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Victoria Australia 3145

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Frankston campus  
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IDD (613) 784 4211  
Clayton campus  
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Caulfield campus  
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Frankston campus  
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Visitor  
HIS EXCELLENCY DR DAVIS McCAUGHEY  
Governor of Victoria

Chancellor  
The Hon Sir George Hermann Lush LLM Melb

Deputy Chancellors  
JAMES ARNOLD HANCOCK OBE BCom Melb FCA AASA

Election Pending

Vice-Chancellor  
MALCOLM IAN LOGAN BA PhD DipEd Syd FASSA

Deputy Vice-Chancellor  
JOHN ANTHONY HAY MA Cantab BA PhD WA FACE

academic

Deputy Vice-Chancellor  
GEOFFREY NORMAN VAUGHAN MSc Syd PhD Melb FRACI

FPS FSHPA MPSGB

Chief Executive Officer  
THOMAS KENNEDY BSc PhD Glas GradDipEd CChem FRIC

FAIM ARACI AIMM MACE

Monash University College  
Gippsland

Comptroller  
PETER BRIAN WADE BCom(Hons) MA Melb FASA

Registrar  
ANTHONY LANGLEY Pritchard BSc DipEd Melb BEd Qld

Librarian  
HUCK TEE LIM PKT BA Sing DipLib NSW

GradDipInfSys CCAE ALAA FLA

Faculties and Deans

Arts  
ROBERT JOHN PARGETTER BSc MA Melb PhD LaT DipEd

Business  
PETER CHARLES CHANDLER BCom Melb MA Lancs MAEx

Computing and Information Technology  
CLIFFORD JOHN BELLAMY BE NZ PhD Syd

Economics Commerce and Management  
WILLIAM ANGUS SINCLAIR MCom Melb DPhil Oxon

FASSA

Education  
DAVID NICHOLSON ASPIN BA DipEd Durb PhD Nott FRSA

Engineering  
PETER LEPOER DARVALL BCE Melb MS Ohio State MSE

MA PhD Prin DipEd MIEAust

Law  
CHARLES ROBERT WILLIAMS BCL Oxon BJuris LLB(Hons)

Barrister-at-Law(Vic)

Medicine  
ROBERT PORTER BMedSc DSc Adel MA BCh DM Oxon FAA

FRACP

Professional Studies  
RICHARD JOHN SNEDDEN BA(Hons) LLB Melb BEd MACE

Science  
IAN DAVID RAE MSc Melb PhD ANU FRACI
Coat of Arms
The Coat of Arms of the University is described as follows:

'Azure a Chevron Argent between in chief an open book proper bound clasped and edged Or and a Sword environed by a Laurel Wreath Gold and in base a representation of the constellation of the Southern Cross also Argent.'

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

Calendar Volume One
Volume one of the Calendar contains dates, course, subject and general information pertaining to the Clayton campus of Monash University. Any enquiries concerning this information should be directed to the appropriate department on the Clayton campus.

Calendar Volume Two
Volume two of the Calendar contains the text of the University Act, the statutes of the University, and the regulations made pursuant to the statutes. It also gives details of the scholarships, fellowships and prizes available to students and provides descriptions of the special-purpose centres of the University. It lists in full the names of the University's officers and staff and the principal dates for the year at hand.

Calendar Volume Three
This volume of the Monash University Calendar 1991 contains dates, course, subject and general information pertaining to the Caulfield and Frankston campuses of the University. Prior to July 1990, these campuses formed Chisholm Institute of Technology. Enquiries concerning information contained in volume three should be directed to the appropriate department on the Caulfield or Frankston campus.

Caution
This calendar provides a guide to courses available in 1991. The Calendar cannot hope to cover all of the various options adequately, although it attempts to be as accurate as possible, and students should always check with the relevant faculty officers in planning their courses. The Calendar also includes descriptions of courses which may be altered later or includes courses which may not in fact be offered due to insufficient enrolments or changes in teaching personnel. The fact that details of a course are included in the Calendar can in no way be taken as creating an obligation on the part of the University or faculty to teach it in any given year, or to teach it in the manner described. The University reserves the right to discontinue or vary courses at any time without notice.
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PRINCIPAL DATES

These dates were correct at the time of publication, but students should confirm important dates with their Faculty, the Student Administration Office, or check the Official Noticeboards. These dates are common dates applicable to the Caulfield and Frankston campuses of the University. Please check the entries for specific Faculties for variations to these dates.

