecasting sub-routines and optimisation (portfolio mixes). 
References: 
Journal articles — various.

FINANCIAL REPORTING ACC672
A course of weekly three hour seminars for one semester. 
Prerequisites: Nil, but a prior study of advanced financial accounting at undergraduate standard will be assumed. 
Syllabus: In depth examination at an advanced level of selected accounting concepts and accounting practices which underlie or have evolved from the preparation and presentation of accounting reports. Topics areas will include: reporting objectives and standards setting, valuation and costing systems, research into the decision usefulness of public information, multi-dimensional reporting. References: FRASER, D. et al., Issues in External Reporting, NSW University Press, 1979. 

FINITE ELEMENT ANALYSIS CIV606
A course of lectures and tutorial work of two hours per week. 
Prerequisites: Nil. 

FINITE ELEMENT ANALYSIS MAT608
A course of 45 hours lectures/tutorial. 
FLUID DYNAMICS MEC610
A lecture course of one hour per week for one semester on the principles of fluid dynamics which are essential to lubrication.
Prerequisites: Nil.

FORTRAN PROGRAMMING EDP687
A course of four hours per week for seven weeks.
Prerequisites: Operating Systems EDP 654 and Programming II EDP656.
Syllabus: The FORTRAN programming language. Characteristics of the language; syntax; sample program study; suggested use in implementing structured program designs; coding techniques; debugging techniques.
References: Manufacturers' manuals as required.

FOUNDATION STUDIES A EDN672
Contact Hours Per Week: Three hours per week comprising lectures and laboratory sessions.
Prerequisites: Nil.
Syllabus: Environmental perception and sensory awareness activities, as the basis of environmental studies. An introduction to ecological terms and concepts. Consideration of selected global environmental issues, with an emphasis on the role of humans in changing the biosphere, and the importance of political, economic and social constraints in relation to studies of the environment. Techniques for investigating environmental issues including literature searches, a range of social science techniques and field activities.
Assessment:
1. A practical investigation, using at least two different methodologies, of a local environmental issue.
2. Presentation of a tutorial, demonstrating the political/social/economic aspects of a selected environmental issue.
References:

FOUNDATION STUDIES B EDN673
Contact Hours Per Week: Three hours per week comprising lectures, laboratory sessions, field studies and practical activities.
Prerequisite: Satisfactory completion of EDN672.
Syllabus: A counselled selection of three modules from: basic ecology, techniques of assessing the environment, environmental education, outdoor pursuits and base camping, base camp activities — land and aquatics, environmental science, sailing, horse riding and trail riding.
Assessment: Written/practical examinations.
References:

FURTHER NUMERICAL TOPICS MAT610
A course of 45 hours lectures/tutorials.
Syllabus: A selection from the following topics:
Numerical solution of integral equations
Classification. Relation between integral and differential equations (Green's function). Fredholm equations (a selection of the following: separation of variables; quadrature; collocation; Galerkin; least-squares; iteration; variational).
Reference:
Numerical optimisation techniques
References:
Numerical analysis in industry
Specific examples from invited experts.
References:
Text and journal articles as selected by the lecturer.

FUTURES RESEARCH AND TECHNOLOGY ASSESSMENT COM404
Contact Hours Per Week: Four hours per week for one semester.
Syllabus: The principal techniques and approaches to social and technological forecasting and the evaluation of the impact of technology on society.
• Introduction to futures research/futures studies.
• Methodologies: Trend extrapolation, Delphi, Cross-impact analysis, Simulation modelling, Scenarios etc.
• Technology Assessment. Socio-economic costs and benefits.
• Contemporary technological issues and problems. Communications policy and the "Information Society".
Assessment: Essay, report and tutorial papers/presentations.
References:
Australian Committee of Inquiry into Technological Changes in Australia, Report, Canberra; AGPS, 1980.

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GALLERY MANAGEMENT ART276
A course for degree students of two hours per week for two semesters.
Prerequisite: First year of degree course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The subject is designed to provide an insight into the range of problems encountered in operating art galleries both large and small. Emphasis will be placed on practical matters but interest will be developed in the changing roles and significance of art galleries and museums in the 20th century.
Assessment: By assignment.
References: To be advised.

GENERAL CURRICULUM EGC304
Contact Hours Per Week: Two hours per week, for two semesters.
Prerequisite: Nil.
Syllabus: The course is directed to the theory and practice of curriculum decision making as a school based activity. It focuses on the making of school policy as well as classroom curriculum decisions. Special emphasis is given to curriculum evaluation. The course culminates in a large scale, team curriculum decision making simulation exercise.
Assessment: One exam, and one major assignment.
References:

GEODETICAL ENGINEERING CIV682
A course of lectures, discussion and practical work of three hours per week for one semester.
Prerequisites: Nil.
References:

GLASS STUDIES ART134 & ART135
A course for students undertaking the Craft Major of the Fine Art Degree Course.
ART134 Six hours per week for first semester.
ART135 Six hours per week for second semester.
Prerequisites: Nil.
Syllabus: Producing designs, suitable for production in glazes, cartoon making, pattern cutting, leading, use of tools, etc. Kiln firing, cementing, slumping, cold glass techniques, engraving, sand blasting.
Assessment: Assessment will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester.
References: To be advised.
GLASS STUDIES CER216
6 hours per week for one semester.
Prerequisite: Nil.
Syllabus: This unit introduces students to the basic aspects of glass as a creative craft medium. The time is divided equally between cold and hot glass.
Cold Glass: The principles of cutting straight and curved lines, the use of different lead profiles, measuring and fitting of plain and coloured glass into cohesive small panels will be taught and augmented with exercises developing skills in linear design to be used as outlines. Basic cartoon drawing is included.
Hot Glass: The teaching concentrates on basic aspects of glass blowing for making teardrops, paper weights and small hollow forms. Lectures are held, in conjunction with practical studio sessions, to deal with glass constituents and the theory of glass making. Colour slides are used to illustrate Australian and world glass trends.
Assessment: Students receive a mid-semester progress report and a final assessment by the lecturer in charge of the subject and the course co-ordinator.

GLASS STUDIES ART234 & ART235
ART234 Nine hours per week for first semester.
ART235 Nine hours per week for second semester.
Prerequisites: Glass Studies ART134 and ART135.
Syllabus: During the first semester emphasis will be given to painting on glass. In the second semester, the emphasis will be on the construction of domestic panels, including the use of paint and/or techniques developed with hot glass, in particular with resin and oil bound sand forming processes.
Assessment: This will be on a cumulative basis, subject to folio presentation at mid-semester and end of each semester. The number of assignments to be completed will depend on size and complexity.
References: To be advised.

GLASS STUDIES ART334 & ART335 or ART338 & ART339
ART334 Twenty-four hours per week for first semester.
ART335 Twenty-four hours per week for second semester.
ART338 Twelve hours per week for first semester.
ART339 Twelve hours per week for second semester.
Students wishing to specialise in Glass Studies will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Glass Studies and Silversmithing and Jewellery.
Prerequisites: Glass Studies ART234 and ART235.
Syllabus: Prior to starting this final year, each student must submit a written work plan, setting out aims to be achieved and techniques to be used. Students may choose to concentrate on a monumental work; on a folio with historical/traditional bias; or on a folio of innovative character. (Independence and self-motivation will be encouraged.)
Assessment: Assessment will be by a presentation of work, and interview with an examination panel. A private survey of glass-art/stained glass, in the form of a slide library, must be submitted with the folio presentation. In addition the student will be required to mount an exhibition of his year's work.
References: To be advised.

GLASS STUDIES CER207
Three hours per week of practical studio work for one semester.
Prerequisites: Nil.
Syllabus: This unit introduces students to glass and develops an understanding of the creative possibilities of working in hot and cold glass.
Topics include:
1) COLD GLASS: cutting methods/techniques; Methods of assemblage; Concept, designing for flat glass; Cartoon drawing/black and white.
2) HOT GLASS: glassblowing methods/techniques; Basic fusing/annealing methods; Ideas and design development.
Assessment: Will be by examination panel at end of semester. Equal weight will be given to both areas of study.

GLASS STUDIES EDN616
Contact Hours Per Week: Four hours per week in both semesters.
Prerequisites: Glass Studies at third year level.
Syllabus: Students are expected to develop skills and concepts to a high personal level. They will be expected to make contact with artists working in their area. Students will investigate the properties of the materials being used and, if applicable, will carry out experimental work in their area. They will also undertake personal research into aspects of the history and philosophy of the area.
Assessment: Each student is required to prepare and present an exhibition of completed works, accompanied by a folio of drawings, plans, and ideas. Students will also submit a review of the work of a well known contemporary glass artist/craftsperson.
References: To be advised.

GLASS STUDIES EDN626
Contact Hours Per Week: Two hours per week in one semester.
Prerequisites: Nil.
Syllabus: The unit will extend the student's range of artistic expression into the media of coloured and stained glass. Aspects to be studied include the design, the cartoon, the outline, the headline, glazing and finishing.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

GLAZING AND DECORATING TECHNIQUES CER114
A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject introduces students to a wide variety of techniques suitable for use in a studio situation. It is a practical outlet for much for what is taught in Ceramic Methods of Production CER103 and CER104. Topics include:
(a) The surface treatment of green ware; basic glazing techniques such as pouring, dipping and spraying, wax resist techniques, and the application of oxides and stains to enhance the textured surface of bisque ware.
(b) Techniques Clay: Surface treatment using texture - imprinting, incising, surface cracking; texture through open weave materials; carved and pierced decoration; lace work with a variety of cloths dipped into dip and applied to surface; use of decorating tools, scrapers, banding, facetting, fleeting and jumping tools; applied and sprig mould decoration; string and twisted cord cutting; coloured clay used together, moulding and laminating effects; wax resist etching.
(c) Engobes: using engobes for the finished surface and under the glaze; banding and painting with engobes; slip trailing, feathering, marbling, and moca ware; sgraffito and inlaid decoration; combined wax resist and engobe decoration; using paper masks and stencils.
(d) Wax Resist: Wax resist on bases and galleries; use of alumina wash on porcelain type bodies; wax resist for decorative effects, glaze on glaze and oxide on glaze.
Assessment: As glazing and decorating is an integral part of studio, no separate presentation will be required for this subject. However, selected examples of three or more techniques will be included for assessment as part of the studio presentation at mid-semester and at the end of the semester.

GLAZING AND DECORATING TECHNIQUES CER204
A course of three hours per week for one semester.
Prerequisite: Glazing and Decorating Techniques CER114.
Syllabus: This subject covers most aspects of glazing and decorating. Areas of study will include techniques associated with glaze — underglaze, onglaze, lustres and enamels.
Techniques Glaze: spraying, dipping and pouring; double dipping, glaze intaglio, juxtaposition of glazes, glaze painting majolica decoration; stains on other glazes.
Underglaze: applying underglaze background, solid areas, spraying, sponging, spinning and moulding; using masks and stencils; sgraffito through underglaze backgrounds; brush work painting, banding dry brush.
Overglaze: painting, stamping and screen-printing directly onto wares; production of ceramic decals by screen printing and lithographic printing; photographic aids used in the production of ceramic decals.
Special Glazing: lustre glazing enamel.
Assessment: There will be cumulative assessment of work by the lecturer in charge of the subject. Selected examples of work will be included for assessment as part of the studio presentation at mid semester and at the end of the semester.

GRAPHIC DESIGN GRA398
A course for diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: A series of intense theoretical exercises embracing all aspects of the course; typography, photography, film TV presentation, illustration, 2D or 3D, concentrating on concept and presentation, skills within the given time. Remedial work can be looked at in this session. Project work commenced can be carried into Graphic Design Practice GRA384.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

GOVERNMENT ADMINISTRATION ADM255
A course of four hours per week for one semester.
Prerequisites: Organisational Behaviour and Performance ADM122 and ADM232.
References: To be advised.

GRAPHIC DESIGN PRACTICE GRA190
A course for degree/diploma students of seven hours per week for two semesters.
Prerequisites: Nil.
Syllabus: A series of applied projects over a wide range of problems in print, in 2D or 3D, which will be briefed and presented in stages and set over a longer time span than work conducted in Graphic Design Theory workshop period.
However, some projects initiated in the theory workshop could carry over into the Graphic Design Practice period when required. The nature of projects will be much more practical and based on the reality of the market situation although every attempt should be made to retain creativity within the concept and application.
A high standard of finished artwork, finished roughs in rendered form, and typographic and photographic expertise will be encouraged. The overall aim within this subject would be to produce a student who could readily produce material, layout, design and finished artwork at a very competent standard.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.
GRAPHIC DESIGN PRACTICE GRA294
A course for degree/diploma students of six hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design Studies.
Syllabus: A series of projects which will require research and application of material across a broad subject range, reinforcing and expanding knowledge gained in Graphic Design Theory GRA290.
This subject will deal with concept and application of problems in 2D and 3D. Projects will be brief and structured to be presented in stages, demonstrating the varying skills required at each stage. Projects should be set relative to skills acquired in other areas of study such as typography, photography, drawing, illustration, packaging, etc.
The demands of projects will increase and become more practical during the second semester; however, the overall aim for the subject is to create an atmosphere of enthusiasm and experiment in applications and to allow for a large degree of personal expression.
Within the projects, demands will be placed on such skills as use of instruments, applied perspective principles, paper and card constructions, rules of stabilising 3D structure, ergonomic factors involved in three-dimensional design. Grids and organisational structures and their application within the field of layout.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

GRAPHIC DESIGN PRACTICE GRA399
A course for diploma students of ten hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: A series of projects which will require research and application of material across a broad subject range, reinforcing and expanding knowledge gained in Graphic Design GRA398. The standard of projects will increase, and will be set relative to skills acquired in all the areas of the course. Students will be expected to achieve a high standard of skillful and imaginative presentation of their work.
Assessment: Students will be reviewed at the end of the first semester, and assessed at the end of the year by the examination panel.
References: To be advised.

GRAPHIC DESIGN THEORY GRA186
A course for degree/diploma students of two hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Introduction to basic design and communication theory through a series of lectures and experiments, aimed at establishing a comprehensive understanding of 2D and 3D space manipulation. Colour and the psychology and use of colour in the design process through practical exercise.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

GRAPHIC DESIGN THEORY GRA290
A course for degree/diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design Studies.
Syllabus: A wide range of briefs in 2D or 3D, involving concept and application to rough stage within a given time. The basic knowledge and skills in typography, photography, illustration and design will be put to work in a series of intense projects. Decisions at speed and presentation of roughs to good comprehensive standard will be encouraged.
Creativity and areas of specialist talents will also be encouraged. By class discussion and criticism of the particular brief and its solutions, all students will be exposed to group opinion and expected to defend their particular approach to problem solving.
Many of the projects commenced within this period can be carried to finish within the hours of Graphic Design Practice GRA294. The period can also be used as a remedial session should students seek assistance with particular skills.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

GRAPHIC DESIGN THEORY GRA390
A course for degree students of two hours per week for two semesters.
Prerequisites: Satisfactory completion of second year Graphic Design Studies, and entry to the Degree course.
Syllabus: A series of lectures and intensive theoretical exercises covering concepts, principles and theories of visual communication introduced as an integral part of practical graphic design. Project work to be carried into Studio Practice/Professional Activities GRA393/396.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

GRAPHIC DESIGN THEORY GRA490
A course for degree students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of third year Graphic Communication Studies.
Syllabus: Professional practice for the graphic designer in business. Presenting work to clients, costing and accounting. The laws of libel, copyright, statutory regulation regarding advertising material.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.
HEALTH EDUCATION EDN133
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The subject aims to develop an understanding and appreciation of the relationship between good health and the teaching-learning process. Consideration will be given to means for realising the role and responsibility of the primary school teacher in health education through studies of the various aspects of an effective school health programme; the health services offered, the provisions of a healthy school environment, and the development and implementation of a health teaching programme.
Assessment: One from Group B. One from Group F.
References:

HEALTH, MOVEMENT AND RECREATION STUDIES SAE302
Contact Hours Per Week: Three hours per week.
Prerequisite: SAE202.
Syllabus:
Semester One:
Students pursue studies in either community health or community recreation.
Health Studies: an examination of the current issues, problems, trends and interests in the field of community and public health;
or
Recreation Studies: studies aimed at developing an understanding and appreciation of the place of recreation in the community. Students will be involved in fieldwork with selected agencies in the community to examine special service needs for particular groups in the community.
Students will also participate in skills laboratories in selected team sports (volleyball, basketball, hockey, soccer, Australian football, softball, cricket, etc.) and weekend camping programs.
Semester two:
Students have the opportunity of studying in greater depth one of the following areas considered in SAE202:
1. acquisition of skill;
2. aesthetics and human movement;
3. biomechanical analysis of human movement;
4. physical work analysis.
Students will also participate in selected skills laboratories (dance, gymnastics, aquatics, fencing, badminton, etc.) as extensions of their classroom laboratories.
Assessment: Assessment will be progressive through the session and students will be assessed by a combination of criteria rather than a final examination. This subject will provide students with practical opportunities in the local community and consideration will be taken of marks gained for case reports, as well as tests and oral presentations throughout the session, and active participation in practical skills laboratories.
References:
MERRIS, S., Care and Recreation of School Age Children, Melbourne: Department of Youth, Sport and Recreation, 1974.

HIGHWAY AND TRAFFIC ENGINEERING CIV317
A course of two hours per week including some field work for two semesters.
Prerequisites: Nil.
Assessment: To be based on examination at end of each semester along with coursework submitted throughout the year.
References:
ARRB, various publications.
CRB., Road and freeway design manuals.
NAASRA, Geometrical design of rural roads, urban roads and freeways.

HIGHWAY CONSTRUCTION CIV680
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Assessment: To be based on submitted assignments and open book examination at the end of the semester.
References:
NAASRA and SRA publications to be advised during the course.
HIGHWAY DESIGN CIV671
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Geometric design and standards for the various road classes, design speed and economic implications, capacity, mid-block intersection designing, channelisation, rotary, signalised, grade separated. Safety considerations, human factor engineering, road furniture. Earthworks, manual and computer analysis. Assessment: To be based on a series of submitted assignments during the semester.
References:
ARRB, CRB and NAASRA publications to be advised during the course.

HIGHWAY DESIGN CIV683
A course of lectures, discussion sessions and project work of three hours per week.
Prerequisite: Highway Design CIV671.
Syllabus: Advanced geometric design of various functional classes of roads, intersections and interchanges. Landscaping techniques. Upgrading of existing facilities. Pedestrian movement, malls, bikeways. Assessment: To be based on submitted assignments throughout the semester.
References:
NAASRA and SRA publications to be advised during the course.

HISTORICAL AND SOCIOLOGICAL FOUNDATIONS OF EDUCATION EPS309
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: The course comprises two strands and begins with an introduction to the major social, intellectual and political trends in the history of Australian education since World War 2. The substantive objective of the second strand is to develop an institutional (sociological) understanding of education. A theoretical framework will be developed which analyses education as being located within a framework of many other institutions, especially those concerned with economic and practical functions. Assessment: Assignments.
References:

HISTORY OF ART ART147
A course of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: This subject is to be taken by all students in the first year as a related study. It is devoted to tracing the major developments in western art in the period prior to the 19th century. This will involve a study of the art and culture of the Classical, Medieval and Renaissance periods. The course will emphasise the inter-relationship of art and culture and involve the student in a study of the ways in which mythology, religion and philosophy relate to the development of content and artistic form. Assessment: By assignments and class test.
References: To be advised.

HISTORY OF ART GRA167
A course for Graphic Design students of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in HSC Art, or an approved equivalent study.
Syllabus: The content for this course will be chosen from periods prior to the 19th century. Various themes will be developed, from historic evidence, and through visual appreciation. Assessment: By assignments throughout the year and class tests based on the content of the year’s course.
References: To be advised.

HISTORY OF ART ART247
A course for degree students of two hours of lecture work and a one hour tutorial per week for two semesters.
Prerequisite: History of Art ART147.
Syllabus: This subject is to be taken by all students in the second year of the course as a related study. It is devoted to tracing, throughout the history of western art, the descriptive mode of image making. This will involve the study of classical civilisations, the Renaissance and selected periods from the Renaissance to the present day. Thus emphasis will be thrown on the implications of the eye in production of visual images and involve the student in study of aspects such as the development of humanism, scientific thought, the perception and codifying of the visual image and the concepts of ideal beauty and visual truth. This thematic approach will thus continue to trace the durable and dynamic elements that seem to persist in artistic expression. Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART ART277
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisite: First year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. This subject will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic
analysis of the works of the period concerned, detailed reference will be made to the comparative methods of historians and writers who have contributed to the scholarship of that era.
Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART GRA287
A course of one hour lecture and one hour tutorial time per week.
Prerequisite: A pass in History of Art GRA167 or an approved equivalent study.
Syllabus: A series of lecture programs based on more advanced aspects of visual form, with an emphasis on aesthetics and design. An interrelated historical and contemporary study with reference to visual communication skills of the past.
Assessment: By research assignments throughout the year and class tests based on the content of the course.
References: To be advised.

HISTORY OF ART ART356
A course for degree students consisting of two one hour lectures and a one hour tutorial per week for semester one and a one hour lecture and a one hour tutorial in semester two.
Prerequisite: History of Art ART247.
Syllabus: This subject is offered for two semesters as a compulsory related study for degree students. The content of the course will emphasise aesthetic theories and the interrelationship of art, artists, and society in the 20th century.
During the first semester the student will present a program of work for approval by the examination panel. This program will include a substantial research project requiring a high standard of scholarship in the History of Art, in the form of a dissertation. Students will be advised regarding choice of subject matter and research techniques at the end of course ART247 and will be given tutorial assistance through course ART340 as an aid to their research. The dissertation will be presented to the examination panel at the end of the second semester.
Assessment: By dissertation.
References: To be advised.

HISTORY OF ART ART377
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisites: Second year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered to Fine Art students majoring in the liberal studies area. It may not be offered every year. This subject will involve a full and detailed study of one selected theme or movement in the history of western art during the nineteenth and twentieth centuries.
In addition to the stylistic analysis of the works concerned, detailed reference will be made to the comparative methods of historians and writers who have contributed to the scholarship of the area.
Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART GRA387
A course for degree students, consisting of one hour lecture and one hour tutorial time per week for two semesters.
Prerequisites: A pass in History of Art GRA287 and completion of the second year of the Fine Art degree course.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The program of lectures and tutorial meetings will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of major works of the time, a detailed study will be made of primary sources and the comparative methods of historians and writers who have contributed to the evaluation and analysis of art within the cultural context of the period.
Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART ART387
A course of one hour lecture and one hour tutorial per week.
Prerequisites: A pass in History of Art ART287 and completion of the second year of Graphic Design studies.
Syllabus: A series of lecture programs on themes of contemporary relevance for a student finalising the course. Emphasis will be on aesthetics, communication, society and the individual, projected towards the special interest of the graphic designer.
Assessment: On the submission of a class paper and a research project which may be accompanied by audio-visual information.
References: To be advised.

HISTORY OF EDUCATION EDN203
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: The School and the Community EDN103. The School and the Individual EDN104.
Syllabus: The subject commences by examining the meaning of the key concepts 'education', 'schooling' and 'curriculum' as they apply in Victoria today. The concepts are then examined historically, and their development traced as (a) a response to a particular social context or (b) a reaction to a particular social context.
Seminal thinkers such as Plato, Locke, Rousseau, Dewey, Neill and Illich serve as key reference points for this aspect of the course. The latter section of the course focuses on the working out of the concepts in Victorian educational practice from colonial times to the present. Particular emphasis is given to the interplay between the political process and the educational process.
Assessment: One from Group B. One from Group D. (See Assessment Policy).
References:
CLEVERLY, J. and LAWRY, J. (eds), Australian Education in the Twentieth Century, Longman 1972. Other texts to be announced during the course.
HUMAN BIOLOGY CHE180
A course of two hours of lectures and two hours of practical work per week for one semester.
Prerequisites: Nil.
Syllabus: Origin of humans, structural elements of the human body, physiology of muscle, neurophysiology, circulatory and excretory systems, endocrine system, reproductive system, human development.
Assessment: Continuous, based on tests, essays and practical reports.
References: To be advised.

HUMAN FACTORS IND303
Four hours per week for one semester.
Prerequisites: Engineering Psychology PSY110, Methods Engineering IND102.
Syllabus: Human physical and mental capacities in relation to task performance; anthropometric, anatomical and physiological capabilities, visual perception, control design, design of displays, sources and types of error.
Skill and stress: effects of task and environmental stress on performance.
Specific stresses: noise, heat and cold, distraction, information overload.
Motivation and incentives: job analysis and job design, job enlargement, job satisfaction.
Assessment: One major assignment and a final examination.
References:
B.S. 1916, Anthropometric, Anatomical and Physiological Principles in the Design of Chairs and Tables (BSI).

HUMAN MOVEMENT AND RECREATION
EHM309
(Curriculum Studies)
Contact Hours Per Week: Two hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: Development of teaching procedures, materials and techniques relevant to the pre-school and primary school. Competition and learning skills, play, sport, recreation, games. Teaching styles, open and closed skills, coaching and teaching framework. Legal liabilities and safety. Planning programs with specific reference to indoor/outdoor pre-school programs, peer group teaching, school based teaching innovations in physical education, fitness and evaluation. Austswim Teacher of Swimming Certificate, basic first aid, advanced teaching techniques, fundamental movements, acquisition of motor skills, relaxation.
Assessment: Class test and resource folio.

References:

HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL RELATIONS ADM601
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Organisations and typologies: systems theory, the social and socio-economic subsystem. Progress of technological development, technical subsystems and socio-technical subsystems. The impact of technology on organisation structures, on local, national and international economic systems. Types of industry, their relationship. Rates of change imposed by economic use of technology. Resistance to change. The work force within industries; the work function, working conditions, enrolment, satisfaction. Productivity. The place of the worker organisations, unions and management. Attitudes to technological change. Sources and techniques of management for high productivity. Worker/management participation.
Assessment: Written tests and assignments.
References:

HUMAN STUDIES COM196
Five hours per week, comprising two hours of typewriting and three hours of Communication Studies for two semesters.
Prerequisites: Nil.
Syllabus: Typewriting — development of basic keyboard competence and familiarity with the operation of the typewriter.
Manuscript and report typing including: proofreading signs, quotations, footnotes, statistics, outlines, contents, bibliographies and appendices, letter typing and placement. Acquisition of a typing speed of 25-30 wpm on a five minute writing, with five or fewer errors. Acquisition of methodical work patterns.
Communication — a practical emphasis and designed to increase competency in communication skills.
• Mechanics of language — grammar, punctuation, logical argumentation.
• Verbal and non-verbal communication.
• Communication process.
• Effective letter and report writing.
• Group processes; meetings and interviews: structured and unstructured contexts.
Assessment: Assessment for the typewriting component will be cumulative; assessment for the communication studies by oral and written exercises, assignments and tests.

References:

HUMAN STUDIES COM296
A course for degree and diploma students of three hours per week for one semester.
Prerequisites: A pass in first year Graphic Design studies.
Syllabus: This is a practical course following on a sound knowledge of theory.
• Characteristics of mass communication.
• Forms and characteristics of each mass medium.
• Functions of mass communication.
• The advertisers' use of the media.
• Introduction to copywriting.
Assessment: Assessment will be on a cumulative basis with a formal examination.
Reference:

HUMAN STUDIES COM396
A course for degree students of three hours per week for two semesters.
Prerequisites: Satisfactory completion of second year Graphic Design studies or entry to the degree course.
Syllabus: This is a course combining theory and practice.
• Information, communication diffusion, persuasion and change.
• Bases of persuasion: values, beliefs and attitudes.
• Theories of persuasion and change.
• Social and cultural contexts.
• Media selection.
• Designing strategies for information diffusion, persuasion, and innovation, e.g. advertising campaigns and other promotional activities.
Assessment: Assessment will be on a cumulative basis.
Reference:

HYDRAULICS CIV208
A course of three hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisites: Nil.
Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.

References:

HYDROLOGY AND DRAINAGE CIV677
A course of lectures and discussion sessions of one hour per week.
Prerequisites: Nil.
Syllabus: Hydrologic analysis, rainfall-runoff estimation and probability, flood control methods. Hydraulic analysis, flow in various conduits, control structures, culvert design, scouring effects. Erosion and sedimentation control. Drainage, surface and sub-surface design.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

ILLUMINATION ELE322
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.
Syllabus: Terms and Definitions: radiation, illumination, intensity, luminance concepts, graphical representation of light distribution; vector, scalar and mean cylindrical illumination.
The Eye and Vision: structure of the eye, process of seeing, characteristics of seeing, visual performance, colour vision, glare.
The Visual Field: task visibility, brightness and colour contract, codes of practice, design of the visual field.
Light Production: sources of light, nature of light, incandescent lamps, electrical discharges in gases and fluorescence, low and high pressure mercury vapour lamps, sodium vapour lamps, special light sources.
Lighting Equipment: method of light control, properties of optical system, design of specular reflectors, refractors and diffusers, control of luminance, electrical and electronic control circuits, practical lighting fittings.
Colour: chromaticity chart, standard illuminants, Munsell system.
Photometry: intensity standards, illuminance and luminance meters; goniophotometer integrating sphere, photometer and point-by-point methods, computer design techniques, glare control, street lighting schemes.
References:
IES Lighting Handbook, 5th ed., IES, UAS.

Relevant CIE and Australian Standards.

ILLUSTRATION GRA388
A course for diploma students of three hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design studies.
Syllabus: A study of the problems of illustrations, of the work of prominent illustrators, advanced media techniques and applications. Advanced illustration project related to advertising or publication (or both).
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

INDUSTRIAL AND ENVIRONMENTAL CHEMISTRY CHE210
A course of two hours per week for one semester.
Prerequisite: Chemistry CHE110.
Syllabus: A selection of topics from the areas below to be given by specialists.
Industrial: fuels, petrochemicals, pesticides and fertilisers, explosives, pharmaceuticals, applied electrochemistry, polymers.
Environmental: atmospheric pollution and solutions, water quality standards, gas analysis.
Assessment: By individual assignments.
References: To be advised.

INDUSTRIAL MANAGEMENT MEC350
A course of two hours per week for two semesters.
Principles of Management and Organisation — first semester
Prerequisites: Nil.
Prerequisites: Nil.
Management of Production — second semester

References:
DRUCKER, P. F., The Practice of Management, Pan Piper.
HUSE, E. F., Management, 2nd., West.
BUFFA, E. S., Modern Production Management, Wiley.

INDUSTRIAL RELATIONS IMPLICATIONS OF BUSINESS TECHNOLOGY FIN721
Aim: This unit will enable students to understand the Australian industrial relations environment relevant to business technology and to appreciate some of the industrial relations problems likely to arise in the field of business technology and be aware of ways of handling those problems.
Prerequisites: Nil.
Syllabus: The industrial Relations Environment, What is industrial relations? The parties to industrial relations in Australia generally and in business technology in particular. Industrial relations processes in Australia (i.e. procedures for rulemaking and dispute settlements); levels at which such processes operate now and in the future. The problems due to the growth and development of business technology likely to affect the industrial relations environment. Conflict — its causes, manifestations, measurement, symptoms. Coping with the Industrial Relations environment in the field of business technology. The process of conflict and its resolution. Possible approaches to solving industrial relations problems.
References:
Books, periodicals and reports including:
Australian Bulletin of Labour
Journal of Industrial Relations
Work and People
Myer Report, Technological Change in Australia.

INDUSTRIAL SYSTEMS AND HUMAN FACTORS RDT642
Two hours per week for one semester.
Prerequisites: Nil.
Human factors: signal detection theory, the 'ideal observer', information processing and decision making, the human operator as tracker, controller and supervisor, decision errors, causes of human error, vigilance, information overload. Factors causing fatigue and stress. Effect upon performance.
References:

INDUSTRY ANALYSIS FIN382
A course of four hours per week for one semester.
Prerequisite: Studies in the Economics of Australian Industry FIN347 must either precede or be taken concurrently with this unit.
Syllabus: The structure and operation of the mining, manufacturing and tertiary sectors of the Australian economy, including an analysis of each sector's significance in the future development of the Australian economy. An analysis and evaluation of the extent and significance of overseas investment in these sectors, government minerals and energy policies, trade practices legislation.
An in-depth study by each student of the structure, conduct and performance of an industry operating in the Australian economy including the preparation of a demand/supply forecast for the industry. For this study each student will engage in independent research under the supervision of a member of staff.
References: To be advised.

INFORMATION MANAGEMENT ADM338
A course of four hours per week for one semester.
Prerequisites: Office Administration ADM237 and Secretarial Studies ADM331
Syllabus: The aims are to develop an awareness of office procedures and systems and their integration, to develop the skills and knowledge to adapt changing technological systems to the human needs of the office and to enable the student to develop an awareness of the role of the administrative information manager and the need to provide a smoothly operating information complex.
The subject will be studied in the general context of communication networks and office systems theory and will also specify telecommunication technologies, the inter-relationship of office functions and a range of leadership techniques.

References:
COVVEY, D., Office Automation, the Productivity College, Prentice-Hall, 1982.

INFORMATION STORAGE AND RETRIEVAL EDP611
Two hours per week for one semester.
Prerequisite: Required entrance level.
Syllabus: Introduction to database: file organisation techniques. Logical data modelling (entities, attributes, relationships and normalisation) and the methods of physical implementation (pointers, chains, rings, trees etc). The database concept. A study of hierarchical, network and relational database.
Database facilities: PRIME DBMS Schema DDL. Use of PRIME DBMS subschema and DML. Comparison of CODASYL, ADABAS and IMS facilities. Query languages and end user facilities and a study of database architecture and trends (CODASYL, ANSI and ISO recommendations).
References:
CODASYL COBOL JOD 1981.
CODASYL DDLC JOD 1981.
INFORMATION STORAGE AND RETRIEVAL
EDP630
A course of four hours per week for one semester.
Prerequisite: Information Storage and Retrieval EDP623.
A study of the use and impact of data dictionary systems on application system development. An overview of facilities of DD/DS and their relevance to other software facilities.
End User Facilities: A study of end user facilities including recommendations of the CODASYL EUFC and the British Computer Society EUSG. Relational Query Languages and the use of the ORACLE relational database system. Textual, Bibliographic and Videotex storage and retrieval systems. The use of natural language and other artificial intelligence techniques in commercial data processing.
References:
MARTIN, J., Application Development Without Programmers, Savant Institute, 1981.
ROSS, R. G., Data Dictionaries and Data Administration, AMOCOM, 1978.
WINSTON, P. H., Artificial Intelligence.
Selected reference manuals and research papers.

INFORMATION STORAGE AND RETRIEVAL
EDP631
A course of four hours per week for one semester.
Prerequisites: Information Storage and Retrieval EDP630 and Computer Networks EDP635.
Syllabus: Data Base Administration: A detailed study of the role of the database administrator function within an organisation.
Automated and manual database design techniques for physical and logical growth requirements, physical optimisation and database tuning, access control and recovery techniques. Use of utilities available on PRIME DBMS to assist in Database Administration.

References:
CLARK, J. D., Data Base Selection, Design and Administration, Praeger, 1980.
MARTIN, J., Managing the Data Base Environment, Savant, 1981.
Relevant research papers.

INFORMATION STORAGE & RETRIEVAL SYSTEMS EDP712
Aims: To provide an understanding of information management; to provide awareness of a range of techniques available for computerised storage and retrieval of information; to provide a knowledge of information services available and their use.
Prerequisites: Nil.
References:

INFORMATION SYSTEMS EDP203
A course of four hours per week for two semesters.
Prerequisites: Computer Systems EDP101, Information Systems EDP102.
Syllabus: Information Engineering including the development of logical data and procedure models; structured analysis and logical design using data flow diagrams; the transition of a logical data and procedure model to a fully specified information system.
References:
Assessment: 50% theoretical, 50% practical.

INFORMATION SYSTEMS EDP306
A course of four hours per week for two semesters.
Prerequisites: Computer Systems EDP202, Information Systems EDP203
Syllabus: Professional ethics, implications of computing on society at large, personnel management. Management information systems, decision support systems, modelling of systems. Concepts, techniques and practice of users designing and developing their own systems. The behaviour of complex systems and the role of control systems.
References:
Assessment: 50% theoretical, 50% practical.

INFORMATION SYSTEMS DEVELOPMENT EDP403
Contact Hours Per Week: Four hours per week for one semester.
Syllabus: The role of computer user and his/her role in the development of the logical data and procedure model of his/her own system.
• The systems development process.
• Logical Specification of a system. Methods of developing a 'logical model' of an organisation in terms of data and procedure.
  — The Entity-Relationship model, Functional model, Context diagram, Procedure specification (data flow diagram, pseudo code etc.) and their inter-relationships.
  — Case Study.
• Approaches to system implementation.
Assessment: a case study and a written report.
References:

INTEGRATED FIELD STUDIES EDN674
Contact Hours Per Week: Three hours per week for 26 weeks or equivalent, comprising lectures, laboratory sessions and field work.
Prerequisites: Satisfactory completion of units EDN671, EDN672 and EDN673
Syllabus: A variety of field techniques to assess the nature of selected environments. Collection and processing of field data in the various disciplines relevant to each selected environment, e.g. geology, geomorphology, meteorology, biology, physio-chemistry, soil science. The use of a diversity of outdoor pursuits in conjunction with investigations of each selected environment. Environmental assessment criteria. Design of learning experiences for various groups incorporating a combination of appropriate outdoor pursuits and field study techniques.
Selected environments for investigation: urban, freshwater aquatic, coastal aquatic, bushland.
Assessment: Laboratory and field reports. Practical assessment of outdoor pursuits. Active participation in all practical and field work. Comprehensive group report on a particular environment.
References:
COSTERMANS, L. F., Native Trees and Shrubs of South-eastern Australia, Rigby, 1981.

INSTRUMENTATION ELE440
A course of two hours of lectures and two hours of laboratory/tutorial work and plant visits per week for one semester.
Syllabus: Process Instrumentation: Transducer principles; signal conditioning amplifiers, phase sensitive detectors, linearising, mathematical functions; displays, recording, data logging, alarms; hazardous location practices; control actuators and valves. Transmission of transducer signals.
Biomedical Electronics: an introduction to the interfacing and amplification of body potentials and signals of the heart and circulatory system, the brain and nervous system, muscle action and blood pressure and flow.
References:
INTELLIGENT SYSTEMS RDT322
Contact Hours Per Week: Two hours of lecture/tutorial per week for two semesters.
Prerequisites: Computer Systems and Software II RDT220, Digital Systems RDT222.
Subject Content: Artificial Intelligence and its role in robotics, information, data, language and communication, LISP and its use in AI. Data stream analysis, feature extraction, knowledge representation and processing, pattern recognition, levels of understanding, problem solving, expert systems.
References: To be advised.

INTERDISCIPLINARY PROJECT EDP405
Contact Hours Per Week: Four hours per week for one semester.
Syllabus: This project will include relevant studies from the social sciences and information sciences and demonstrate the theoretical and practical contribution that studies in one area can contribute to the other.
Project work will be supplemented by periodical seminars and tutorials serving to integrate the relevant disciplines and providing opportunities to discuss "state of the art" developments in communication and information technologies.
Assessment: A substantial report or "mini-thesis" plus seminar papers.
References:
Learned journals and other sources to be advised according to topic. For general report or thesis writing:
AGPS, Style Manual for Authors, Editors and Printers, 3rd edn., Canberra; 1978.