### 1991 Principal Dates

#### January
- 2 F University reopens
- 7 M Late re-enrolment day (late fee applies)
- 11 F Closing date for applications to graduate courses and Masters by coursework programs for first semester (except Applied Psychology, Computing, Digital Communications and Robotics)
- 14 M Enrolment of direct offer students begins
- 28 M Australia Day holiday

#### February
- 8 F Enrolment of VTAC entry students (first round) begins
- 11 W Enrolment of VTAC entry students (first round) ends
- 21 W Enrolment of VTAC entry students (second round) begins
- 22 F Last day to apply for non-award courses taught in first semester or over the whole of the academic year
- 25 M Enrolment of VTAC entry students (second round) ends

#### March
- 1 F Late re-enrolment day (late fee applies)
- 4 M First semester commences
- 8 F Enrolment of direct offer students ends
- 15 F Last day for change of subjects taught in the first semester or over the whole academic year. Subjects discontinued after this date will appear on academic records
- 28 Th Last day to discontinue any first semester subject or apply for leave of absence without incurring first semester Higher Education Contribution Scheme liability

#### April
- 1 M Easter M holiday
- 2 Tu Easter T holiday
- 5 F Mid-semester vacation ends
- 17 W Graduation Ceremony (Caulfield)
- 19 F Graduation Ceremonies (Frankston)
- 25 Th Anzac Day holiday

#### May
- 13 M Last day for discontinuing a first semester subject for it to be classified as discontinued. Subjects discontinued after this date will appear as fails on academic records
- 22 W Graduation Ceremony (Caulfield)
- 24 F Graduation Ceremony (Caulfield)

#### June
- 10 M Queen’s Birthday holiday
- 14 F First semester concludes
- 17 M Mid-year examinations begin

#### July
- 5 F Mid-year examinations end
- 12 F Last day for lodging applications to graduate at the October graduation ceremony
- 22 M Second semester commences

#### August
- 2 F Last day for change of subjects taught in the second semester. Subjects discontinued after this date will appear on academic records
- 30 F Last day to discontinue any second semester subject or apply for leave of absence without incurring second semester Higher Education Contribution Scheme liability

#### September
- 23 M Mid-semester vacation begins

#### October
- 4 F Mid-semester vacation ends
- 7 M Last day for discontinuing a subject taught in second semester or over the whole academic year for it to be classified as discontinued. Subjects discontinued after this date will appear as fails on academic records
- 25 F Graduation Ceremony (Caulfield)

#### November
- 8 F Second semester concludes
- 11 M End of year examinations begin
- 29 F End of year examinations end

#### December
- 9 M Re-enrolment of continuing students commences
- 20 F Re-enrolment of continuing students ends
- 24 Tu Last day for discontinuing subjects taught in summer semester

University closes

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Faculty of Professional Studies

Caroline Chisholm School of Nursing

#### January
- 29 Tu Supplementary examinations for second and third year students commence

#### February
- 1 F Supplementary examinations for second and third year students end
- 4 M First semester commences for third year students
- 18 M First semester commences for second year students
- 25 M First semester commences for first year students

#### March
- 8 F Clinical rounds (1) for third year students end
- 11 M Clinical rounds (1) for second year students commence
- 22 F Clinical rounds (1) for second year students end
- 25 M Clinical rounds (1) for first year students commence

#### April
- 5 F Clinical rounds (1) for first year students end
- 8 M Clinical rounds (2) for third year students begin
- 19 F Clinical rounds (2) for third year students end
- 22 M Clinical rounds (2) for second year students commence

#### May
- 3 F Clinical rounds (2) for second year students end
- 6 M Clinical rounds (2) for first year students commence
- 10 F Clinical rounds (2) for first year students end
- 13 M Clinical rounds (3) for third year students commence
- 24 F Clinical rounds (3) for third year students end
School of Art and Design

Department of Industrial Design

April
3 W First semester commences
July
29 M Second semester commences
November
18 M Summer semester commences

Faculty of Education

School of Early Childhood and Primary Education

February
11 M First semester commences

Students enrolled in the School of Early Childhood and Primary Education will be given a School calendar at the beginning of the first semester. Students should check this calendar for details of principal dates, as variation from the University dates occurs.
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Faculty Information

Officers of the Faculty

Dean
Professor P. C. Chandler
Associate Dean
Professor J. O. Miller
Assistant Registrar
Ms J. M. Willmore

School Administrative Officers
Accounting
Ms E. Gall
Banking and Finance
Ms K. Miller
Management
Mr R. Tong
Marketing
Ms C. Goffin

Frankston campus Administrative Officers
Ms E. Layton
Ms S. Karney
Ms J. Murray

Secretary to the Dean
Ms A. Bailey

Heads of Schools
Accounting
Professor J. Ratnarunga
Banking and Finance
Professor D. Wheller
Management
Professor J. O. Miller
Marketing
Professor P. Reed

Syme Faculty Co-ordinator, Frankston campus
Mr M. Cree

Faculty Organisation and Structure

Why the name David Syme?
It is fitting that the Faculty be identified with an entrepreneur of the standing and repute of David Syme. As a businessman and through his community service, David Syme had an immense influence on the development of early Victoria. He fought vigorously for the support of manufacturing industry, the development of agriculture and the introduction of compulsory, free and secular education. As proprietor of 'The Age' newspaper for fifty years he was at the forefront of every campaign for political, social and economic advancement in the colony and State until his death in 1908.

Introducing the Syme Faculty
'Syme Means Business'
The David Syme Faculty of Business is one of Australia's largest centres providing tertiary education for the business professions. It operates on both the Caulfield and Frankston campuses of the university and in 1990 it had approximately 4,200 undergraduate and postgraduate students enrolled in thirty-two courses. An indication of industry and student interest in the Faculty's output is the demand for entry into courses. Each year approximately 11,500 applications are received for entry into the Faculty's undergraduate business degrees.

The Faculty is highly regarded for the applied and relevant nature of its business degrees. It has a history of innovation and flexibility in responding to both business and student needs.

A feature of the Faculty is the consultative processes used at both the student and business levels. Course Advisory Committees comprising senior business practitioners offer advice to the Faculty on particular programs, whilst student forums are regularly conducted within each course to ensure feedback for academic staff.

The Syme Faculty is coordinated by a Dean who operates a decentralised management structure with each of four schools taking responsibility for teaching and research in their areas of expertise.

The schools are:
• the School of Accounting
• the School of Banking and Finance
• the School of Management
• the School of Marketing

The academic operations of the Syme Faculty are governed by the Faculty Board. Membership of the Faculty Board includes the Dean, heads of schools, representatives of the academic staff of each of the four schools plus representatives of other faculties (associated with teaching the Syme Faculty courses), the Library, and the Syme Faculty student population. Except in certain matters on which it has power to act, the Syme Faculty Board makes recommendations to the University's Academic Board or through the Academic Board to the University's Council.
Faculty Board and Academic Board normally meet every six weeks.

The Assistant Registrar (Business), who acts formally for the Registrar in the Syme Faculty, is responsible for the student administrative activities of the Faculty. On the Caulfield campus each School has an administrative office and this is the first contact point for students seeking assistance or advice. In the case of the Frankston campus there is a Faculty administrative office that provides this advice.

On the Caulfield campus the Faculty is located in C Block with administrative and academic staff for the School of Banking and Finance on level three, the School of Accounting on level four and the remaining two schools on level five. At Frankston campus the Syme Faculty is located in D Block.

Courses

The Syme Faculty offers a wide variety of courses at undergraduate and graduate level at the Caulfield and Frankston campuses or by external study. These courses, details of which are given in the following sections, are:

**Undergraduate Degree Courses**
Bachelor of Business (Accounting)
Bachelor of Business (Agribusiness)
Bachelor of Business (Banking and Finance)
Bachelor of Business (Banking and Finance) by Distance Education
Bachelor of Business (Business Administration)
Bachelor of Business (Human Resource Management)
Bachelor of Business (International Trade)
Bachelor of Business (Management)
Bachelor of Business (Manufacturing Management)
Bachelor of Business (Marketing)
Bachelor of Business (Office Administration)
Bachelor of Business (Retail Management) by Distance Education

**Associate Diplomas**
Associate Diploma in Marketing
Associate Diploma in Secretarial Studies (Legal)
Associate Diploma in Secretarial Studies (Medical)