INTERFACE TECHNOLOGY AND INSTRUMENTATION RDT224
Contact Hours Per Week: Two hours lecture per week and two hours laboratory/tutorial per fortnight for two semesters.
Prerequisites: Electrical Networks ELE103, Electronics I ELE130.
Subject Content: Transistor families, amplifiers, oscillators, operational amplifiers, phase-locked loops. Classification of physical parameters, measurement, accuracy, resolution, repeatability, dynamic range, errors. Signal conditioning, noise, sensors, analogue and digital instrumentation parameters, display devices, A/D and D/A conversion, programmable instrumentation, interface bus standards.
References: To be advised.

INTERNATIONAL BANKING AND FINANCE FIN333
A course of four hours per week for one semester.
Syllabus: The international monetary system, debt and currency risk, the foreign exchange market, the trade weighted index, hedging, corporate use of the foreign exchange market, the Euromarkets, project financing, foreign banks, multinational banking, tax havens and offshore financial centres.

Reference:

INTERNATIONAL BUSINESS ADM335
The equivalent of four hours per week of classes and seminars for one semester. The summer semester offering may incorporate overseas visits.
Prerequisites: MKT112, ADM122.
Syllabus: The aim of the subject is to develop an understanding of business practice within and across national boundaries. On completion of the unit, students will be able to:
(1) Understand the concept, role, and challenges of the multinational and transnational corporation.
(2) Appreciate cross cultural influences.
(3) Contribute conceptually to the role of Australian business on the international economy.
Areas include: The role of Australian business in the world economy; strategies and structures of the firm in international business; joint ventures, technology transfer; the role of the 'MNC', definition, threats, contributions, controls.
References: To be advised.

INTERNATIONAL ECONOMICS FIN348
A course of four hours a week for one semester.
Prerequisite: Microeconomics FIN271.
Syllabus: Basic principles of trade theory. The patterns of international trade — composition and direction. Principles and institutions of the international monetary system. The world monetary system in the 1970s, international fluctuations in business activity and inflation and their effect on Australia; overseas investment. The multinational company, Australia's balance of payments. Australian protection and assistance policies and their effect upon trade and resource allocation including the role, operations and attitudes of the Industries Assistance Commission.
References: To be advised.

THE INTERNATIONAL ECONOMY FIN273
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171, and Microeconomics FIN271 to have been passed or studied concurrently.
Syllabus: Students will gain an appreciation of the economic development, structure and operation of the world economy and the impact that these factors have on the Australian economy. Topics include: development of the capitalist economic order; alternative approaches to economic development and the impact of these approaches on the world economy; world trade; international organisations and trading blocs; dynamic world influences on the Australian economy.
References:
Various international journals.
INTERNATIONAL LAW FIN320
A course of four hours per week for one semester.
Prerequisites: Contract Law FIN111.
Syllabus: The subject examines the law affecting a person engaged in international business either in Australia or from Australia. Areas treated are international trade conventions, tariffs and trade, exports, carriage of goods by sea and air, bill of lading and The Hague rules, payment and documentary credits, negotiable instruments, international commercial arbitration, the role of confirming houses and merchant banks, marine insurance, taxation, and the protection of trade marks and patents.
References: To be advised.

INTERNATIONAL MANAGEMENT ADM268
A course equivalent to four hours per week over one semester, to include classes, seminars and visiting speakers. Where offered during summer semester this course may incorporate overseas visits.
Prerequisites: Marketing Theory and Practice MKT112 and Organisation Behaviour and Performance ADM122.
Syllabus: Content of this elective subject relates management theory to varying cultures, as well as exploring the complex challenges of the multinational business enterprise and the significance of cross-cultural variables in the business environment. After an examination of the environment and concerns of international business, topics will focus on current issues associated with managerial values, practices and strategies.
References:
Various international journals.

INTERNATIONAL MARKETING MKT453
A course of four hours class contact for one semester.
Prerequisites: Marketing Theory and Practice MKT112 and Marketing and Planning and Control MKT411.
Text:
References:

INTRODUCTION TO BEARINGS MEC172
Contact Hours Per Week: Two hours lecture per week for one semester.
Prerequisites: Nil.
References:

INTRODUCTION TO BUSINESS ADM115
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will gain an understanding of:
• the theory and practice of business.
• practical business operations.
• current issues in Australian business.
This will be achieved by a combination of classwork, group entrepreneurial projects and discussion of current material in the business press. Projects will operate as real businesses, subject to the constraints and opportunities existing in the real business environment.
References: To be advised.

INTRODUCTION TO DIGITAL SYSTEMS ELE352
A course of three hours of lectures per week for one semester.
Prerequisites: Entry standard to third year.
Syllabus: Codes; numeric codes, character codes, error checking and checking correcting codes. Digital logic; brief introduction to combinational and synchronous sequential logic analysis and design. Data transmission: establishing line capacity, transmission rate, data transmission standard, bus standards, regulatory aspects. Microprocessors; addressing models, registers and instruction sets. Input-Output; interrupts and their handling and their applications, DMA. Support devices; timers, PIA's UART's, co-processors, disk formatters. Systems configuration; interfacing to the system envi-
INTRODUCTION TO LUBRICANTS AND LUBRICATION MEG171

Contact Hours Per Week: Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Lubrication Systems: Introduction to various methods of lubrication such as total loss lubrication to internal lubrication systems. Lubricants: Types, properties of liquid lubricants and greases, composition of lubricants. Selection of Lubricants: Factors that control the choice of oil, greases solid lubricants. Other liquids. Lubrication of Components: Lubrication of journal bearings, rolling element bearings, thrust bearing, gears. Lubrication in metal cutting and metal working.

References:
MALLING, J., Principles of Tribology, Macmillan.
EVANS E. A., Lubricating and Allied Oils, Chapman & Hall Ltd.
RANNEY, M. W., Synthetic Oils and Greases — Recent Developments, Moyes Data Corp.

INTRODUCTION TO PROGRAMMING EDP650

A course of four hours for seven weeks.

Prerequisites: Nil.


References: To be advised.

INTRODUCTION TO PROJECT MANAGEMENT CIV104

A course of two hours per week of lectures and tutorials.

Prerequisites: Nil.

Syllabus: The organisation of the Engineering Industry. Introduction to Project Management concepts, control factors. The role of trade unions in industry, merit rating and incentive systems, promoting co-operation in work teams. Stores and material control, waste control. Site safety and safety regulations. The preparation and use of records and reports.

References:

INTRODUCTION TO SYSTEMS EDP651

A course of four hours per week for seven weeks.

Prerequisites: Nil.


Reference:
BEHAN and HOLMES, The Computer Solution, Prentice-Hall.

INVESTIGATION PROJECT CIV422

A nominal two hours per week for two semesters devoted to an original study, supported by laboratory work, field work or literature search, related to an area of special interest to the student.

Assessment: To be based on a typewritten report submitted at the end of the year.

INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT FIN663

A course of three hours per week for one semester.

Prerequisite: Successful completion of ACC674.

Syllabus: Yield patterns in the Australian capital markets, security analysis and valuation, forecasting, portfolio construction and management.

References: To be advised.

INVESTMENTS AND PORTFOLIO MANAGEMENT FIN363

Four hours class contact per week for one semester.

Prerequisite: Successful completion of Accounting and Finance ACC360.

Syllabus: Evaluation, formulation and implementation of a flexible portfolio policy and management. Yield patterns in the Australian capital market, value analysis and selection of securities, forecasting, portfolio theory, construction and management.

References: To be advised.
ISSUES IN ART EDUCATION EDN603
Contact Hours Per Week: Two hours for one semester.
Prerequisites: Nil.
Syllabus: The unit aims to provide the students with an understanding of the problems likely to be faced in the classroom, district or gallery situation, and methods of overcoming these difficulties. Topics to be covered will include: a review of factors influencing human development in art; roles in art education; needs of pupils, schools, administrators; Education Department syllabuses; overcoming blocks to creative expression; advocacy and communication. Assessment: Essays and tutorials.

ISSUES IN MULTICULTURAL EDUCATION EDN403
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: EDN402.
Syllabus: This unit takes up some of the issues raised in the previous unit EDN402, emphasising problems and issues relevant to the multicultural classroom. The following areas will form the basis of the unit: bilingual education — pros and cons; the "hidden" curriculum — what is it and how can it be overcome?, ability and attainment of migrant children; materials development for the multicultural classroom; multiculturalism and the school syllabus; language development and ESL needs in the multicultural classroom. Assessment: One from Group C. ONE from Group D. (See Assessment Policy).
References:

KILN DESIGN AND CONSTRUCTION CER224
A one hour lecture and a two hour practical class each week for one semester.
Prerequisite: Ceramic Methods of Production CER203.
Syllabus: Topics include: temperature measuring techniques including: pyrometric cones, Bullers rings, optical pyrometers, thermocouples, galvanometric indicators, potentiometric indicators and solid state digital indicators; thermocouple types and compensating cable selection; analysis of kiln atmosphere by flue gas CO₂ and O₂ analysers and solid state oxygen probes; combustion graphs; fuels and their calorific values; oil and gas burners, venturi inspirators, air aspirators and nozel mix burners; LPG cylinders, handling and storage procedures; safety devices including: flame fail, valves, regulators, non-return valves, pilot burners, PE cells and flame rods; kiln design parameters including size, shape, construction techniques and materials; thermal resistance, interface temperatures, conductive heat loss, thermal storage, combustion losses; kiln furniture; firing costs with comparisons of different kiln designs and comparisons of energy sources. Assessment: Students are required to participate in group projects and submit practical assignments throughout the semester including a final project assignment at the end of the semester. A pass in all assignments is required.

KILN AND FURNACE DESIGN AND CONSTRUCTION CER309
A one hour lecture and a two hour practical class each week for one semester.
Prerequisite: Ceramic Methods of Production CER203.
Syllabus: As listed for Kiln Design and Construction CER224 — but with additional emphasis in the major area of study for each degree student, i.e. glass, clay and glaze, and concrete. Assessment: Students are required to participate in group projects and submit practical assignments throughout the semester including a final project assignment at the end of the semester. A pass in all assignments is required.

LABOUR ECONOMICS FIN370
A course equivalent to four hours per week for one semester.
Prerequisites: Successful completion of Macroeconomics FIN171 and Microeconomics FIN 271.
Syllabus: In this elective unit students will study the Australian labour market with a view to identifying the factors which influence the supply of and the demand for labour in that market. An examination of the system of wage determination will be undertaken to ascertain what contributes to wage differentials and labour market issues such as institutional rigidities and technological change impact will be considered. References: To be advised.

LABOUR RELATIONS ADM334
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171 and Organisational Behaviour and Performance ADM122.
LAND USE PLANNING CIV323
A course of two hours per week, mainly lectures, for two semesters.
Prerequisites: Nil.
Syllabus: Interaction and competition between land use types. The interaction between transport facilities and land use. Provision of services and the relevance of civil engineering to town, regional and national planning within a social, economic and political framework.
Assessment: To be based on examinations at the end of each semester and on assignments submitted throughout the year.
References:

LANGUAGE ACROSS THE CURRICULUM 1
EDN134
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject overviews contemporary language curricula for primary schools with an emphasis on the concept of language across the curriculum. The theoretical basis of the language curriculum focuses on the context and nature of language, language acquisition and development and the way in which teachers and children use language. The subject will provide a model of language appropriate to the primary school.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:
EDUCATION DEPARTMENT OF VICTORIA, Drama is Primary, Victorian Government Printer, 1983.
FEHRING, H. and THOMAS, V., The Teaching of Spelling, Victorian Education Department, 1983.

LANGUAGE ACROSS THE CURRICULUM 2
(ORACY AND DRAMA ACROSS THE CURRICULUM) EDN135
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The emphasis in this subject is on the development of the primary school child's listening, speaking and dramatic skills. The following topics are included: the relationship between children's listening, speaking and learning; the development of appropriate materials and activities to enhance children's language, appropriate classroom organisation to foster listening and speaking; the provision of special assistance across the curriculum and the relationships between the teacher's oral skills and the child's learning. A drama component extends listening and speaking into such areas as choral and individual verse speaking, story telling, singing, sound effects and voice use in role play.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:
SANSON, C., Speech and Communication in the Primary School, Black, 1978.
RUSSELL, D. & RUSSELL, E. F., Listening Aids Through the Grades, ACER 1981.

LANGUAGE ACROSS THE CURRICULUM 3
(READING ACROSS THE CURRICULUM) EDN234
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The emphasis in this subject is on the development of the primary school child's literacy skills in reading, writing and literature. The theoretical basis for the teaching of reading will focus on the factors that affect the development of reading, the major skills and strategies involved in reading for meaning and the relationships between reading, other language skills and the broader curriculum. Students will examine a variety of approaches including language experience, shared reading and basal reading. The development of reading competence in children and the means whereby children requiring special assistance can be catered for in the reading program will be studied.
Assessment: One from Group C. One from Group F. (See Assessment Policy).
References:

LANGUAGE ACROSS THE CURRICULUM 4
(CHILDREN'S LITERATURE AND WRITING ACROSS THE CURRICULUM) EDN235
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students' knowledge and appreciation of children's literature will be developed. The literature studied will also be used as a stimulus for oral and written language. Particular attention will be paid to the writing process and the means by which the teacher can best develop the child's written language across the curriculum.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:
LANGUAGE ACROSS THE CURRICULUM 5
(ORACY AND DRAMA) EDN334
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235 (Language Across the Curriculum 1, 2, 3, 4).
Syllabus: Theoretical considerations and practical activities centred around: (a) The organisation of classroom programs across the primary grades in respect of speaking, listening, movement, mime, improvisation and role play. (b) The preparation and presentation of practical activities within the classroom programs. (c) Materials/resources development to aid in the development and implementation of programs. (d) Program assessment and evaluation.
Assessment: One from Group A. Two from Group C. One from Group F. (See Assessment Policy).
References:
PRIMARY SCHOOLS LANGUAGE COMMITTEE, Talking and Listening, 1982.
SANSOM, C., Speech and Communication in the Primary School, Black, 1978.
WAGNER, B. J., Dorothy Heathcote: Drama as a Learning Medium, National Education Association, 1976.

LANGUAGE ACROSS THE CURRICULUM 6
(ASSISTING THE CHILD WITH DIFFICULTIES IN LANGUAGE AND READING) EDN335
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: The individual experiencing difficulties in aspects of language and/or reading and the means whereby the teacher can provide assistance is the main concern of this subject. The major causes of the individual having learning difficulties in language and/or reading are considered and a focus is given to the role played by the curriculum in this. Techniques of identification, diagnosis and remediation with an emphasis on the use of informal approaches are discussed and students are given the opportunity to practise and develop these techniques. The involvement of curriculum areas, other than language and reading, is included in an attempt to promote assistance across the curriculum.
Assessment: Two from Group C. One from Group D. (See Assessment Policy.)
References:
HOWELL, K. and KAPLAN, J., Diagnosing Basic Skills, Columbus: Charles E. Merrill, 1980.
(This unit will not be offered in 1985.)

LANGUAGE ACROSS THE CURRICULUM 7
(CHILREN'S LITERATURE) EDN336
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: This subject examines literature for the primary school child in Group A. It is largely concerned with aspects of the classroom child from the point of view of reader and writer. Students are encouraged to read and discuss selected books, analyse their literary merit and assess their appeal to children. Elements of fiction will be discussed and students will write for children. They will be encouraged to present this writing and the work of professional writers to children in the classroom.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:
GLAZER, J. I., Literature for Young Children, Columbus: Merrill, 1981.
(This unit will not be offered in 1985.)

LANGUAGE ACROSS THE CURRICULUM 8
(THE MULTICULTURAL CLASSROOM) EDN337
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: Topics included in this subject are: Australia as a multicultural society; The migrant child and schools; The hidden curriculum; Success and failure in the multicultural classroom; Language needs and present policies. Is a bilingual classroom the answer? The place of community languages. TESL for the multicultural classroom.
Assessment: Two from Group C. One from Group D. (See Assessment Policy.)
References:
(This unit will not be offered in 1985.)

LANGUAGE ACROSS THE CURRICULUM 9
(CLASSROOM APPLICATIONS) EDN338
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: EDN134, EDN135, EDN234, EDN235.
Syllabus: Students will be involved in structuring situations and experiences which cater for pupils' language development in all areas of the curriculum. Practical organisation of the classroom as an environment conducive to the child's language development will also be stressed. The unit draws together aspects of language across the curriculum which have been studied in previous units and explores ways in which they can be integrated in the primary school classroom.
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:
PRIMARIES SCHOOLS LANGUAGE COMMITTEE, Position Papers on Reading, Spelling, Listening and Talking.
(ThIs unit will not be offered in 1985.)

LANGUAGE ACROSS THE CURRICULUM ELC306
Contact Hours Per Week: Three hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: In one session, the major area of study is the development of higher-order language skills in the upper primary and lower-secondary years. The course examines approaches to training children in the use of such survey and reference skills as locating and using books and reference materials; developing powers of inferential comprehension and critical thinking; and selecting, evaluating, and organising study material. Methods of teaching English as a second language are also studied as is the design of language syllabi for different groups of learners in different types of learning situations.
In order that students may pursue the study of a language area in greater depth, elective studies are offered in another session in the methodology of teaching community languages in the primary school, issues in reading and language difficulties (including adult literacy), children's literature, language studies, drama and oral English.
Assessment: Assignments and/or class tests.
References:

LANGUAGE STUDIES: GERMAN 1 EDN157
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: This is primarily a language course for beginners or near beginners, but cultural and social aspects of the German-speaking countries of Europe will also receive attention. The teaching approach is that of communicative competence and emphasis will be placed upon comprehension and oral skills. Reading, writing and essential grammar are also seen as important and will be used or practised where necessary.
Assessment: One from Group B. One from Group C. (See Assessment Policy).

References:
NEUNER, SCHMIDT, WILMS and ZIRKEL, Deutschaktiv I, (Lehrbuch I and Arbeitsbuch I), Berlin: Langenscheidt, 1981.

LANGUAGE STUDIES: GERMAN 2 EDN158
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: This semester course continues the language study begun with EDN157.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References: As for EDN157.

LANGUAGE STUDIES: GERMAN 3 EDN257
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: EDN157 and EDN158.
Syllabus: Language and culture study at a more advanced level, together with use of additional written and audio-visual materials. Extensive use of German language in the classroom. Beginning reading of German language writing by selected authors. (Poetry, short stories.)
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References:
HAAS, W., Die Deutschen und die Oesterreichier.
(ThIs unit will not be offered in 1985.)

LANGUAGE STUDIES: GERMAN 4 EDN258
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: This semester course continues the language study begun with EDN257, together with further reading of German literary texts.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References: As for EDN257.
(ThIs unit will not be offered in 1985.)

LANGUAGE STUDIES: GERMAN 5 EDN357
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: EDN258.
Syllabus: Language study at a high level of communicative competence is aimed at including reading and writing skills. Culture studies cover in greater depth
the history of Germany and the major contributions to European literature and thought of selected German writers and other figures. Students are introduced to literary works in various genres (plays, poems, short stories, novels).

Assessment: Four from Group B. (See Assessment Policy).

References:
Selected literary works.
(This unit will not be offered in 1985.)

LANGUAGE STUDIES: GERMAN 6 EDN358
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: EDN258 and EDN357
Syllabus: This semester course continues the language study begun with LAN305, plus reading and discussion of representative German literary periods (in particular the 19th and 20th centuries). In addition the history and contribution of the Germans in Australia will be studied.
Assessment: Three from Group B. One from Group D. (See Assessment Policy).
References:
As for LAN357.
(This unit will not be offered in 1985.)

LANGUAGE STUDIES: GERMAN 7 EDN457
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: Major study in German.
Syllabus: A study of characteristics and styles within 19th century German literature (Poetic Realism; Realism; naturalism), using selected examples from the writings of Gottfried Keller, Otto Ludwig, Theodor Storm, Wilhelm Raabe, Theodor Fontane and Gerhart Hauptmann (in the German original).
Assessment: One from Group C. One from Group E. (See Assessment Policy).
References: To be advised.

LANGUAGE STUDIES: GERMAN 8 EDN458
Contact Hours Per Week: Four hours per week.
Prerequisites: Language Studies: German 7 EDN457.
Syllabus: A study of characteristics and styles within 20th Century German literature, using selected examples from writers such as Thomas Mann, Franz Kafka, Bertold Brecht, Friedrich Durrenmatt, Heinrich Boll and Gunther Grass (in the German original).
Assessment: One from Group C. One from Group E. (See Assessment Policy).
References: To be advised.

LAW FIN311
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Contract Law FIN111.
Syllabus: Product development; protection and liability; competitive relations and promotional activities; restrictive practices; debt recovery.
References: To be advised.

LAW OF BUSINESS ADMINISTRATION FIN211
A course of four hours per week for one semester.
Prerequisite: Contract Law FIN111.
Syllabus: The law relating to organisations, including business and non-profit structures. Legal obligations of employers/employees; partners; company promoters, members; directors. Registration of business names and incorporation of companies, formation of partnerships. The law relating to meetings.

LAW FOR PHYSICAL DISTRIBUTION MANAGERS FIN611
A course of three hours a week class contact for one semester.
Prerequisites: Nil.
Syllabus: To provide an appreciation of the law relating to physical distribution with emphasis on carriage of goods, bailment, channels of distribution, Bills of Lading and Bills of Exchange.
References:
Victoria, Goods Act.

LEGAL IMPLICATIONS OF BUSINESS TECHNOLOGY FIN711
Aim: Students will be able to identify the legal problems involved with business technology systems.
Prerequisites: Nil.
References:
Current journal articles.
LEGAL PROCEDURES I FIN151
A course of two hours per week for one semester. 
Prerequisite: Australian Legal and Economic Systems FIN150.
Syllabus: An understanding of the legal terminology and concepts in conveyancing, family law, corporate affairs, business names and criminal litigation.

LEGAL PROCEDURES II FIN254
A course of four hours per week for one semester. 
Prerequisite: Legal Procedures I FIN151.
Syllabus: A detailed working knowledge of the civil legal procedure and forms involved in legal work in Victoria: the parties and documents involved in civil litigation work, the structure of the courts and the role of solicitors and barristers.
References:
Supreme Court Rules, County Court Rules, Justices Act and Rules.
Other references to be advised.

LEGAL PROCEDURES III FIN255
A course of four hours per week for one semester. 
Prerequisite: Legal Procedures II FIN254.
Syllabus: A detailed working knowledge of procedures and forms in regard to conveyancing, opening a file, arranging for search of title, letters to clients and solicitors, arranging settlement and costing out.
References:
Other references to be advised.

LEGAL STUDIES PCE125
A course of three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisites: Nil.
Syllabus: An introduction to the sociology of law and legal systems emphasising the Australian common law pattern but with comparative studies of other systems where appropriate. Particular emphasis will be given to the development of the law as an instrument of social control and recent reforms and changes in the legal system in which reference will be made to concepts of legally enforceable social rights, the provision of legal aid and alternative legal procedures to the traditional adversary system.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LEGAL STUDIES PCE127
A course of three hours per week for one semester (part-time); four hours per week (full-time).
Prerequisite: Legal Studies PCE125.
Syllabus: A study of some specialised areas of criminal law including crimes without victims; compensation for crimes; the unmaking of criminal law; political crimes and civil liberties; administrative sanctions and redress (e.g. ombudsmen); legal rights of law officers; concepts of deviance and crime; interpretation of criminal statistics and the role of community agencies in the treatment of offenders.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LEGAL STUDIES PCE223
A course of three hours per week for one semester (part-time): four hours per week (full-time).
Prerequisites: Legal Studies PCE125 and PCE127.
Syllabus: A detailed study of two broad areas of substantive law:
(a) the law of persons, covering personal capacity, status and responsibility (e.g. citizenship, family law, privacy), and
(b) the law of property, covering such areas as fraud, embezzlement, negotiable instruments, hire purchase and allied transactions. In each case, the possible involvement and role of the police officer will be examined.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.

LIFE SPAN DEVELOPMENT AND MODERN LIFE EDN301
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites:
Syllabus: The course continues the study of life span development begun in the first two years of the course with the study of child and adolescent development. Both normal and abnormal development are studied with particular emphasis on the forces of modern life that might influence development, from infancy to old age.
Assessment: One from Group D. One from Group F.
References:
(This unit will not be offered in 1985.)

LINEAR ALGEBRA MAT603
A course of 45 hours lectures/tutorials.
Prerequisites: Nil.
Syllabus: Introduction to numerical analysis and computational errors. Review of matrices. Elimination, iterative and relaxation methods. Relative merits of methods w.r.t. efficiency and accuracy for large systems. Special algorithms for sparse systems, including symmetric.
Computation of eigenvalues and eigenvectors: Mises' power method (dominant eigenvalue) and its extension. Eigenvalues of a real symmetric matrix. Homogeneous systems.
All methods will be illustrated by case studies involving computer usage.

References:

LITERATURE LIT101 — THE NINETEENTH CENTURY
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: A course which looks at the development in theory and practice of literature in the 19th century. An attempt will be made to isolate some of the factors which precipitated and/or hastened this change and determined the direction it would take. In essence, this course presents a study in romantic thought and expression which existed alongside realistic approaches, especially in fiction, throughout the century. The causes of the modern movement will be explored.
Assessment: Cumulative, by essays and tutorial papers.
References: Students will study the writings of some of the following: Charles Dickens, William Wordsworth, George Eliot and Thomas Hardy.

LITERATURE LIT102 — THE TWENTIETH CENTURY
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: The course considers literary modes as practised in 20th century writing in English, and an exploration of the relationship between the chief movements in literature and social/political/intellectual trends of that century. Modernism will be considered as a shaping force in the fiction, and verse and drama studied.
Assessment: Cumulative, by essays and tutorial papers.
References: Students should be familiar with the writings of some of the following: D. H. Lawrence, James Joyce, Henry James, T. S. Eliot, W. B. Yeats, Samuel Beckett, John Osborne.

LITERATURE LIT203 — THE DRAMATIST AS SOCIAL CRITIC
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: The Dramatist as Social Critic. Eight plays are chosen from classical Greek drama to modern drama. The aim is to encourage students to see the wider social implications of staged drama; plays grow out of and make comment on their particular culture. Students will be expected to develop their skills in historical and philosophical research, and will be guided to participate in reading aloud and develop theatrical skills through workshop sessions.
Assessment: Essays, research for tutorial papers, practical stagecraft and participation in an acted reading of one of the plays at the end of the semester. Teamwork is essential in the assessment.
References: To be advised.

LITERATURE LIT204 — WAR IN LITERATURE
A course of four hours per week for one semester.
Prerequisites: LIT101 and LIT102, or approved equivalents.
Syllabus: A study of memoirs, poetry, fiction and drama of the First and Second World Wars. The study will emphasise the effects on the literature of the tensions produced by modern war on society and the individual. Writers to be studied will include Wilfred Owen, Siegfried Sassoon, Ford Madox Ford, Ernest Hemingway, Vera Britten and others.
Assessment: Cumulative, by essays and tutorial papers.
References: To be advised.

LITERATURE LIT206 — AUSTRALIAN LITERATURE
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A course in Australian literature from the beginnings in the convict era, bush-balladists, the diggings and first settlement, through the formative period of Australian styles and themes to modern writing. Students will look at important writers from these periods, including Henry Lawson, Marcus Clarke, Patrick White, Judith Wright, and David Williamson. The aim is to encourage a critical appreciation of Australian literature by understanding its development historically.
Assessment: By essays, seminars, and class exercises, with a strongly theoretical and conceptual emphasis.

LITERATURE LIT207 — AMERICAN LITERATURE
A course of four hours per week for one semester.
Prerequisites: LIT101 and LIT102 or approved equivalents.
Syllabus: A thematic study of American Literature covering the following topics: the response of literature to the challenge of The American landscape; the urbanisation of American Literature; the American dream in Literature; the complex fate of American writers; literature in relation to major historical movements in America's past and to issues of contemporary importance.
Such authors as Nathaniel Hawthorne, Herman Melville, Henry James, Mark Twain, Scott Fitzgerald, Joseph Heller, Arthur Miller, Eugene O'Neill, Emily
Dickinson, Robert Lowell, Wallace Stevens and Jack Kerouac will be studied.  
Assessment: Cumulative, with essays, a tutorial paper and one final test.  
References: To be advised.

LITERATURE LIT305 — CHILDREN’S LITERATURE  
A course of four hours per week for one semester.  
Prerequisites: LIT101 and LIT102 or approved equivalents.  
Syllabus: A study of the literary preoccupations of the authors of children’s literature in different countries. Comparisons will be made through a thematic approach. Elements of realism and fantasy and the historical and social contexts of works by various authors will be explored.  
Assessment: Cumulative to include one major essay, one minor essay, a tutorial paper and class participation.  
References: To be advised.

LITERATURE LIT306 — THE COMIC SPIRIT  
A course of four hours per week for one semester.  
Prerequisites: LIT101 and LIT102 or approved equivalents.  
Syllabus: An exploration of the ways in which the comic spirit has manifested itself at various stages and in various modes in English literature. Students will consider the idea of comedy as a means of criticising man and society through the works of authors such as Shakespeare, Pope, Jane Austen, Dickens, Wilde, Stoppard.  
Assessment: Cumulative, to include one major essay, one minor essay, a tutorial paper and class participation.  
References: To be advised.

LITERATURE LIT307 — FROM RENAISSANCE TO REGENCY  
A course of four hours per week of lectures and tutorials for one semester.  
Prerequisite: LIT101 and LIT102 or approved equivalents.  
Syllabus: A study of prose, poetry and drama designed to illustrate relationships between literature and society between approximately 1600 and 1800. A fundamental academic aim of the course is to develop a framework of critical concepts, which may be applied in textual analysis and evaluation, undertaken in the light of the historical circumstances in which the texts were produced.  
Assessment: Cumulative, by essays and tutorial papers.  
References: To be advised.

LITERATURE LIT308 — WORD AND IMAGE  
A course of four hours a week for one semester.  
Prerequisites: LIT101 and LIT102 or approved equivalents.  
Syllabus: A study of texts which exist as novels and films to compare ways in which authors and film directors realise their respective visions within the modes and techniques available to them. The course emphasises the narrative processes involved in each medium. In addition a chosen film script will be compared with the novel from which it was adapted.  
Assessment: Cumulative, by essays and tutorial papers.  
References:  

LITERATURE AND LITERACY EDN632  
Contact Hours Per Week: Three hours per week for one semester.  
Prerequisites: Nil.  
Syllabus: This unit emphasises the various ways in which literature can be employed to develop a child’s literacy. A wide range of literature will be studied and practical strategies developed from this literature to enhance the child’s reading ability.  
Assessment:  
2. Class presentation of one activity.  
References:  
EDUCATION DEPARTMENT OF VICTORIA Happily Ever After, Guide No. 3.  
LICKTEIG, M. J., An Introduction to Children’s Literature, Columbus, Ohio: Merrill, 1975.  

LITERATURE STUDIES A — AUSTRALIAN LIT401  
Contact Hours Per Week: Four hours per week for one semester.  
Prerequisites: Nil.  
(Students who have passed LIT206 are not eligible to enrol for this subject.)  
Syllabus: The main topics covered will be:  
(a) Colonial Literature  
(i) The struggle to modify English form and style to colonial conditions.  
(ii) The emergence of nationalistic writers of verse and prose in the 1890’s.  
(iii) The colonies in retrospect in the works of Clarke and Richardson.  
(b) Twentieth Century Literature  
(i) The struggles for a language suitable to the environment in Australian poetry.  
(ii) Social realism in Australian fiction.  
(iii) The main strands in contemporary drama and fiction.  
Assessment: One from Group D. One from Group F.  
References:  
LITERATURE STUDIES B — AMERICAN LIT482

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

Prerequisites: Nil.

(Students who have passed LIT207 are not eligible to enrol for this subject.)

Syllabus: Topics will include:
(a) The response of literature to the challenge of the American landscape.
(b) The "urbanisation" of American literature.
(c) The "American dream" in literature.
(d) The "complex fate" of American writers.
(e) Literature in relation to major historical movements in America's past and to issues of contemporary importance.

These topics will be pursued through a study of such authors as: Herman Melville, Henry James, Scott Fitzgerald, Joseph Heller, Eugene O'Neil, Emily Dickinson, Wallace Stevens.

Assessment: One from Group F. One from Group D.

References: Appropriate volumes in the series 20th Century Views and Casebook.

Prescribed texts to be advised.

LOOKING IN CLASSROOMS EDN404

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

Prerequisites: Problems and Issues in Contemporary Education EDN401.

Syllabus: An examination of the classroom and teacher effectiveness in the facilitation of learning. A study is made of classroom organisation, teacher-pupil interaction and the application of theories of teaching to the teaching-learning situation. Research into the teacher's working day and examples from classrooms illustrating different approaches to the teaching-learning situation are presented to emphasise the teacher's role in the classroom. A selection of important factors which affect the teacher's ability to facilitate learning within the classroom, e.g., vandalism, multimedia, facility availability, are examined.

Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

LUBRICATION MEC618

A lecture course of two hours per week in one semester and one hour per week in the next semester.

Syllabus: Lubricant types, lubricant properties, lubrication practice — water and steam turbines, gas turbines, gears and drives, hydraulic transmissions, compressors, machine tools, mobile plants, cutting oils, grease lubrication, metal rolling operations. Off-shore lubrication and lubrication in hostile environments. Seals, Fire and explosions:

Theories — (1) fluid film lubrication; Navier-Stokes and continuity equations, Reynolds equation. Solutions for two dimensional iso-viscous incompressible flow, thrust and journal bearings and cylindrical contacts.
(2) boundary lubrication: Lubricant rheology, Lubrication in production engineering. Lubrication in maintenance engineering.

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MACHINE HEALTH MONITORING CHE621

A course of two hours per week for two semesters.

Prerequisite: This unit can only be studied in combination with the Applied Science Practical CHE622.

Syllabus: It is designed to provide an understanding of the operation of a wide range of scientific instrumentation which can be used to monitor the performance of machine components. The course covers the essential principles of each technique and details of the means by which data gathered in this way can be used to diagnose faults and predict impending failures. The range of instrumentation available is illustrated by the following sample: spectrometric methods of oil analysis; ferrography; electron microscopy; capacitance; temperature profiles; vibration analysis; X-ray fluorescence; viscometry; and acoustics.

References: To be advised.

MACHINES AND MECHANISMS MEC622

Two hours per week for one semester.

Prerequisites: Principles of Mechanics of Machines MEC621; or equivalent.

Application of principles of mechanisms to robot arm analysis.
Assessment: Written tests and assignments.
References:
COIFFET, P., Modelling & Control, Kogan Page, 1983.

MACROECONOMICS FIN171
A course of one two-hour lecture and two hours of tutorial work per week for one semester. Tutorial work is broken down into workshop and discussion sessions.
Prerequisite: Nil.
Syllabus: Analysis of movements in and determinants of the major components of aggregate demand: consumption, investment, government, exports, imports. An evaluation of government policies and their effects on full employment, price stability and external viability in the context of the Australian economy.
Reference: To be advised.

MACROECONOMICS FIN297
A course of three hours of class work per week for one semester.
Syllabus: The nature and operation of the Australian economy with particular reference to areas relevant to mechanical engineers. Analysis of changes in and determinants of the major components of aggregate demand and consideration of government policies likely to achieve economic stability.
Assessment: Assignments and class tests.
Reference: To be advised.

MANAGEMENT ACCOUNTING SYSTEMS ACC294
A course of four hours per week for two semesters.
Prerequisite: A satisfactory stage of development in the course.
Reference:
HORNGREN, C. T., Cost Accounting — a managerial emphasis (latest ed.), Prentice-Hall.
SEILER, R. E., Principles of Accounting — a managerial approach, Chas. E. Merrill, 1967.

MANAGEMENT ACCOUNTING SYSTEMS ACC395
A course of four hours per week for two semesters.
Prerequisite: Management Accounting Systems ACC294, or Accounting and Finance ACC101 and ACC102.
Syllabus: A more advanced study of management accounting controls. Planning and control of sales, production, inventory, capital expenditure, cash flows, and income including decision models, data flows, internal reporting and human behaviour aspects. Internal control and auditing requirements including EDP auditing. Regulatory aspects of the accounting environment.
Reference:
Others as required.

MANAGEMENT DECISION MAKING ADM261
A course of four hours per week for one semester.
Prerequisite: Business statistics MAT161 and Organisational Behaviour and Performance ADM232.
Syllabus: This subject is designed to extend student awareness of quantitative techniques that can be used to aid management decision making. The course is presented entirely on microcomputers — but no computer literacy is assumed. It is necessary for students undertaking this subject to obtain a microcomputer software manual and at least one floppy disk. Satisfactory completion of the subject will not be possible without these items. A copy of the manual may be hired from DSBS Technical Services unit.
Reference: To be advised.

MANAGEMENT ENVIRONMENT ADM337
A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM232, and Management Decision Making ADM261.
Syllabus: This core subject within the Administration degree course has been designed to develop student sensitivity to and awareness of future problems in the management of work enterprises, in the light of current and projected work environments.
Reference: From diverse sources, including current articles, texts and public affairs program.

MANAGEMENT INFORMATION SYSTEMS EDP676
A course of four hours per week for seven weeks.
Prerequisite: Systems Development II EDP660 and Programming II EDP656.
Syllabus: Nature of information, system concepts for MIS, organisation and management theory as related to MIS, decision making, financial modelling, classical MIS, decision support systems, case studies.
Reference:
MANAGEMENT OF BUSINESS TECHNOLOGY ADM711

Prerequisites: Foundation units.
Aims: To examine the management of Business Technology with particular emphasis on the role of the Manager of a Business Technology System; to differentiate the Management of Business Technology Systems from that of conventional Data Processing Systems.

Syllabus: Corporate Planning for Business Technology role of Business Technology Manager, planning and implementation, systems development, facilities resource management, human Resources management.

References:

MANAGEMENT OF CHANGE ADM262

A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM122.

Syllabus: This elective subject develops and extends student awareness of practical problems in coping with and adapting to organisational change. Emphasis is placed on examining techniques for describing and anticipating change, as well as evaluating strategies for effective management of planned changes within work organisations.

References: A comprehensive list of reference materials will be provided during the first week of classes. This will include a wide range of journal references, as well as resource materials from the Productivity Promotion Council of Australia.

MANAGEMENT PLANNING ACC673

A course of three hours per week for one semester.
Syllabus: The objective of this subject is to develop skills in designing and evaluating planning, control and information systems. Topics covered include divisional accounting, segment profitability; accounting for the marketing production, personnel functions and human factors in information system design, management by objectives, and use of the computer for management planning and control.

References:
Further references to be advised.

MANAGEMENT PRINCIPLES IND403

Four hours per week for one semester.
Prerequisites: Entry standard to final year.
Syllabus: This subject provides an overview of administrative theory, focusing on theoretical evolution, organisational behaviour and the management process. Continual emphasis will be placed on the practical implications of the theory, particularly in the context of industrial engineering investigation and design.

Assessment: Reports, coursework and class test.

References:

THE MANAGEMENT PROCESS ADM641

A course of three hours per week for one semester.
Prerequisites: Nil.
Topics covered include the evolution of organisation and management theory, individuals and work, groups and work, the decision making process, the organisation communication process, planning and controlling, the integration of organisational and individual needs.

References:
HAMPSON, D. R. et al., Organisational Behaviour and the Practice of Management (revised), Scott Foresman, 1978.