**Undergraduate Combined Degree Courses**
Bachelor of Arts (Social Sciences)/Bachelor of Business (Accounting)
Bachelor of Arts (Social Sciences)/Bachelor of Business (Banking and Finance)
Bachelor of Arts (Social Sciences)/Bachelor of Business (Human Resource Management)
Bachelor of Arts (Social Sciences)/Bachelor of Business (International Trade)
Bachelor of Arts (Social Sciences)/Bachelor of Business (Management)
Bachelor of Arts (Social Sciences)/Bachelor of Business (Marketing)
Bachelor of Business (Accounting)/Bachelor of Computing (Information Systems)
Bachelor of Business/Bachelor of Law

**Graduate Courses**
Graduate Diploma of Business (Accounting)
Graduate Diploma of Business (Agribusiness)
Graduate Diploma of Business (Banking and Finance)
Graduate Diploma of Business (Business Management)
Graduate Diploma of Business (Human Resource Management)
Graduate Diploma of Business (International Business)
Graduate Diploma of Business (Logistics Management)
Graduate Diploma of Business (Manufacturing Management)
Graduate Diploma of Business (Marketing)

**Graduate Diploma of Business (Marketing) – Executive Program**
Graduate Diploma of Business (Taxation)
Master of Business by Research
Master of Business (Banking) by Coursework
Master of Business (Marketing) by Coursework
Doctor of Philosophy

Course Regulations

In addition to the regulations outlined under ‘Regulations’ later in this chapter, the following regulations apply to all Syme Faculty courses.

**Admission and Selection**

Pursuant to Statute 6.1.3 – Admission to Courses, the David Syme Faculty of Business makes the following additional statement regarding entrance requirements into its undergraduate courses. Information regarding specific course admission requirements has been included in the course descriptions below as appropriate.

1. Applicants to the Syme Faculty must satisfactorily complete the Victorian Certificate of Education (VCE) or its equivalent.
2. Candidates with Group 1 VCE (HSC) subjects are likely to receive preference over those with Group 2 VCE (HSC) subjects and the VCE (TOP) when being considered for selection into one of the Bachelor of Business courses.
3. Preference will be given to candidates from 1 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.
4. Candidates applying to transfer from one discipline to another will be selected on the basis of prior academic performance and the availability of places.
5. Applications from intending applicants who do not meet Monash University’s admission requirements will be reviewed by the Faculty’s Admissions Committee.

**Recommended Subjects**

Information on recommended Year 12 subjects and special requirements has been listed in the course descriptions under ‘Outline of Undergraduate Studies’ later in this chapter. Subjects in this category are generally those which provide prospective applicants with an adequate preparation to study the course and without which applicants may experience difficulty with the course. Recommended subjects may be drawn from any of the qualifications approved by Monash University.

**Credit For Work Done Elsewhere**

Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. When applying, prospective candidates must provide full documentary evidence of prior tertiary studies including a copy of academic records and subject synopses from the handbooks of the years in which the subjects were passed to enable credits to be processed by the Faculty’s Credit Transfer Committee. Applicants should obtain from the Faculty School Administration Offices a copy of the application form, Application for Credit Transfer. In addition to the details included in the degree regulations, included under each course entry where relevant, are specific credit/exemption entitlements for various qualifications.

**Enrolment and Re-enrolment**

Further to the Admission to Courses Regulations, subsection twelve, Re-enrolment, of the Calendar Volume Two, the Syme Faculty states that unless students have written permission of the relevant School Administrative Officer or Frankston Campus Administrative Officer to enrol late and have not enrolled or re-enrolled by the published enrolment/re-enrolment date then such students shall be deemed to have forfeited their place in the course and will be recorded as a discontinuing student. Such students must reapply as a new student on the appropriate application forms if they wish to resume studies.
Elective Subjects

The number of electives available in each Bachelor of Business course varies. For the choice of electives see under ‘Choice of Elective Subjects for Bachelor of Business Students’ in the ‘Outline of Undergraduate Studies’ section of this chapter.

The provision of electives allows students to further develop their expertise in the relevant degree discipline, or to develop a second area of business expertise such as accounting, marketing, management or information technology, thus improving job flexibility and career prospects.

Students are strongly advised to discuss their proposed electives with the course leader at the completion of the first year of the Bachelor of Business program.

Intercampus Transfer

An application form Application for Degree Transfer within Monash University is available for students who wish to transfer from one campus to another. The form should be completed and lodged with the relevant Syme Faculty school office.

Students wishing to study, as part of their course, a subject which is not listed as an approved subject under the course entry in the University Calendar, should complete an Application for a Non-standard Subject Enrolment and lodge the form with their school administration office.

Special Consideration

Further to the University’s regulation on special consideration (Examinations Regulations, subsection three), the following shall apply to candidates within the Faculty. The granting of special consideration will be reviewed by the examiner as follows:

1. Special consideration relating to the conditions under which assessment occurs, that is:
   (i) The granting of additional time in which to complete a prescribed assignment;
   (ii) In the case of a physical handicap, allowing additional time in which to complete a written examination;
   (iii) Arranging a later examination by providing an alternative paper on a later date.

2. Special consideration relating to assessment results, that is:
   (i) A supplementary test or examination (either written or oral);
   (ii) Setting an additional piece of work to be completed in order to determine the final result for the subject;

In category 2, examiners will defer decisions on special consideration applications until after the results of normal assessment have been considered. Where a candidate has passed the subject as a result of the normal assessment process, the request for special consideration will not be considered. A candidate shall not be granted a higher grade or mark where the sole reason for so doing is that special consideration is merited.

Academic Progress

Students are generally required to follow the course as structured. Where a subject has not been satisfactorily passed, students are required to repeat that subject, if offered, the following semester.

Further to the University’s regulation on Supplementary and Special Examinations, subsection four of the Examinations Regulations, the relevant head of school, based on the recommendation of the relevant course leader, may prescribe a special assessment where the candidate:

1. Has taken a final subject as part of a degree;
2. Has successfully completed the remainder of the course of study;
3. Was assessed as having failed the subject not more than ten business days before making application under this sub-section; and
4. Has lodged a written application addressed to the relevant head of school specifying the special circumstances upon which application is made and including such evidence in support of the application as the applicant thinks fit. The relevant head of school may permit the student to undergo such further assessment in the subject as the course leader specifies and be reassessed on the basis of that further assessment.

A candidate whose academic progress has been reviewed by the Un satisfactory Progress Committee of the faculty and who has been permitted by the Committee to re-enrol, may re-enrol on such conditions for such subjects as the Faculty Board may prescribe after taking into account any recommendations made by the Committee in relation to such candidate.

Unsatisfactory Academic Performance

The academic performance of the student is deemed to be unsatisfactory if:

1. the student fails for the second time to pass a subject;
2. the student fails, in the two most recent semesters during which the student was enrolled, to pass subjects amounting to one half or more of the student’s workload;
3. the student fails to comply with any condition imposed upon the enrolment or re-enrolment.

Any student falling into one or more of the above categories will be liable for exclusion or review by the Syme Faculty’s Unsatisfactory Progress Committee. The rules relating to Statute 6.2 – Exclusion for Unsatisfactory Academic Performance shall apply.

Diploma to Degree Conversion

Persons holding a Diploma of Business from a former Australian college may apply to upgrade their qualifications to that of a degree. The course that is prescribed would be determined by the relevant Course Leader and would depend upon the subjects completed in the diploma. Candidates for the conversion course would qualify for the degree after approximately one year of full-time study or its equivalent on a part-time basis. A conversion course is available in the following specialisations: Bachelor of Business (Accounting), course code XA1; Bachelor of Business (Banking and Finance), course code XN1; Bachelor of Business (Management), course code XK1; Bachelor of Business (Marketing), course code XM1.

Advice To Students

Throughout their University course, students are expected, on any matters of difficulty in their studies or the selection of subjects, to seek the advice of the tutors and lecturers whose classes they attend, the course leader and, if necessary, of the head of the school concerned. In addition, the Assistant Registrar and school and Frankston campus administrative officers may be consulted by any student on changes of course, or any other matters relevant to the student’s progress during the course. Students may be referred to one or other of the student services such as counselling, health or housing. Many students get into unnecessary difficulties through failing to make use of advice which is available to them or by waiting until too late in the year to consult an adviser.

Subject Outlines

Subject outlines are included in this volume. Some subject outlines for combined courses are listed under the entries for the Faculty of Professional Studies for the Bachelor of Arts (Social Sciences)/Bachelor of Business degrees, and the entries for the Faculty of Computing and Information Technology for the Bachelor of Business/Accounting/Bachelor of Computing/Information Systems.

Students should note that not all subjects are offered each semester.
Specialist Centres

In addition to the four schools, the Syme Faculty has five centres. These centres are self-funding and are mainly focused on entrepreneurial activities, training programs and more recently, research.