MANUFACTURING PROCESSES IND202

Four hours per week for one semester.
Prerequisites: Engineering Materials MECC45.
Syllabus: The relevance of the scale of production and the possibilities of alternate processes, the economics of which change with technological development. Casting processes; sand, permanent mould, die, shell, centrifugal and investment castings.
Mechanical working; cold working and hot working of metals, forging, rolling, extrusion drawing and sheet metal working, explosive forming. Powder metallurgy; compaction and sintering principles, applications of powder metallurgy.
Welding and allied processes; force, gas and electric welding, welding metallurgy, heat affected zone, weld cracking, testing of welds. Surface hardening; flame hardening, induction hardening, carburizing and nitriding.
Surface finishing; electroplating principles, electroforming, electromachining, chemical plating, electroless plating, hot dipping, anodizing processes. Decorative coatings.
Manufacturing processes for plastics, rubber and ceramics.
Machining processes; shaping, planning, drilling, turning and related operations, boring, milling and broaching, thread and gear cutting.
Non-destructive testing; dye penetrants, magnetic particles, ultrasonic, eddy current and radiography.
Assessment: Classwork and final examination.
References:
DE GAMO, E. P., Material Processes and Manufacturing, Collier Macmillan.

MANUFACTURING PROCESSES MKT385
Prerequisites: Distribution MKT346
Syllabus: The nature of manufacturing processes, including production methods, resource requirements and quality control. The interrelationship between manufacturing and marketing including production planning and scheduling.
References:

MARKETING MKT292
A course for Graphic Design degree and diploma students of two hours per week for two semesters.
Prerequisite: A pass in first year Graphic Design studies.
Syllabus: Students will have the opportunity of gaining an insight into the nature of marketing and the practice of marketing management. In the first semester a framework for market planning will be developed which will include the role of market research, the marketing concept, marketing mix and customer motivation. During the second semester the role of promotion will be emphasised.
References:

MARKETING AND PROCUREMENT MKT601
Two hours per week for one semester.
Prerequisites: Nil.
Assessment: Written tests and assignment work.
Reference:

MARKETING COMMUNICATION MKT346
A course of four hours per week for one semester.
Prerequisites: MKT112 and MKT211.
Syllabus: This subject focuses on the marketing communication mix of marketing strategy based on a marketing management's perspective. It reviews the role of advertising, 'sales' promotion, publicity and the interface with personal selling.
Assessment: Combination case study and examination.
Reference:
RAY, M. L., Advertising and Communication Management, Prentice-Hall.

MARKETING COMMUNICATION STRATEGIES MKT626
A course of three hours class work and three hours private assignment work for one semester.
Prerequisite: Marketing Theory and Practice MKT616.
Syllabus: Importance of promotion; role of communication in promotional strategy; elements of the promotional mix; establishing the promotional budget; promotional strategy; consumer behaviour; advertising promotion and the law; advertising and society.
References:

MARKETING CONTROLLERSHIP ACC292
A course of two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.
Prerequisite: Accounting and Finance ACC102, or Financial Decision Making ACC103
Syllabus: The subject aims to give marketers an appreciation of the financial implications of marketing decisions. Topics covered include the use of accounting information by marketers, cost-volume profit analysis and incremental profit analysis for decision making. The relationship between marketing strategies, financial resource requirements and the cost of capital will be investigated. Responsibility accounting and management control strategies to evaluate the marketing effort will be reviewed.
References:

MARKETING FINANCIAL CONTROL ACC680
A course of three hours class contact per week for one semester.
Prerequisites: Nil. Students with accounting studies at the undergraduate level are advised to seek permission from the Course Leader of the Graduate Diploma in Marketing to attempt another subject in lieu of ACC680.
Syllabus: To enable marketing students to understand and interpret major financial and management
accounting data and reports. To explain the nature and importance of planning, co-ordination and control using financial data that particularly relates to the marketing function.

Reference:

MARKETING FUNDAMENTALS MKT195
A course of two hours class work per week for one semester.
Prerequisite: Nil.
Syllabus: This subject aims to provide a knowledge of marketing practice and terminology as currently used in business. Introduction to various decisions facing the marketing executive in pricing, promotion, distribution, product policy and marketing planning.

MARKETING IN FOREIGN ENVIRONMENTS MKT634
A course of two one-hour lectures and one one-hour tutorial per week for one semester.
Prerequisite: Marketing Theory and Practice MKT616.
Syllabus: The distinctions in overseas marketing; environmental influences; marketing intelligence; marketing mix implications; export procedure. Case work will be used where appropriate.

References:
CATEORA, P. International Marketing, Irwin, 1983,

MARKETING INTERNSHIP MKT363
Four hours per week for one semester (equivalent)
Prerequisite: A marketing elective.
Syllabus: The objective of an internship is to give students first hand experience in working in business in the marketing speciality in which they expect to be employed on graduation and to integrate theory with practice. Separate internship programs are drawn up for each student.

References: To be advised.

MARKETING LAW FIN218
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Contract Law FIN111.
Syllabus: The focus of the course will be upon the current Trade Practices Act and an examination of the legal control of restraint of trade, monopolisation, exclusive dealing, mergers and price discrimination and the problems raised by these phenomena in the national economic context. The legislation will be discussed from the viewpoints of government, businessman and lawyer.

Legislation relating to justification of prices and consumer protection with the allied problems of product liability and techniques of marketing will also be examined.

References: To be advised.

MARKETING LAW FIN418
A course of four hours class contact per week.
Prerequisite: Contract Law FIN111.
Syllabus: The regulation of marketing mix elements; the product itself, pricing, packaging, advertising, sales, distribution and after sales service. The regulation of competition.

References: To be advised.

MARKETING MANAGEMENT MKT312
A course of four hours class work for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The development of corporate marketing strategies; marketing planning procedure and administration; evaluation and control in marketing planning; Australian case studies in corporate marketing planning and strategy. Concepts of product management; designing a product strategy; monitoring existing products; developing new products.

References:
CRAVENS, Strategic Marketing, Irwin, 1982
CRAWFORD, C. M., New Products

MARKETING MODELS MKT213
Four hours per week for one semester.
Prerequisite: Data Processing EDP172 and Quantitative Methods in Marketing MKT113.
Syllabus: Creating modeles for decision making in marketing, information needs of decision makers, data base utilisation, solving non-routine and financial marketing problems with software packages.

References:

MARKETING PLANNING AND CONTROL MKT411
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing Theory and Practice MKT112.
Syllabus: The marketing planning function and types of marketing plans; the development of corporate goals and corporate marketing strategies to meet those goals; marketing planning procedures and the integration of marketing plans into corporate plans; the administration of planning; evaluation and control in marketing planning, analysis and compilation of marketing plans in practice.

References: To be advised.
MARKETING PRINCIPLES AND PRACTICE MKT691
A course of one and a half hours per week for one semester (for students in the Graduate Diploma in Secretarial Studies).
Prequisite: Nil.
Syllabus: Marketing and its place in business; the role and importance of marketing research; consumer behaviour and analysis; specialised functions in marketing including distribution, promotion and pricing; practical studies demonstrating the application of marketing principles.

MARKETING READING UNITS MKT300/301
A course of private study equivalent to four hours per week of contact for one semester.
Prequisites: Nil.
Syllabus: Students opting for this subject need to find a subject in marketing which they want to study on their own with the assistance of a member of the marketing staff. Normally students will prepare a program of library research which they will clear with their supervisor. This program will then be executed and written up in the form of a minor thesis.
Assessment: Minor thesis and viva voce examination.

MARKETING RESEARCH MKT212
A course of four hours per week for one semester.
Prequisites: Quantitative Methods in Marketing MKT113
Syllabus: Introduction, importance to marketing, decision process, problem identification, planning and overseeing a research project, sources of information, questionnaire design, sampling, research reporting, advertising research, observation techniques, group interviews, depth interviews, managing marketing research.
References: To be advised.

MARKETING RESEARCH MKT612
A course of three hours class work per week for one semester.
Prequisite: Statistics for Marketers MAT661.
Syllabus: Nature and scope of marketing research, methodology in marketing research, sources of information, questionnaire design, sampling techniques, interpretation and analysis of data, managing the marketing research process, forecasting, specialised areas of marketing research.
References: To be advised.

MARKETING RESEARCH PRACTICE MKT629
A course of three workshop hours per week for one semester.
Prequisite: Marketing Research MKT612.
References: To be advised.

MARKETING RESEARCH TECHNIQUES MKT412
A course of two hours of lectures and two hours of tutorials per week for one semester.
Syllabus: The course aims to provide students with an understanding of tools and techniques of marketing research applicable to consumer and industrial marketing. Purposes of marketing research; planning a project; formulating the problem; marketing information systems; primary and secondary sources of information; sampling techniques; bias; data analysis; questionnaire design; attitude research; test marketing; forecasting; the research report.
References: To be advised.

MARKETING THEORY AND PRACTICE MKT112
A course of four hours per week comprising two hours of lectures and a two hours of tutorial time.
Prequisites: Nil.
Syllabus: The history of marketing and the development of the marketing concept; the analysis of marketing situations into organisation, market, competition, resources supply, regulation, pressure group and economics components; marketing strategy and public relations; tactical marketing including the product, pricing, packaging, advertising, direct mail, exhibition, sales literature, merchandising, sales promotion, selling, distribution and after sales service; organising and controlling marketing.

MARKETING THEORY AND PRACTICE MKT616
A course of three hours class work per week for one semester.
Prequisites: Nil.
Syllabus: The marketing concept and corporate objectives and strategies; the marketing environment; marketing decision making and problem solving; designing the marketing strategic mix; planning, controlling and evaluating the marketing effort.
MATERIAL STUDIES EDN604
Contact Hours Per Week: Two, in both semesters.
Syllabus: The unit aims to give students the opportunity to experiment with new materials and techniques for the purpose of:
1. extending their own understanding and knowledge of the qualities of the materials and the ways in which they can be used;
2. evaluating the material or technique for use by pupils of various age groups within various educational settings;
3. developing their own creative ideas with the materials used for experimentation.
Assessment: Students are required to keep a diary of experiences, findings and evaluation for each area studied. Assessment will be based on a presentation folio of the actual work covered together with the diary of their findings.
References: Students will prepare their own bibliography of useful references for use in the classroom situation. Journals such as Craft Australia and Interaction will provide useful information.

MATERIALS AND TECHNOLOGY ART130
A course of one hour laboratory workshop and one hour lecture for one semester for students undertaking the Craft Major of the Fine Art degree.
Prerequisites: Nil.
Syllabus: The subject is taught by the Department of Mechanical Engineering. It is designed to complement the major design and workshop disciplines offered in the Craft Major by acquainting students with the fundamental nature and structure of matter. Topics include: atomic structure and its relationship to properties of metals, plastics and ceramics; survey of materials, their properties and areas of application; testing of materials — hardness, tensile, inflammability, optical properties, colour stability and acoustic properties.
Assessment: Laboratory assignment. Written assignment. Cumulative tests.
References: To be advised.

MATERIALS AND TECHNOLOGY ART131
A course for Fine Art degree students of one hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.
Prerequisite: Materials and Technology ART130.
Syllabus: The objective of this course is to further develop the students' familiarity with the properties and behaviour of metals. Topics include: cold working and recrystallisation of metals; basic phase changes in simple two alloy systems; heat treatment of plain carbon steels — annealing, normalising, hardening, temper colours; stress analysis of simple structures.
Assessment: Laboratory assignment. Written assignment. Cumulative tests.
References: To be advised.

MATERIALS AND TECHNOLOGY ART230
A course for Fine Art degree students of one hour laboratory workshop and one hour lecture for the semester. Teaching Department: Mechanical Engineering.
Prerequisite: Materials and Technology ART131.
Syllabus: The objective of this course is to further extend the students' understanding of the properties and behaviour of materials with particular reference to failure of materials and how these failures can be overcome by good design and correct materials selection.
Topics include: failure of materials; finishing of metal components; materials joining processes.
Assessment: Laboratory assignment. Written assignment. Cumulative tests.
References: To be advised.

MATERIALS AND TECHNOLOGY ART231
A course for Fine Art degree students of one hour lecture and one hour laboratory/workshop for one semester. Teaching Department: Mechanical Engineering.
Prerequisite: Materials and Technology ART230.
Syllabus: The objective of this course is to extend the students understanding of the structure and properties of materials in ceramics, glass and concrete. Topics include: properties and testing of concrete, design of concrete mixes; solidification of metals-casting processes; sand, shell investment and die casting.
Assessment: Laboratory assignment. Written assignment. Cumulative tests.
References: To be advised.

MATERIALS HANDLING DESIGN IND212
A course of two hours per week for one semester. 
Prerequisites: Mechanics of Solids MEC135, Mechanics of Machines MEC125, Methods Engineering IND102.
Assessment: A final two hour examination, mid-semester tests and design assignments.
Australian Standards AS1418 Crane and Hoist Code A.S. 2359 1980.
MATERIAL SCIENCE I MEC143
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
Reference: SCHLENKER, Material Science.

MATERIAL SCIENCE II MEC143
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
References:
ROLLASON, Metallurgy for Engineers, Arnold.

MATHMATICAL METHODS MAT205
A course of three hours per week for two semesters. Credit will not be given for both this subject and Applied Mathematics MAT201.
Prerequisite: Mathematics MAT103/104.

MATHMATICAL MODELLING AND APPROXIMATIONS I MAT604
MATHMATICAL MODELLING AND APPROXIMATIONS II MAT609
A course of 90 hours of lectures/tutorials.
Syllabus: Mathematical modelling of physical systems. Introduction: Formulation of problems by approximation of governing equations and/or boundary conditions. The role in modelling: of dimensional analysis, similarity and non-dimensional parameters, order-of-magnitude-analysis, laboratory and computer analogues. Each of the sections above will be introduced in the context of case studies leading to the equations and systems of equations to be studied in other subjects of course. The case studies will be taken from a wide variety of physical systems. Approximate analytical methods which extract limited information about the general nature of the problem without actually obtaining a ‘complete solution’. Graphical methods (isoclines and curvatures methods). Phaseplane solutions. Perturbation methods. Approximate methods as a prelude to computer solutions. The need and choice of approximating function. Taylor minimax, rational functions.
References:
Splines: Introduction to the B spline series and applications to interpolation and smoothing curves.

MATHMATICS MAT103
A course of four hours per week for two semesters. Prerequisite: An HSC mathematics or equivalent.
References:
Statistics (two hours per week): Graphical techniques for describing data, probability, expectation. Particular, continuous and discrete random variables. Inference; introduction to sampling theory.
References:

MATHEMATICS MAT104
A course of four hours per week for two semesters.
Prerequisite: An HSC mathematics or equivalent.
References:
Statistics (two hours per week): Particular discrete and continuous distributions; sampling theory; estimation concerning means, variances, proportions; hypothesis testing; introduction to distribution-free methods; simple linear regression (emphasis given to applications in Applied Science and Engineering).
References:

MATHEMATICS MAT111
A course of five hours per week for two semesters.
Prerequisite: An HSC mathematics or equivalent.
Systematic integration: by substitution, by parts, reduction formulae, numerical integration, arc length and surface area.
Partial differentiation: approximations and errors, maxima and minima, directional derivative, curve fitting by least squares.
Complex algebra: de Moivre's theorem, Euler's formula, phasors, complex mappings.
Vectors: scalar and vector products, scalar derivatives, applications. First and second order differential equations with appropriate applications.
Assessment: By assignments and formal examination at the end of each semester.
References:
MATHEMATICS 1A MAT124
A course of four hours per week for two semesters.
Prerequisites: Pure Mathematics at Year 12 (or equivalent), or General Mathematics at Year 12 (or equivalent) if MAT125 is taken concurrently.
Assessment: By class tests and formal examination each semester.
References:

MATHEMATICS 1B MAT125
A course of two hours per week for two semesters.
Prerequisites: General Mathematics at Year 12 (or equivalent).
Syllabus: Basic algebra and functions: composition, inverse for polynomial, rational algebraic and circular functions. Calculus: limits and continuity; derivatives and integrals of rational algebraic, circular and exponential functions; change of variable in integration; areas between curves; volumes of revolution; curve sketching; optimization problems. Analytic geometry: cartesian equations of simple curves (including conics); parametric specifications; tangents, normals; simple locus problems.
Assessment: By class tests and formal examination each semester.
References:

MATHEMATICS MAT211
A course of five hours per week for two semesters.
Prerequisite: Mathematics MAT111.
References:

MATHEMATICS II MAT227
Contact: Two hours lecture and one hour tutorial per week for two semesters.
Prerequisites: Mathematics IA MAT124
Subject Content: Differential equations, multiple integrals, Fourier series, Laplace transforms, probability and statistics, numerical methods — zeros and non-linear functions, systems of linear equations, polynomial approximation, numerical integrations, differential equations and boundary value problems.
References: To be advised.

MATHEMATICS MAT331
A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT211
Syllabus: Revision of complex numbers and complex functions. Differentiation of complex functions, the Cauchy-Riemann equation, complex integration, line integral, Cauchy's theorem, complex mappings and applications to fluid flow, overview of finite-element method, Galerkin method, boundary value problems. Statistics: testing the significance of mean and proportion, distribution free techniques, tolerance limits, simple and multiple linear regression including tests of significance for parameters and predicted values: Markov chains with applications to traffic flow models, models and storage models; estimation of extreme values: sampling procedures.
References:
MATHEMATICS MAT341
A course of four hours per week for one semester.
Prerequisite: Mathematics MAT211
Syllabus: Complex Variable: complex calculus, differentiability of elementary functions, Cauchy-Riemann equations; complex integrals, Cauchy's theorem, conformal transformation.
Statistical methods: Hypothesis tests on the mean and proportion, non-parametric tests, linear regression. Ordinary differential equations: variation of parameters, solutions by series, method of Frobenius Bessel's equation and functions, Legendre's equation and functions.
References:

MATHEMATICS MAT351
A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT211.
Statistics: linear regression analysis, hypothesis testing, use of computer subroutines and packages.
Numerical analysis: numerical solution of ordinary and partial differential equations.
References:

MATHEMATICS MAT451
A course of 48 hours. This is an elective subject.
Prerequisites: A completed current Diploma of Mechanical Engineering. Before enrolment, a student's mathematical background must be discussed with the Head of Department of Mechanical Engineering.
Syllabus: A selection of the following topics will be offered: continuum mechanics; tensor notation, analysis of stress and strain, generalised Hooke's Law; viscous fluids, Lagrangian and Eulerian description, continuity, Navier Stokes equations.
The Wave Equation: applications to vibrations, tidal waves in a canal, etc.
Special functions: Fourier series in complex form; double Fourier series; Bessel functions; orthogonal curvilinear co-ordinates.
Numerical methods: finite differences, numerical quadrature, numerical solution of ordinary and partial differential equations.
Potential flow: Bernoullis theorem, irrotational motion, velocity potential and stream function, simple 2D flows, lift and drag on a cylinder with circulation.
Complex variables: differentiation and integration theorems, conformal mapping and applications.
References: To be advised.

MATHEMATICS MAT651
A course of two hours per week for one semester.
Aim: To provide students with appropriate skills in mathematical modelling techniques and methods of solution of equations relevant to the application of mathematics to the physical problems of fluid flow, heat conduction and elasticity.
Syllabus: Revision of general methods of solution of partial differential equations. Mathematical modelling of problems in fluid flow, heat conduction, elasticity, etc.
Particular solutions of these problems for a given set of conditions corresponding to typical lubrication situations.
Dimensional analysis techniques.
References: To be advised.

MATHEMATICS AND COMPUTER STUDIES 1
MAT181
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: Nil.
Syllabus: Properties of the number system including integers, rationals, irrationals and complex numbers. Elements of number theory; properties of primes, composites and modulo arithmetic. Structures in algebra; groups and fields. Mode of operation of a computer; data representation and coding formats, modes of processing, operating systems and utilities. Algorithm development; programming in FORTRAN 77.
Assessment: One from Group B. One from Group F.
References:
MALCOLM, W. G., Number and Structure, Reed Education, 1975.

MATHEMATICS AND COMPUTER STUDIES 2
MAT182
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: Nil.
Assessment: One from Group B. One from Group F.
References:
LUMSDEN, J., Elementary Statistical Method, University of Western Australia Press, 1974.
Prime Computer Manuals.

MATHEMATICS AND COMPUTER STUDIES 3
MAT281
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT181 and MAT281
Syllabus: The axiomatic method; inductive and deductive proof; mathematical induction. Symbolic logic; truth tables for common connectives; an algebra of propositions; logical equivalence; valid argument forms and methods of proof; logic and switching circuits. Computing: Data structures, file structures and access methods, searching and sorting. Advanced programming using FORTRAN 77.
Assessment: One from Group B. One from Group F.
References:
DeLONG, H. A., A Profile of Mathematical Logic, Reading; Mass: Addison-Wesley, 1970.
(This unit will not be offered in 1985.)

MATHEMATICS AND COMPUTER STUDIES 4
MAT282
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT181 and MAT182
Syllabus: Discrete and continuous probability distributions; binomial, geometric, uniform and normal distributions. Introduction to concepts of hypothesis testing and development of testing procedures involving normal, t- and χ2- distributions. Computing: Numerical methods; approximations and errors, solution of equations. Switching theory; logic functions, Boolean algebra, circuits.
Assessment: One from Group B. One from Group F.
References:
(This unit will not be offered in 1985.)

MATHEMATICS AND COMPUTER STUDIES 5
MAT381
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT281 and MAT282
Syllabus: Formal proofs using valid argument forms. The number and sum of divisors of N; divisibility, properties of primes, continued fractions. Introduction to the history and philosophy of mathematics; famous problems in mathematics.
Computer architecture: Calculators, microcomputers, minicomputers, mainframe architecture.
Programming in Pascal: Pascal program structure, modular programming.
Assessment: One from Group B. One from Group F.
References:
(This unit will not be offered in 1985.)

MATHEMATICS AND COMPUTER STUDIES 6
MAT382
Contact Hours Per Week: Four hours per week of lectures and practical work for one semester.
Prerequisites: MAT281 and MAT282.
Assessment: One from Group B. One from Group F.
References:
(This unit will not be offered in 1985.)

MATHEMATICS AND COMPUTER STUDIES SAE303
Contact Hours Per Week: Three hours per week.
Syllabus: Logic: construction of formal proofs using valid argument forms; proof strategy and the techniques of conditional and indirect proof.
Number theory: the number and sum of divisors of N, divisibility rules, properties of primes, linear congruences, continued fractions.
Statistics: application of statistical concepts to problems in psychology and education including parametric and non-parametric methods, correlation, linear regression and analysis of variance.
Computing: development of programming techniques to effectively assist computations associated with problems encountered in areas of number theory and statistics.
Assessment: Practical work reports and class tests.
References:

MATHEMATICS EDUCATION 1 EDN139
Contact Hours Per Week: Two hours per week, for one semester.
Prerequisites: Nil.
Syllabus: This course is an integrated study of mathematics and mathematics learning at pre-school and junior primary school levels. The mathematics topics include a study of pre-number and associated language skills, the structure of the number system, basic properties of numbers and practical application of mathematics to the child's environment. Preparation, planning and implementation of lessons for the pre-school and junior school with emphasis on the use of relevant unstructured and structured aids.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:

MATHEMATICS EDUCATION 2 EDN140
Contact Hours Per Week: Two hours per week, for one semester.
Prerequisites: Nil.
Syllabus: The study of mathematics in the middle primary school. To develop algorithms related to the process for the operation of whole number and rational numbers. A further application of the number properties, practical mathematics of measurement, money, time and space. The study of mathematics will include the application of the theories of child development to curriculum planning in mathematics, remediation and diagnostic procedures in the classroom.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:

MATHEMATICS EDUCATION 3 EDN239
Contact Hours Per Week: Two hours per week, for one semester.
Prerequisites: EDN139 and EDN140.
Syllabus: This course is a study of mathematics related to the upper primary school level. The study will include planning of mathematical experiences; the development of algorithms for addition, subtraction, multiplication and division of whole numbers, decimals and rationals. The planning, presentation and implementation of lessons suitable for the upper primary school and evaluation procedures for class assessment. Diagnosis and remediation procedures will be introduced.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.

MATHEMATICS EDUCATION 4 EDN240
Contact Hours Per Week: Two hours per week, for one semester.
Prerequisites: EDN139 and EDN140.
Syllabus: Applied number, the measurement of space, time and money. Aids suitable for the teaching of applied number and practical mathematics, the application of mathematics to the environment. Further detailed procedures for general assessment, diagnosing and remediation of children experiencing difficulties in mathematics. Enrichment activities for the slow and fast learner in mathematics. Planning and preparation of lessons suitable for the teaching of pure and applied number with related activities.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.

MATHEMATICS EDUCATION 5 EDN339
Contact Hours Per Week: Two hours per week, for one semester.
Prerequisites: EDN239 and EDN240.
Syllabus: A study of alternative mathematics programmes developed in Australia, USA and Great Britain. Particular emphasis will be placed on the philosophy, sequential development and practical experiences generated within the programmes. Assessment procedures, catering for individual differences, acceleration and enrichment procedures. A comparative study between the Victorian Mathematics programme and the Nuffield Mathematics programme. The use of text books and their relevance or otherwise to the Victorian Mathematics programme.
Assessment: One from Group A. One from Group D. (See Assessment Policy).
References:
(This unit will not be offered in 1985.)
MATHEMATICS EDUCATION 6 EDN340
Contact Hours Per Week: Two hours per week, for one semester.
Prerequisites: EDN239 and EDN240
Syllabus: The use of testing and remediation procedures in the primary school for group assessment and individual assessment of mathematical achievement. The use of small group teaching as an aid to developing a mathematics programme, an investigation of streaming into ability groups or otherwise. A detailed case study and task analysis for a group and an individual.
Preparation and construction of tests and aids suitable for encouraging mathematics learning in a classroom.
Assessment: One from Group A. One from Group D.
(See Assessment Policy).
References:
WILLIAMS, E. and SHUARD, W., Primary Mathematics Today, Longman.
(This unit will not be offered in 1985.)

MATHEMATICS EDUCATION 3 EME307
Contact Hours Per Week: Two hours per week.
Prerequisite: Mathematics Education 2 EME207.
Syllabus: This course is an integrated study of the curriculum content for upper grades in the primary school and the learning patterns of children at this level. Curriculum materials and standardised tests are studied and their appropriate uses in the classroom are investigated in the context of planning mathematics learning experiences for a whole class of children.
Assessment: Tests and assignments.
References:
UNDERHILL, R., Elementary School Mathematics, Charles E. Merrill, 1981.

MATHEMATICS FOR COMPUTING MAT123
A course of four hours per week for one semester.
Prerequisite: Year 11 Mathematics or equivalent.
Syllabus: Set Theory — terminology, operations, relations and fuctions, Boolean Algebra — propositions and connectives, truth tables, Karnaugh maps, conditional connectives, applications to switching and computer logic. Modulo Arithmetic — binary, octal and hexadecimal, relationship to computer arithmetic. Descriptive Statistics — A comparison of 'classical' and 'modern' techniques to summarize data including an examination of techniques available in computer packages. Sampling — Ideas of census and sample, concepts of simple random sampling, stratified sampling, cluster, sequential, quota, ratio, sample summary statistics as point estimates of population parameters.

MEASUREMENT AND INSTRUMENTATION ELE655
A course of two hours per week for one semester, including lectures, laboratory and tutorials.
Prerequisites: Nil.
Syllabus: Measurement concepts: limit and probable errors, error analysis. Process variables: transducers and transmitters for important variables such as displacement, motion, pressure, temperature, flow. Signal conditions and manipulation: amplifiers, bridge circuits; mathematical manipulation; linearisation, voltage-to-frequency; analogue-to-digital and digital-to-analogue conversion. The nature and sources of noise: accurate measurement in the presence of noise filtering, averaging, correlation; common mode rejection; cabling — grounding, shielding, isolation, crosstalk; human factors in data display.
Assessment: Written examination. Laboratory and assignment work.
References:
BENDAT and PIERSOL, Measurement and Analysis of Random Data, Wiley.
OLIVER and CAGE, Electronic Measurement and Instrumentation, McGraw-Hill.
mic Devices — Non-Linear Circuits Handbook.

MECHANICAL ENGINEERING MEC133
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one year.
Syllabus: Basic Dynamics: Newton's Laws: units, inertia force. D'Alembert's principle, free body diagrams; non-uniform acceleration; rotational dynamics, moment of inertia, combined linear and angular systems, friction, static and kinetic; work, energy, power, conservation of energy, momentum, impulse and impact. Applied Dynamics: simple gear trains; belt drives, balancing brakes and dynamometers, flywheels, clutches, mechanisms, vibration.
References:
STEPHENS, R. C., Strength of Materials; theory and examples, Arnold, 1970.
MECHANICAL ENGINEERING PROJECT
MEC300
A course of three hours per week of investigational work which is supervised by staff with expertise in the areas of solids, machines, materials, fluids or thermodynamics.
Prerequisites: This subject must be studied concurrently with the third subject in the relevant branch of engineering science.
Syllabus: The object of this unit is to provide a 'bridge' between the Institute and industry, by giving the student an opportunity to investigate in depth an engineering problem of current interest to industry, or to carry a large scale Institute-based investigation project to a conclusion.
Assessment: Students will be assessed on the basis of their performance throughout the year, and on their written and oral reports.

MECHANICS CIV102
A course of three hours per week of lectures, tutorials and laboratory work for two semesters.
Prerequisites: Nil.
Reference:

MECHANICS OF FLUIDS MEC370
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Thermodynamics MEC260.
Syllabus: Fluid properties; static fluids, kinematics, basic equations and instrumentation. Momentum of fluids, flow in closed conduits, boundary layer theory, wing theory, reciprocating and rotodynamic machinery, pump selection, lubrication theory, hydrodynamic bearings, externally pressurised bearings. Introduction to noise. Potential flow theory.
Laboratory Work: Instrumentation for hydraulics and for airflow. Water flow experiments; wind tunnel tests, and lubrication experiments.
References:

MECHANICS OF FLUIDS MEC470
A course of lectures and laboratory work of four hours per week for one semester.
Prerequisites: As prescribed under Progression Through the Course.
References:

MECHANICS OF MACHINES MEC120
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisites: Nil.
Syllabus: Kinematics of particles; rectilinear and curvilinear motion-analytical and graphic solutions. Kinetics of particles; Newton's second law, units, concept of dynamic equilibrium, concept of free body diagrams, non uniform acceleration. Kinematics and kinetics of rigid bodies; moment of inertia, mechanisms, velocity diagrams, instantaneous centre method, external forces. Linear and angular momentum of particles and rigid bodies, impulse and impact, centre of percussion. Friction; laws of dry friction, applications, including screws. Energy, work and power.
Laboratory Work: Laboratory work must be completed satisfactorily before candidates will be allowed to sit the final examination.
References:

MECHANICS OF MACHINES MEC125
A course of five hours per week for one semester.
Prerequisites: Nil.
Syllabus: Particle mechanics; rectilinear and curvilinear motion, analytic and graphical solutions, Newton's second law, units, free body diagrams, dynamic equilibrium, D'Alembert's principle, linear momentum, impulse impact, restitution, energy methods. Rigid body dynamics; moment of inertia, inertia torque, angular momentum and angular impulse, centre of percussion, friction, applications to screws, energy methods, mechanisms. Dynamics of machines; simple gear trains, belt drives, clutches, brakes and dynamometers, flywheels, rotational balancing, vibration.
Assessment: Based on mid-semester tests, final examination, laboratory and course work.
References:
RYDER, G. H. and BENNETT, M. D., Mechanics of Machines, Macmillian, 1975.

MECHANICS OF MACHINES MEC220
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Machines MEC120.
Syllabus: Clutches and thrust bearings, uniform wear and uniform pressure, disc and cone clutches. Brakes, band and shoe types. Balancing of rotating bodies, balancing machines. Turning moment diagrams, indicator diagrams, flywheels. Belt drives, centrifugal and driving tensions, vee pulleys, creep, power transmitted. Kinematics of toothed gearing. Gear trains, simple compound and epicyclic, acceleration effects in geared systems. Cams, graphical and analytical methods. Laboratory Work: Laboratory work must be completed satisfactorily before candidates will be allowed to sit for the examination.
References:

MECHANICS OF MACHINES MEC320
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Machines MEC220.
Syllabus: Kinematics, acceleration diagrams, inertia effects in mechanisms; gyroscopic couple and stabilisation, balancing of rotating and reciprocating masses; vibration of single degree-of-freedom systems, introduction to two degree-of-freedom systems; introduction to digital control elements and systems. Laboratory Work: Such work must be completed satisfactorily before candidates will be allowed to sit for the final examination.
References:

MECHANICS OF MACHINES MEC420
A course of four hours of lectures per week for one semester.
Prerequisites: As prescribed under Progression Through the Course.
References:

MECHANICS OF SOLIDS CIV207
A course of four hours per week of lectures, tutorials and laboratory work, for two semesters.
Prerequisites: Nil.
Syllabus: Beam theory; bending and shear stresses, deflection of beams, skew bending. Introduction to the theory of elasticity; equilibrium and compatibility, stress-strain relationships, general equations of elasticity, plane stress and plane strain, Mohr's stress circle, Mohr's strain circle. Buckling of struts. Torsion: circular shafts, warping, structural sections. Experimental stress analysis; strain gauging. Stress concentrations. Assessment: To be based on examinations at the end of each semester.
Reference:

MECHANICS OF SOLIDS MEC130
A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.
Prerequisites: As prescribed under Admission Requirements to first year.
Syllabus: External force systems; plane statics, free body diagrams, light plane frames, heavy frames, simple three-dimensional force systems. Internal forces in beams and shafts; thrust, shearing force, bending moment, twisting moment. Analysis of stress and strain; load-deflection relationships, relationship between stress and strain, elastic constants, strain energy. Application of Strength of Materials Theory: thin walled pressure vessels, simple connections (riveted and welded), compound bars, thermal strain, bending of beams, deflection of beams (Moment Area Method), eccentric loading of the rods and short struts, torsion of circular shafts.
References:
MECHANICS OF SOLIDS MEC135
A course of five hours per week for one semester.
Prerequisite: Nil.
Syllabus: External force systems; plane statics, free body diagrams, light plane frames, heavy frames, simple three-dimensional force systems. Internal forces in beams and shafts: thrust, shearing force, bending moment, twisting moment. Analysis of stress and strain; load-deflection relationships, relationship between stress and strain, elastic constants, strain energy. Application of Strength of Materials Theory: thin walled pressure vessels, simple connections (riveted and welded), compound bars, thermal strain, bending of beams, deflection of beams (Moment Area Method), eccentric loading of the rods and short struts, torsion of circular shafts.
References:

MECHANICS OF SOLIDS MEC230
A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.
Prerequisite: Mechanics of Solids MEC130.
References:

MECHANICS OF SOLIDS MEC330
A course of four one-hour lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Solids MEC230.
References:

MECHANICS OF SOLIDS MEC430
A course of three one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.
Prerequisite: As prescribed under Progression Through the Course.
References:
TODD, J. D., Structural Theory and Analysis, Macmillan.

MEDICAL TERMINOLOGY ADM275
A course of three hours per week for one semester.
Prerequisite: Biological Sciences ADM172.
Syllabus: Introduction to medical terminology, anatomical terminology - cells and tissues; planes and surfaces. The body as a whole. The skin and breast. Musculoskeletal system. Cardiovascular system. Respiratory system. In all units both medical and surgical
procedures will be covered with common diagnostic tests (Pathology and Radiology).
Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

Text:

References:
Dorland's Pocket Medical Dictionary.

MEDICAL TERMINOLOGY ADM276
A course of three hours per week for one semester.
Prerequisite: Medical Terminology ADM275.
In all units, both medical and surgical procedures will be covered with common diagnostic testing (Pathology and Radiology). Medical Terminology will be reinforced in Private Secretarial Practice ADM274.
Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

Text:

References:
Dorland's Pocket Medical Dictionary.

MESSAGE DESIGN FOR COMMUNICATION MEDIA COM402
Contact Hours Per Week: Four hours per week for one semester
Syllabus: A consideration of the main variables in message design with a view to constructing effective messages for various media of communication.
• Variables in message design.
• Features and applications of various recording and telecommunication media.
• In-house journals, annual reports, manuals etc.
• Features of educational and persuasive messages.
• Scripting, reporting, interviewing, editing, proofreading; production decisions.
• Computer graphics, videotex, teletext.
Assessment: Essay or report, production exercises and tutorial/workshop papers and presentations.

References:
AGPS, Style Manual for Authors, Editors and Printers, 3rd edn., Canberra; 1978.

METAL CRAFTS EDN614
Contact Hours Per Week: Four hours per week.
Prerequisite: Metcraft studies at third year level.
Syllabus: Students are expected to develop the various metal techniques studied in previous years into a more complex, refined and personal form of expression. The emphasis will be placed on the aesthetic and functional aspects of the design.
Students will be involved in experimental work and in learning advanced skills. They will be encouraged to experiment with materials which are typical of our times. The concept of jewellery as a phenomenon and the urge for personal adornment of the human body is of special interest for study.
Assessment: Each student is required to submit:
1. a review of the work of a well known Australian jewellery artist/craftsman;
2. a series of design developments directed towards one major piece of jewellery.

Reference:

METAL CRAFTS EDN624
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: The unit will cover basic techniques such as cutting, shaping, joining and gravity casting, using various metals including copper, brass and silver. Students will be encouraged to incorporate other materials into their designs.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

METAL FABRICATION CER310
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This study is designed for students who are specialising in concrete studies. It will give them a knowledge of the cutting, forming and fabrication of metal. Students will be made aware of the properties of various metals and alloys, but metallurgy will not be treated in depth. An introduction to sheet-metal work, welding, blacksmithing and foundry studies will be taught and demonstrated by trade instructors. The workshop sessions will be augmented by visits to foundries and relevant toolmaking and engineering workshops. Metal Fabrication will not be taken as a subject in isolation.
Assessment: There will be a written examination at the end of the semester.

METAL STUDIES CER319
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed for students who wish to extend their artistic experience into a further three-dimensional study which has strong possibilities for relationship with the main study areas of glass and
clay. Students will be encouraged to explore the subject for its particular qualities, but in addition they will be required to produce some work in metal which will extend the design possibilities for making pieces in their main study.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

METAL STUDIES CER446
A further development of Metal Studies CER319 to be taken for three hours per week. Students will be introduced to a broader range of materials and processes.

Prerequisite: Metal Studies CER319

Syllabus: Students may elect to study in one or more of the following processes: Mechanical methods of forming, use of spinning lathe; Hand methods of forming; Scope of handmade forms, shapes best suited to high raising method; electroforming on metallic and non-metallic surfaces; repoussé; chasing; etching; enamelling techniques and limitations; metal fabrication. Wherever possible Metal Studies is to work as an adjunct to Ceramic Design Theory and Practice.

METHODS ENGINEERING IND102
Contact Hours Per Week: Five hours per week for one semester

Prerequisite: Nil

Syllabus: Introduction; brief historical survey, contributions of Taylor and Gilbreth, the growth of industrial engineering with special reference to quantification and socio-technical systems.

Definitions of scope of motion and time study, historical development, limitations, work methods design, process analysis, activity charts, operation analysis, micromotion study, motion economy, mechanisation.

Work measurement; activity sampling, recording and measuring existing methods, time studies, equipment, rating factors, time standards.

Predetermined time systems; introduction, motion-time analysis, MTM, MODAPTS, use of the techniques in particular situations.

Human factors; physiological work measurement, fatigue, learning curves, motivation, incentives, job enlargement.

Assessment: By assignments, laboratory reports and a formal examination.

References:
BARNES, R. M., Motion and Time study, Wiley, 1968

MICROCHIP DESIGN RDT323
Contact Hours Per Week: One hour lecture and three hours laboratory/tutorial per week for semester 1 and three hours laboratory/tutorial per week for Semester 2.

Prerequisites: Digital Technology II RDT223

Syllabus: MOS devices and circuits, integrated system fabrication, data and control flow, structural design methodology for LSI and VLSI implementation of integrated system designs.

References: To be advised.

MICROCOMPUTERS EDP882
Contact Hours Per Week: Four hours per week for seven weeks

Syllabus: Microprocessor families, major microcomputer product characteristics; micro networking including micro-mainframe communication; major microcomputer operating systems; representative micro business software (e.g. word processing packages, micro database management systems, (financial) spreadsheet packages); personal computers in the home and the office; future developments.

References: Manufacturers manuals for relevant products.


MICROECONOMICS FIN271
A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: A detailed look at the inputs for decision making in respect to pricing and output by business firms in the Australian economy. An emphasis on those aspects of traditional economic theory that have applicability in the business world today. An evaluation of the operation of business in firms within the four main sectors of the Australian economy.

References: To be advised.

MICROELECTRONIC TECHNOLOGY AND DESIGN RDT646
Contact Hours Per Week: Two hours per week for one semester.

Prerequisites: Digital Electronics RDT638; or equivalent.

Syllabus: Introduction to present fabrication technology for microelectronic devices. Design rules for existing processing technique. Design tools commonly used in VLSI design.

Assessment: Written assessment and assignment work.

References:


MILESTONES IN CONTEMPORARY SCIENCE PHY228
A course of four hours per week for one semester, consisting of lectures, tutorials and seminars for general studies and business students.

A course of two hours per week for two semesters, consisting of lectures, tutorials and seminars for Applied Science/Engineering students.

Prerequisites: Nil.

Syllabus: An overview of the process of science via readings in some milestones in contemporary science, e.g. the Nobel Awards. Also to examine the social and economic implications of science on contemporary
society and vice versa. Scientists as human beings and debates on the social responsibilities of scientists.
The course is to be learner-orientated rather than instructor-orientated. Students will be allowed a reasonable amount of freedom in the choice of topics for assignment work.
Assessment: Written assignments, oral presentation and class participation.
References: To be advised.

MODELLING AND MOULDMAKING CER116
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will give students an understanding of the processes used in the production of ceramics. Skills in modelling and mouldmaking will be developed by a series of exercises and experiences. The techniques acquired will be used in studio pottery and production ceramics.
Assessment: Cumulative assessment of the work by the lecturer in charge of the subject, and the course co-ordinator.

MODELLING AND MOULDMAKING CER209
A course of three hours per week for one semester.
Prerequisites: Modelling and Mouldmaking CER116.
Syllabus: To develop further those skills gained in Modelling and Mouldmaking CER116. In association with design studies, students will be introduced to product design as it relates to the mouldmaking techniques studied this semester.
Assessment: Cumulative assessment of the work by the lecturer in charge of the subject, and the course co-ordinator.

MONETARY THEORY FIN233
A course of four hours per week for one semester.
Prerequisite: FIN231.
Syllabus: Money and the financial sector, the demand for money, the supply of money, IS/LM analysis, interest rates, formation table analysis, monetary policy, the transmission mechanism, inflation, the monetary approach to the balance of payments, Keynesian, monetarist and supply-side economics.
References: To be advised.

MONEY AND CAPITAL MARKETS FIN231
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The purpose of the unit is to provide students with a sound working knowledge of the Australian financial system primarily in terms of a sectoral analysis of financial flows in the economy, the range and nature of financial institutions which facilitate funds flows, the determination of interest rates and the sources and types of business finance.
References:


MULTICULTURAL EDUCATION — SUB-CULTURES AND EDUCATION EDN402
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Problems and Issues in Contemporary Education EDN401.
Syllabus: The course aims to develop an understanding of the multiplicity of cultures and subcultures that exist in Australian society with all their attendant concerns. There will be a special focus on the educational needs of their children. Special attention will be paid to identifying and describing the variety of cultures and subcultures that exist in Australian society, and on understanding the concerns of these subcultures with special emphasis on their understanding of their cultural background and social and educational needs.
Assessment: One from Group B. One from Group D. (See Assessment Policy).
References:
BULLIVANT, B. M., Race, Ethnicity and Curriculum, Melbourne: Macmillan, 1981.

MULTINATIONAL MARKETING MKT353
Contact Hours Per Week: A course of four hours class contact for one semester.
Prerequisites: Marketing Theory and Practice MKT112.
Syllabus: Scope of multinational marketing, multinational environment, managing foreign markets, product policy in foreign markets, promotion in a foreign market, distribution and pricing, export procedures, finance and control of foreign marketing.
Assessment: Students are required to make detailed seminar presentations on a specific topic, and prepare a major report on an aspect of multinational marketing. A semester test is also required.
References:

MUSIC EDUCATION 1 EDN241
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: An introduction to music in the primary school; why teach music and what constitutes a balanced music program. A study of rudimentary musical notation and musical terminology which will enable students to perform on a variety of musical instruments — tuned and non-tuned percussion and the recorder.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:
A GUIDE TO MUSIC IN THE PRIMARY SCHOOL, Education Department of Victoria, 1981.

MUSIC EDUCATION 2 EDN341
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Music Education 1 EDN241.
Syllabus: An extension of musical notation and musical terminology which will enable students to consolidate their practical performance on a variety of percussion musical instruments, in particular the glockenspiel.
A study and comparison of current approaches to music education: Dalcroze, Kodaly, Orff, Schafer and Self, culminating in the planning of a thematic unit suitable for use in the primary school.
Assessment: Two from Group D. One from Group E. (See Assessment Policy).
References:
A GUIDE TO MUSIC IN THE PRIMARY SCHOOL, Education Department of Victoria, 1981.

MUSIC EDUCATION EMU310
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Assessment: Assignments.
References:

MUSIC FOR SPECIAL GROUPS EDN463
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: A study of the use of music in contemporary society and in particular its use with disadvantaged sections of the population. Some examination of the psychological perceptions which relate to this use of music.
The history and development of the use of music in therapy. Guidelines for the provision of services to special groups including mentally and physically disadvantaged, geriatrics, migrants and gifted. Behavioural objectives and evaluation procedures as applicable to these groups.
Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

MUSIC IN CONTEMPORARY AUSTRALIAN SOCIETY EDN461
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: A detailed study of contemporary Australian musicians and their music. Australian music is studied in its own context and in relation to current world movements. Students elect from the following topics: The “Traditionalists”; The “Experimentalists”; Jazz; Theatre Music; Film Music; Popular Music; Commercial Music; Electronic Music; Computer Music. Personalties include: John An amalgam, David Ahearn, Don Banks, Don Burrows, Colin Brumby, Bruce Clark, George Golla, George Dreyfus, Jennifer Fowler, John Sanger, Peter Sculthorpe, Bruce Smerlon, Percy Grainger.
Assessment: One from Group C. Two from Group D. (See Assessment Policy).
References:

MUSIC STUDIES 1A EDN161
Contact Hours Per Week: Four hours per week, one semester.
Prerequisites: Nil.
Syllabus: (a) Introduction to concepts in music. A sequential program in listening techniques, aural training through choral/ensemble, and basic music materials, designed to improve the musical perception of students with little or no musical background. Through a selected listening/reading and creative music program, sound as music is investigated, the various elements of music and basic theory are introduced and explored. (b) Students elect to study at either ‘beginner’ or ‘experience’ levels guitar, keyboard, recorder, singing or an approved orchestral instrument.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:
MUSIC STUDIES 1B EDN162
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: A satisfactory background in music demonstrated by approved qualifications or at an audition/interview.
Syllabus: Although similar in content to Music Studies IA, this subject requires that the student obtain higher standards of achievement.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:

MUSIC STUDIES 2 EDN163
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: Nil.
Syllabus: (a) After studies of the basic materials of music in Music 1A/1B, students now move to a survey of Western cultures and their general characteristics. Work with basic music materials, formal structures, and aural training are continued at more advanced levels. (b) Practical studies elected in Music 1A/1B continue at a more advanced level. (c) Creative studies involve more advanced experiences using the elements of music, a variety of sound sources and appropriate notation.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:

MUSIC STUDIES 3 EDN261
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: EDN161 or EDN162 and EDN163.
Syllabus: (a) Music in the Life of Man: Art music. Man's use of music as a form of aesthetic expression. Through a detailed consideration of a number of representative works from the last 300 years this component studies how composers have modified their use of the elements of music to reflect the values and concerns of their contemporary society. (b) Practical studies, (c) Choral/Instrumental ensemble, (d) Creative Workshop continue to develop technique, reading, aural and interpretative skills, and repertoire.
Assessment: One from Group B. One from Group C. One from Group D. (See Assessment Policy).

References:

MUSIC STUDIES 4 EDN262
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: EDN161 or EDN162 and EDN163.
Syllabus: (a) Music in the Life of Man: Traditional and Folk Music. How the 'ordinary man' has used simple easily understood music for self expression and recreation. It includes a study of characteristics of traditional folk music and influences which lead to the development of an Australian Folk Tradition. (b) Practical studies. (c) Choral/Instrumental ensemble work to develop instrumental and vocal repertoire, interpretative, aural, reading, technical and ensemble skills. (d) Creative Music Workshop includes more extensive use of electronic instruments and computer music, simple arrangements using seventh chords, appropriate to melodic, non-melodic percussion, keyboard and guitar.
Assessment: Two from Group B. One from Group D. (See Assessment Policy).
References:

MUSIC STUDIES 5 EDN361
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: EDN261 and EDN262.
Syllabus: (a) Aesthetics and Music in Contemporary Society. Topics include: How contemporary society perceives the role of music, music; the Music of contemporary society, viz. traditional serious music, 20th century composers and their 'new' music, jazz and popular music. (b) Practical studies. (c) Choral/instrumental ensemble are further developed and include individual and ensemble performances. Students are encouraged to arrange, organise and conduct ensembles. (d) Creative Music Workshop expands sound as an expressive medium; synthesizers and electronic instruments are used as direct sound sources and modifiers of sound; arrangements include secondary sevenths and progressions, chord symbol terminology.
Assessment: One from Group B. One from Group C. One from Group D. (See Assessment Policy).
References:
AUSTRALIAN MUSIC CENTRE: Australian Composition; Orchestral Music; Instrumental and Chamber Keyboard; Vocal and Choral; Electronic; Jazz; Folk; Pop and Rock. Sydney, 1976-1978.
REIMER, B. A Philosophy of Music Education, Englewood Cliffs, N.J.: Prentice-Hall, 1970. (This unit will not be offered in 1985.)

MUSIC STUDIES 6 EDN362
Contact Hours Per Week: Four hours per week, for one semester.
Prerequisites: EDN261 and EDN262.
Syllabus: (a) Music in contemporary society — students elect to study and present papers on topics selected from: jazz, popular music, commercial music, film music, music for the stage, music for special groups. (b) Practical studies. (c) Choral/instrumental ensemble are developed and include a variety of styles, solo and ensemble performances. (d) Creative music workshop includes original compositions and arrangements employing a variety of electronic and/or acoustic media. Arrangements are expanded to include combinations such as recorders, treble voices, piano and percussion. Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:
MUSIC STUDIES 5. See EDN361.
MAGAZINES: Jamm Journals, 1982-83. (This unit will not be offered in 1985.)

Passive Network Synthesis: driving point synthesis by partial fraction and continued fraction expansion. Transfer function synthesis and zero shifting.
Active Filter Synthesis: biquadratic factors synthesised as one amplifier and multiple amplifier blocks. Switched capacitor filters. Active ladder structures — by substitution, transformation and block substitution.
References:

NEW DIRECTIONS IN THE MODERN WORLD ALS301
Contact Hours Per Week: Three hours per week.
Prerequisites: ALS201 or ALS202.
Syllabus: This subject is designed to introduce students to selected aspects of the society and culture of the 20th century. It shows how social concepts are revealed in the works of artists, composers, writers and film makers. Generally, the theme is set by each specialist study examining the idea as it is formulated in society followed by its manifestations in art works, music, writing and films, and also sub-cultures of our society. The subject also allows students to pursue in greater depth an area of interest in one of the four strands: Art, Literature, Music, or Film.
Assessment: One investigation paper (3000 words); one essay (3000 words) or equivalent (e.g. practical work); one class test or equivalent (e.g. practical work).
References: To be advised.

NON-LINEAR SYSTEMS AND NUMERICAL CALCULUS MAT605
A course of 45 hours lectures/tutorials.
Prerequisites: Nil.
Syllabus: Zeros of non-linear equations: approximating and refining techniques for real zeros. Extension to complex zeros. Special techniques for polynomials, including location of all zeros, real or complex.
Non-linear systems: fixed point theorem and iterative techniques. Convergence, accuracy and comparison of methods.
References:
Numerical differentiation: difference operators; interpolation formulae; derivation and order of accuracy of finite difference analogues for various order derivatives; Richardson extrapolation.
Numerical quadrature (continuous and discrete integrands): derivation and error estimates of quadrature formulae (general and composite Newton-Cotes); Romberg quadrature; Gaussian quadrature; ill-behaved integrands.
References:
GERALD, C. F., Applied Numerical Analysis.

NUMERICAL ANALYSIS CIV607
A course of lectures and tutorial work of two hours per week.
Prerequisites: Nil.
Syllabus: Solution of linear equations; Gauss-Jordan reduction, Jordan method of successive transformations, Gaussian elimination, skyline and wave front solvers, Choleski method. Eigenvalue solutions; vector iteration including deflation, transformation methods (Jacobi and Householder), polynomial iteration including simplified approximations.
Solution of non-linear equations by Newton-Raphson method, method of steepest descent. Finite differences; forward, backward and central differences, error terms interpolation, extrapolation, solution of DEs, initial and boundary value problems.
References:

NUMERICAL ANALYSIS AND COMPUTATION TECHNIQUES MAT652
A course of one hour per week for one semester.
Aim: To introduce students to some of the techniques that are used in obtaining useful analytical data about the performance of various types of bearings and in other tribological situations.
Prerequisites: Nil.
References: To be advised.

NUMERICAL MATHEMATICS MAT622
A course of four hours per week for one semester.
Prerequisites: A knowledge of FORTRAN equivalent to the standard of EDP687 FORTRAN PROGRAMMING.
Syllabus: Topics will include: Solution of linear equations; zeros of nonlinear functions; numerical integration; approximation of functions; differential equations; errors.
Case studies of real-world applications will be undertaken and guidance will be given on the writing of reports.
References: To be advised.

OFFICE ADMINISTRATION ADM237
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Evaluation of administrative techniques with emphasis on effective supervision; clerical methods improvement, preparation of office manuals, establishment of work standards and an appreciation of work simplification; objectives of office planning and layout; principles of forms and design and records control. Selection of office equipment; understanding and appreciation of functions and operation of office equipment.
Assessment: Based on class tests and assignments.
References:

OFFICE MANAGEMENT ADM247
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: To provide an introduction to the functions, staffing and procedures of the modern business office with emphasis on principles of effective office administration, processing, communicating and storing data, and the evaluation of administrative techniques.
Assessment: Assessment will be progressive through assignments, case studies and final examination.
References:

OFFICE PROCEDURES ADM662
A course of one one-hour seminar per week for one semester.
Prerequisites: Nil.
Syllabus: This course consists of a study of modern office procedures. Students will obtain instruction in the selection, operation and maintenance of duplicating, tabulating and recording equipment. Discussion will be held on office planning and layout, management of stores, records management and office communications.
Assessment: Assessment will be continuous and based on class discussion and assignments.
References: To be advised.
OPERATING SYSTEM SOFTWARE ELE658
A course of two hours per week for one semester, including lectures, laboratory and tutorials.
Prerequisites: Nil.
Assessment: Written examination. Laboratory and assignment work.

OPERATING SYSTEMS EDP654
A course of four hours for seven weeks.
Prerequisite: Programming I EDP652.
References: Manufacturers' manuals as required.

OPERATIONS MANAGEMENT EDP612
Two hours per week for one semester.
Prerequisites: Nil.
References: AUERBACH PUBLISHERS INC., Computer System Performance Measurement.

OPERATIONS RESEARCH IND405
Five hours per week for two semesters.
Syllabus: Nature of management science, decision theory and trees. Linear programming, simplex method, duality, transportation problem, sensitivity analysis, cost ranging, right hand side ranging, integer programming and quadratic programming, general nonlinear programming, dynamic programming, stochastic programming; project scheduling, critical path method, program evaluation and review technique, project management, Gantt barcharts, cost/resource graphs, inventory systems; queueing system, queuing models, service times, service discipline, single server queuing model.
The simulation process and business complexity, simulation and analogue models, characteristics of simulation models; probability distributions, pseudo-random number generation, inverse transformations, convolution, Monte Carlo simulation; identifying subsystems and variables, process generators validating the model; experimental design analysis of variance, simulation languages, GPSS, DYNAMO.
Assessment: Assignments and a final examination.
SCHRIBER, T. J., Simulation using GPSS, Wiley.

ORAL AND WRITTEN COMMUNICATION COM191
Contact Hours Per Week: Two hours per week for one semester.
The subject will be presented primarily by means of tutorials and workshops.
Prerequisites: Nil.

ORIENTATION PROGRAM EDN671
Contact Hours Per Week: Weekend residential camp at Portsea Annexe.
Prerequisites: Nil.
Syllabus: An introduction to environmental issues, environmental perception, moving through the environment and management. Emphasis on practical participation.
Assessment: Satisfactory participation in all aspects of the program.
References: Nil.
ORGANISATIONAL BEHAVIOUR AND 
MANAGEMENT ADM621
A course of three hours per week for one semester. 
Prequisites: Nil. 
Syllabus: This subject is concerned with the nature of 
formal organisations, and administrative factors 
affecting their performance. Leading theories of or-
ganisation will be reviewed, the influence of behav-
ioral, technological and environmental variables exam-
ined, and the role of the manager analysed and 
discussed. 
Reference: 
LUTHANS, F., Organisational Behaviour, 3rd ed., 

ORGANISATIONAL BEHAVIOUR AND 
PERFORMANCE ADM122
A course of two one-hour lectures and one two-hour 
tutorial per week for one semester. 
Prequisites: There are no prerequisites. It is a core 
subject for degree students. 
Syllabus: This subject deals with the individual in the organisation, with an emphasis on the relationships between the individual and different types of organisation. Relationships between the individual and the group are examined both from an individual and group view point. Consideration is also given to motivation and perception. 
References: 
DESSLER, G., Organisation Management, Prentice-
Hall, 1979. 
ROBBINS, S., Organisational Behaviour, Prentice-
Hall, 1979.

ORGANISATIONAL BEHAVIOUR AND 
PERFORMANCE ADM232
A course of two one-hour lectures and one two-hour 
tutorial per week for one semester. 
Prequisite: Organisational Behaviour and Perform-
ance ADM122 should normally be completed before 
this unit is taken. 
Syllabus: This unit continues directly on from ADM122 and is continuous from a learning viewpoint. The subject examines groups, dealing with individual and group response to leadership. Power, is it a factor in relationships within an organisation? What impact does the technical system have upon behaviour? Management and decision making. Organisation change and contingency management. 
Text: 
LUTHANS, F., Organisational Behaviour, 3rd ed., 
References: To be advised.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. It is envisaged that at this level students will be encouraged to develop a relationship between this course and their major study course.

Assessment: Progressively by the assessment panel during the year.

PAINTING ART300
A course of study for third year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.

Prerequisite: Second year sub major study or equivalent.

Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach to painting. This individuality is encouraged at all stages during the year and relates closely to the development of the student in their major study.

Assessment: Final folio assessed by examination panel at the end of semester two.

PAINTING ART327
A course of study for third year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters.

Prerequisite: Second year major study or equivalent.

Syllabus: This course is the culmination of the previous two years of study. At all stages through the year individual development is encouraged. In discussion with lecturers students may feel their development needs reinforcement by the study of figure, of landscape, still life or abstraction. Opportunities to work in many such areas are constantly available.

Assessment: Final folio assessed by the examination panel at the end of semester two.

PAINTING ART328
A course of study for third year Bachelor of Arts (Fine Art) students of 12 hours per week for two semesters.

Prerequisite: Second year major study or equivalent.

Syllabus: At all stages throughout the year individual development is related to the experience the student has been faced with in previous years of the course. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, landscape, still life or abstraction. Opportunities for work in many such areas are constantly available.

Assessment: Final folio assessed by the examination panel at the end of semester two.

PAINTING EDN615
Contact Hours Per Week: Four hours per week.

Prerequisite: Painting studies at third year level.

Syllabus: Each student will be expected to develop his/her painting through selection of a particular mode of expression towards an individual student. Gallery visits and discussion of works will form an important part of the subject.

Assessment: The student prepares an exhibition of paintings and a folio of related drawings and preparatory works. A review of the work of a well known contemporary painter will be completed.

References:

PAINTING EDN625
Contact Hours Per Week: Two hours per week.

Prerequisites: Nil.

Syllabus: The unit introduces the student to three painting methods: water colour, oil painting, acrylic painting. Students will be expected to develop an understanding of the requirements of each painting technique through: preparation of support; introduction to pigments; application methods; studio practice.

Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

References:

PARTIAL DIFFERENTIAL EQUATIONS MAT607
A course of 45 hours of lectures/tutorials.

Prerequisites: Nil.


References:

PAVEMENT DESIGN CIV676
A course of lectures and discussion sessions of one hour per week.

Prerequisites: Nil.

Syllabus: Loading systems, standard wheel loads, equivalencies, repetition factors, drainage, private streets. Unsealed pavements, stage construction. Mineral aggregate specifications, bluminous materials and specifications. Flexible pavements, design and pavement make-up. Seal coats, asphaltic concrete, deep lift

References:
Australian Asphalt Paving Association, ARRB, Cement and Concrete Association, NAASRA, and SRA publications to be advised during the course.

PERSONAL SELLING STRATEGY MKT447

Contact Hours Per Week: A course of four hours class contact per week for one semester.

Prerequisite: Marketing Theory and Practice MKT112.

Syllabus: The critical nature of planning in personal selling, objectives, strategy implementation and control. An overview of the dynamics of commercial negotiations. An overview of the management of the sales function.

References: To be advised.

PERSONNEL ADMINISTRATION ADM266

A course of four hours per week for one semester.

Prerequisites: Organisational Behaviour and Performance ADM231 and Organisational Behaviour and Performance ADM232.


PERSONNEL ADMINISTRATION ADM613

Three hours per week for one semester.

Prerequisites: Nil.


Contemporary problems and trends. Assessment: By assignments.

References:


PERSONNEL ADMINISTRATION AND INDUSTRIAL LAW IND406

Four hours per week for one semester.

Prerequisite: Industrial Engineering IND403.

Syllabus: Personnel management: defined and analysed, history, aims, major functions, personnel departments — traditional roles and areas of specialisation, i.e. administration (e.g.) record keeping, employment, training, industrial relations. Employment process: recruitment and selection — strategies and techniques, termination, law of employment.


Contemporary problems and trends with special reference to industrial relation institutions and their effect on the behaviour of labour and management.

Assessment: By assignments and final examination.

References:


PERSONNEL FUNCTION ADM622

A course of one and a half hours per week for one semester (for students in the Graduate Diploma in Secretarial Studies).

Prerequisites: Nil.

Syllabus: Students will be introduced to a range of personnel practices and techniques including manpower planning, recruitment, selection and assessment; compensation schemes; training and development, and industrial relations. Emphasis will be placed throughout on contemporary issues and developments in personnel management.

References: To be advised.

196
PHILOSOPHICAL ISSUES IN EDUCATION (Elective) EDN303
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Studies in Education I, II, III and IV (EDN103, EDN104, EDN203, EDN204).
Syllabus: A variety of issues that impinge on a child's attempt to succeed in schools are investigated. Students are encouraged to develop their own stance on each of these issues into a coherent philosophy of education. Issues that are investigated include racism, technological change, changes in martial relations, the cult society, political oppression and education for unemployment.
Assessment: One from Group D.
References:
(This unit will not be offered in 1985.)

PHILOSOPHY OF EDUCATION EDN204
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: The School and the Community EDN103, The School and the Individual EDN104.
Syllabus: The subject introduces students to a number of concepts related to the processes of education. Relationships between concepts such as teaching, schooling, curriculum, education, training and indoctrination are analysed and several dichotomies which influence educational thought, including freedom and authority, punishment and discipline, theory and practice, method and content and fact and value are discussed. In addition, modern issues such as curriculum justification, the concept of need, equality of opportunity, the role of the teacher and values clarification are analysed.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:

PHOTOGRAPHIC DESIGN GRA389
A course for diploma students of three hours per week for two semesters.
Prerequisites: Satisfactory completion of second year in Graphic Design Studies.
Syllabus: Projects are selected for students within the areas of advertising, publication or film-TV-graphics and relate to specific problems of visual communication. This course also includes a study of colour, light and optics as related to the technologies of print and film.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

PHOTOGRAPHY CER317
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that students will be taught photographic recording skills. Where possible, subject matter will be selected from students' main areas of interest. Technical aspects of photography will be taught only as a means of achieving the stated aims. The theoretical studies will be of a more elementary nature related to the immediate needs of students.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.
References: To be advised.

PHOTOGRAPHY CER444
A further development of Photography CER317 to be taken for three hours per week. Students will be encouraged to use photography in a creative way and to seek possible applications to image development and decoration which will support their main study.
Prerequisite: Photography CER317.
Syllabus: This subject will be taught in a one hour lecture and demonstration class followed by a two hour practical studio and darkroom session.
It will involve the further explanation of principles of photography, sensitised materials, mechanical and optical controls over image formation, laboratory processing, print finishing, including the basic principles of colour photography.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PHYSICAL ASTRONOMY PH'228
A course of three hours per week for two semesters.
Prerequisites: To have attempted the first year of the Applied Science multidiscipline course.
This subject is a half point elective of interest to all science students and especially to prospective teachers. It is available to multidiscipline degree students. The course includes the use of telescopes, the planetarium and excursions to astronomical observations.
Syllabus: Basic concepts of astronomy, including use of star charts and catalogues; theory of space, time, matter and gravitation; measurement techniques, telescopes, detectors, instrumentation; the space program; Earth and the solar system; solar and stellar astronomy including stellar evolution, gravitational collapse, novae, pulsars, black holes; galaxies; quasars; cosmology.
Reference:
PHYSICAL EDUCATION I EDN142
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject is concerned with the development of teaching procedures and material that is relevant to the primary school child in the area of physical education. Theoretical areas: definitions of sport, recreation play; sport and primary child; innovations in physical education; desired outcomes; planning the program; acquisition of motor skills; teaching techniques; remediation fitness and evaluation. Practical areas: fundamental movement skills; structure of physical education lesson; peer group teaching programs.
Assessment: One from Group D. One from Group F. (See Assessment Policy).
References:
EDUCATION DEPARTMENT OF VICTORIA, Physical Education — A Suggested Course of Study for Primary Schools, 1970.

PHYSICAL EDUCATION II EDN242
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Physical Education I EDN142.
Syllabus: This subject continues with the development of teaching procedures and material including a number of alternative areas to be chosen from: St. John Ambulance First Aid Certificate, Austswim Teacher of Swimming Certificate, Advanced Teaching Technique and Motor Skill Acquisition. A school based teaching program, skill teaching evaluation, clinical task analysis on student behaviour, and teacher behaviour will be included.
Assessment: One from Group D. One from Group E. (See Assessment Policy).
References:

PHYSICAL INSTRUMENTATION RDT639
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction to transducers, signal interfacing, amplification, linearization, noise. Analogue and digital instrument parameters and limit sensing. Concept of accuracy, precision, dynamic range, resolution, errors and repeatability.
Assessment: Written tests, laboratory work and assignments.
References:

PHYSICS PHY120
A course of three hours theory per week and three hours laboratory work per week, plus one hour tutorial per week for two semesters.
Prerequisite: (Recommended) TOP Physics or HSC Physics.
Syllabus: Electrical measurement, waves and optics, energy and fields, AC and electronics and modern physics.
References:
SEARS, F., ZEMANSKY, M. and YOUNG, H., University Physics, Addison Wesley.
WEIDNER, R. and SELL, R., Elementary Classical and Modern Physics, Allyn & Bacon.
Second year Laboratory Manual must be purchased.

PHYSICS PHY125
A course of three hours of lectures and one hour of tutorials per week plus two hours of laboratory work per fortnight for two semesters. This subject is for civil engineering degree students.
Prerequisite: (Recommended) TOP Physics or HSC Physics.
Reference:
HALLIDAY, D. and RESNICK, R., Physics, combined edition, Wiley.

PHYSICS PHY170
A course of two hours theory per week and two hours laboratory work per fortnight for two semesters. This subject is for electrical engineering students.
Prerequisite: (Recommended) TOP Physics or HSC Physics.
Syllabus: Selected topics in Optics and Wave Phenomena, Quantum Physics and Physical Measurement.
Reference:
HALLIDAY, D. and RESNICK, R., Physics, combined edition, Wiley.

PHYSICS 1 PHY190
Contact Hours Per Week: Two hours lecture per week for two semesters.
Prerequisites: Nil.
Subject Content: Applied Mechanics, Waves, Optics, Quantum and Solid State Physics, Electromagnetism.
References: To be advised.

PHYSICS PHY205
Four hours per week for two semesters.
Syllabus: Wave phenomena, fundamental ideas on vibration, waves and wave equations. Review of geometrical optics, interference, diffraction, polarisation, optical technique. Theories and types of measurements; errors and uncertainties, fundamental and subsidiary standards, quantitative error analysis, practical examples. Classical laws and the correspondence principle; particle and wave duality, uncertainty principle, Bohr theory.
and spectra, quantised states, emission and absorption spectra, spontaneous and stimulated emission, stimulated absorption coherence, population inversion and optical pumping, holography.

Sources of energy: transformation and conservation, nuclear reactions, fission and fusion, chemical energies, fossil fuels, other energies.

Fields; gravitation, electrical and magnetic fields, definitions of field strengths.

Assessment: By means of tests, assignments, laboratory work and a written examination at the end of each semester.

Reference:
RESNICK, R. and HALLIDAY, D., Physics, Wiley.

PHYSICS PHY215
A course of four hours theory per week and two hours laboratory work per week for one semester. This subject is for mechanical engineering students.

Prerequisite: (Recommended) TOP Physics or HSC Physics.

Syllabus: Selected topics in Optics and Wave Phenomena, Physics of Measurement and Contemporary Physics.

Reference:
HALLIDAY, D. and RESNICK, R., Physics, combined edition, Wiley.

PHYSICS PHY250
A course of three hours theory and two hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

Prerequisite: Physics PHY120.

Syllabus: AC and network theory, field theory, quantum physics, acoustics, nuclear physics, optics.

References:
EISBERG, R. and RESNICK, R., Quantum Physics, Wiley.
KITTEL, C., Introduction to Solid State Physics, Wiley.

PHYSICS PHY260
A course of two hours theory and three hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

Prerequisite: PHY120.

Syllabus: Instrumentation, solid state, digital electronics, analogue electronics. Introduction to microprocessors.

References:
BISHOP, R., Basic Microprocessors and the 6800, Hayden.
MILLMAN, J., Microelectronics, McGraw.

Second Year Laboratory Manual must be purchased.

PHYSICS PHY270
A course of two hours theory per week and two hours laboratory work per fortnight for one semester. This subject is taken by second year students in the Bachelor of Engineering (Electrical) course.

Prerequisite: Physics PHY170.

Syllabus: Crystal structures and x-ray diffraction. Electron theory of solids; the free electron theory of metals, electron energy bands; conductivity due to electrons and holes, mobility, concept of effective mass.

Semiconductors: types of semiconductors; Fermi energy in semiconductors; drift and diffusion; the continuity equation; diffusion length and recombination time; the p-n junction in equilibrium; the diode equation; junction capacitances; junction transistors. Semiconductor devices. Magnetic and superconducting properties of materials.

References:

PHYSICS PHY280
A course of four hours theory per week and two hours laboratory work per fortnight for one semester. This subject is specially designed for those second year students in the Bachelor of Engineering (Electrical) course who have not taken Physics PHY170 in the first year by electing to study for a joint degree in Bachelor of Business.

Prerequisites: Nil.

Syllabus: Same as Physics PHY270 plus selected topics in Waves and Optics and Modern Physics.

References:
ELSBERG, R. and RESNICK, R., Quantum Physics, Wiley.
RESNICK and HALLIDAY, Physics, combined edition, Wiley.

PHYSICS II PHY290
Contact Hours Per Week: Two hours lecture per week for two semesters.

Prerequisite: Physics I PHY190

Subject Content: Electrical and magnetic properties of solids, optics — opto-electronic devices, fibre optics, Fourier optics.

References: To be advised.

PHYSICS PHY350
A course of four hours theory per week and six hours laboratory per week. This subject is taken by students doing Bachelor of Applied Science course.

Prerequisites: Physics PHY250 and Physics PHY260.


References: To be advised.

Third Year Laboratory Manual must be purchased.
PL/1 PROGRAMMING EDP685
A course of four hours per week for seven weeks.
Prerequisites: Operating Systems EDP654 and Programming II EDP656.
Syllabus: The PL/1 programming language. Characteristics of the language; syntax; sample program study; suggested use in implementing structured program designs; coding techniques; debugging techniques.
References: Manufacturers' manuals as required.

PLANNING AND PRODUCTION CONTROL
IND401
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Organisation of the production control function; operations planning and scheduling, inventory control in production.
Forecasting production needs; techniques of forecasting moving average methods, regression analysis, interpretation of forecasts; effects of risk and uncertainty on decisions. Aggregate scheduling; operations scheduling; resource allocation for men and machines and its influence on cost; sequencing and scheduling control systems — Gantt charts; assembly line balancing methods. Inventory control systems; procurement and stock control costs; minimization methods including demand and lead time variations. Materials requirement planning. Job sequencing and planning; progress control in production sequence; reporting systems. Computer systems in production control — NC Interactive Manufacturing Control System. Distribution models and routing.
Assessment: Assignments, tests, project and one three hour examination.
References:

PLANNING FOR TRANSPORTATION SYSTEMS
CIV670
A course of lectures and discussion sessions two hours per week.
Syllabus: The role of road transport, institutional constraints, mobility, sources of funds. Economic factors, project analysis and financing, highway cost allocation, pricing policies. Government policies, social goals, the planning process, trip generation, distribution and assignment. Public opinion, role of pressure groups, environment impact, preparation of statements. Surface and sub-surface investigation, sampling and reporting.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:
ARRB, CBOR, CRB and NAASRA publications to be advised during the course.

PLANT LAYOUT DESIGN IND311
A course of three hours per week for one semester.
Prerequisites: Mechanics MEC125, Materials Handling Design IND212.
Assessment: Final three hour examinations, mid-semester tests and design assignments. Each will carry a substantial proportion of marks.
References:

POETRY EDN634
Contact Hours Per Week: Three hour per week for one semester.
Syllabus: Poetry and oral interpretation: the language and form of verse; methods of oral interpretation; speaking poetry to an audience; Presenting poetry in the classroom: choosing poems to present aloud, criteria for selection; age level, theme/subject, poetic qualities (rhythm, rhyme, imagery, tone; feedback from classroom presentation; mode of presentation: teacher reading, class enacting, use of recordings, use of audio-visual supports, other effects; students speaking poetry, solo and/or group.
Assessment: Preparation of three sets of teaching materials and three practical presentations.
References:
DUGAN, M. (comp.), The Early Dreaming: Australian Children's Authors on Childhood, Milton, Qld: Jacaranda, 1980.

POLICE STUDIES PCE121
A course of three hours per week for one semester (part-time).
Prerequisites: Nil.
Syllabus: The subject examines the nature and operation of formal organisations, concentrating on the evolution of organisation theory and organisation analysis. Particular attention will be directed to the bureaucratic model, to the formal structure of large
organisations, to the setting and achievement of goals and to systems approaches. It is an introduction to the principal models developed by practising administrators and by scholars in their efforts to understand the 'world of work' with particular reference to police organisations.

Assessment: A combination of cumulative work and formal examination.

References:

POLICE STUDIES PCE123
A course of three hours per week for one semester (part-time).
Prerequisite: Police Studies PCE121.
Syllabus: Individual and group behaviour that emerges within the formal structure of police organisations. The problems faced by the police administrator in enforcing law and maintaining order, particularly the question of administrative discretion. Styles of policing, police accountability and the problems of reconciling the protection of individual rights with the protection of the community.
Assessment: A combination of cumulative work and formal examination.

References:
ALDERSON, John, Policing Freedom, MacDonald & Evans, 1979.

POLICE STUDIES PCE221
A course of three hours per week for one semester (part-time).
Prerequisite: Police Studies PCE121.
The police officer's perception of his professional role. Principles of police administration as a guide to practice, e.g. authority and responsibility, leadership, etc. The changing nature of police management; the development of administrative skills for handling tasks (problem solving, planning and research, budgeting) and for handling people (counselling, personnel management and selection). Police community relations.
Assessment: A combination of cumulative work and formal examination.
Reference:

POLITICAL STUDIES POL153
Four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: The course is designed as an introductory unit in political studies. It concentrates on the Australian political system. Some of the main topics to be discussed are: the nature of liberal democracy; the key concepts of politics; constitution and parliament; party and electoral systems; political socialisation and behaviour. A theme of the course will be 'who rules Australia and how?'.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will be a test at the end of semester.
References: To be advised.

POLITICAL STUDIES POL154
Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This is a course in political ideas. The syllabus will cover such areas as political language and argument, political sovereignty, obligation and freedom, equality, justice and rights.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will also be a final examination.
References:
THOMSON, D., Political Ideas, Pelican, 1972.
TINDER, G., Political Thinking, Little Brown, 1970.

POLITICAL STUDIES POL252
Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: This is an advanced course in Australian politics. Each semester will be devoted to a detailed analysis of some of the following topics: parties and interest groups; electoral systems and behaviour; constitution and parliament; federalism; political elites; public policy.
Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There may be a final examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES POL256
Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: A course in Chinese politics. It will include detailed studies of Mao Zedong, land and social reform, the Cultural Revolution, the roles of the People's Liberation Army and the Chinese Communist Party. The course will focus around the debates about the nature of modernisation in contemporary China.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES POL258
Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.
Syllabus: A course in Indian politics. It will include detailed studies of caste and village politics, the relationship between tradition and modernity, political integration and disintegration, the political elite, and social and economic change. The course will focus on the nature and impact of social change in contemporary India.

201
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

POLITICAL STUDIES POL260
Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: A course in Australian State Politics. It will include detailed analysis of the functions of State governments and comparative studies of State electoral systems, State party systems, leadership styles, and relationships to local government authorities.

Assessment: Continuous throughout the semester, based on essays, tutorial papers, and class participation. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

POLITICAL STUDIES POL262
Four hours a week for one semester.
Prerequisites: POL153 and POL154 or approved equivalents.

Syllabus: This course examines the politics of industrial relations within the Australian context. Subjects covered will include: the Government, the State and industrial relations; structures of employee/employer organisations; political ideology and industrial relations; trade union involvement in political and social issues; unions and political parties; worker participation.

The themes of the course will be conflict and democracy in industrial relations.

Assessment: Continuous throughout the semester based on essays and class participation. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

POLITICAL STUDIES POL264
Four hours per week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: This is a course in comparative politics. Some of the major topics to be discussed include: the diversity of political systems; political cultures; liberal democracy; totalitarianism; comparative ideologies; comparative political institutions. Some emphasis will be placed on the political systems of the U.S.A. and the U.S.S.R.

Assessment: Continuous throughout the semester based on essays and tutorial participation. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

POLITICAL STUDIES POL266
Four hours per week of lectures and tutorials for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: The unit is designed to develop in students a sophisticated appreciation of the interplay between moral theory and practical public decision making. Some of the main topics are: is there any difference between public and private morality? What should we decide about the morality of I.V.F., abortion, euthanasia, assassination and nuclear weapons? Has the environment an intrinsic value?

Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There will be a test at the end of semester.

References: To be advised.

POLITICAL STUDIES POL350
Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: This is a course in political philosophy: an examination of the arguments advanced by some major philosophical theorists in their discussions about such political issues as society and types of social regulation, rights, justice and the distribution of wealth, civil disobedience, punishment and democracy.

Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References:

POLITICAL STUDIES POL352
Four hours a week for one semester.
Prerequisites: POL153 and POL154, or approved equivalents.

Syllabus: This course examines three major aspects of international relations.
1. Interdependence and sovereignty of nations (nation state, imperialism, foreign aid, transnational bodies, etc.).
2. War and weapons (causes and nature of war, nuclear strategy, arms control, etc.).
3. Domestic determinants of foreign policy (case studies of selected countries).

Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

POLITICAL STUDIES POL360
A course consisting of personal supervision and one two-hour seminar per week and the completion of a research project during one semester.
Prerequisite: Completion of a minor in Political Studies.

Syllabus: The preparation and presentation of a research paper of 6,000-8,000 words on an approved topic. (Supervision will be provided.) Attendance at a weekly seminar on the methodology of political science, political philosophy and history.

Assessment: Continuous throughout the semester based on research paper and seminar participation.

References: To be advised.
POLITICAL AND EDUCATION EDN305 (Elective)
Contact Hours Per Week: Two hours per week for one semester.
**Prerequisites:** Studies in Education I, II, III and IV (EDN103, EDN104, EDN203, EDN204).
**Syllabus:** A theoretical and practical study of the key political concepts relating to the political and educational processes. These include the development of the Westminster system, Australian Federalism, Section 96 grants, State Aid in theory and practice, pressure (interest) groups and the Schools Commission. There is a heavy emphasis placed on investigating the “working out” of these concepts in local schools in fieldwork situations.
**Assessment:** One from Group D. (See Assessment Policy).
**References:**
(This unit will not be offered in 1985.)

POLYMER CHARACTERISATION CHE612
A course of eight hours per week for one semester of lectures and practical work.
**Prerequisite:** Polymer Structure and Synthesis CHE611.
**Syllabus:** Molecular weight average distributions, relation to reaction mechanism and conditions of synthesis. Experimental methods of measurement of molecular weights and molecular weight distributions, including osmometry, light-scattering, ultracentrifugation, viscosity, end group analysis, solution methods, gel permeation chromatography. Particle size distribution in relation to industrial uses. Identification and analysis of polymers and additives using the techniques of UV, IR and NMR spectroscopy, including refractometry and reflectance methods, high resolution, ^1H and ^13C and broad line NMR techniques, X-ray diffraction, photo-electron spectroscopy, electron microscopy. Mass spectrometry, gas-liquid chromatography and combinations thereof. Thermogravimetric methods, chemical methods of analysis.

POLYMER DEGRADATION AND THERMODYNAMICS CHE613
A course of eight hours per week for one semester for lectures and practical work.
**Prerequisite:** Polymer Characterisation CHE612.

POLYMER PROCESSING CHE614
A course of eight hours per week for one semester for lectures, project work and field trips.
**Prerequisite:** Polymer Degradation and Thermodynamics CHE613.
**Syllabus:** Safety precautions, environmental aspects. Formulation principles applied to elastomers, thermosets, thermoplastics, adhesives and adhesion, cellular polymers, surface coatings, films, sheeting, pipes. Milling, mixing and curing of polymer formulations. Renewable resource polymers.

POLYMER STRUCTURE AND SYNTHESIS CHE611
A course of eight hours per week for one semester for lectures, practical work and field trips.
**Prerequisite:** A relevant degree, diploma or equivalent.

POWER ELECTRONICS ELE421
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.
**References:**
POWER SYSTEM DYNAMICS ELE422
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.
Fault Analysis: asymmetrical faults, Interconnected sequence networks, Generalised analysis, Computer formulation.
Power System Control: control of real and reactive power, voltage and frequency, On-line control of power systems.
References:
HVDC Transmission and Links: HVDC converters and transmission. HVDC link performance.

POWER SYSTEM EQUIPMENT ELE423
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.
References:
Australian Standards: AS 1824 (Insulation Co-ordination) AS2006 (High Voltage AC Circuit Breakers) and AS 1307 (Surge Diverters).

POWER SYSTEMS ELE321
A course of two hours of lectures per week and two hours of laboratory/tutorial work per fortnight for one semester.

References:

PRACTICAL APPLICATION MKT432
This subject is designed to enable students to develop further skills in the practical application of retail management concepts. It exposes students to additional techniques and requires them to apply these in their retail environment. It necessitates feedback on the practical application of the other units in the course.
Assessment: The PQ grading will apply.

PRACTICAL WORK PLACEMENT ADM240/ADM241
A program of work experience of two full days per week during the final semester of the course.
Prerequisite: Satisfactory completion of the first three semesters of the Associate Diploma in Private Secretarial Practice (Medical or Legal).
Syllabus: Students will be required to work in approved placements during the final semester(s) of the course. Any organisation which is representative of the medical or legal environment may be selected for practice experience.
Assessment: Students will be visited by staff during this employment and will be evaluated by the supervising employer in conjunction with staff. Assessment will be based on contribution to the work of the organisation and the ability of the student to fit satisfactorily into the medical or legal environment. The PQ grading will apply.

PRESERVATION, RESTORATION, CONSERVATION ART278
A course for degree students of two hours per week for two semesters.
Prerequisite: First year of degree course in Fine Art.
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area, and may not be offered every year but each student will have the opportunity to choose it within the duration of his course. The most important aspect of this subject will be the preservation and restoration of works of art and the practical application of some of these processes by the students. The subject will also include reference to major undertakings throughout the world, by international experts, in the fields of archaeology, restoration and conservation.
Assessment: By assignment.
References: To be advised.

PRINCIPLES OF MARKETING MKT393
A course of two one-hour lectures and two one-hour tutorials per week throughout the year.
Prerequisite: Principles of Marketing MKT291.
Syllabus: The areas of promotion and sales management are studied in depth together with specialised marketing activities such as the marketing of services, industrial marketing and retailing. Stress is placed on theoretical application to practical assignments, case studies and simulated management games.
PRINCIPLES OF MECHANICS OF MACHINES 
MEC621
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Elementary kinematics and kinetics of particles in rectilinear and curvilinear motion. Motion of rigid body. Components of machines and mechanisms. Displacement, velocity, acceleration and simple force transmission in planar linkages and other mechanisms. Vibrations in simple mechanical systems, damping, forcing and excitation.
Assessment: Written tests and assignments.
References:

PRINTMAKING ART219
A course for second year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: First year major study or equivalent.
Syllabus: This course will be taken in conjunction with a sub major in painting, sculpture or theory. Studio practice is concerned with the application and extension of knowledge acquired in first year painting together with a program of work introducing students to more advanced printmaking techniques and concepts.
Assessment: Progressively by the assessment panel throughout the year.

PRINTMAKING ART298
A course for second year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: First year sub major or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year printmaking. It is envisaged that at this level students will be encouraged to develop a relationship between this course and their major study course.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART320
A course for third year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: Printmaking ART255.
Syllabus: An advanced study of Autographic Printmaking for students who wish to extend their printmaking experience into an area which may extend or relate to their major study area.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART374
A course of study for third year Bachelor of Arts (Fine Art) students of 18 hours for two semesters.
Prerequisite: Second year major study or equivalent.
Syllabus: Having developed an understanding of printmaking methods in previous years, students will be encouraged to work on individual assignments in their chosen media. Emphasis will be given to the student's capabilities as an emerging and maturing artist.
Assessment: Final folio assessed by an examination panel at the end of semester two.

PRINTMAKING ART375
A course for Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: Second year major study or equivalent.
Syllabus: Having developed an understanding of printmaking methods in previous years, the third year of the program concentrates on developing a professional attitude, a critical awareness of contemporary print-
making, its historical perspective, and its present role in the visual arts.
Assessment: Final folio assessed by the examination panel at the end of semester two.

PRINTMAKING CER318
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed for those students who wish to extend their artistic experience into an area which is not entirely related to their main study program. It is intended that experience in printmaking will be a means of furthering students' awareness of colour, pattern and texture as they are applied in a two-dimensional area of design. This study will deal with various printing processes, concentrating upon the potential of the various media rather than encouraging specialisation in one of them.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PRINTMAKING CER445
A further development of Printmaking CER318 to be taken for three hours per week. Students will be concerned mainly with etching and lithography, although additional silk-screen printing will be encouraged.
Prerequisites: Nil.
Syllabus: Etching and lithography will be taught as parallel units to enable students to apply their experience gained in a broader way. Wherever possible, Printmaking is to work in close relationship with Ceramic Design Theory and Practice.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PRINTMAKING EDN 613
Contact Hours Per Week: Four, in both semesters.
Prerequisite: Graphic arts studies at third year level.
Syllabus: Students will be expected to extend their conceptual abilities through drawing as well as other means of graphic communication. Serigraphic, intaglio and relief printing methods will be available but it is expected that at this level students will develop multi-media printing techniques to suit their own particular needs.
Students will be required to investigate the properties of the materials being used, and to experiment with plates, grounds and inks. An Investigation will be carried out on printmaking in Australia and the work of a selected Australian printmaker is to be studied in depth.
Assessment: Each student is required to present: a folio of prints and drawings completed during the course, and a thesis on an Australian printmaker.

References:

PRINTMAKING EDN623
Contact Hours Per Week: Two, in one semester.
Prerequisites: Nil.
Syllabus: Students will explore the materials of the printmaker in a creative manner and will experience the following methods: relief printing; intaglio printing; planographic printing; stencil printing.
Assessment: Assessment will be based on the presentation of a folio of completed work. The result will be recorded as pass or fail.

PRINT TECHNOLOGY GRA291
A course for degree/diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of first year Graphic Design studies.
Syllabus: This subject will expand upon the knowledge gained in Typography GRA187. The technical aspects of type, typesetting, type measurement, mark-up, suitability and recent developments will be covered. Methods of production, printing techniques, platemaking, line and half-tone, the four colour process, paper selection.
Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.
References: To be advised.

PRIVATE SECRETARIAL PRACTICE ADM143
A course of eight class hours per week for one semester.
Prerequisites: Nil.
Syllabus: An overall view of private secretarial work including an analysis of the secretarial profession and the role of the secretary in the business world. An intensive study, using the functional approach, of the theory of Pitman Shorthand.
References:

PRIVATE SECRETARIAL PRACTICE ADM144
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM143.
Syllabus: A continuation of the introduction to the principles and practices of executive assisting procedures with studies in editing procedures, business documents, conference and social functions, travel arrangements and meeting procedures.
A review of the principles of Pitman Shorthand and an examination of their application to a general vocabulary while developing notetaking skill.

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

References: As for ADM143.

PRIVATE SECRETARIAL PRACTICE (LEGAL) ADM255
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM144.
Syllabus: Introduction to legal shorthand and typewriting of legal documents with practical work timed to coincide with terminology taught in the subject Legal Procedures II. Reception duties, making appointments, telephone techniques, ethics and etiquette necessary in a legal office, time management, introduction to legal filing, consultation, professional confidence and secrecy, and client interviewing.

References:

PRIVATE SECRETARIAL PRACTICE (LEGAL) ADM256
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice (Legal) ADM255.
Syllabus: Extension of legal shorthand practised parallel with categories taught in Legal Procedures III. Legal correspondence, legal documents — particularly relating to conveyancing, committee work, agendas, minutes, financial arrangements suitable for a legal office, job seeking and job success.

References:
As for Private Secretarial Practice (Legal) ADM255.

PRIVATE SECRETARIAL PRACTICE (MEDICAL) ADM273
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM144.
Syllabus: Introduction to medical shorthand and medical typewriting with categories timed to coincide with terminology as taught in the subject Medical Terminology. Reception and appointments, telephone, ethics and etiquette in the medical office. Introduction to medical filing, publicity, consultation, professional confidence and secrecy, acceptance of patients, charting. Medical correspondence, addressing doctors, scientific papers, manuscripts. Medical case histories and reports. Introduction to medical machine transcription.

Assessment: Assessment will be on the basis of class tests, assignments and final special tests.

References:

PROBLEMS AND ISSUES IN CONTEMPORARY EDUCATION EDS401
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.

Syllabus: Issues raised in this subject include centralisation and devolution of decision making, community involvement in education, effective teaching, learning alternatives and the impact of new technology. The skills to be developed are those of paper presentation, conducting a field investigation or literature review, and writing a group report involving elementary research skills.

Assessment: One from 2 major assignments.

References:

PROCESS CONTROL MEC380
A course of four hours per week of lectures related to the theoretical and practical aspects of the course and one hour per week of experimental work for one semester aimed at the development of the theory and practice of process plant control.

Prerequisites: Mathematics MAT251, Mechanics of Machines MEC220 and the student must have attempted Electronics ELE232.

Syllabus: Modelling of engineering components and systems in process plant. The time response of process

**Laboratory Work:** This must be completed before candidates will be allowed to sit for the final examination.

**References:**

**PROCESS CONTROL AND IDENTIFICATION ELE653**

A course of four hours per week for one semester including lectures, laboratory and tutorials.

**Prerequisite:** Nil.

**Syllabus:** Control criteria: stability; observability; controllability; system error; gain and phase margins; integral criteria; controllers for process control. Compensation: design of forward and feedback path controllers for continuous S.I.S.I. systems using root locus; design of state variable tuning techniques. Adaptive gain, techniques and applications, feedback control laws: use of z transform techniques for compensation of discrete system.

**Assessment:** Written examination. Laboratory and assignment work.

**References:**

**PROCESS MODELLING ELE650**

A course of four hours per week for one semester, including lectures, laboratory and tutorial.

**Syllabus:** Introduction to processes: dynamic nature of processes and systems; open and closed loop systems; complexity; linearity; SISO and MIMO systems; continuous and discrete systems. System equations for processes: differential and state equations. Transform methods: Laplace and z transforms. Transfer function representation: block diagrams. System behaviour: s plane theory; poles and zeros, time and frequency response.

**Assessment:** Written examination. Laboratory and assignment work.

**References:**


**PROCESS OF MANAGEMENT ADM236**

A course of four hours per week for one semester.

**Prerequisite:** Organisational Behaviour and Performance ADM232.

**Syllabus:** This core subject within the Administration degree course introduces an applied action framework for examining managerial activities and the development of process skills involved in the practical management of organisational operations. Detailed consideration is given to planning, organising and control issues.

**Reference:**

**PROCESS SIMULATION ELE652**

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

**Prerequisites:** Nil.

**Syllabus:** Analog computing. Digital computing: application of BASIC programming in study of dynamic processes; numerical stability. Digital simulation: block form and expression-based languages (CSMP). Hybrid computing: hardware and software for hybrid operation.

**Assessment:** Written examination. Laboratory and assignment work.

**References:**

**PRODUCT MANAGEMENT MKT443**

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

**Prerequisite:** Marketing Theory and Practice MKT112.

**Syllabus:** The product planning function and organisational structures for product management, including analysis of the product manager’s role; the nature, importance and development of product policies; monitoring, reviewing, revitalising and deleting existing products; developing new products from idea generation to test marketing and commercialisation; control of new product, analysis through the use of case studies and simulated management games.

**References:** To be advised.

**PRODUCT MANAGEMENT MKT627**

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

**Prerequisite:** Marketing Theory and Practice MKT616.

**Syllabus:** The product management system; the concept of the product manager; his role, responsibilities and scope of function; the management of innovation; developing product strategies and brand positioning policies; managing and monitoring existing products;
rejuvenating and rationalising the product line; developing, testing, and launching new products; legal, social and environmental considerations in new product development; development of product line marketing plan and relationship to corporate marketing planning process.

References:

PRODUCTION CONTROL MAT441
A course of two hours per week for one semester.

Syllabus: Overview of decision problems in production control and scheduling. Formulation as a linear programming model and graphical analysis. Basic concepts for general LP model solution. Simplex procedure and computer solution; sensitivity analysis. Case studies in production control, utilising LP models and computer solution. Transportation and Assignment models. Introduction to demand forecasting, and basic inventory models.

References:
LEWIS, C. D., Scientific Inventory Control, Butterworths.

PRODUCTION PLANNING AND MANAGEMENT RDT640
Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Introduction to elementary accounting and financial decision making. Production system fundamentals; work flow analysis; group technology. Production management; man-machine and the workplace; industrial and employee relations, wages and awards.

Assessment: Written tests and assignments.

References: To be advised.

PRODUCTION TECHNOLOGY MEC150
A two-semester course of one hour per week in the first semester and three hours per week in the second semester.


Syllabus: Basic metrology, principles and methods of measurement, sources of error, surface texture measurement. Interchangeable manufacture — principles of gauging, selective assembly, statistical quality control. Metal cutting theory — models of the cutting process, effect of tool angles and cutting speed on power consumption and tool life; tool materials and tool wear; economic aspects of machining conditions. Production methods — automatic lathes, numerically-controlled machines, non-traditional processes (e.g. investment casting), methods of gear manufacture.

References:

PROFESSIONAL EXPERIENCE 3 EPX301
Contact Hours Per Week: Two hours per week (on-campus) plus at least 50 days classroom practice.

Prerequisites: Second year Diploma of Teaching.

Syllabus: The 'on-campus' program consists of a series of workshops using simulation techniques, films, visiting speakers, and projects, all based on professional situations which teachers face in their initial years in schools. The 'off-campus' component involves students in at least 50 days practice in classrooms and other educational situations (Years 5, 6 and other levels), building up to extended teaching periods in which the student carries out all the duties of a practising teacher.

Assessment: Satisfactory participation in all on-campus components; tests; satisfactory (or better) gradings in teaching practice.

References: To be advised.

PROFESSIONAL ISSUES IN EDUCATION EDN307
Contact Hours Per Week: Two hours per week for one semester.

Prerequisites: Studies in Education I, II, III and IV (EDS171, EDS172, EDS231, EDS241).

Syllabus: At the beginning of the semester key current social context issues are determined by staff and students. Groups of four or five students are then assigned to work in close contact with a member of staff on a particular issue. Each group is to produce a seminar paper. Using fieldwork (where appropriate), readings, and critical discussions employing the methodological tools acquired in the previous units, this seminar paper attempts to resolve the issue tackled. At the end of the subject, the group is required to present its paper to the whole class in an appropriate manner and organise a critical response.

Assessment: One from Group D. (See Assessment Policy).

References:
There are no specific references for the subject. Groups determine their own reading lists.
(This unit will not be offered in 1985.

PROFESSIONAL PRACTICE GRA385
A course for diploma students for one hour per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies.

Syllabus: A study of the structure of the design profession including advertising agencies, studio practice, freelance practice, design groups and design consultant services.

A consideration of the problems of art direction, estimating, and the ethical issues that confront the designer.
A short study of business methods applicable to the design studio.
Assessment: One two-hour written paper, together with notebook and assignments as required.
References: To be advised.

PROGRAM DEVELOPMENT IN ART EDUCATION EDN605
Contact Hours Per Week: Two in both semesters.
Prerequisites: Nil.
Syllabus: The unit aims to provide students with the knowledge and skills required for satisfactory development of art/craft curricula to fit the needs of their local situation as art/craft specialists, district coordinators, or gallery education officers. Topics to be covered include: historical developments in art education; identification and formulation of desirable goals in art education; intended learning outcomes; strategies for teaching art; student performance objectives; planning and managing the program; evaluation.
Assessment: Essay, tutorials, program.
References:
HUNKINS, F., Curriculum Development: Program Improvement, Columbus, Ohio: Merrill, 1980.

PROGRAMMING EDP282
A course of two hours lectures and one hour tutorial per week for two semesters.
Prerequisite: MAT103.
Syllabus: FORTRAN 77 — a complete study of the language; algorithms, program design, applications including numerical integration, matrix operations numerical solutions of differential equations, iterative techniques, least squares polynomial fitting, solution of linear and non-linear equations. The emphasis will be on the use of existing software packages such as MATHLIB (PRIME), LINPACK, ITPACK, TWO-DEPEP, IMSL library, NAG library.
References: To be advised.

PROGRAMMING EDP382
A course of three hours per week for two semesters.
Prerequisite: EDP282 or a satisfactory stage of development in programming.
Syllabus: A study of the COBOL language and its application to commercial data processing problems. The course will emphasise design and construction techniques which promote ease of program testing and maintenance.
Assessment: Programming assignments and a final examination.
Reference: Manufacturers' COBOL reference manual as appropriate.

PROGRAMMING I EDP652
A course of four hours per week for seven weeks.
Prerequisites: Introduction to Programming EDP650 and Introduction to Systems EDP651.
Syllabus: Commercial computer programming. Program design, development, documentation, testing and debugging. The COBOL language — 4 DIVISIONS. File, record, field definition, group and elementary items, PICTURE clauses, condition names. Procedural statements, verbs, comments. Programming for change, qualities of good programs, coupling and cohesion. Simple file handling multiple record types. Sequential updating. Validation. Simple table handling, REDEFINES.
References:
Manufacturers' language manual as required.

PROGRAMMING II EDP656
A course of four hours per week for seven weeks.
Prerequisites: Programming I EDP652 and Operating Systems EDP654.
Syllabus: Advanced file handling, buffering and blocking, indexed and relative files, DECLARATIVES. Advanced table handling (2 and 3 dimensional). Ordered, unordered linear searches, binary search, SET and SEARCH verbs. SORT verb. COPY. COBOL subprogramming, LINKAGE, CALL, segmentation. String handling. Internal data representation, USAGE, efficiency and optimisation techniques. Other COBOL features, e.g. LINEAGE, REPORT WRITER. Techniques of decision table.
References:
Manufacturers' language manual as required.

PROGRAMMING III EDP661
A course of four hours per week for seven weeks.
Prerequisites: Programming II EDP656.
Syllabus: Multiple indexed files; file management systems, structure and functions; file utilities; access from host languages, particularly COBOL; physical structure of files.
Screen handling software, manufacture supplied packages; from within COBOL; at the elementary control character level. Considerations in the design and programming of transaction-driven systems; screen design, man/machine interface, user-friendly systems, run-time considerations, restart/recovery, file security.
References:
Manufacturers' manuals as required.
PROGRAMMING SYSTEMS EDP624
A course of four hours per week for one semester.
Prerequisite: Required entrance level and Computer Networks EDP635 to be taken concurrently.
Syllabus:
Structured techniques:
A general examination and review of structured program-
ing techniques such as the functional decom-
position methodology proposed by Yourdon and the
data decomposition methodology proposed by Jackson.
Real-time programming:
A detailed study of real-time programming under a
TP monitor including such aspects of screen design, transaction design, program design, system security
and system tuning.
References:
JACKSON, M., Principles of Program Design, Aca-
YOURDON, E., GANE, C., SARSON, T., and
LISTER, T., Learning to Program in Structured
COBOL, Parts 1 and 2, Yourdon Press, 1979.
YOURDON E., Managing the Structured Techniques,
TEBBS, D. and COLLINS, G., Real-time Systems.
Manufacturers' Manuals.
Relevant research papers.

PROGRAMMING SYSTEMS EDP628
A course of four hours per week for one semester.
Prerequisite: Programming Systems EDP624.
Syllabus: Real-time Design: Review of real-time sys-
tems; the need for design calculations; critical design
areas; quantitative design techniques; simulations; sys-
tem tuning.
Interactive Graphics: History; basic interactive graphics
programming; graphics hardware and software; inter-
active devices and techniques; the design of graphic
conversations.
References:
Analysis of Queueing Models in Real-Time Systems,
IBM, GF20-0007-1.
MARTIN, J., Systems Analysis for Data Transmis-
MARTIN, J., Design of Real-Time Computer Systems,
PRITCHARD, J., Quantitative Methods on On-Line
TEBBS, D. and COLLINS, G., Real-Time Systems —
FOLEY, J. D. and VAN DAM, A., Fundamentals of
Interactive Computer Graphics, Addison Wesley,
1982.

PROGRAMMING SYSTEMS EDP629
A course of four hours per week for one semester.
Prerequisite: Programming Systems EDP628.
Syllabus: Software management: software — range
available, packages, suppliers, evaluation, purchase,
testing, patching, implementation, reliability, presen-
tation to users, documentation, monitoring and main-
tenance. Performance measurement: the monitoring of
systems performance by hardware and software tech-
tiques; determination of bottlenecks by examination
of operating systems, handling of channel queues,
device contention, etc.; critical analysis of system
accounting data; use of predictive techniques.
References:
BELL, C., Computer Performance Analysis, Rand
Corporation, 1974.
HELLERMAN, H. and CONROY, R., Computer
MYERS, G. V., Reliable Software Through Composite
Computer System Performance Measurement, Auer-
bach Publishers.

PROJECT CIV673
An industrially based project involving an advanced
design or review, or an experimental investigation
for a 5,000-word report, which is to be
submitted at the end of the year.
Assessment: To be based on a typewritten report
submitted at the end of the year.

PROJECT CIV681
As Project CIV673 above.

PROJECT EDP638
A project involving the presentation and submission
of a paper of at least 10,000 words.
Prerequisite: Stream of study.
Syllabus: In conjunction with the lecturer, a student
will select a project associated with a major aspect of
computing and information systems.
Assessment: A pass or fail grade only will be available
in this subject.
References:
Guidelines for Project Work, Chisholm EDP Depart-
ment publication.
The Citation of References in Post Graduate Projects,
Chisholm EDP Department publication.
Others to be advised.

PROJECT EDN409
Contact Hours Per Week: The equivalent of eight
hours per week for one semester.
Prerequisites: Field Studies in Education EDN408 and
a sequence of two subjects in Studies in Education or
Studies in Curriculum.
Syllabus: The project is designed as an investigation
or field study which relates to the previous studies of
the student as well as to the school, classroom or other
setting in which the student operates. As the major
purpose of this subject is to enable the student to carry
out an investigation or field study, the methodological

211
emphasis in this unit will be on the student working in the field. This will be supported by seminar sessions in which the student presents the study and leads appropriate discussion, as well as regular and frequent attendance at supervision/consultation sessions with supervisors.

Assessment: One from Group E. (See Assessment Policy).

References:
CHISHOLM INSTITUTE OF TECHNOLOGY, School of Education, Practicum and Project.

PROJECT EDN607
Contact Hours Per Week: Variable, both semesters.
Prerequisites: EDN406 should be taken previous to, or concurrent with, enrolment in EDN407.
Syllabus: Students are required to carry out and present a research project related to art and education. Course work undertaken in EDN406, Research Methods and Existing Research in Art Education, will give the students background knowledge and will influence the choice of topic for independent research. Close and continued discussion between supervisor and student is expected throughout the duration of the research project.
Assessment: The research project.
References: Students will select their own references.

PROJECT ELE679
A course of four house per week for two semesters.
Prerequisites: Nil.
Syllabus: To complete either one major project or several minor projects which unify the various subjects of the course. The normal project will include as many of the topics as possible from the following: Instrument and measurement plan behaviour. Propose a plant model. Identify the model parameters. Specify a control objective. Design a suitable controller. Implement the controller, using either high level languages or at microprocessor level as appropriate on simulated plant. Construct and test an appropriate interface to plant. Allocate several software/hardware tasks (e.g. controller, status, alarming, data logging) and run on real-time operating system. Implement and test on plant.
Assessment: To be based on a report submitted at the end of the year.

PROJECT IND400
Four hours per week for two semesters.
Prerequisites: Entry standard to final year.
Syllabus: Each student will be assigned an industry based problem, individually or as part of a team, at the start of the final year and will submit a report in the findings.
Assessment: On the basis of a typed report submitted at the end of the year.

PROJECT MEC619
The project involves the student in one hour per fortnight consultation with his or her supervisor in the third semester and three hours of supervised project work in the fourth semester.
Prerequisites: Nil.
Syllabus: The object of this unit is to give students experience of tribology problems to be met in industry. Students are given an object to achieve; they have to manage the resources available to them in the best possible manner; and have to communicate results satisfactorily to their supervisor.
Assessment: Students will be assessed on their performance throughout the semester and on the standard of their written and oral reports.

PROJECT RDT324
Contact Hours Per Week: Six hours per week for two semester.
Prerequisites: Completion of the second year of the course.
Subject Content: Each student will undertake a major project including the design, construction and testing of software and/or hardware. The project is designed so that students will gain skills in project management, system design, software testing and debugging, commercial factors in product design and report writing.
References: To be advised.

PROJECT MANAGEMENT MEC450
A course of lectures of two hours per week for one semester.
Prerequisites: As prescribed under Progression through the Course.
Syllabus: The project management cycle. Project research. Finance assessment of projects: time value of money, compound interest formulae, annual cost, present worth, rate of return, cashflow, depreciation, payback time equivalent investment period, effect of taxes, inflation, etc.
Manufacturing cost estimation, capital cost estimation, project cost control.
Organisation of construction and commissioning: network analysis, precedence diagrams, organisation of design, specification, construction and commissioning of large projects.
Industrial regulations and relations on construction sites.
References: To be advised.

PROJECT MANAGEMENT MEC631
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.
Syllabus: Market research and tendering, project research. Project organisation.

PROJECT MANAGEMENT MEC632
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.
PROJECT MANAGEMENT MEC633
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT MANAGEMENT MEC634
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.
Syllabus: Case study.

PROJECT TECHNOLOGY MEC635
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT TECHNOLOGY MEC636
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.
Syllabus: Codes. Stress analysis background to statutory codes. Control systems.

PROJECT TECHNOLOGY MEC637
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROJECT TECHNOLOGY MEC638
A course of three hours per week of evening study for one semester.
Prerequisites: Nil.

PROMOTIONAL PLANNING MKT446
A compulsory subject for the Associate Diploma in Marketing. A course of four hours per week for one semester.
Prerequisites: Marketing Theory and Practice MKT112.
Syllabus: The process of controlling the promotional element of the marketing mix. The course focuses on a marketing/product management perspective of initiating and controlling the process of marketing communication, including the use of advertising, sales promotion, publicity and the interface with personal selling.
Reference:

PROPAGATION SYSTEMS ELE632
Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Transmission lines, waveguides, fibre optics, sources and detectors, radio-wave propagation, satellites, antennas.
References:

PSYCHOLOGY PSY101
Five hours per week, for one semester, including lectures, tutorials and laboratory sessions.
Prerequisites: Nil.
Syllabus: An introduction to the study of human behaviour including methodology, learning, memory and perception, and sleep.
Assessment: cumulative assignments and a final examination.
References:

PSYCHOLOGY PSY102
five hours per week, for one semester, including lectures, tutorials and laboratory sessions.
Prerequisite: Psychology PSY101.
Syllabus: An introduction to the study of social psychology, personality and abnormal psychology, with further work in the area of research and methodology and the application of statistical methods.
Assessment: Cumulative assignments and a final examination.
References: As for PSY101.

PSYCHOLOGY PSY201
Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.
Prerequisites: Psychology PSY101 and PSY102, and either Statistics MAT171 and MAT172, or equivalent.
Syllabus: Biological and developmental foundations of behaviour. The physiological bases of behaviour. Human development: the interaction of genetic and environmental factors; the importance of early experience; agencies of socialisation; maturation and learning; language acquisition and function; psycho-linguistics; cognitive development with special reference to the work of Piaget.
Skilled performance: component processes and performance capacities; the skilled operator and the limits of his efficiency.
Statistical methods: principles of good research design; hypothesis testing and estimation; applications of binomial, Poisson, and chi-squared distributions.
Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.
Reference:

PSYCHOLOGY PSY202
Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.
Prerequisite: Psychology PSY201.
Central theme: Personality and interpersonal behaviour.
Syllabus: Personality: nomothetic and ideographic approaches; the determinants and structure of personality; a comparative study of major theories; abnormality and maturity.
Interpersonal behaviour: the nature of social attraction; person perception and the influence on the self concept of interpersonal experiences; theories and techniques of social communication, attitudes and attitude change; group processes; leaders and leadership; interpersonal factors in performance.
Statistical methods: other applications of ch-squared distribution; correlational techniques including uses of Fisher's transformation; tests on two sample means; use of computer.
Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.
References:

PSYCHOLOGY PSY302
Five hours per week for one semester, including lectures, tutorials and practical skills training.
Prerequisite: Psychology PSY202.
Central theme: Applied Psychology.
Syllabus: The person and the organisation. Theories of organisation; group behaviour and organisation communication; job satisfaction and morale; factors affecting output; status and authority in organisations; styles of leadership; communication; motivation and organisational climate; conflict in organisations.
Vocational development: theories of vocational development; vocational development as a process of personal growth; the value of test and other information-gathering devices in vocational and guidance.
Personnel psychology: performance evaluation and staff development; personnel management and the management of personnel; employer-employee relations; employee attitudes; the contribution of personnel management to productivity; organisation development and action research; problems confronting the change agent.
Assessment: Cumulative based on short tests, assignments, projects, essays and tutorial papers. An examination may be included.
References:

PSYCHOLOGY PSY303
Two hours per week for one semester.
Prerequisite: Psychology PSY202.
Central theme: Professional development.
Syllabus: Career planning; the selection interview; the curriculum vitae; conducting a meeting; information retrieval; psychologists' reports; negotiation; legal ethical and professional issues affecting psychological practice. Other professional issues as suggested in class.
Assessment: By class assignment and participation.

PSYCHOLOGY PSY304
Five hours per week for one semester, including lectures, tutorials and practical work.
Prerequisite: Psychology PSY202.
Central theme: Theory, research and experimental design.
Syllabus: Theory and systems in psychology: the historical development of psychological methodologies; schools of psychology; the philosophy of the physical sciences and its bearing on psychology; theory construction; a critical evaluation of psychology as a 20th century behaviour science; current issues and developments.
Statistical methods: random, stratified, cluster, and two-stage sampling methods; non-parametric and parametric one-way and two-way analysis of variance; selected comparisons among multiple groups; linear regression analysis.
Assessment: A combination of tests, assignments and a final examination.
PSYCHOLOGY PSY305
Five hours per week for one semester, including lectures, practical sessions and seminars.
Prerequisite: Psychology PSY302.
Syllabus: Origins and characteristics of Community Psychology; individual and social psychology; conceptions of social intervention; the evaluation of change; change and alternative institutions; change and community organisations; intervention hypotheses.
Assessment: Cumulative, based on an essay, seminar presentation and performance in practical sessions.
References: To be advised.

PSYCHOLOGY PSY306
Four hours per week for one semester.
Prerequisite: Psychology PSY202.
Central theme: Applications of the law to professional psychology.
Syllabus: Ethical and legal obligations of professional practice; Family Law; anti-discrimination legislation, industrial, criminal and civil law, as they affect the practice of psychology; court processes and expert evidence.
Assessment: Cumulative, based on essays, tests and tutorial participation. An examination may be included.
References:
Other references to be advised.

PSYCHOLOGY PSY307
Five hours per week for one semester.
Prerequisite: Psychology PSY202.
Central theme: Introduction to Counselling.
Syllabus: Introduction to counselling theory and practice. Themes to be covered include general issues of counselling, individual approaches, group approaches and systems approaches to counselling.
A strong focus of this subject will be on developing skills of empathic listening and increasing self-awareness.
Classes will include formal lectures, regular weekly workshops and a two-day workshop, to be arranged during the semester.
Assessment: Cumulative, based on an essay, a videotaped interview, participation in weekly workshops, and participation in a two-day workshop.
References:

PSYCHOLOGY PSY401
Advanced Psychological Assessment and Classification
Six hours per week. Discussions, lectures, guided study groups and practical classes to develop assessment skills.
Prerequisites: See Graduate Diploma in Applied Psychology.
General objectives: At the completion of this subject students will be able to:
(a) critically evaluate and select assessment procedures to achieve specified purposes;
(b) apply and utilise assessment procedures and monitor their effectiveness with a minimum of supervision from an experienced psychologist.
Syllabus:
The theoretical rationale of assessment procedures and tests. Reliability, validity and validation procedures. Critical review and evaluation of tests and of underlying assumptions. Development of skills for the administration, interpretation, and reporting of tests and test results. Intelligence, ability and achievement tests; personality tests; diagnostic and vocational assessment procedures.
3. Classification systems: objectives and types of classification systems, psychometric, organisational and other factors affecting classification decisions. Organisational and individual decision making. During the second half of the semester, students will be encouraged to pursue chosen areas of interest in more depth.
Assessment: Cumulative, based on short tests, assignments and practical exercises.
References: To be advised.

PSYCHOLOGY PSY402
Changing Behaviour
Six hours per week for one semester.
Prerequisites: See Graduate Diploma in Applied Psychology.
General objectives:
(a) To examine theories about behaviour change, at the levels of: the individual; the small group; the organisation; and society/culture.
(b) To identify and develop a conceptual framework within which various theories may be accommodated.
(c) To develop students' skills as 'change agents'.
Syllabus:
1. Theories about changing behaviour: Theory-building and criteria of a 'good' theory. Communalities and differences in theoretical foundations, objectives and techniques of various approaches to attitude and behaviour change especially those which are applied in psychotherapy; group work, Organisation Development, and community intervention and development programs. Review of research into the effectiveness of these approaches. Examination of values and ethical issues which are implicated in attempts to change behaviour.
2. Skills training: introduction to counselling, encounter group leadership; Organisation Development strategies and mechanisms; community inventions.

Assessment: Assessment may be based on one or more of the following: written assignment; contributions to seminars; test. Details of assessment are finalised with students at the beginning of the subject.

References:

PSYCHOLOGY PSY403
Multivariate Data Analysis
Three hours per week for two semesters.
Prerequisites: See Graduate Diploma in Applied Psychology.
It is expected that students will have an understanding of the use in psychological research of the common types of univariate and bivariate data collection, description, and analysis, including analysis of variance, correlation and regression analysis.

General objectives: To understand and be able to use the main multivariate techniques in psychological research. The course is largely based on computer work.


Assessment: Assessment involves periodic short written assignments (reporting analysis of data) and reviews of the student’s practical exercises.

References: To be advised.

Students must also own a pocket calculator and at least one general statistics book such as SNEDECOR, G. W and COCHRAN, W. G., Statistical Methods, 7th ed., Iowa State University Press, 1980.

PSYCHOLOGY PSY404/PSY405
Professional Experience
Two placements, each of 25 working days in a professional (psychology) agency, under the direct supervision of a qualified psychologist. Placements are arranged by the Department of Applied Psychology. In addition two-hour seminars are held fortnightly to discuss issues relevant to placements.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:
(a) to acquaint students with some of the professional roles undertaken by applied psychologists and the settings in which they do so;
(b) to introduce students to the use of concepts, knowledge, skills and techniques in ‘real-life’ settings;
(c) to acquaint students with the various ethical and legal issues encountered in applied work; and
(d) to give students some basic professional skills (such as administering and scoring psychological tests, assisting in applied research, or conducting interviews).

Syllabus: In the seminar program associated with the placements, the following topics are explored: the nature of the organisation; the nature of psychologists’ roles in the organisation (e.g. primary, objectives, organisational structure and ‘climate’, boundaries, relationships with its external environment); analysis of the conceptual frameworks and methods used in the psychology unit; analysis of legal and ethical responsibilities and pitfalls.

Assessment: Assessment based on the report which each student is required to write concerning his or her placement experiences.

(Other references will be specified at the beginning of the semester).

PSYCHOLOGY PSY406
Applied Research Project
A research-based unit with fortnightly seminars of two hours’ duration over two semesters.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: To ensure that students become familiar with the planning and conduct of a piece of applied research, and with the written and oral presentation of research findings.