**Syme Centre for Accounting Research and Training**

The Syme Centre for Accounting Research and Training was established in 1990 as part of the School of Accounting. It is seen as an important initiative for the Faculty.

Key purposes of the Centre are to undertake accounting related research of both a technical and practical nature, and to address the continuing educational requirements of the profession.

The Centre draws on the collective expertise of the Syme School of Accounting, and other Syme Business Schools where appropriate, to design and deliver a range of short courses, workshops or seminars. Additionally the Centre provides a range of consulting services to a diversity of organisations in both the public and private sectors. Special attention is being given to small and medium size businesses.

It is proposed that the Centre will publish a regular journal outlining the findings of research projects and address other matters of professional interest.

To facilitate research and the dissemination of knowledge the Centre is involved in an overseas fellow program under which it brings world renowned academics to Australia and makes their expertise available to relevant groups. Similarly it sponsors visits by a number of local and interstate academics.

**Centre for Competitive Advantage**

Director: Mr G. Alford
Advisory Board: Mr B. Nunn (Chairman), Professor P. Chandler, Mr D. Ehnmke, Professor P. Reed, Dr G. Sklovsky, Professor G. Vaughan, Mr H. Wragg.

The Centre for Competitive Advantage provides insight on how information and information technology can be utilised for competitive advantage. The Centre's role is currently being expanded to address other broader concepts, tools and techniques that can be used to obtain competitive advantage.

Short courses in Decision Making (Marketing Models) are currently the mainstay of the Centre.

**Syme Centre for Enterprise Development**

Executive Director: Dr D. Kiellern
Administrator: Ms M. Boyes
Assistant Administrator: Ms L. Winter

Members of the Advisory Board: Dr C. Coogan (Chairman), Professor P. Chandler, Mr R. de Lautour, Ms B. Galloway, Professor J. Miller, Mr D. Moody, Professor G. Vaughan

The Syme Centre for Enterprise Development was established by the David Syme Business School at Chisholm Institute of Technology in July 1984. It is now a Centre of the David Syme Faculty of Business.

The Centre was established to encourage people in Australia and in neighbouring nations to understand that entrepreneurial activity is vital to economic development; and to provide corporate advice on how individuals and organisations could become more entrepreneurial. The aims of the Centre were initially financially supported by the Federal Department of Science and Technology and the Victorian State Department of Industry, Commerce and Technology. Since 1987 the Centre has achieved self-funding status.

The mission of the Centre is to create an Australian culture of enterprise and entrepreneurship.

The major objectives of the Centre are:

1. To foster, encourage and develop positive, opportunity-oriented, entrepreneurial attitudes and activities in the community, by promoting the awareness of the importance of entrepreneurship to the economic development of Victoria, Australia, and neighbouring nations.
2. To contribute to innovation development, launch new ventures and enhance existing ventures by increasing the level of entrepreneurial skills and activities.
3. To conduct research into the process of enterprise creation and development.
4. To disseminate information about successes resulting from the adoption of an entrepreneurial disposition.
5. To maintain financial self-sufficiency.

The unswerving enthusiasm for entrepreneurship education, training and consultancy is the essence of the Centre for Enterprise Development. More than 4000 individuals have been directly assisted through the Centre's programs, and more than 1000 existing businesses and companies provided with advice on a fee for service basis.

The Centre initiated the development of the National Graduate Enterprise Program, a program specifically designed to encourage graduates to launch businesses. The Centre has also made a major contribution to the New Enterprise Incentive Scheme.

A business 'incubator', currently comprising six companies in a start-up mode, operates within the Centre complex. Consultants are hired from the Monash academic environment and from the business community as required.

The Centre for Enterprise Development intends to maintain its burgeoning commitment to stimulating the Australian economy through its delivery of enlightened education and training programs, consultancies, research, publishing and support of the business 'incubation' process.

**David Syme International Business Centre**

Executive Director: Mr W. Yeadon
Advisory Board: Mr J. Byrne, Mr J. Connors, Mr A. Grummet, Dr L. Ward, Ms S. Coffey, Professor G. Vaughan, Professor P. Chandler, Professor P. Reed.

This Centre was established in 1996 by the David Syme Faculty of Business, to pioneer the development of export marketing training programs for the business community and to establish a higher level of international business awareness in the community. Whilst these courses have continued, the role of the Centre in the training and education area has expanded considerably.

In addition the Centre also offers specialised consulting services, primarily in the areas of technology transfer, licensing and joint venture initiatives. An extensive market research capability has been established within the Centre offering both primary and desk market research.