Syllabus: Issues covered in the seminar program include: how to identify a research area and a particular problem or question; ethical issues in research; use of library and other resources for research purposes; preparing and presenting research proposals.

Specific methodological, research design and data analysis issues are discussed in individual consultations with the student’s supervisor. Since the unit PSY403 (Multivariate data analysis) deals with research design and data analysis issues which are likely to be highly relevant to the applied research project, students are normally advised against enrolling in PSY406 until they are concurrently enrolled in or have completed PSY403.

Assessment: Assessment based on (a) a progress report, in which the student presents a complete research proposal; and (b) a final report, in journal article form, which states the research issue, outlines previous research and theory bearing on the research issue, describes the research design and data analysis methods, presents the findings, and comments on their significance.

References: See PSY403. Additional references will be specified at the beginning of the first semester.
PURE MATHEMATICS MAT203
A course of six hours per week for two semesters.
Prerequisite: Mathematics MAT103, Mathematics MAT104.
Syllabus: Real analysis: convergence of sequences and series, sequences of functions, uniform convergence, infinite integrals, multiple integrals.
Vector spaces and Fourier series: introduction to vector spaces, concepts of inner products, independence, dimension, approximations in vector spaces.
Matrix theory: eigenvalues and eigenvectors, Cayley-Hamilton theorem, similarity theorems, diagonalisation quadratic forms.
References:

References:

QUALITY MANAGEMENT CIV318
A course of two hours per week of lectures and tutorials for two semesters.
Prerequisite: Mathematics MAT211.
Syllabus: Economic and organisational bases of the control of quality, fundamentals of sampling theory, the use of attributes via the properties of the O.C. curve and the binomial nomogram, concepts of experimental design, applications covering various areas will be considered which are relevant to civil engineering industry.
References:

QUANTITATIVE ANALYSIS IN MARKETING FIN681
A course of three hours per week for one semester.
Prerequisite: Statistics for Marketers MAT661 or equivalent.
Syllabus: Appreciation of quantitative methods useful in marketing problems. Methods discussed will include assignment, transportation, linear programming, decision analysis and regression techniques. Correcting data for seasonal and trend effects. Elementary forecasting.
References: To be advised.

QUANTITATIVE METHODS FIN682
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course is concerned with a survey of the quantitative techniques available to management. Topics covered will include the use of probability in decision making, business forecasting techniques, inventory analysis and linear programming.
References: To be advised.
QUANTITATIVE METHODS IN MARKETING
MTK113
Four hours per week for one semester.
Prerequisite: Business Statistics MAT161.
References:
Students will be required to have the use of a suitable calculator.

QUEUEING THEORY MAT670
Two hours per week for one semester.
Prerequisites: Nil.
Subject Content: Review of probability and probability distributions. Introduction to queueing theory, M/M/1 queues, priorities, service distributions, multiserver, systems of queues.
References:

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RADIO COMMUNICATIONS ELE462
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.
Syllabus: Elements of radio systems: ground wave, ionospheric propagation; tropospheric scattering; general properties of antennas, antenna parameters and propagation measurement.
Microwave Links: characteristics; path profiles and path calculations; fading margins and interference; diversity reception of LOS systems; active and passive repeaters; frequency allocation; satellite system fundamentals.
Digital Spectrum Efficient Modulation: comparison of binary digital modulation system; QAAM and QPSK; continuous-phase FSK and MSK; m-ary orthogonal systems; optimum detection algorithm.
Digital Radio Systems: fundamentals of transmission; route and system design; Rural subscribers networks.
Microwave point to point services. Homestead and Community Broadcasting Satellite Service. Broadcasting: mono and stereo sound broadcast; TV networks.
Microwave Instrumentation: microwave network analysis, s-parameter measurements, spectrum analysis.
References:

REAL-TIME PROGRAMMING RDT325
Contact Hours Per Week: Two hours lecture and two hours laboratory/tutorial per week for one semester.
Prerequisites: Computer Systems and Software II RDT220.
Subject Content: Applications of real-time systems, problems of implementation, basic principles of real-time programming, tasking and processor scheduling, synchronization, interprocess communication, multi-processor systems, reliability, design methodologies, concurrent high level languages.
References: To be advised.

REAL-TIME PROGRAMMING I RDT606
Two hours per week for one semester.
Prerequisites: Computer Systems.
Syllabus: Data structures and program design, screen handling, real-time/transaction processing, memory management, scheduling, recovery/restart, data base management, network handling.
Operating system considerations; user privileges, security, program development.
References:
Specific manufacturers' manuals will be used.

REAL-TIME PROGRAMMING II RDT607
Two hours per week for one semester.
Prerequisite: Real-Time Programming I.
Syllabus: The requirements of real-time languages, high level languages, categories of language, the development of real-time languages.
A study of one or more existing languages, e.g. PASCAL, ADA, CHILL. Programming considerations.
References:
CCIT Study Group XI documentation on CHILL.
REAL-TIME SYSTEMS I RDT608
Two hours per week for one semester.
Prerequisite: Computer Systems.
Syllabus: Basic terms and definitions, applications, system components, hardware requirements, the process concept, scheduling, processor and memory allocation, security and control, the file subsystem. Analysis and design considerations, modelling and simulation.
References:

REAL-TIME SYSTEMS II RDT609
Two hours per week for one semester.
Prerequisite: Real-Time Systems I.
Syllabus: SPC Systems: introduction, hardware configurations, software structures, function and load sharing, scheduling, monitors, packages, call-processing, reliability, recovery, system specification, design and development techniques, typical systems, e.g. AXE.
References:
Selected articles from IEEE transactions on Communications and The Telecommunication Journal of Australia.

RECREATION STUDIES 1 EDN153
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Consideration of the relationships among work, leisure, play, recreation and sport in Australia since 1788 and the major historical events that have changed these relationships. Consideration of the role of recreation in Australia in general and selected segments of Australian society in particular.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

RECREATION STUDIES 2 EDN154
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Organisation of community recreation: consideration of the various agencies involved in community recreation — government, semi-government, commercial, voluntary agencies. Program needs and interests of different age groups Field study techniques for collecting data about recreation needs and interests within a community. Investigation of recreation needs and interests of selected groups in a selected community field-study of services and facilities available in the community.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
Recreation and the Law, Department of Youth, Sport and Recreation, Victoria: 1980.

RECREATION STUDIES 3 EDN253
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

RECREATION STUDIES 4 EDN254
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Study of the principles of urban planning and renewal and the provision of recreation space. Study of the requirements, modern design and management patterns of a variety of recreation facilities including community centres, indoor sports complexes, fitness centres, playing fields, playgrounds, parks, trails. Field study of the design, usage and management patterns of selected recreation facilities in a particular community.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).

References:
The Shopping Centre as a Community Leisure Centre, Department of Environment, Housing and Community Development, Canberra: AGPS, 1978.
THOMPSON, G., Usage Patterns of an Indoor Recreation Centre, Department of Youth, Sport and Recreation, Melbourne: 1978.

RECREATION STUDIES 5 EDN353
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).

References:
STEVENS, J. and FAIT, H., Recreation Service for the Ageing, Feberger.

RECREATION STUDIES 6 EDN354
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Study of the general principles to be used in the promotion of safety and in accident prevention in a variety of recreational activity areas, including camping, sailing canoeing, SCUBA, mountaineering, skiing, bushwalking, individual dual and team sport, swimming. Consideration of the roles to be played by recreational administrators and supervisors, parents, participants in the promotion of safety in recreation. Field study of safety promotion in a selected recreational area or activity.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).

References:


RECREATION STUDIES 7 EDN453
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Topics for consideration may vary from semester to semester and include: Understanding the meaning of recreation. Recreation as an area of social concern. Changed view of leisure and recreation. Government role in recreation. Expanded services for special preparations. Growing environmental concerns.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).

References:
Selected articles from relevant professional journals.

RECREATION STUDIES 8 EDN454
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group C. One from Group D.
(See Assessment Policy).

References:

REGIONAL AND URBAN PLANNING CIV690
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Planning authorities and procedures. The origins of modern urban planning. Theories of urban planning. Case studies. The interaction between transport and urban land-use planning. Techniques for urban and regional planning.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

RESEARCH IN COMMUNICATION AND INFORMATION COM405
Contact Hours Per Week: Four hours per week for one semester.
Syllabus: the methodologies used in communication and information research, including the theoretical and practical aspects of data collection, analysis and measurement.
• Scope of communication and information research.
• Experimental design; field studies and survey techniques.
• Statistical procedures and packages, eg., SPSS.
• Writing the research report.
• Content analysis.
• Information theory.
• Communication and Information economics.
Assessment: Research report, workshop exercises, tutorial papers and presentations.
References:

RESEARCH METHODS AND EXISTING RESEARCH IN ART EDUCATION EDN606
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The unit aims to provide students with the understanding and skills required to be able to draw upon existing research and initiate their own, in order to effect necessary program changes.
Topics to be covered will include: observation as a basis for teaching and research; varieties of observation; the case study; identifying a researchable problem; measurement; research in art education; planning a research project.
Assessment: Tutorials, research proposal, examination.
References:

RESEARCH PAPER ADM661
A course of two semesters of individually supervised research. No formal classes are timetabled.
Prerequisites: Nil.
Syllabus: Students are required to prepare an original research paper which either researches critically and evaluates the operations of an organisation or investigates a problem area and provides a solution.
References: To be advised.

RETAIL BUYING AND MERCHANDISING MKT350
A course of four hours class work per week for one semester.
Prerequisite: Retail Management Principles MKT250.
Syllabus: The aim of this unit is to provide students with an in-depth understanding of the buying process. It covers merchandise planning and budgeting, including concepts of merchandise classification, stock replenishment, and retail inventory control; pricing and repricing; sourcing; selection and negotiation; sales management and salesforce scheduling and productivity analysis; profit performance and information needs.
References:

RETAIL DISTRIBUTION AND INVENTORY MANAGEMENT MKT331
A course of four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT134.
Syllabus: The purposes of the course are to develop an understanding of the nature and consequences of distribution decisions in retail operations and to provide an appreciation of the interactions between distribution and other activities in retail organisations. Specific topics will concern site selection and location, the relationship between distribution and customer service, the specific elements in distribution operations and overall distribution policy including warehousing and transportation. Assessment is continuous, based on assignments and class work.
References:

RETAIL INTERNSHIP MKT360/MKT381
An attachment to a retail organisation on three days per week in the semester.
Prerequisites: Retail Management Principles MKT250, Retail Buying and Merchandising MKT350 (the latter may be taken in the same semester).
Syllabus: The aim of the internship is to provide students with in-company, practical experience. They will be required to undertake a range of tasks, carry responsibilities, and submit reports related to both retail buying and selling. Assessment based on projects completed and satisfactory performance. Assessment: The PQ grading will apply.

RETAIL MANAGEMENT MKT334
A course of four hours per week for one semester.
Prerequisite: Retail Management MKT233.
Syllabus: This subject is designed to draw out the principles learned from previous units in the Associate Diploma in Retail Management, in order to improve the strategic decision making and problem solving abilities of students. This is achieved by the use of case studies, syndicate development and presented case studies, field visits, lectures and tutorials. Great emphasis will be placed on student commitment and contribution.
References: To be advised.

RETAIL MANAGEMENT PRINCIPLES MKT250
A course of four hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of this subject is to provide an overview of retailing from a management perspective. The development of retailing; the Australian retail industry and its environment; merchandise planning, control and distribution; pricing merchandise; selling and sales promotion; store location, layout and presentation.
DICKINSON, R., Retail Management, Austin Press, 1981.

RETAIL MERCHANDISE MANAGEMENT MKT471
A course of four hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of this subject is to provide an in-depth understanding of buying and merchandise management; the role of the retail buyer, strategic merchandising, the development, ranging, budgeting, and selection of merchandise, inventory control and ordering, negotiation, and merchandising arithmetic, channel relationships, interface with suppliers, information flow.
References: SHUCH, M., Retail Buying and Merchandising, Little, Brown, 1981.
BOHLINGER, M. S., Merchandise Buying, W. C. Brown, 1983.

RETAIL PRINCIPLES MKT470
A course of four hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of this subject is to provide an understanding of the principles and practice of retail management with particular emphasis on those aspects of special relevance to suppliers of goods and services to the retail industry; the structure of the industry, trends, merchandise planning and control, pricing and promotion, store location, layout and presentation, store management.

RETAIL PROJECT MKT431
To qualify for the award of Associate Diploma in Retail Management a major project must be submitted. The project will be undertaken over a period of two semesters to provide students with an opportunity to integrate their studies, to advance the knowledge of retail management theory and practice, and to provide tangible evidence of the student’s capabilities as a result of undertaking this award.
Students will select a topic in conjunction with the Subject Leader. It will require the development of a hypothesis or the identification of a problem, research of the subject, collection and analysis of data, and formulation of conclusions and recommendations for formal presentation. The topic may be either a major problem faced by the retail organisation employing the student with employer’s co-operation or a macro retail management issue.
Assessment: The PQ grading will apply.

ROBOT COMMUNICATION AND CONTROL RDT645
Two hours per week for one semester.
Prerequisites: Robotics II RDT631, Software Development RDT641, or equivalent.
Syllabus: Computer network architecture. The flexible manufacturing system as a partial data-driven automation system. Application of real time systems in robot communication and control.
Assessment: Written tests and assignment work.
References: To be advised.

ROBOTICS RDT327
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Control Systems RDT225.
Subject Content: Introduction and history of robotics, architecture, geometry and kinematics, actuators, and effectors, sensors, control, programming industrial robots, applications.
References: To be advised.
ROBOTICS I RDT630
2 hours per week for one semester.
Prerequisites: Nil.
Syllabus: Overview of industrial robotics in manufacturing systems; The Industrial Robot: basic architecture; simple aspects of articulation; degrees of freedom; kinematics and geometries; comparative studies on robot designs; common actuators and transmission systems; end effectors; control systems; robotic languages; sensors.
Economic and financial considerations. Social issues.
Assessment: Written tests and assignments.
References:

ROBOTICS II RDT631
Two hours per week for one semester.
Prerequisites: Robotics I RDT630.
Syllabus: Operational constraints and design considerations on end-effectors.
Operating principles of common sensors such as pressure and temperature transducers, sonars and video cameras. Sensor applications in robotics.
Control systems for robotic devices.
Analysis of existing robotic applications.
Assessment: Written tests and assignment work.
References:
COIFFET, P., Modelling and Control, Kogan Page, 1983.
Proceedings of International Symposium on Industrial Robots.
Selected journal articles and research papers.

ROBOTICS III RDT632
Two hours per week for one semester.
Prerequisites: Robotics II RDT631.
Syllabus: Application Case studies including consideration of financial and social issues; System Approach to Robotics in manufacturing; Group Technology; Flexible Manufacturing Systems; R&D in Robotics; Project MUM; Factories of the Future; Artificial Intelligence and Robotics; selected research papers.
Assessment: Written tests and assignments.
References: To be advised.

ROBOTICS AND COMMUNICATION RDT610
Two hours per week for one semester.
Prerequisites: Computer Systems, Computer Networks I.
References:
BANDY, BURSTALL, WEIR and YOUNG, Artificial Intelligence: an introductory course, North-Holland Press.
BODEN, M., Artificial Intelligence and Natural Man, Harvester Press.
NILSEDA, N., Problem Solving Methods in Artificial Intelligence, Trigen Press.
DODD, G. S. and RONSAL, L., Computer Vision and Sensor Based Robots, Plennan Publishing Co.

ROBOTICS PRACTICAL I RDT633
Two hours per week for one semester.
Co-requisites: Robotics I RDT630.
Syllabus: Laboratory work and exercises to acquaint the student with the structure, geometry and programming of typical robots.
Assessment: Laboratory work, assignments and reports.
References: Selected Robot Manuals and journal articles.

ROBOTICS PRACTICAL II RDT634
Two hours per week for one semester.
Prerequisites: Robotics Practical I RDT633.
Syllabus: This unit will consist of a set of experiments on sensor operations, positioning, movement and control of robots at machine level. Case studies of current applications of robots including plant visits.
Assessment: Laboratory work, assignments and reports.
References: Manufacturers’ manuals and journal articles.

ROBOTICS PROJECT RDT635
Two hours per week for two semesters.
Prerequisites: Robotics II RDT631 and Robotics Practical II RDT634.
Syllabus: Projects may be of an investigational, research or constructional nature in relation to the applications of robotics.
Assessment: Practical work, written reports and oral presentation.

RPG PROGRAMMING EDP686
A course of four hours per week for seven weeks.
Prerequisites: Operating Systems EDP654 and Programming II EDP656.
Syllabus: The RPG programming language. Characteristics of the language; syntax; sample program study; suggested use in implementing structured program designs; coding techniques; debugging techniques.
References: Manufacturers’ manuals as required.
SAFETY AND ENVIRONMENTAL ENGINEERING

IND407

Four hours per week for one semester.

Prerequisites: Entry standard to final year.

Syllabus: Definitions and concepts, accident causation and strategies for safety, chains of causes and effects, the system approach, man-machine-environment systems and the analysis of accident conditions, analytical methods of risk assessment.

Principles of accident prevention.

Safety programs: the epidemiological approach to accident prevention, accident statistics, the role of multi-dimensional statistics, assessing priorities, the design of practical programs.

Major environmental problems for industry:
- Land; solid and liquid waste disposal, land fill, land use.
- Water; thermal pollution, waste loads to water and sewage.
- Air; thermal and toxic emissions to air.
- Noise and radiation.
- Resources; changing resource patterns, changing effluent characteristics.
- Health effects to the community.

Common methods of monitoring and analysis associated with noise, radiation and health. Various legislative and administrative approaches to pollution control.

Assessment: By assignments and a final examination.

References:
National Safety Council publications.

SALES MANAGEMENT MKT364

Four hours per week for one semester.

Prerequisite: Sales Strategy MKT347.

Syllabus: Sales planning; sales force organisation; sales person selection, training supervision and compensation; sales operation analysis and control.

References: To be advised.

SALES MANAGEMENT MKT464

Four hours class contact per week for one semester.

Prerequisite: Personal Selling Strategy MKT447.

Syllabus: Planning for sales management, organisation of the field force, performance measurement, selection recruitment and training, supervision, compensation control and evaluation of sales staff.

References: To be advised.

SALES MANAGEMENT MKT628

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

Prerequisite: Marketing Theory and Practice MKT671.

Syllabus: The nature, role and scope of sales management; the sales organisation; the selection, recruitment, training and development of salesmen; the motivation, compensation and evaluation of salesmen; the sales process; sales forecasting and estimating market potential; sales budgeting and profitability; planning sales territories; determining sales quotas and the optimum allocation of sales effort and resources.

References:

SALES STRATEGY MKT347

A course of four hours class contact per week for one semester.

Prerequisite: Marketing Theory and Practice MKT112.

Syllabus: The role of selling and sales management in marketing today; the sales management process and determination of the field force effort; principles of territory and account management; development of call and sales strategies; communication and selling principles; practical application and development of personal communication skills.

References: To be advised.

SCHOOL-COMMUNITY RELATIONSHIPS

EDN302

Contact Hours Per Week: Two hours per week for one semester.

Prerequisites: Studies in Education I, II, III and IV (EDN103, 104, 203, 204).

Syllabus: The elective consists of an investigation of the underlying arguments for increased school-community interaction, and development of the skills necessary for an increased activity to succeed. Issues investigated include the development of community involvement in schools; ways in which the community can participate; legislative developments; problem-solving; community resources; needs assessment; programs and processes.

Assessment: One from Category D. (See Assessment Policy).

References:
PETTIT, D., Opening up Schools, Pelican, 1980.

(This unit will not be offered in 1985.)

SCHOOL MANAGEMENT GEA402

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

Prerequisites: Nil.

Syllabus: Business Administration in Education — Topics include: financial management; long and short term budgeting; basic accounting principles and procedures; internal control systems and external requirements; supervision of office staff; secretarial procedures appropriate for school use; office equipment and furniture; maintenance of files; the preparation of business communications.

The Role of the Administrator in Meetings — Topics include: meeting procedure; the educational objectives of parent-teacher and staff meetings; the operation of working parties and committees; factors associated with the execution of meeting decisions.
The Administrator and the Law — Topics include: criminal and civil law as they affect educational organisations; factors associated with the employment and working conditions of staff; the legal rights of staff and students; negotiating with legal authorities and unions. 

Assessment: A practical exercise concerned with some aspect of school management. A case study dealing with the legal responsibility of the educational administrator.

References:
TRONC, K., Financial Management. School Administration, University of Queensland Press.

SCHOOL ORGANISATION AND MANAGEMENT 1 EDN406
Contact Hours Per Week: Four hours per week of lectures and workshops.
Prerequisites: EDN401
Syllabus: The course consists of a study of the basic administrative concerns of those charged with running efficient and effective schools. It comprises the theory and practice associated with such matters as leadership, morale, motivation and effective communication.
Assessment: One from Group B. Two from Group C. (See Assessment Policy).
References:

SCHOOL ORGANISATION AND MANAGEMENT 2 EDN407
Contact Hours Per Week: Four hours per week of lectures and workshops.
Prerequisites: EDN406
Syllabus: The course continues the study commenced in the previous semester but with a practical emphasis. Particular study is made of the administrative concerns of individual students. Specific emphasis is given to the administration of school reviews and the implementation of curriculum change.
Assessment: One from Group B. Two from Group C. (See Assessment Policy).
References:
Students are expected to use texts appropriate to their needs, choosing from the list supplied in class.

SCIENCE AND CIVILISATION PHY128
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Nil.
Syllabus: The scientific culture — Man’s ideas of the nature of the earth and the universe. The scientific method, scientific models. Communications — Methods of communication, music, electronics, vision, colour, photography. Energy sources and resources — Discussion of energy sources and resources available to man. How energy is converted from one form to another, pollution effects of energy.

Assessment: Assessment will be by written assignment work and by project. At least one major project will be given.

References: To be advised.

SCIENCE EDUCATION 1 EDN243
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The objectives of primary science identified through student participation in class activities. A sampling of topics and appropriate teaching strategies drawn from the breadth of the primary science curriculum: expository teaching and demonstration techniques, individual and group activities, games, excursions. Use of resources.
Assessment: One from Group D. (See Assessment Policy).
References:
EDUCATION DEPARTMENT OF VICTORIA, Science in the Primary School (5 parts), 1981-82.

SCIENCE EDUCATION 2 EDN343
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Science Education 1 EDN243.
Syllabus: Application and extension of the principles and practices established in Science Education 1. A series of sub-units based on each of the areas — living things in their environments, matter, energy, time, change, space — incorporating development of appropriate attitudes and relevant concepts, and adaptation of content and teaching strategies to specific primary school levels. Planning of curriculum units and programs.
Assessment: One from Group F. (See Assessment Policy).
References:
EDUCATION DEPARTMENT OF VICTORIA, Science in the Primary School (5 parts), 1981-82.
(This unit will not be offered in 1985.)

SCIENCE FOR ART PHY107
A course for degree students of two hours per week for one semester.
Prerequisite: TOP or HSC or equivalent.
Syllabus: This will be an introduction to basic scientific methods with subjects that will be of primary or secondary importance to the artist. This subject may not be available every year.
Assessment: By assignment.
References: To be advised.

SCIENTIFIC PHOTOGRAPHY PHY235
A course of two hours theory per week and two hours per fortnight of laboratory work for two semesters. 
Applications: Use of conventional, high speed, time lapse. Holographic, Schlieren and special forms of photography in areas such as biology, ecological studies, physics, chemistry and engineering (e.g. microscopy, crack detection, shock wave analysis, densitometry, thermography).
References: To be advised.

SCIENTIFIC PRINCIPLES 1 PHY101
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Revision of kinematics and dynamics with applications conservation of momentum and energy. Friction between dry surfaces in contact. Work, energy and power with application. Simple machines involving application of the above. Efficiency of machine and causes of energy wastage. Motion in a circle. Rotational dynamics and moment of inertia, conservation of angular momentum. Precession and the associated force couples.
References:

SCIENTIFIC PRINCIPLES 2 PHY102
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: Nil.
References:

SCULPTURE ART173
A course for first year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters. 
Prerequisites: HSC, TOP, or equivalent, including an interview with folio.
Syllabus: Studio practice comprises a sequential development throughout the year which deals with the basic problems of sculpture. A series of motivating projects will be used to present a variety of designing problems which will involve the student in the study of a wide range of materials and tools, sculptural techniques and aesthetic expressions.
Assessment: Progressively by assessment panel during the year.

SCULPTURE ART174
A course for first year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: HSC, TOP, or equivalent, including an interview with folio.
Syllabus: Studio practice will be concerned with the acquisition of skills and techniques relating to sculpture, through various projects of a permanent or non-permanent nature. Students will be encouraged to use different media such as clay, metal, wood, plaster, resin, paper and found objects.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART295
A course for second year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters.
Prerequisite: First year sculpture major study or equivalent.
Syllabus: Studio practice will be a continuation and extension of the knowledge acquired in first year sculpture. In addition students will be introduced through formal and informal sessions to new problems associated with design techniques and media processes.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART296
A course for second year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: First year sculpture major study or equivalent.
Syllabus: This course will be taken in conjunction with a sub major in painting, printmaking or theory. Studio practice is concerned with the application and extension of knowledge in first year sculpture together with a structured program of studies.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART299
A course for second year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: First year sub major study or equivalent.
Syllabus: Studio practice is concerned with the application and extension of knowledge acquired in first year sculpture together with a program of studies. Greater emphasis is placed on the generation of ideas and personal exploration suited to the needs of students.
Assessment: Progressively by the assessment panel during the year.
SCULPTURE ART329
A course of study for third year Bachelor of Arts (Fine Art) students of six hours per week for two semesters.
Prerequisite: Second year sub major study or equivalent.
Syllabus: At this level students' knowledge enables them to concentrate on a more individual approach to their work. Sculpture in this context may be seen as an extension of the student's major study or as a spirited diversion from it.
Assessment: Final folio assessed by examination panel at the end of semester two.

SCULPTURE ART378
A course of study for third year Bachelor of Arts (Fine Art) students of 18 hours per week for two semesters.
Prerequisite: Second year sculpture major study or equivalent.
Syllabus: This course is the culmination of the previous two years of study. It is expected that a student has developed specific interests and sound techniques that enable a deliberate working procedure. Work should show a more clearly defined attitude to their mode of expression and media.
Assessment: Final folio assessed by the examination panel at the end of semester two.

SCULPTURE ART379
A course of study for third year Bachelor of Arts (Fine Art) students of twelve hours per week for two semesters.
Prerequisite: Second year sculpture major study or equivalent.
Syllabus: Throughout the year the students' individual development is related to the diversity of previous years experience.
Assessment: Final folio assessed by the examination panel at the end of semester two.

SECRETARIAL STUDIES ADM133
A course of five hours per week for one semester.
Prerequisites: Nil.
Syllabus: The role of the secretary in the changing business office; filing, mail handling, planning and organising time. The secretary's personal effectiveness and development, receptionist techniques, typewriter maintenance and office supplies. Production of type-written data with suitable presentation at 35 wpm. Composition at the typewriter with emphasis on quality and speed. Typing of tables, display materials; rough drafts, reports, business papers, reproduction materials.
Assessment: Based on class tests and assignments.
References:
CORISH, R., Tomorrow's Secretary, (7th ed), Pitman (Aust), 1981.

SECRETARIAL STUDIES ADM134
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM133.
Syllabus: The role of the secretary as an originator and processor of information: effective dictation techniques, effective written and oral communication. The exposition of the principles of the Pitman 2000 shorthand system, and their application to the relevant vocabulary. Instruction will be in the Pitman 2000 system but students who have sufficient expertise in another system will be encouraged to continue speed development in that area. Development of pretranscription English skills for the secretary, typewriting data produced at 45 wpm.
Assessment: Based on class tests and assignments.
References:
KIDMAN, J., Type One, Melbourne: VCTA, 1977.

SECRETARIAL STUDIES ADM235
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM134.
Syllabus: The role of the secretary as an administrative assistant, decision maker, confidante and member of the support team. Duties of the secretary when deputising for the manager, ethical responsibilities, group decision making, function planning procedures, research methods and effective reporting. The development of proficiency in shorthand and typewriting to a level which will enable students to cope with a variety of integrated business tasks. Typewriting data produced at 50 wpm and shorthand note-taking at 80 wpm. An introduction to word processing concepts and machine operation.
Assessment: Based on class tests and assignments.
References:
HUNTER, G. The Administrative Secretary, Pitman (Aust), 1981.
SHEEDY, M., Shorthand for Today: Correlated Reading and Dictation, Pitman (Aust), 1976.

SECRETARIAL STUDIES ADM331
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM235.
Syllabus: The role of the secretary as a researcher, conference planner and meetings organiser; research techniques and their appropriate application, planning, organising and recording meetings, Development of proficiency in word processing equipment operation. Development of expertise in shorthand note-taking applied to oral instructions regarding the execution of tasks. Development of shorthand, typewriting and transcription rates at a minimum of 90wpm, 55 wpm and 20 wpm respectively.
Assessment: Based on class tests, assignment and research project
References:

SECRETARIAL STUDIES ADM332
A course of five hours per week for one semester
Prerequisite: ADM 331
Syllabus: The role of executive assistant and conference administrator: the planning and organisation of a major event such as a conference or seminar, preparation for gaining employment, success in employment, professional support, executive time management. Students are required to employ a variety of secretarial and administrative skills acquired in previous semesters, and display initiative, planning and decision making abilities. The development of shorthand, typewriting and transcription skills to a minimum of 100 wpm, 60 wpm and 25 wpm respectively.
Assessment: Based on planning activity and assignments
References:

SENSORY INSTRUMENTATION RDT648
Two hours per week for one semester.
Prerequisites: Nil.
Assessment: Written tests, laboratory and assignment work.
References:

SERVICE STUDIES EDN675
Contact Hours Per Week: One hour per week for 52 weeks or equivalent.
Prerequisites: Nil.
Assessment: Theoretical and practical requirements as laid down by Royal Lifesaving Society. Theoretical and practical requirements for the St. John Ambulance Association First Aid Certificate. Submission of photographic folio/slide tape. Submission of completed video tape. Practical test to demonstrate competency as user of audio-visual equipment. Theoretical and practical test of requirements for Chisholm Institute of Technology Power Boat Handling Certificate.
References:

SIGNAL PROCESSING RDT321
Contact: Two hours lecture and three hours laboratory/tutorial per week for two semesters.
Prerequisites: Mathematics II MAT227
Subject Content: Periodic and aperiodic signals, time and frequency domain descriptions, Fourier and Laplace transforms, network response, analogue filters, sampled data, Z transform, FIR and IIR filters, discrete Fourier transforms, FFTs, spectral analysis, applications of digital signal processing to speech, audio and image processing.
References: To be advised.

SILVERSMITHING AND JEWELLERY ART132 and ART133
A course for students undertaking the Craft Major of the Fine Art Degree Course.
ART132 Six hours per week for first semester.
ART133 Six hours per week for second semester.
Prerequisites: Nil.
Syllabus: Students will work in copper, copper alloys, silver, stainless steel, and other materials used by the jeweller and silversmith. Projects are structured to impart specific fundamental techniques, but allowance is made for individual freedom in design. Emphasis is placed on the safe and correct methods of tool use; their care and maintenance, and excellence in craftsmanship.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and the end of each semester.
References: To be advised.

SILVERSMITHING AND JEWELLERY ART232 and ART233
ART232 Nine hours per week for first semester.
ART233 Nine hours per week for second semester.
Prerequisites: Silversmithing and Jewellery ART132 and ART133.
Syllabus: Students will be taught additional new techniques such as lost wax casting, enamelling, gem setting, electroplating and electroforming. There will also be an emphasis on further developing skills acquired during the first year of the course.
Assessment: Progressive assessment by the lecturer and assessment by a panel at mid-semester and at the end of each semester.

References: To be advised.

SILVERSMITHING AND JEWELLERY ART332 and ART333 or ART330 and ART331

ART332 Twenty-four hours per week for first semester.
ART333 Twenty-four hours per week for second semester.
ART330 Twelve hours per week for first semester.
ART331 Twelve hours per week for second semester.

Students wishing to specialise in Silversmithing and Jewellery will undertake the 24 hour sequence. The 12 hour sequence is for students undertaking the combined major in Silversmithing and Jewellery and Glass Studies.

Prerequisites: Silversmithing and Jewellery ART232 and ART233.

Syllabus: The student will be expected to initiate his own projects, in consultation with staff. Students will be guided in setting up their own workshop, and be given assistance in making specialist tools to add to their professional kit of tools. A significant part of the final year’s presentation will include a major design undertaking.

Assessment: Progressively at mid-semester and at the end of each semester. In addition the student will be required to mount an exhibition of the year’s work in an appropriate setting. A final interview by staff will be conducted at the exhibition.

References: To be advised.

SKELETAL FRAME ANALYSIS CIV603

A course of lectures and tutorial work of two hours per week.

Prerequisites: Nil.


SMALL-COMPUTER SOFTWARE ELE654

A course of four hours per week for one semester including lectures, laboratory and tutorials.

Prerequisites: Nil.


Assessment: Written examination. Laboratory and assignment work.

Manufacturers’ reference and programming manuals.

SOCIAL IMPLICATIONS OF BUSINESS TECHNOLOGY ADM713

Aims: to evaluate the impact of technological change on society.

Prerequisites: Nil.

Syllabus: Labour force analysis and types of employment and time use, education issues of technological change, political and social issues, the information explosion, impact of technological change on the family, union movement, work and leisure, societal attitudes and values.


SOCIAL SCIENCE HUM291

Four hours per week for one semester.

Prerequisites: Nil.

Syllabus: The course has two segments: psychology and sociology. In the psychology segment students will be introduced to some of the basic concepts in psychology and their relevance to an understanding of human behaviour. The sociology segment consists of a general introduction to the science of society with the objective of acquainting students with concepts, theory and knowledge accumulated in sociology.

Assessment: By class papers and assignment work. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

SOCIAL SCIENCE EDUCATION 1 EDN144

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

Prerequisites: Nil.

Syllabus: An introduction to the objectives and methods of teaching social studies in the infant and middle grades of the primary school. Emphasis is placed on presenting techniques to enable young children to develop important social concepts, skills and values. Students will gain experience in planning, teaching and evaluating social studies lessons as well as analysing a number of exemplary resources for social studies teaching.

Assessment: One from Group E. One from Group F. (See Assessment Policy).


SOCIAL SCIENCE EDUCATION 2 EDN344
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Social Science Education I EDN144.
Syllabus: This subject builds upon the principles and methods introduced in EDN144 and extends their application to concepts, skills and values appropriate to senior primary grades. Emphasis will be placed on designing social studies units of work which incorporate a variety of inquiring activities. Various models of curriculum design will be presented, including an in-depth examination of the exemplary program, Man: A Course of Study.
Assessment: One from Group E. One from Group F. (See Assessment Policy).
References:
(This unit will not be offered in 1985.)

SOCIOLOGY SOC102
Four hours per week (one lecture, one tutorial, one workshop) for one semester.
Prerequisites: Nil.
Syllabus: Introduction to sociology. The nature of sociology — some of the basic concepts, perspectives and methods that sociologists use. The processes and structures that affect the way in which individuals become members of society. The structure of modern society. Some contemporary social issues. Concepts and institutions examined include socialization, power, social stratification, family, education and work.
Assessment: Cumulative, based on tutorial presentations, essays, workshop reports, tests and class participation.
Reference:

SOCIOLOGY SOC104
Four hours per week (one lecture, one tutorial and one workshop) for one semester.
Prerequisites: Sociology SOC102.
Syllabus: Introduction to sociological perspectives and research. The nature and relevance of sociological perspectives, such as: functionalist, interactionist and conflict, as shown in studies of deviance, social inequality and religion. An overview of the research process; introduction to research design; use of qualitative and quantitative data in social research; constructing and interpreting contingency tables.
Assessment: Cumulative, based on tutorial presentations, essays, workshop reports, tests and class participation.
Reference:

SOCIOLOGY SOC190
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Social organisation (groups, families); inequality (class, sex, race); social change (immigration, unemployment, technology and environment).
Assessment: Cumulative (tests and assignments).
References: To be advised.

SOCIOLOGY SOC194
A course of two hours per week for one semester.
Prerequisites: Social organisation (groups, families); inequality (class, sex race); social change (immigration, unemployment, technology and environment).
Assessment: Cumulative (tests and assignments).
References: To be advised.

SOCIOLOGY SOC202
A course for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, consisting of one essay, one book review, a contribution to workshop sessions, and one test.
Reference:

SOCIOLOGY SOC204
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and 104.
Syllabus: Immigration and minority relations. Concepts and models of intergroup relations; ethnicity and ethnic identity. Social implications of an increasingly plural society; pressures for assimilation. The response of Australian social institutions to pluralism (e.g., law, education, industry, unions). Characteristics and values of particular ethnic groups in Australia (e.g., Turkish, Aboriginal, Vietnamese). Relevant theoretical and research literature.
Assessment: Cumulative, based on essays, tests, and topic assignments.
References:

SOCIOLOGY SOC206
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Community organisation. Community organisation as an approach to social change; change strategies: locality development, social planning, social action; locality as a base for 'people power', community power structures; impact of wider decision making bodies; participation, group formation, neighbourhood development; issues and controversies: ideology, politicisation of community work, personal and structural change.

Assessment: Cumulative, one major essay and a research project on a local community.

Reference:

SOCIOLOGY SOC208

A subject of four hours per week (learning cells and lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, consisting of a tutorial paper, an essay or a case study, a test and class participation.

References: To be advised.

SOCIOLOGY SOC210

A subject of four hours per week (one lecture, one tutorial and workshop) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Social theory and methodology. The subject presents some of the key theoretical perspectives and related methodological issues in sociology. These theoretical perspectives are studied through the work of particular theorists.

Assessment: Cumulative, based on one tutorial paper, reading reviews and a test.

References:

SOCIOLOGY SOC212

A subject for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, based on one tutorial paper, a project report and two tests.

References:

SOCIOLOGY SOC214

A subject for degree students of four hours per week (two lectures, one two-hour tutorial) for one semester.

Prerequisites: SOC102 and SOC104.

Syllabus: Sociology of Education: an outline of the main theoretical orientations as exemplified by research in this field, i.e. structural functionalism and the many varieties of conflict analysis including Marxism. An examination of structured inequalities in education: class, race, ethnicity and gender, in order to illustrate the relationships between the education system and society. Emphasis is placed on critically examining research in the area of education focusing on the relationship between the researchers theoretical framework and the methodology utilised.

Assessment: Cumulative, based on two major essays, one tutorial paper, and class exercises on the prescribed reading.

References:

SOCIOLOGY SOC216

A subject for degree students of four hours per week (one lecture, one seminar, one tutorial) for one semester.

Prerequisites: SOC102 and SOC104.

Syllabus: Industrial Sociology; historical summary of the origins of industrialism, developing patterns of industrial growth and conflict; theoretical perspectives to be considered include those of Marx, Durkheim, Weber, Merton, C. Wright Mills, Fromm, Marcuse, Galbraith; substantive topics include: alienation, the growth and power of the corporation, the effects of technology, environmental issues, the energy crisis and post-industrial society.

Assessment: Cumulative, consisting of two essays, one tutorial paper, and one test.

References:
GALBRAITH, J. K., The New Industrial State. Others to be advised.

SOCIOLOGY SOC218

A subject for degree students of four hours per week (one lecture, one tutorial, one seminar) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: The Sociology of Prisons. Historical development of punishment and penal institutions. Remand, trial and imprisonment. The effects of 'isolation' and 'deprivation'; prison populations and social class; resocialisation and techniques of coping in a total institution; deterrence and rehabilitation; parole, release, recidivism.
Assessment: Cumulative, based on one seminar paper, one long essay, and class exercises.

Preliminary Reading:
Prescribed Texts:
PROBYN, W., Angel Face, Allen and Unwin, 1977.

SOCIIOLOGY SOC220
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, consisting of one seminar paper, one tutorial paper and one test.
References: To be advised.

SOCIIOLOGY SOC302
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Sociology of deviance and social control. Introduction to the field of study — definition and nature of the concept of social deviance. What constitutes the field of study? Theoretical approaches: (a) psychological approaches (e.g. psychoanalytical, behavioural); (b) sociological approaches — structural-functionalist, ecological, anomic theory, symbolic interactionist/labelling/social phenomenological and conflict perspective. Examination of empirical studies related to different deviant categories, e.g. mental illness, delinquency, criminality, etc. Cross-cultural comparisons of deviant phenomena. Study of agents of social control in Australian society, e.g. law enforcement agencies, psychiatric institutions.
Assessment: Cumulative, based on one tutorial paper, four short papers, and one test. Students failing to meet requirements will sit for an examination at the end of the course.
References: To be advised.

SOCIIOLOGY SOC304
A subject for degree students of four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Syllabus: Urban sociology. Theoretical approaches to urbanisation: Weber, the Chicago School, rural-urban contrasts, Simmel, etc. Social structure of the city (class, status, ethnicity). Urban managerialism and housing classes. Power and the distribution of scarce urban resources: Harvey, Pahl, etc. Spatial inequality. Implications of the theoretical approaches for modern urban planning and urban policy. Focus on urbanism in Australia.
Assessment: Cumulative, based on one tutorial paper, three short papers and one long essay.
References: To be advised.

SOCIIOLOGY SOC306
A subject for degree students of four hours per week (one lecture, two-hour seminar).
Prerequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, consisting of one major essay, one tutorial paper and one book review.
References:

SOCIIOLOGY SOC310
A subject of four hours per week (lectures and workshops) for one semester. The course also entails supervision of a research proposal. Approved research proposals developed in this course may be implemented in SOC352.
Prerequisites: SOC102, SOC104 and MAT171.
Syllabus: Social research methods. Social research in its historical, social and sociological contexts. Different theoretical perspectives and their significance for methods used. The methods of social research: an overview of the research process; selecting and formulating a research problem; designing and administering a study; research strategies; techniques for the collection and measurement of data; recording processing, analysing and presenting data; interpreting results; writing a report.
Assessment: Cumulative, consisting of one research proposal and class exercises. Students passing the subject will be awarded a PQ grade.
References: To be advised.

SOCIIOLOGY SOC312
A subject for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.
Prerequisites: Sociology SOC102 and SOC104.
Assessment: Cumulative, based on one tutorial paper, a project report and two tests.
References:
A subject for degree students of four hours per week (lecture, tutorial, workshop) for one semester. 

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Class and social stratification. An evaluation of different sociological perspectives of class and social stratification. The changing class structure of the advanced societies. Class, status and power in Australian society. The debate regarding the role of the state. Gender as a dimension of stratification.

Assessment: Cumulative, consisting of one tutorial presentation, one essay, one project and one test.

References:
GIDDENS, A., Social Structure of the Advanced Societies, Hutchinson, 1974.

A subject for final year degree students which entails individual library study under supervision on a topic of the student’s choice, the submission of a dissertation, and attendance at special seminars. It is possible for a student to write a dissertation in an area not previously studied. Such a student may be required to attend lectures and tutorials in that area (where assistance in the choice of a topic will be offered). The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, and at least five upper division sociology subjects, the last of which may be taken concurrently with this subject. The student who is not attending lectures and tutorials in the topic area will be required to submit before enrolment an outline of the topic and indicate the range of the literature review.

Syllabus: Dissertation: a thorough and careful analysis of literature on a sociological topic. The topic should be well defined and focused on a particular problem or issue reflecting empirical, conceptual, theoretical, methodological or applied concerns, or on a particular theorist, controversy or development.

Assessment: A dissertation of approximately 12,000 words to be submitted for examination, or, in the case of the student who is required to attend lectures and tutorials, a dissertation of approximately 8,000 words.

References: To be advised.

A subject for final year degree students which entails the implementation and completion of a research project initiated by one or more students, regular consultation with the supervisor, and participation in problem centred seminars. The equivalent of five hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, SOC310 (wherein a research proposal has been successfully completed by the student) and at least four upper division sociology subjects, the last of which may be taken concurrently with this subject.

Students must have their research design approved by the Applied Sociology Department before enrolment in this subject.

Syllabus: Student initiated research practicum. Students carry out the field work which culminates in a research report.

Assessment: One research report of approximately 8,000 words to be submitted for examination.

References: To be advised.

A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community education theory. Theoretical and ideological perspectives underlying community education; identification of developments in community education in USA, UK and Australia; emerging aims and objectives in community education in Victoria; values and assumptions of differing strands in community education in Victoria; social policy and community education; social and cultural factors in education achievement; social context and implications of community education.

References:

A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Human growth and development. Humanistic models of man; the process of learning and development; the style of personality and motivational patterns; the concept of self and identity; social processes in human growth; social structure and socialisation; social action and interaction; family and work processes; barriers to autonomy; anomie and alienation; social stratification; prescribed social roles.

References:
SOCIOLOGY SOC403
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum enables students to pursue particular interests or respond to current issues and events, and provides an opportunity for others engaged in community education to participate regularly and thereby find an avenue to share and develop ideas. Special sessions will be included, e.g. effective listening, information diffusion, sensitivity training.

References: To be advised.

SOCIOLOGY SOC404
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community education — neighbourhood centre. Community/neighbourhood centres in community education; origin and growth of learning centres; aims and programs of learning centres; philosophy of education of learning centres; role of centres in educating wider community; community involvement and community resource utilisation in community centres; issues raised by community/neighbourhood centres; access to education; political economy of education; integrated services to meet total education needs; relationship between formal and informal learning systems as a feature of continuous education; special needs of adults returning to study; case studies of learning centres and community education programs in Victoria.

Reference:

SOCIOLOGY SOC405
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community education — school and community. The school in contemporary Australian society. Overview of formal education in Australian society, role of school, types of schools, role of pupils, parents, teachers and school principals, key issues in Australian education; school in the community. Nature of local communities, tasks of schools, community participation in decision making processes, recent research on school and community; school developments with particular reference to influence of Schools Commission, varieties of school/community interaction, ideology in school/community relations, approaches to linking school and community, the community school; comparative review of developments in UK, USA and Scandinavia.

References:

SOCIOLOGY SOC406
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Processes in community education. Communication: the basic element of social behaviour, verbal/non-verbal, message composition, social exchange; confrontation, cross cultural communication; implications of language for community education. Group dynamics: perception of the other and group development, the patterns of interaction and emotional conditions, task orientation and problem solving; decision making strategies and conflict resolution. The influence process: leadership styles and effective management, team building and morale maintenance; design, conduct and evaluation of learning influences. Program development: initiation, modification, termination, evaluation; usage of audio-visual equipment in programs.

Reference:

SOCIOLOGY SOC407
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Administration in community education. Administrative styles; organisational processes: goal setting, policy making; management processes: committee formation, staff selection, fund raising and budgeting, meeting procedure, keeping records, documenting programs; research methods: assessment of community needs, fact finding, action research; community relations: building of community, community resources; audio-visual usage and maintenance.

References:

SOCIOLOGY SOC408
A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community development. Sociology of urban community; social and cultural change; community power structures; community resource distribution; social policy and community; community development as process rather than program; concept of self help in community problem solving; community development strategies; roles of community development worker; case studies.

References:
SOCIOLOGY SOC409

A part time subject of two hours per week for one semester.

Prerequisites: Nil.


References:


SOCIOLOGY SOC410

A part time subject of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Interpersonal and socio-cultural communication. Interpersonal communication relationships: settings — interpersonal, interpersonal group, organisational and public; face-to-face and mediated situations, selection of teaching-learning approaches, cross cultural communication; group communication: leader role, the individual, effects upon motivation produced by the group situation, the generation of energy, the directing of this energy to task matters in a co-ordinated way, problem solving, decision making strategies; mass media and mass society: characteristics of modern society, media forms, media content, role, place and structure of mass media organisations within society, the function of mass media in social change.

References:


SOCIOLOGY SOC411

A part time subject one day per week for one semester.

Prerequisites: Nil.

Syllabus: Community education practice (fieldwork). Placements at a number of centres and agencies involved in fieldwork. A fieldwork report will be required from each student.

SOCIOLOGY SOC412

A part time subject of two hours per week for one semester.

Prerequisites: All other subjects listed in course guide for the Graduate Diploma in Community Education.

Syllabus: Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example, effective listening, information diffusion, sensitivity training.

References: To be advised.

SOCIOLOGY SOC421

A part time subject of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: Organisational structures and processes in welfare systems. This unit will utilise the open systems model of welfare organisations as a framework to explore:

Input: the welfare industry, consumers, resources.
Transformation process: management, administration, social policy and planning, budgeting and accounting, innovations.
Output: products, services, rewards; service delivery and withdrawal; public welfare tasks; policy, program and service definition; program research and evaluation.
Assessment: A written assignment relating to an analysis of a welfare agency using the open systems framework.

References:


SOCIOLOGY SOC422

A part time subject of three hours per week for one semester.

Prerequisites: Nil.

Assessment: Group problem-solving exercises.

References:

systems; transforming the uncertainty of the environment into economic and technical rationality necessary for goal attainment; relations with other organisations — co-operation, program collaboration, consultation, inter-organisational conflict; translating the welfare philosophy and values into organisational processes; planning for change; communication systems; funding sources.

Assessment: Written assignments.

References:
WILTSHIRE, R., An Introduction to Australian Public Administration, Collier Macmillan, 1974.

SOCIOLOGY SOC424
A part time subject of three hours per week.
Prerequisites: SOC421 or SOC422.

Syllabus: Budgeting and accounting: finance analysis — cost accounting techniques, budget and balance sheets, control systems; estimates, rating and accounting procedures, expenditure monitors; budgeting for functions and programs in non-profit organisations; sunset legislation; sources of funds; fund raising; cash flows; functional accounting.

Assessment: Class exercises.

References:
VCOSS, Working Paper on Funding (two papers).
VCOSS, Accountability — Responsible and Responsible Management.

SOCIOLOGY SOC425
A part time subject of one hour per week for two semesters.

Prerequisites: SOC421 or SOC422.

Syllabus: Project design and initiation: the formulation and construction of a project design to be determined in relation to the student's learning needs and interests and resources available in the course.

Assessment: Evaluation of student’s project design.

References: To be advised.

SOCIOLOGY SOC426
A part time subject of three hours per week.

Prerequisites: SOC421 or SOC422.

Syllabus: Social policy and planning: policy and program formulation; use of different models of need, co-ordination and rationalisation, capacity to transfer resources, operationalising aims and objectives, use of social indicators, policy and program implementation — translating micro experiences of practitioners into operationally effective programs; task, process and organisation. Assessment: policy and program outcome — techniques of assessing policy, project and program outcome; processes involved in continuation, change or termination of programs.

Assessment: Written assignments.

References:

SOCIOLOGY SOC427
A part time subject of three hours per week for one semester.

Prerequisites: SOC421 or SOC422.

Syllabus: Program evaluation and research in welfare: measuring efficiency and effectiveness, meeting pressures for accountability; measuring and monitoring need. Formulation of problem, decisions about information needed; sources of information, methods of data collection, processing, analysis, monitoring criteria for service, patterns of referral and allocation; action research; evaluation services; methods and skills of information analysis and retrieval; relationship between internal and external monitoring and evaluation.

Assessment: Class exercises in using research techniques and evaluating programs.

References:

SOCIOLOGY SOC428
A part time subject of three hours per week for one semester.

Prerequisites: SOC421 or SOC422.

Syllabus: Management in Welfare. Integrating and co-ordinating input to output; staff management; supervising, training, controlling, protecting, enabling and facilitating, working with superiors, terminating contracts; performance standards, work definition and work control; translating micro experiences of practitioners into operationally effective program proposals; team work, delegation, inter-disciplinary co-ordination, autonomy and accountability within the organisation; new management approaches in welfare — shared management, co-operative management, collectives; meetings — purpose, preparation, time allocation, avoidance of unnecessary meetings.

Assessment: Written assignments and group exercises.

References:

SOCIOLOGY SOC429
A part time subject of one hour per week for one semester and four hours per week for one semester.

Prerequisites: SOC421 and SOC422.

Syllabus: This subject is the culmination of the project begun earlier in SOC425, and will include the presentation of a final report.

Assessment: 8,000-10,000 words project report.

References: To be advised.

SOCIOLOGY AND EDUCATION EDN306 (Elective)
Contact Hours Per Week: Two hours per week for one semester.

Prerequisites: Studies in Education I, II, III and IV (EDN103, EDN104, EDN203, EDN204).

Syllabus: This elective involves students examining a variety of educational and social settings experienced by primary school children. The needs of exceptional
groups or individuals are identified within the context of Victorian society and appropriate helping strategies devised.

Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:
MASLEN, G., School Ties, Sydney: Methuen, 1982. (This unit will not be offered in 1985.)

SOFTWARE DESIGN AND SYSTEM IMPLEMENTATION RDT226
Contact Hours Per Week: Two hours lecture/tutorial per week for two semesters.
Prerequisites: Computer Systems and Software I RDT120
Subject Content: Techniques for problem analysis, desirable program attributes, top-down and bottom-up design, analysis of data and data structures, finite state machines, structured programming. Tools for software development. Production of large software systems.
References: To be advised.

SOFTWARE DEVELOPMENT RDT641
Two hours per week for one semester.
Prerequisites: Computer Systems and Software RDT636; Digital Electronics RDT638; or equivalent.
Assessment: Written tests, laboratory work and assignment.
References:

SOFTWARE ENGINEERING ELE444
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.

References:

SOIL AND ROCK ENGINEERING CIV421
A course of four hours per week of lectures, tutorials and laboratory classes for semesters.
Prerequisites: Nil.
Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.
References:

SOIL MECHANICS CIV310
A course of two hours per week and laboratory work for two semesters.
Prerequisites: Nil.
Assessment: To be based on examinations at the end of each semester and assignment and reports submitted throughout the year.
References:
Standards Association Codes:
SOURCES OF CHILDREN'S LITERATURE
EDN631
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit provides a background to children's literature by examining the oral traditions which preceded it. Traditional literature from various cultures together with Jung's theories of literature form the basis for study in this unit.
Assessment: Class paper of 1,200-1,500 words. and an essay of 2,500 words.
References:

SPECIAL ASSIGNMENT MKT635
To qualify for the award of Graduate Diploma in Marketing, each student is required to submit a major assignment on a subject relating to either a macro or micro marketing issue. This major assignment provides the student with the opportunity to advance marketing knowledge, especially with regard to Australian practices in marketing management. Furthermore, this subject is the culmination of studies in Marketing at the Graduate Diploma level and provides tangible evidence of the knowledge and ability gained by the student.
Assessment: The PQ grading will apply.

SPECIAL STUDY EDN638
Contact Hours Per Week: A personal unit of study equivalent to three hours per week.
Prerequisites: Nil.
Syllabus: This unit is designed as a personal unit of study in which students, in consultation with lecturers, will carry out a research project in children's literature and design appropriate strategies to promote literature appreciation in children.
Assessment: Colloquium presentation and written summary (1,000-1,200 words), and a manuscript (5,000-6,000 words).
References:

SPECIALIST STUDY IN AN OUTDOOR PURSUIT
EDN676
Contact Hours Per Week: One hour per week for 26 weeks, or an equivalent time.
Prerequisite: EDN673.
Syllabus: Students must complete one of the following: Scuba — C grade certificate. Canoeing — Proficiency Certificate. Bushwalking and lightweight camping — VBMTAB Proficiency Certificate (or equivalent).
Assessment: As outlined in syllabus.
References:
MARTANTE, B., This is Sport Diving Technique, Hampshire: Nautical, 1977.

SPORTS STUDIES 1 EDN151
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Sport in Ancient Greece; sport and Homer; sport and religion; sport and art; sport and education; the Greek athletic festival. Sport in the middle ages and early modern times. Sport in modern Europe. Sport in Australia. Sport in other modern countries. Amateur versus professionalism. Individual versus team sports. Participatory sports versus spectator sports. Participation in selected sports skills laboratories.
Assessment: One from Group C. One from Group E. (See Assessment Policy).
References:

SPORTS STUDIES 2 EDN152
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

SPORTS STUDIES 3 EDN251
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

SPORTS STUDIES 4 EDN252
Contact Hours Per Week: Four hours per week for one semester.
Prerequisite: Sports Studies 2 EDN152.
Syllabus: Nutrition — the base for human performance: Energy for physical activity; systems of energy delivery and utilisation; Enhancement of energy capacity; Work performance and environmental stress; Body composition, energy balance and weight control; Ageing and health related aspects of exercise; Participation in selected sports skills laboratories.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:

SPORTS STUDIES 5 EDN351
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

SPORTS STUDIES 6 EDN352
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Assessment: One from Group B. One from Group D. (See Assessment Policy).

References:

SPORTS STUDIES 7 EDN451
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Sport as an art form. Sport depicted in various art forms from ancient times to the present. Use of photography in depicting sport as an art form and in communicating to the public, 'Sportugese', sport in the press, impact of television on sport and sport promotions. Requirements and skills of preparing sport reports and minutes of meetings of sports associations. Techniques required to prepare multimedia packages to promote sport.
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:

SPORT STUDIES & EDN452
Contact Hours Per Week: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Topics may vary from semester to semester but include those related to: Administration in sport; Sport, coaching and training; Drug control in sport; Women in sport; Children and sport; Sport and politics; Olympic Games; Sports as Entertainment; Professionalism in sport.
Assessment: One from Group C. One from Group E. (See Assessment Policy).

References:
Selected articles from professional journals and relevant sport reports.

STAINED GLASS TECHNIQUES CER326
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed as an elective study for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that it will complement — in particular — the hot and cold working of glass. It will also further the awareness of design through coloured light. In addition it will extend the capacity of the student to design for a specific purpose and utilise ideas for ceramic decoration by adapting them for inclusion into stained glass panels. Practical sessions will be concerned with tools and their purpose, the cutting of glass, the preparation of lead, soldering, cementing and cleaning. Students will learn to adapt ideas for glass and produce layouts and cartoons.
Assessment: There will be an assessment of work in progress at mid-semester by the examination panel and the lecturer in charge of the subject and an assessment of completed folio and glasswork at the end of the semester.

STAINED GLASS TECHNIQUES CER426
To be taken for three hours per week. A further development of Stained Glass Techniques taken in Semester 6 and the use of paints, stains and patinas.
Prerequisite: Stained Glass Techniques CER326.
Syllabus: A circular, autonomous panel will be designed and executed. It may be based on an interpretation of stylised, organic forms derived from designs utilised in ceramic work; or the study of an antique panel may be used as a basis for re-formulation of a design suitable for a circular panel.
Assessment: There will be an assessment of work in progress at mid-semester by the examination panel and the lecturer in charge of the subject and an assessment of completed folio and glass work at the end of the semester.

STATISTICS MAT171
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: A course in descriptive statistics for students with a non-mathematical background, looking at data collection, representation and reduction. This includes an introduction to sampling, tabular and graphical representation of data, measures of location, dispersion and correlation, empirical probability and probability distribution. An introduction to the concept of significance testing will be given.
References:
CHISHOLM, MAT171 Notes and Exercises, 1982.

STATISTICS MAT172
A course of four hours per week for one semester.
Prerequisite: Statistics MAT171.
Syllabus: A course in inferential statistics designed to give a selection of statistical tools useful in social science analysis. This includes point and interval estimation, tests of hypothesis about location, dispersion, correlation and equality of two populations.
References:
CHISHOLM, MAT172 Notes and Exercises, 1982.

STATISTICS MAT173
A course of five hours theory and tutorials per week. Objectives: Students are expected to master a variety of basic operations and methods in statistics. These methods will be applied to obtain the solution of a wide range of problems in the social and behavioural areas. The physical interpretation of statistical results will have to be given when appropriate.
Prerequisite: Year 12 General Maths or equivalent.
Syllabus: Scales of measurement and types of variable.
Graphing data; time series, relative frequency, histogram, cumulative frequency, o-give, bivariate plot.

Summary statistics; mean, weighted and unweighted, median, mode, standard deviation, interquartile range, range.

Calculus; differentiation and integration of polynomials, exponential function and logarithmic function.

Probability: addition rule, joint probability, conditional probability.

Probability distribution: discrete random variable, continuous random variable.

Theoretic distributions: Binomial, Hypergeometric, Poisson, Uniform, Gaussian.

Use of normal probability paper.

Sampling distribution of X.

Estimation: point estimates for mean and proportion, interval estimates for mean and proportion, required sample size.

Hypothesis testing: basic philosophy, test for mean and proportion.

Correlation: Pearson's product moment, Spearman's rank, significance testing.

Assessment: Three 1½ hour examinations equally spaced throughout the semester and each carrying the same number of marks. Students must obtain a satisfactory standard in each of the three examinations in order to pass the subject.

References:

STATISTICS MAT174
A course of five hours theory and tutorials per week.

Objectives: This course is a continuation of Statistics MAT173, further developing statistical skill and associated mathematical concepts required for interpretation and understanding of the problems found in social and behavioural areas.

Prerequisite: Statistics MAT173 or its equivalent.

Syllabus: Hypothesis tests: power of test, two population tests on mean, on the variance, k population tests on means — ANOVA

Distribution Free tests: based on binomial distribution, based on ranks, chi-squared, contingency table, goodness of fit.

Simple linear regression: parameter estimation, significance testing.

Matrix algebra: basic operations, partitioned matrices, transformation of vector space.

Calculus: integration by parts (for moment calculations), partial differentiation — as a basis for further studies in estimation.

Assessment: Three 1½ hour examinations equally spaced throughout the semester and each carrying the same number of marks. Students must obtain a satisfactory standard in each of the three examinations in order to pass the subject.

References:

STATISTICS MAT271
A subject for diploma students.
See Statistics MAT273.

STATISTICS MAT272
A subject for diploma students.
See Statistics MAT274.

STATISTICS MAT273
A course for degree students of five hours per week for one semester.

Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).

Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, measures of association*, distribution free methods*, estimation, multiple linear regression, multivariate data analysis, computer aided data analysis. (*) may be taken by a student with a credit or better in MAT172)

Details of topic content available from the Mathematics Department.

References:

STATISTICS MAT274
A course for degree students of five hours per week for one semester.

Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).

Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, sampling*, measures of association*, distribution free methods*, estimation, multiple linear regression, multivariate data analysis, computer aided data analysis. (*) may be taken by a student with a credit or better in MAT172)

Details of topic content available from the Mathematics Department.

Topics chosen may not include those taken in MAT273.

References: As for MAT273.
STATISTICS MAT371
A subject for diploma students.
See Statistics MAT373.

STATISTICS MAT372
A subject for diploma students.
See Statistics MAT374.

STATISTICS MAT373
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174.
Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory, computer aided data analysis.
Topics chosen may not include those taken in MAT273 and MAT274.
Details of topic content available from the Mathematics Department.

STATISTICS MAT374
A course for degree students of five hours per week for one semester.
Prerequisite: Statistics MAT174.
Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, sampling, measures of association, distribution free methods, estimation, multiple linear regression, multivariate data analysis, probabilistic model building, decision theory, sequential analysis, probability theory, computer aided data analysis.
Details of topic content available from the Mathematics Department.
Topics chosen may not include those taken in MAT273, MAT274 and MAT373.
References: As for MAT373.

STATISTICS AND OPERATIONS RESEARCH MAT202
A course of six hours per week for two semesters.
Prerequisites: Mathematics MAT103 and Mathematics MAT104.
Syllabus: Distribution theory, joint distributions, distributions of functions of random variables, moment generating functions: estimation procedures and properties of point estimators; hypothesis testing including likelihood ratio, power function. Neyman-Pearson lemma and an introduction to Bayesian inference; quality control and acceptance sampling, introduction to design and analysis of experiments; non-parametric procedures. Multiple regression analysis, theoretical background and effective use of suitable computer packages. Stochastic processes, Markov chains, simple queueing models. Elementary reliability: linear programming and variants, with management applications and computer oriented case studies; critical path analysis.
References: To be advised.

STATISTICS AND OPERATIONS RESEARCH MAT302
A course of six hours per week for two semesters.
Syllabus: Statistics: probability theory; occupancy problems, probability generating functions, convolutions, random sums, compound distributions, transforms. Experimental design and analysis, general principles of design, review of basic designs, factorial designs, 2K designs. Order statistics; distributions, estimation; extreme value statistics. Sample survey design and analysis; simple random sampling, stratification, optimal allocation, ratio and regression estimation, cluster sampling. Decision analysis: decision trees and expected value of information. Operations research: simulation; models and the scientific method. Dynamic programming. Inventory; rationale for inventory modelling, development and application of prototype models for deterministic and stochastic demand. Queueing: development and application of prototype models including multiserver, general service time and machine interference models.
Where appropriate the study of a topic will be supported by computer oriented case studies.
References: To be advised.

STATISTICS FOR MARKETERS MAT665
A course of three hours per week for one semester.
Syllabus: A course in basic statistics designed for post graduate students in the field of marketing. The topics to be covered include: descriptive statistics, empirical distributions, probability distributions, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term forecasting and least squares curve fitting techniques.
References:

STORYTELLING EDN637
Contact Hours Per Week: Three hours per week for one semester.
Prerequisites: Nil.
Syllabus: This unit is practical in nature. Students will discuss and practise different modes of storytelling, but will be encouraged to develop a style best suited to their own personality.
Assessment: Presentation of one class report and two stories. Preparation of three sets of teaching material.

References:

STRATEGIC MARKETING MKT112
A course of four hours class work for one semester.
Prerequisites: Marketing Theory and Practice MKT112.
Syllabus: The development of appropriate market strategies and plans for a range of products, through the use of cases. This course builds on the theories explored in MKT112 and sharpens the students ability to analyse, evaluate and implement successful changes in the marketing mix. A theoretical grounding in sales management, marketing research, buyer behaviour and promotion will be helpful to the student undertaking this unit.
References: To be advised.

STRATEGIC SYSTEMS PLANNING FOR BUSINESS TECHNOLOGY EDP725
Aim: To provide students with different problem solving techniques to enable the evaluation of the application of business technology to large complex systems.
Prerequisites: Nil.
Syllabus: Methods of scientific thought, e.g. classical; analysis vs the systems approach and its relevance to business technology. The characteristics of complex systems including feedback mechanisms, hierarchies and recursion, evolution systems stability and collapse. Technological Forecasting including brainstorming, Delphi, scenario analysis, system dynamic modelling.
References:

STRUCTURAL MECHANICS CIV419
A course of three hours per week of lectures, tutorials and laboratory work.
Prerequisites: Nil.
Assessment: To be based on examinations at the end of each semester.
References:

STRUCTURAL MECHANICS CIV424
A course of two hours per week.
Prerequisites: Nil.
Syllabus: A selection of topics will be taken from: plates and shells; small deflection theory, Navier and Levy solutions for plates, introduction to large deflection theory, introduction to membrane theory of shells. Finite Element Methods; plane stress and plane strain, plate bending elements, higher order and isoparametric elements. Practical applications. Plastic Design Methods; plastic theory of structures, minimum weight design, optimisation methods, non proportional loading, alternating plasticity, incremental collapse. Computer aided plastic design of frames.
Assessment: To be based on coursework and examinations at the end of each semester.
References:

STUDIES IN CHILD DEVELOPMENT EDN192
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: The course consists of two concurrent strands in each semester. Strand A is based on the growth of the developing child and in first semester, such topics as the physical, cognitive, language, social and emotional development of the infant acted upon by his environment are considered. In second semester the
development of young children through exploration of their environment is considered. Strand B consists of a series of seminars based on The Family in first semester and Play in second semester. Included is an introduction to observation techniques. 
Assessment: Assignments on set-readings, folio of observation tasks, seminar paper, test. 
References: 

STUDIES IN CHILD DEVELOPMENT 2 EDN292
Contact Hours Per Week: Two hours per week. 
Prerequisites: Nil. 
Syllabus: Strand A consists of a chronological study centred on the growth of the developing child from four to eight years of age. Material will be organised into two sequential stages around the themes of The pre-school/preparatory grade child adjusting to an Expanding Environment and The junior school child achieving competency within his Environment. The theories of Piaget, Kohlberg, Berks, Erikson, Guilford, Gibson and H. S. Sullivan will be included where appropriate. Strand B consists of a seminar program based on The Peer Group in first semester and The Development of Self Concept in second semester. 
Assessment: Folio of observation tasks, seminar paper and test. 
References: 

STUDIES IN CHILD DEVELOPMENT 3 ECD302
Contact Hours Per Week: Two hours per week. 
Prerequisites: Nil. 
Syllabus: In semester one, students will undertake an introductory course in Children with special needs. This theme will be continued in semester 2 when stresses in children will be considered. The semester will conclude with an eight week unit in which the needs of multicultural children and their families will be considered. Child study skills will be included throughout both strands. 
Assessment: Child Studio folio, test, seminar paper. 
References: 
HOWARD, W. L. and ORLANSKY, M. D., Exceptional Children, Charles Merrill, 1980. 

STUDIES IN CHILD PSYCHOLOGY 1 EDN101
Contact Hours Per Week: Two hours per week for one semester. 
Prerequisites: Nil. 
Syllabus: The course is an introduction to Child Psychology and aims to make students aware of the processes of development and learning in children. It familiarises students with the three areas of development: physical development, social and emotional development, and cognitive development (including learning). Particular emphasis is placed on the period of infancy. Relevant theories and recent research findings are discussed. There is an associated fieldwork program. 
Assessment: One from Group D. One from Group F. (See Assessment Policy). 
References: 

STUDIES IN CHILD PSYCHOLOGY 2 EDN102
Contact Hours Per Week: Two hours per week for one semester. 
Prerequisite: Nil. 
Syllabus: This is a logical extension of the previous semester's course. The emphasis is on the period of early childhood. Topics of particular importance to this stage are discussed and a related fieldwork programme provides further insight into child development. 
Assessment: One from Group D. One from Group F. (See Assessment Policy). 
References: 

STUDIES IN CHILD PSYCHOLOGY 3 EDN201
Contact Hours Per Week: Two hours per week for one semester. 
Prerequisites: EDN101 and EDN102. 
Syllabus: This course is a culmination of the course undertaken in the first year. It familiarises students with the three areas of child development: physical, social and emotional, and cognitive development. The major emphasis is on the period of middle childhood. Theories and recent research findings relevant to this period of development are discussed. Children's learning is also studied. A related fieldwork programme provides the opportunity to increase understanding of theory.
Assessment: One from Group E. One from Group F. (See Assessment Policy).

References:

STUDIES IN CHILD PSYCHOLOGY 4 EDN202
Contact Hours Per Week: Two hours per week for one semester.
Prerequisites: EDN101 and EDN102.
Syllabus: This course is a progression from the previous semester’s course. The emphasis is on the period of late childhood and adolescent development. Topics of particular importance to this stage are discussed along with relevant theories. There is also a detailed investigation into the psychology of the learning and the teaching of children.
Assessment: One from Group B. One from Group F. (See Assessment Policy).
References:

STUDIES IN COMMUNITY MUSIC EDN462
Contact Hours Per Week: The equivalent of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will investigate and study and/or participate in an approved area of community musical activity. Activities such as the following will be considered for approval: Music programs for children and youth, e.g., Frankston Community Music School, Peninsula Youth Orchestra, School’s Band/Orchestra programs; Music programs for special groups, e.g., mentally and physically disadvantaged, geriatrics, migrants or gifted; Music ensembles, choral societies or musical theatre groups.
Assessment: One from Group B. One from Group C. (See Assessment Policy).
References: To be advised.

STUDIES IN EARLY CHILDHOOD EDUCATION 1 EDN193
Contact Hours Per Week: Two hours per week.
Prerequisites: Nil.
Syllabus: This course is designed to complement EDN192. In first semester content will be organised around the theme of Providing Learning Experiences for Infants and Toddlers and will include an overview of current pre-school services for young children. The theme for second semester will be Facilitating Learning Through Play and will include discussion of the theory and practices of Comenius, Pestalozzi, Froebel, Owen, the Macmillans, Montessori and Isaacs as the basis for contemporary early childhood theory and practice.
Assessment: Test, seminar papers.
References:

STUDIES IN EARLY CHILDHOOD EDUCATION 2 EDN283
Contact Hours: Two per week for two semesters.
Syllabus: In semester 1, there will be indepth consideration of topics and pre-school school transition in the first, fostering teacher/child, teacher/parent, child/parent, and teacher/staff relationships will be considered with particular emphasis on the role of parent/community participation in pre-schools and primary schools. School readiness factors as well as transition strategies will be considered in the second topic. In semester 2, fostering relationships and planning learning experiences will be considered within the context of the primary school with emphasis on multi-group teaching.
Assessment: Folio, fields tasks and tests.
References:

STUDIES IN EARLY CHILDHOOD EDUCATION 3 ECE303
Contact Hours: Two hours per week.
Prerequisites: Nil.
Syllabus: First semester will be devoted to indepth consideration of program planning with particular reference to developing programs based on individual records. Current issues and innovations in pre-school curriculum issues will also be considered. In the second semester, pre-school administration will be considered including such topics as reports, committee work, insurance and legal implications. Also included in this semester will be a three week program designed to assist students to seek employment in pre-schools and primary schools.
Assessment: Folio of tasks and program plans, essay and test.
References:
MILLS, B. C., Understanding the Young Child and his Curriculum, Macmillan, 1972.
SEEFELDT, C., A Curriculum for Pre-School, Charles Merrill, 1980.
STUDIES IN MATHEMATICS EDUCATION 1
EDN196
Contact Hours: Two hours per week.
Prerequisites: Nil.
Syllabus: A study of the educational psychologists Piaget, Bruner, Stern, Cuisenaire Gattegno and their theories related to mathematics learning and teaching. Planning and presentation of pre-school and junior school programs with particular emphasis on mathematical ideas. The development of free play and directed activities in the pre-school using unstructured and structured aids. The importance of the language of mathematics as a prerequisite for mathematical understanding; an awareness of the environment.
Assessment: Unit tests and assignments.
References:

STUDIES IN MATHEMATICS EDUCATION 2
EDN296
Contact Hours: Two hours.
Prerequisites: EEM106.
Syllabus: A study of mathematics in the middle and upper school. The use of structured apparatus in the development of algorithms for addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The number properties. A study of the metric system, spatial relations and environmental mathematics. Planning programs for middle and upper primary school. Remediation and diagnostic procedures for children experiencing learning difficulties with mathematics.
Assessment: Unit tests.
References:
UNDERHILL, R., Elementary School Mathematics, Charles E. Merrill, 1981.

STUDIES IN TEACHING 1
EDN121
Contact Hours: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
Prerequisites: Nil.
Syllabus: The course consists of two complementary strands.
Strand A: An off-campus Practical Teaching Observation program of 10-15 days classroom teaching and management.
Strand B: An on-campus Teaching Skills and Planning program which focuses on the nature of teaching and the school, foundations of lesson planning and basic teaching methods and strategies.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).

References:
Dwyer, B. and Dwyer, J., K to 6, Best Years of Their Lives, Primary English Teaching Association, 1979.
Holt, J., How Children Learn, Pelican.
McCulla, N. and Wal. She, R. D., Balance in the Classroom, Primary English Teaching Association, 1981.

STUDIES IN TEACHING 2
EDN122
Contact Hours: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
Prerequisites: Nil.
Syllabus: A course consisting of two compulsory and complementary strands.
Strand A: An off-campus Practical Teaching program of 15-20 days of programmed observations, including daily practice teaching sessions of a minimum duration of one hour.
Strand B: An on-campus Teaching Skills and Strategies program which examines basic factors affecting curriculum decision-making and development, and the acquisition of selected teaching skills.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).
References:
Dwyer, B. and Dwyer, J., K to 6, Best Years of Their Lives, Primary English Teaching Association, 1979.
Curriculum Development Centre, Core Curriculum for Australian Schools, 1980.

STUDIES IN TEACHING 3
EDN221
Contact Hours: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
Prerequisites: EDN121 and EDN122.
Syllabus: A course consisting of two complementary strands.
Strand A: An off-campus Practical Teaching strand of 20-25 days classroom teaching and management.
Strand B: An on-campus Class Management strand focusing on multi-group teaching and streaming within a single class situation and across class levels.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).
References:
STUDIES IN TEACHING 4 EDN222
Contact Hours: Three hours per week of lectures, tutorials, laboratory sessions, field trips, and 25 days of school-based practice teaching.
Prerequisites: EDN121 and EDN122.
Syllabus: A course consisting of two complementary and compulsory strands.
Strand A: An off-campus Practical Teaching program of 20-25 days guided teaching and classroom management with children from the middle levels of the primary school.
Strand B: An on-campus Teaching Problems and Curriculum Planning program which focuses upon administrative and management features of a well-organised classroom, including an examination of concepts such as core curricula, school-based curricula, team teaching, open plan curricula.
Assessment: Strand A — Practice Teaching. Strand B — one from Group D, one from Group F. (See Assessment Policy).
References:
247

STUDIES IN TEACHING 5 EDN321
Contact Hours: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 25 days of school-based practice teaching.
Prerequisites: EDN221 and EDN222.
Syllabus: A course consisting of three complementary strands.
Strand A: An off-campus Practical Teaching strand of 20-25 days classroom teaching and management.
Strand B: An on-campus School Organisation strand focusing on the practical organisation and management issues associated with the classroom and the school.
Strand C: An on-campus Curriculum Organisation strand developing the notion of curriculum development being a school-based enterprise, and focusing on the inter-dependence of the Education Department’s policy, program and activities processes in that enterprise.
Assessment: Strand A — Practice Teaching. Strand B — one from Group F. Strand C — one from Group D. (See Assessment Policy).
References:
CURRICULUM DEVELOPMENT CENTRE, Core Curriculum for Australian Schools, Canberra: 1980.

STUDIES IN TEACHING 6 EDN322
Contact Hours: Three hours per week of lectures, tutorials, laboratory sessions, field trips and 20-25 days of school-based practice teaching.
Prerequisites: EDN221 and EDN222.
Syllabus: A course consisting of three complementary strands.
Strand A: An off-campus Practical Teaching program of 20-25 days classroom teaching and management, including one to two weeks of complete responsibility for the grade program.
Strand B: An on-campus program concerned with presenting to students induction information relevant to their first year out as practising teachers.
Strand C: An on-campus curriculum organisation strand focusing on practical experience in the school-based curriculum decision-making process, as well as the principles and practice underlying formative and cumulative evaluation.
Assessment: Strand A — Practice Teaching. Strand B — one from Group F. Strand C — one from Group E. (See Assessment Policy).
References:
DORA, J., Beginning to Teach, Chisholm, 1984/5.
CURRICULUM DEVELOPMENT CENTRE, Core Curriculum for Australian Schools: What it is and why it is needed, Canberra: 1980.

STUDIES IN THE ECONOMICS OF AUSTRALIAN INDUSTRY FIN347
A course of four hours per week for one semester.
Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.
Syllabus: Agriculture in the Australian economy: the structure and operation of agricultural markets in Australia; the Australian labour market; an analysis and evaluation of those labour market considerations which most directly influence the business decisions of firms; the Australian financial sector; the structure and operation of the Australian financial sector with an emphasis on recent developments and future prospects.
References:

STUDIO ARTS: CERAMICS 1 EDN166
Contact Hours: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Upon successful completion of the subject a student should have an understanding of simple hand-building techniques; have an understanding of simple decorative techniques and elements of design; know the differences between, and uses of, different types of clay; know the procedures for firing gas and electric kilns.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
STUDIO ARTS: CERAMICS 2 EDN167
Contact Hours: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Upon successful completion of the subject a student should have broadened skills and understandings gained in Studio Arts Ceramics 1 STU101; be able to decorate ceramic pieces using a variety of methods; be able to use clay in an expressive way; be able to gain the basic skill of wheel throwing.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

STUDIO ARTS: CERAMICS 3 EDN266
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN166 and EDN167.
Syllabus: Upon successful completion of this subject a student should be able to use handbuilding and wheel forming techniques to a reasonable standard; understand simple glaze technology; decorate and fire primitive pottery pieces.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:
NIGROSH, L. I., Low Fire, Massachusetts: Dawes, 1980.

STUDIO ARTS: CERAMICS 4 EDN267
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN166 and EDN167.
Syllabus: Upon successful completion of the subject a student should have individualised and developed handbuilding skills; extended and improved wheel throwing methods; developed an understanding of the place of ceramics in society.
Assessment: Two from Group C. One from Group D. (See Assessment Policy).
References:

STUDIO ARTS: CERAMICS 5 EDN366
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN266 and EDN267.
Syllabus: Upon successful completion of this subject a student should be able to use a particular style of expression in clay; be able to understand kiln design, construction and firing methods; be able to complete a series of pieces which encompass special interests and ceramic skills creatively.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

STUDIO ARTS: CERAMICS 6 EDN367
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN266 and EDN267.
Syllabus: Upon successful completion of this unit a student should be able to put together a small exhibition of works which show an individual style of working with clay; be able to work in a creative manner showing a competent degree of skill and craftsmanship; be competent in glazing techniques and firing procedures.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

STUDIO ARTS: FABRIC STUDIES 1 EDN168
Contact Hours: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Upon successful completion of the subject a student should understand the methods of fibre construction; know how to execute basic decorative stitches; understand the properties of natural fleece, threads and fabrics; have developed drawing skills related to textile designs.
Content includes: (a) Construction of fibre — spinning natural fleece on a drop spindle. (b) Surface Decoration. Basic embroidery stitches and variations of these stitches are carried out. Capabilities of primary school children will be discussed in relation to stitches. (c) Understanding properties of threads and fabrics. Staple and crimp of fleece; carding of fleece. Unravelling woven materials. Exploring properties of individual fibres to ascertain differences. (d) A folio of drawings and ideas related to textiles will be compiled.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
STUDIO ARTS: FABRIC STUDIES 2 EDN169
Contact Hours: Four hours per week, in one session.
Assessment: Nil.
Syllabus: Upon successful completion of this subject a student should be able to construct a woven fabric by several off-loom methods; have a comprehension of elementary weaving terminology; understand the resist method of the tie dyeing and appreciate the properties of hot dyes.
Content includes: (a) Off-loom weaving. Cardboard looms, styrofoam looms, weaving with straws, picture frame loom, free-form weaving. (b) Weaving terminology. Understanding of terms warp, weft, arc, shuttle, shed, tapestry, God's Eye. (c) Weaving techniques: plain weave, tapestry slit, Ghiordes knot, friaging, loops, Soumak, tapestry joins. (d) Tie dyeing: Resist method of dyeing, random and controlled methods, use of string, stones, pegs and clips. (e) Use of hot water dyestuffs. Dying with several colours. (f) Drawing skills related to designs.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:
MEILACH, Contemporary Batik and Tie-Dying, Massachusetts: Davis, 1972.

STUDIO ARTS: FABRIC STUDIES 3 EDN268
Contact Hours: Four hours per week in one session.
Prerequisites: EDN168 and EDN169.
Syllabus: Upon successful completion of the subject a student should be able to spin fleeces proficiently on a spinning wheel; have an understanding of natural dyestuffs and their reactions with mordants; possess sufficient weaving skills to effectively teach weaving at all primary school levels.
Content includes: (a) Construction of fibre. Spinning of fleece on a spinning wheel, single and double band wheels, plying of spun threads, skeining. (b) Natural dyestuffs. Correct washing of skined wool, reaction of natural dyestuffs with a variety of mordants. (c) Weaving techniques. Wrapping and movable warps. Importance of colour in weaving. Ethnic weaving: African and Navajo. (d) Drawing classes relate specifically to natural forms used in textiles.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

STUDIO ARTS: FABRIC STUDIES 4 EDN269
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN168 and EDN269.
Syllabus: Upon successful completion of the subject a student should understand the resist method of batik and appreciate the properties of cold water dyes; be proficient in combining paint, applique and stitchery; be aware of the three-dimensional possibilities of fibres and fabrics.
Content includes: (a) Surface decoration. Techniques of batik are introduced and developed. Appreciation of ethnic and modern techniques. (b) Use of cold water dyestuffs; proportions of parrafin and beeswax and resulting patterns. (c) Creative development of stitchery. Various methods of applique. Techniques of painting directly onto fabric and spraypainting are explored. (d) Drawing skills relate to batik and stitchery.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

STUDIO ARTS: FABRIC STUDIES 5 EDN368
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN268 and EDN269.
Syllabus: Upon successful completion of the subject a student should be able to execute original designs showing a knowledge and appreciation of acquired textile skills; be able to plan sequential fibre curriculum for primary grades.
Content includes: (a) Construction of fabric. Hand and machine techniques of patchwork. History of patchwork. (b) Students choose one area of fabric construction or surface decoration to be executed in a series of pieces or one major piece. (c) Drawing skills relate to chosen areas.
Assessment: One from Group C. One from Group D. (See Assessment Policy).
References:

STUDIO ARTS: FABRIC STUDIES 6 EDN369
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN268 and EDN269.
Syllabus: Upon successful completion of the subject a student should be able to refine and selectively use skills and techniques; be able to pursue any of the studied fibre areas without further formal tuition.
Content includes: (a) Surface decoration. Machine embroidery, with or without padding and/or applique, trapunto. Combinations of this media with other
techniques. (b) Students choose one area of fabric construction or surface decoration to be executed in a series of pieces or one major piece. (c) Drawing skills relate to chosen area.

Assessment: One from Group C. One from Group D. (See Assessment Policy).

References:

STUDIO ARTS: PAINTING STUDIES 1 EDN170
Contact Hours: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Students will be introduced to basic painting skills and to an awareness of aesthetic values relating to painting. Students will be expected to develop an understanding of the techniques associated with water based painting, supports, and materials. Drawing studies will be taken.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

STUDIO ARTS: PAINTING STUDIES 2 EDN171
Contact Hours: Four hours per week, in one session.
Prerequisites: Nil.
Syllabus: Students will build on the skills gained in STU121. They will develop an understanding of painting in oils and develop techniques of preparation of support, ground, and materials; wet into wet; glazing and scumbling; palette knife techniques; varnishing. Drawing studies will be taken.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

STUDIO ARTS: PAINTING STUDIES 3 EDN270
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN170 and EDN171.
Syllabus: Students are involved in learning experiences to help solve basic colour/design problems. Drawing with various materials is encouraged as a means of recording ideas for future painting. Practical classes include demonstration of techniques and lectures on colour and composition.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

STUDIO ARTS: PAINTING STUDIES 4 EDN271
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN170 and EDN171.
Syllabus: This subject aims to further develop students' visual and manipulative skills. It builds upon basic skills and encourages an awareness of aesthetic values related to painting by involvement in activities which place emphasis upon freedom to explore areas of individual interest. Drawing studies will be taken.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

STUDIO ARTS: PAINTING STUDIES 5 EDN370
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN270 and EDN271.
Syllabus: This subject is designed to extend the knowledge and skills gained by students during the first four semesters of this major sequence of studies. Students carry through a series of paintings encompassing skills in water based or oil pigments. Drawing studies will be taken.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

STUDIO ARTS: PAINTING STUDIES 6 EDN371
Contact Hours: Four hours per week, in one session.
Prerequisites: EDN270 and EDN271.
Syllabus: This subject is designed to allow students to work independently on problems relevant to their artistic development. Students are expected to develop a coherent series of paintings. Sessions allow for individual assistance, direction, and critiques. Individual development is stressed and encouraged. Drawing classes will be held regularly.

Assessment: Two from Group C. One from Group D. (See Assessment Policy).

References:

STUDIO DESIGN AND MANAGEMENT CER217/226
One hour per week for one semester for degree and diploma students.
Prerequisites: Nil.
Syllabus: This subject develops students' capacity to adapt a rational approach to work processes and planning. It meets their future needs as studio potters and acquaints them with some of their responsibilities as possible manufacturers or employers. It directs attention to the source of information and assistance available. Students are required to prepare plans for the type of studio associated with their particular discipline. Teaching is based on lectures, discussions and visits to studios, workshops and small factories.
Assessment: This takes the form of an assignment to cover the documentation and recording of the areas discussed during the semester. It is examined by the lecturer in charge of the unit.

STUDIO PRACTICE/PROFESSIONAL ACTIVITIES GRA393/396
This is a design workshop for degree students and consists of 6 hours a week for first semester, 10 hours a week for second semester, (GRA393); 14 hours a week for two semesters (GRA396).
Prerequisite: Satisfactory completion of second year Graphic Design Studies, and entry to the degree course.
Syllabus: Students will undertake projects and design briefs for industry. All projects will be controlled by the lecturer in charge who is responsible for all financial transactions. Students will always work at Chisholm unless permission to work elsewhere is obtained from the lecturer in charge. Attendance in the design studio during the timetabled hours is mandatory.
Assessment: Assessment will be by a panel of examiners at the end of each semester.
References: To be advised.

STUDIO PRACTICE/PROFESSIONAL ACTIVITIES GRA493/496
This is a design workshop for degree students of 13 hours per week for two semesters (GRA493); 17 hours per week for two semesters (GRA496).
Prerequisite: Satisfactory completion of the third year in Graphic Communication Studies.
Syllabus: Students will undertake projects and design briefs for industry of a more complex nature than in GRA393. Here the student will be required to be more involved in decision making and, as much as possible, be in complete control of the project in organising and subcontracting the necessary talents needed for the successful completion to the design brief. Students will work at Chisholm unless permission to work elsewhere is obtained from the lecturer in charge of that year. Attendance in the design studio during the timetabled hours is mandatory. During this time the lecturer will be available for consultation and advice.
Assessment: Assessment will be by a panel of examiners at the end of each semester.
References: To be advised.

SURFACE MECHANICS, FRICTION AND WEAR MEC611/612/613
A lecture course of one hour per week in one semester, two hours per week in the next semester and one hour per week in the third semester.
Prerequisites: Nil.
Syllabus: Nature of surfaces. Surface finish measurement.
Classification and theory of wear mechanisms.
Contact elasticity. Plasticity.
Relation between wear and microstructure.
Surface failure and wear — pitting, fretting, scuffing, thermal stresses.
Wear prevention by hard facing, spray facing and wear plates.
Selection and classification of hard facing materials.
Materials for wear-resistance and low friction.
New materials, alloy tungsten carbides, nitrides, silicon carbide.
Wear problems in Australian industry.

SURVEYING CIV103
A course of lectures and computation practice of two hours per week and two hours per week field work for two semesters.
Prerequisites: Nil.
Syllabus: Chain and compass surveying; techniques and recording. Levelling; construction and use of engineers' level; field procedures. Traversing and tachometry; instruments and procedures; preparation of plans; contouring. Surveying for transverse and longitudinal sections; curve theory. Elementary topographic surveying.
Assessment: To be based on examinations at the end of each semester.
References:
WILSON, R. S. P., Land Surveying, McDonald & Evans, 1971.
Field Book.
CHISHOLM, Exercises in Surveying Computations I.

SYSTEMS EDP101
A course of four hours of lectures and a one-hour tutorial per week for two semesters.
Prerequisite: HSC (or equivalent).
Syllabus: Introduction to modern computer hardware — numbering systems, data representation, CPU, and secondary storage and I/O technologies; familiarisation with an assembler language to complement CPU study; investigation of the features of operating systems and commonly used utilities and packages; introduction to the main types of data file organisation; overview of data communication.
References:
Manufacturers' manuals as required.

**SYSTEMS EDP102**

A course of four hours of lectures and practical work per week for two semesters.
**Prerequisite:** Required HSC (or equivalent) course entry.

**Syllabus:** Communication skills of an analyst/designer — with technologists and business (user) people; introduction to systems.

Information floor around a typical business, detailed investigation of typical business applications; use of computers in business systems; introduction to systems analysis and systems design principles and techniques.

**References:**

**SYSTEMS ANALYSIS CIV686**

A course of lectures and discussion sessions of two hours per week.

**Prerequisites:** Nil.

**Syllabus:** Mathematical, linear, non-linear and dynamic programming methods and applications. Queuing, random, Markov.

**Assessment:** To be based on submitted assignments and an open book examination at the end of the semester.

**References:** To be advised.

**SYSTEMS ANALYSIS AND DESIGN EDP613**

Two hours per week for one semester.

**Prerequisite:** Computer Systems DTD602.

**Syllabus:** The system life cycle, the scope of analysis, traditional techniques, structured approach. The relationship between analysis and design, systems design tasks, design methodologies, physical design considerations.

**References:**

**SYSTEMS ANALYSIS AND DESIGN IND201**

Four hours per week for one semester.

**Prerequisites:** Data Processing EDP110 or equivalent.

**Syllabus:** Unit 1: Systems Analysis and Design. Introduction; the systems development cycle, traditional systems analysis, data flow and data structure approaches; the tools of structured analysis; the stages of systems analysis; interfaces between analysis and design; physical design approaches; summary.

Unit 2: Organisation and Methods.

Introduction; the O & M approach; methods studies; work sampling; work measurement; forms control and design; office mechanisation; office layout and work flow; organisation analysis and communication; summary.

**Assessment:** Case Study exercises will be provided which will enable the student to develop the concepts, and use the tools and techniques in practical terms.

The solution to exercises must be kept in a folder and be made available to the lecturer/tutor for review during and at completion of the unit. (50 per cent.)

A theory test, which will seek to determine a student's knowledge of the material covered in the unit, will be held at the conclusion of the semester. (50 per cent.)

**References:**

**SYSTEMS DEVELOPMENT I EDP658**

A course of four hours per week for seven weeks.

**Prerequisites:** Introduction to Systems EDP651 and Computer Equipment EDP653.

**Syllabus:** The concept of a system; management and organisation; system life cycle; sources of data; fact finding and verification; entity analysis and the entity-relationship model of a system; procedure analysis; data analysis; functional analysis; documentation — levelled DFD, data dictionary, minispecs, flowcharts, data structure diagrams.

**Reference:**

**SYSTEMS DEVELOPMENT II EDP660**

A course of four hours per week for seven weeks.

**Prerequisite:** Systems Development I.

**Syllabus:** Design techniques — data-centred design, procedure-centred design; methodologies for analysis/design — data-centred, procedure-centred, integrated approaches; batch vs real-time approaches; file and data-base design; forms design; hardware considerations; documentation.

**Reference:**

**SYSTEMS DEVELOPMENT III EDP663**

A course of four hours per week for seven weeks.

**Prerequisite:** Systems Development II.

**Syllabus:** Project planning and management; hardware selection, ordering, installation; programming; clerical procedures; training of user staff; system testing; file conversion; cutover; parallel running; efficiency and tuning; maintenance.

**References:** To be advised.
SYSTEMS ENGINEERING CIV309

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

Prerequisites: Nil.


Assessment: To be based on an examination at the end of each semester and assignment work submitted throughout the year.


SYSTEMS MANAGEMENT EDP614

Two hours per week for one semester.

Prerequisites: Nil.


References:
PORTER, L. and LAWLER, E., Managerial Attitudes and Performance, Homewood: Irwin, 1968.

SYSTEMS SELECTION AND PROCUREMENT EDP615

Two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Technical and cost criteria, proposal preparation, tendering, software and equipment evaluation, testing, benchmarks, contracts and negotiation.

References:

Selected journal articles.

SYSTEMS SOFTWARE EDP675

A course of four hours per week for seven weeks.

Prerequisites: Operating Systems EDP654 and Programming III EDP661.

Syllabus: General hardware features and operation; systems manager; JCL and utilities; disk formatting; dumps; tuning; restarts; system generation; data communications interfacing; installing software; library maintenance; users access considerations; software bug tracing; developing local software interfaces with operating system; system macros.

References: To be advised.

SYSTEMS THEORY EDP621

A course of four hours per week for one semester.

Prerequisites: Required entrance level.

Syllabus: The Management Information System, and related concepts at the operational, tactical and strategic levels; software and hardware aspects as related to the MIS concept. Relevance of database, telecommunication networks and latest hardware developments, especially with respect to real-time system application; changing information requirements of the business organisation and design implications; the interface between corporate management and the information systems development area; study of a 'live' management information system.

References:


Related research papers.

SYSTEMS THEORY EDP625

A course of four hours per week for one semester.

Prerequisite: Systems Theory EDP621.

Syllabus: Review of work done on Systems Modelling, especially the work of Jay Forrester — Industrial Dynamics; Simulation Techniques as a means of allowing management to investigate the consequences of decisions on a model before applying them to the real world system; general theory.

References:


SYSTEMS THEORY EDP626

A course of four hours per week for one semester.

Prerequisite: Systems Theory EDP625.

Syllabus: A study of structures of information control systems; the laws of cybernetics and their relevance to control in a management information system; proper use of the computer as an amplifier of control variety and attenuator of systematic variety to help the manager achieve his objectives.

References:


Related research papers.
SYSTEMS THEORY EDP677
A course of four hours per week for seven weeks.
Prerequisites: Systems Development II EDP660 and Programming II EDP656.
Syllabus: Approaches to systems thinking; system dynamics — flow diagramming, negative feedback, positive feedback, principles of systems, global modelling; cybernetics — variety, metasystems, control structures, national cybernetics.
References:

TECHNOLOGICAL TRENDS EDP722
Aims: To acquaint students with the pattern of emerging technology which may impact on business technology; to stimulate students to explore beyond their current limited perception of technology.
Prerequisites: Nil.
References:
State of the Art Reports Periodicals and Journals:
ACM Journal
ACM Transactions on Graphics
ACM Transaction on Office Information Systems
IEEE Publication
Relevant journal articles.

TELECOMMUNICATION NETWORKS ELE464
A course of two hours of lectures and two hours of laboratory/tutorial work per week for one semester.
Syllabus: Telecommunication Networks: objectives, constraints and characteristics of telecommunication networks. Public, private; national, local; service dedicated, multi-service.
Teletraffic Concepts: traffic models, service types and aspects of routing and network management.
Transmission Technology: pulse code modulation systems in junction, rural and trunk sectors. Digital transmission in subscribers' area.
Signalling Technology: common channel signalling. Channel associated signalling.
Switching Technology: circuit switching. Packet switching. Space and time division techniques.
Network Development: broadband systems. Frequency division multiplex systems. Integrated Digital Network. Integrated Services Digital Network concepts.
Network interworking, eg. LAN to X25.
References:
FREEMAN, A. H., Automatic Telephony in APO'ATM No. 4, Telecommunication Society of Australia.
FLOOD, J. E., Telecommunication Networks, P Peregrinus, 1983.
TELETRAFFIC ENGINEERING ELE633
Two hours per week for one semester.
Prerequisite: Computer Networks I.
Syllabus: Basic concepts of teletraffic theory, probability theory, traffic models, interconnecting methods, link systems characteristics, queueing and delay-loss systems, traffic simulation and measurements, network design considerations.
References:

THE INDIVIDUAL, THE SCHOOL AND SOCIETY EIS303
Contact Hours Per Week: Two hours per week, for two semesters.
Prerequisites: Nil.
Syllabus: The first session of this unit provides descriptive studies of sociological, historical and philosophical approaches to current educational issues relevant to the school as a social system and to the individual within that system. This session provides the theoretical foundation for more detailed studies in the second session where students may examine particular educational issues from the methodological viewpoint of the philosophy, historian, sociologist, comparativist and educational technologist.
Assessment: Two examinations and an individual assignment.
References:

THERMAL ENERGY PROCESSES MEC266
A course of two hour of lectures per week and two hours of laboratory/tutorial work per fortnight for one year.

References:

THERMODYNAMICS MEC160
A course of four hours per week of lectures and two hours per week of laboratory work for one semester.
Prerequisites: Nil.
Syllabus: This subject is an introduction to applied thermodynamics and deals with general terminology, definitions and units, properties of fluids, relationships between thermodynamic properties and energy transfers in the form of heat and work for systems and control volumes, heat transfer by steady state conduction and convection, instrumentation and IC engine testing and performance. Consideration is given throughout to the practical aspects of the common types of thermodynamic machinery such as boilers, turbines, condensers and IC engines.
References:

THERMODYNAMICS MEC260
A course of four hours per week of lectures and two hours of laboratory work per week for one semester.
Prerequisite: Thermodynamics MEC160.
Syllabus: This subject extends the work covered in Thermodynamics MEC160 on control volume analysis and heat transfer. The First Law is extended to the analysis of reacting systems. The Second Law of Thermodynamics and its consequences and applications to thermal power plant is presented. Physical similarity and dimensional analysis are introduced.
References:
THERMODYNAMICS MEC360
A course of four hours per week of lectures and two hours of laboratory work per week, for one semester. 
Prerequisite: Thermodynamics MEC260.  
Syllabus: This subject deals with the extended application of the laws of thermodynamics to thermodynamic machinery and covers availability, compressible flow through nozzles and blade passages of axial flow turbines, steam and gas turbine power plant, psychrometry and air-conditioning, process heating and refrigeration, combustion phenomena in I.C. engines and heat transfer by forced and natural convection, by radiation and by conduction. 
References: 

THERMODYNAMICS MEC460
A course of four hours per week of lectures for one semester.  
Prerequisite: As prescribed under Progression Through the Course.  
Prerequisites: Nil.  
References: 

THERMO-FLUIDS MEC375
Four hours per week for two semesters.  
Prerequisites: Entry standard to third year studies.  
Syllabus: Properties of fluids; thermodynamics properties of simple compressible substances, thermodynamic property tables, idea and perfect gas approximations. Control volume analysis; applications of the continuity, momentum and first law of thermodynamics equations to control volumes involving compressible and incompressible flows. Second Law of Thermodynamics; efficiency limit for cyclic engines operating between thermal energy reservoirs at fixed temperatures, thermodynamic temperature, entropy, temperature-entropy and enthalpy-entropy property diagrams, available energy, applications to thermodynamic power and refrigeration plant. Psychrometry; applications to air-conditioning and comfort conditions. Heat transfer; conduction, convection and radiation, applications to heat exchanger design.  
Dimensional analysis: principles of similarity and dimensional analysis, planning of experiments and interpretation of experimental data, application to internal and external flows, rotodynamic machinery and convective heat transfer. Instrumentation; measurement of pressure, temperature, flow and power. Practical applications of engineering measurement to fluid power plant.  
Assessment: By assignment, class tests and examinations at the end of each semester.  
References: 

THE SCHOOL AND THE COMMUNITY EDN103
Contact Hours Per Week: Two hours per week for one semester.  
Prerequisites: Nil.  
Syllabus: The subject includes discussion and comparison of the concepts of school, community and the workplace, and education and school. Visits to schools in two diverse communities provide case study material for discussion of issues related to school-community relationships. These issues include the effects of poverty or wealth, location, community attitudes, and social status on performance at school, parent participation, utilization of community resources and changing relationships between schools, regions, and the Education Department.  
Assessment: One from Group B. One from Group F. (See Assessment Policy).  
References: 
Pettitt, D., Opening up Schools, Pelican, 1980.

THE SCHOOL AND THE INDIVIDUAL EDN104
Contact Hours Per Week: Two hours per week for one semester.  
Prerequisites: The School and the Community EDN103.  
Syllabus: The subject commences with an examination of the social contexts of schools in Australia. The relationship between the school and individual pupils are examined with particular regard to the needs of the gifted, the disabled, the economically disadvantaged and the racially or culturally different. Discussion of the nature of the changing technologies for the school, the teacher and the child, are then examined. Finally, some influences of public television on the school and the child are discussed.
Assessment: One from Group B. One from Group F. (See Assessment Policy).

References:
Australian Students and Their Schools, Canberra: Schools Commission, Commonwealth of Australia, 1979.

THESIS PM FIN601
This requirement applies only to students who have enrolled in the course before 1978. 
Assessment: The PQ grading will apply.

THREE DIMENSIONAL MODELLING CER105
A course of three hours per week for one semester. 
Prerequisite: Nil.
Syllabus: This subject introduces students to the problems associated with visualising and producing a three-dimensional object using additive and subtractive methods. Students gain experience in modelling which in turn helps them to decorate ware and produce forms which can subsequently be produced from a slip-cast.
Assessment: There is a progress report of work by the lecturer in charge of the subject at mid semester. Assessment is by the examination panel consisting of the lecturer in charge of the unit and the course coordinator.

TRAFFIC ENGINEERING CIV674
A course of lectures and discussion sessions of two hours per week.
Prerequisite: Nil.
Assessment: To be based on an open book examination at the end of the semester.
References:

TRAFFIC ENGINEERING CIV691
A course of lectures and discussion sessions of two hours per week.
Prerequisite: Traffic Engineering CIV674.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

TRAFFIC FLOW THEORY CIV685
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Traffic generation, journey to work, school, recreational travel. Advanced traffic flow theories, including traffic dynamics, platoon characteristics. Vehicular dynamics. Computer simulation of traffic streams, Driver and pedestrian behaviour.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

TRANSPORTATION ENGINEERING CIV689
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Modal split, integrated multi-mode systems and interchanges, roads (public, private) parking and terminal facilities, airways, railways, mass transit systems, Pipelines, inter and intra modal competition, system costs and subsidies, safety, energy, capacity, flexibility considerations, Freight handling, depot location, future transport systems.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

TRUSTS AND LEGAL OBLIGATIONS FIN220
A course of two hours per week for one semester.
Prerequisites: Commercial Law FIN114
Syllabus: Trusts and other relationships, creating a trust, types of trusts and their roles, duties and obligations of trustee, rights and liabilities of beneficiaries, the company as a trustee, legal aspects of accounting for trusts. Nature of insurance, formation of the insurance contract — the proposal and role of cover notes and intermediaries. Disclosure, good faith, misrepresentation, insurable interest and the concept of indemnity, claims. Negotiable instruments — bills of exchange, promissory notes and cheques, the role of bills of exchange in raising finance — accommodation bills, the role of trade bills, the role of cheques and the banking system.
References: To be advised.
TYPEWRITING ADM141
A course of five hours per week for one semester. It aims to introduce the alpha-numeric typewriter keyboard for students who have no previous typewriting experience.
Prerequisites: Nil.
Syllabus: An intensive course which concentrates on teaching students a thorough mastery of the typewriting keyboard including the acquisition of correct touch and manipulating techniques. Concentration will be placed on speed and accuracy development through the use of timed writings and pacing techniques. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 30-35 wpm.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Assessment is progressive and based on assignments and class tests.
References: To be advised.
Selection of typewriting texts available in the Office Administration laboratory.

TYPEWRITING ADM142
A course of five hours per week for one semester. It aims to develop further the skill of typewriting and apply that skill to a variety of office typing tasks.
Prerequisite: Typewriting ADM141.
Syllabus: Correct techniques for operation of the typewriter, speed and accuracy in typing letters, business forms, tabulation problems, manuscripts, and reproduction masters, concentration on further development of typewriting speed through the use of timed writings and pacing technique. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 35-40 wpm.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Assessment is progressive and based on assignments and class tests.
References: To be advised.
Selection of typewriting texts available in the Office Administration laboratory.

TYPOGRAPHY GRA187
A course for degree/diploma students of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: Outline of the basic history of the alphabet and its development to type reinforced by practical exercises in letter form comprehension. Pen script and type rendering in various mediums linked to the basic design exercise in spatial manipulation. Type spacing, positive and negative areas, ligature and type modules to be covered in a series of structured projects. Typography as translation of language into the mechanical form. Measuring system, type calculation and specification.
Type nomenclature. Justified and unjustified type. Text faces, headline and display faces. Grids and organisational structures.
Assessment: This will be on a progressive basis with a review by examination panel at the end of the year.
References: To be advised.

WATER ENGINEERING CIV319
A course of four hours per week of lectures, tutorials and laboratory work.
Syllabus: Public Health Engineering; design of sewers, waste water purification, river pollution, industrial pollution, groundwater, runoff analysis, streamflow routing.
Hydrology: hydrologic and geomorphic processes, climate, precipitation, evaporation and transpiration, groundwater, runoff analysis, streamflow routing.
Hydraulic machines: uniform flow in channels, rapidly varying flow, hydraulic structures, gradually varying flow, channel controls and transitions, effects of channel obstructions, hydraulic models.
References:

WATER MANAGEMENT CHE604
A course of six hours per week for one semester.
Prerequisite: Water Pollution CHE603.

WATER POLLUTION CHE603
This subject consists of six hours per week for one semester for lectures, discussions, practical work and field trips.

WATER RESOURCES CIV425
A course of two hours per week of lectures and tutorials for two semesters.
Prerequisites: Nil.
Syllabus: Water law, reservoirs, municipal and industrial water supplies, irrigation, hydro-power. Drainage, flood control. Economics, planning of water resource systems.
Assessment: To be based on assignment work submitted throughout the year.
References:
WATER SCIENCE CONCEPTS CHE601
A course of ten hours per week for lectures, discussions and practical work for one semester.
Prerequisite: A relevant degree, diploma or equivalent.
Syllabus: Students will be required to study appropriate sections, depending on their qualifications.
Mathematical principles (30 hours): statistical concepts, distributions, hypothesis testing, variance. Design of experiments, linear regression analysis, use of computer programs.
Social issues (30 hours): methodological and ethical issues in measurement of public opinion. Sociological perspectives and value judgements. Group processes, mass meetings. Social movements, the public domain, social institutions, legal and industrial systems.

WATER SCIENCE PROJECT CHE605
Four hours per week for two semesters for formal planning, discussion and seminars.
Prerequisite: Water Systems CHE602.
Syllabus: This subject is intended to provide experience in team approaches to problem solving in a multidisciplinary situation. Students will be trained in research methodology, in the organisation of a coherent report, and in the presentation of the results and conclusions of their project.

WATER SYSTEMS CHE602
A course of lectures, practical work and field excursions of ten hours per week for one semester.
Prerequisite: Water Science Concepts CHE601.

WELFARE FIELD WORK AND PRACTICE WEL235
Thirty-eight days of practical experience in each semester, plus a two-hour seminar each week.
Prerequisites: Welfare Studies WEL131 and WEL133.
Syllabus: The organisational setting. Working in an office.
Welfare Practice: the course provides the student with the opportunity to develop, in conjunction with other units of study, the skills necessary in negotiating with committees, community groups, the official bodies in the planning, administration and implementation of specific welfare programs.

Field work: the student will participate in supervised agency based projects of the kind traditionally recognised as 'field work training' but these will be varied and reinforced by on-campus strategies designed to develop the student's personal and professional sensitivity and capacity.
Assessment: Students are required to report orally, to maintain a logbook, and where requested to present self-evaluating written reports on their learning experiences.
References: To be advised.

WELFARE FIELD WORK AND PRACTICE WEL237
38 days of practical experience in each semester, plus a two-hour seminar each week.
Prerequisite: Welfare Field Work and Practice WEL235.
Syllabus: Community development: students should gain a working knowledge of a range of community development and action research strategies, and develop interviewing skills suitable for data collection in social surveys.
Case study: to gain a working knowledge of case-work procedures including forming and terminating client/worker contracts, transfer or referral of clients, confidentiality, recording, etc.
Assessment: Students are required to report orally, to maintain a logbook, and to present self-evaluating written reports on their learning experiences.
References: To be advised.

WELFARE LAW WEL135
Four hours each week for one semester.
Prerequisites: Nil.
Syllabus: The sources of Australian Law; the role of courts; sentencing and the role of the welfare worker; the law relating to families and children, landlords and tenants, consumers, employees, mental health and hospitals, citizens' rights, policing and bail, imprisonment and probation, administrative and appeals tribunals and the processes available for enforcement of welfare rights, special groups, e.g. women, migrants, homosexuals, death and inheritance; sources of legal assistance.
References: To be advised.

WELFARE PSYCHOLOGY WEL239
Four hours each week, including lectures, tutorials and group sessions, for one semester.
Prerequisites: Psychology PSY101 and PSY102.
Syllabus: An intensive course on the theory underlying the acts of self-perception, the perception of others, interpersonal relations and group processes.
The welfare officer's role. Identification with client on the one hand and organisation on the other. Factors promoting the self-concept of welfare officers; perception of self as intervening in client's private affairs, and the implication of this for work performance.
Students will have a choice of participation in 'self-awareness' groups, involvement in self-discovered and approved group experience outside the Institute, or taking part in staff-led seminars and/or research.
projects in the area of group and inter-personal relationships.

Assessment: Cumulative assessment by use of seminar/tutorial papers; research papers and case study reports.

References: To be advised.

WELFARE SOCIOLOGY WEL241

Three hours each week, including lectures and seminars, for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative assessment by means of tutorial papers, a major essay and a community project.

References:


WELFARE STUDIES WEL131

Four hours each week including lectures, seminars and tutorials, for one semester.

Prerequisites: Nil.

Syllabus: The course aims to describe briefly the evolution and provision of social welfare services in Australia, particularly in Victoria. A survey of the key social legislation, the expansion in government administration, and the accompanying revolution in administrative practice and style. The role of private, church and charitable bodies will be assessed and sources of funding examined. The course will concentrate on the skills of obtaining resources on behalf of individuals and groups.

Assessment: Cumulative assessment by means of seminar papers and a major assignment.

References: To be advised.

WELFARE STUDIES WEL133

Four hours each week including lectures, seminars and tutorials, for one semester.

Prerequisites: Nil.

Syllabus: Changing concepts of social problems, social needs and social welfare practice; the change from charity-duty values to social rights theories; the change from supportive-alleviating to intervening-manipulative aims and styles of social welfare will be examined. A study will be made of the findings of the major Australian inquiries into social security and social problems. Where appropriate, selected comparative studies of developments in other societies (Great Britain, USA, USSR, Sweden, India) will be undertaken.

Assessment: Cumulative assessment by means of seminar papers and a major assignment.

Reference:


WELFARE STUDIES WEL231

Lectures and seminars averaging four hours each week, for one semester.

Prerequisites: Welfare Studies WEL131.

Syllabus: A study of the composition, training and deployment of personnel and the allotment of capital facilities in the provision of welfare services in Australia. The role of the social worker; professionalism; the evolving role of welfare workers; the volunteer. Inter-organisation relations and strategies in the use of resources and the provision of services: government departments, municipal authorities, voluntary agencies and co-ordinating bodies. An assessment of community resources in the State of Victoria, against the setting of Commonwealth and State powers, policies and attitudes.

Assessment: Cumulative assessment by means of seminar papers and a group assignment report.

References: To be advised.

WELFARE STUDIES WEL233

Lectures and workshop sessions averaging four hours each week for one semester.

Prerequisite: Welfare Studies WEL133.

Syllabus: In consultation with staff, each student will choose two specialist modules which may include the following options:

- Migrant welfare
- Welfare planning
- Welfare of youth
- Family welfare
- Pre-school age child welfare
- Community health welfare
- Geriatric welfare
- School welfare
- Institutional welfare
- Vocational welfare
- Welfare and public relations

Assessment: Cumulative assessment by means of reports and completion of tasks.

References: To be advised.

WOMEN'S STUDIES SOC105

A course of four hours per week for one semester.

Prerequisite: Nil.

Syllabus: An interdisciplinary approach to the study of women. Four themes will be addressed from the perspectives of sociology and psychology, together with an exploration of these themes in relation to women in literature. The themes are: sexism, gender and its construction, women and family and the women's movement.

Assessment: Cumulative, based on papers, projects and contributions to workshop sessions.

References: To be advised.

WORD PROCESSING SYSTEMS ADM254

A course of three hours per week for one semester.

Prerequisites: Typewriting ADM142, Private Secretarial Practice ADM144 and Legal Procedures I FIN151.
Syllabus: Evolution of Word Processing (W/P), W/P systems, the W/P cycle, input and output, document cycle, work flow, W/P equipment, feasibility studies, work measurement, support systems, office layout and design, selection of staff for W/P, human resources problems, training and supervising staff for W/P, W/P manuals: users, operators, supervisors, training. Evaluation of W/P. Integration of W/P and D/P. The office of the future. Students will be required to visit at least two W/P installations during the semester.

Text:
KLEINSCHROD, W. et al., Word Processing: operations, applications and administration, Bobbs-Merrill, 1980.

WORKSHOP PRACTICE IND112
A course of two hours per week for one semester.
Prerequisite: Nil.
Syllabus: Elementary machine shop practice introducing safety procedures, metal cutting and welding, simple electric wiring and basic metrology. Works visits are to be included in the familiarisation process.
Assessment: Reports on laboratory and assignment work.
References:


WRITTEN AND ORAL COMMUNICATION COM180
Contact Hours Per Week: Four hours per week, comprising lectures, tutorials and workshops for one semester.
Prerequisites: Nil.
Assessment: Class exercises and presentations, written reports and test.
References:
### SUBJECT CODES

#### Subject code prefix guide

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
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<tr>
<td>ALS</td>
<td>Education</td>
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<td>ADM</td>
<td>Management and Secretarial Studies</td>
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<td>ART</td>
<td>Fine Art</td>
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<td>CER</td>
<td>Ceramic Design</td>
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<td>CHE</td>
<td>Chemistry and Biology</td>
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<tr>
<td>CIV</td>
<td>Civil Engineering</td>
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<td>COM</td>
<td>Communication Studies</td>
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<td>EDP</td>
<td>Electronic Data Processing</td>
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<td>ELE</td>
<td>Electrical and Electronic Engineering</td>
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<td>EHM</td>
<td>Education</td>
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<td>Education</td>
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<td>ENY</td>
<td>Energy Studies</td>
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<td>EPS</td>
<td>Education</td>
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<td>EPX</td>
<td>Education</td>
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<tr>
<td>FIN</td>
<td>Finance and Law</td>
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<tr>
<td>GRA</td>
<td>Graphic Design</td>
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<td>HUM</td>
<td>Humanities</td>
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<td>IND</td>
<td>Industrial Engineering</td>
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<td>LIT</td>
<td>Literature</td>
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<td>MAT</td>
<td>Mathematics</td>
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<td>MEC</td>
<td>Mechanical Engineering</td>
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<td>MKT</td>
<td>Marketing</td>
</tr>
<tr>
<td>PCE</td>
<td>Police Studies</td>
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<tr>
<td>PHY</td>
<td>Applied Physics</td>
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<td>POL</td>
<td>Political Studies</td>
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<td>PSY</td>
<td>Psychology</td>
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<td>SAE</td>
<td>Education</td>
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<td>RDT</td>
<td>Robotics and Digital Technology</td>
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<td>SOC</td>
<td>Sociology</td>
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<td>Welfare Studies</td>
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Chisholm Institute of Technology
Frankston Campus Plan
McMahons Road, Frankston, Vic. 3199

A George Jenkins Theatre
Student Union: Level 1
Cafeteria: Level 2
Staff Room: Level 3
Lecture Theatres: Levels 2 & 4
Library: Levels 3 & 4
Educational Development Unit: Level 1

B Art Science & Music
Gymnasium
School Experience

C Administration
Continuing Education

H Halls of Residence

S Struan -- David Syme Business School

T Tennis Courts

VEHICLE ENTRY & EXIT
1985 Handbook

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