The Centre also contributes to post graduate teaching within the Syme Faculty.

**Australian Centre for Retail Studies**

Executive Director: Mr M. Collins
Senior Consultant, Mr M. Headberry
Retail Advisory Board: Mr B. Beattie (Target Australia), Mr P. Bennell (Brash Holdings Ltd), Mr R. Bourke (Venture Stores Ltd), Mr D. Bray (Coles Myer Ltd), Mr R. Burton (Composite Buyers), Mr A. Edgar (Fletcher Jones and Staff), Mr D. Fraser (Retail Management Consultant), Mr D. Frazer (Retail Traders' Association), Mr T. Herd (Safeway), Mr C. Kimberley (Just Jeans), Mr P. Morgan (In-jean-ious), Ms M. Paidoussis (Portmans), Mr P. Preston (Sussan Corporation), Professor P. Reed, Mr R. Stucki (Coles Myer Ltd), Mr R. Torrance (David Jones Ltd), Mr R. Turner (Billy Guyatt Ltd), Mr B. Williams (Kinney Shoes (Australia) Ltd).

The Centre was officially opened on 14 February 1990 by Mr Brian Quinn AO, Chairman and Chief Executive of Coles Myer Ltd. Its purpose is to be a national provider of management education, training, development and research specifically tailored to meet the needs of the retail industry.

It is substantially funded by the industry and is situated on the Caulfield campus. The Centre's major activities include the provision of a wide range of management development and retail courses offered both publicly and in-house. It also undertakes research studies and is responsible for undergraduate retail courses, including the Bachelor of Business (Retail Management) by distance education.

Its staff comprise a senior consultant, a consultant and research assistants. The Centre also has close links with the industry through the contributions of retail executives including Executive-in-Residence, Mr D. Fraser, and annually appointed Visiting Retail Executives.
Part 1 – Introductory

1. The Degree
There shall be:
1.1 a degree of Bachelor of Business (BBus) in each of the disciplines listed in Part 2.
1.2 a degree of Master of Business (MBus) in each of the disciplines listed in Part 4.

2. The Graduate Diploma
There shall be:
2.1 a Graduate Diploma of Business (GradDipBus) in each of the disciplines listed in Part 3.

3. Definitions
In these regulations and in the outline of subjects the following definitions apply:
3.1 'bridging subject' is a subject undertaken as an alternative to a specified prerequisite;
3.2 'course leader' means the academic staff member assigned responsibility for the degree course;
3.3 'course' for the purposes of this regulation refers to an amalgamation of common core subjects together with one of the discipline sequences plus elective subjects modules and strands where specified;
3.4 'dean' means the dean of the David Syme Faculty of Business;
3.5 'degree' means the degree of Bachelor of Business or the degree of Master of Business whichever is applicable;
3.6 'discipline' means the sequence of subjects which differentiate the individual degree courses;
3.7 'elective' is a subject which comprises part of the structure in each of the Bachelor of Business degree courses which allows candidates to further develop their expertise in the relevant degree or to develop a second discipline;
3.8 'Faculty' means the David Syme Faculty of Business;
3.9 'Faculty Board' means the Faculty Board of the David Syme Faculty of Business;
3.10 'graduate diploma' means the Graduate Diploma of Business;
3.11 'module' means a subject which is offered in compressed form over five full day sessions in a semester;
3.12 'part-time candidate' is a candidate who undertakes fifty percent or less of the normal full-time subject load, in any one semester;
3.13 'prerequisite' means a designated subject that must be completed before a candidate is permitted to enrol for any given subject;
3.14 'school' means one of the four schools within the Faculty, namely: Accounting, Banking and Finance, Management, Marketing;
3.15 'strand' means a specified group of subjects closely related in content and which are linked by a common core of subjects;
3.16 'subject' means a prescribed amount of work extending over not more than one semester.

4. Credit for Work Done Elsewhere
4.1 The degree course:
4.1.1 The Faculty Board may exempt a candidate with or without credit, from a subject or subjects within the degree;
4.1.2 Where exemption is granted with credit, the candidate is deemed to have passed the subject or to have satisfactorily met the requirements;
4.1.3 Where exemption is granted without credit, the candidate must undertake some other subject in place of the subject for which the exemption was granted;
4.1.4 Credit will normally only apply for studies undertaken at tertiary level or in specific Technical and Further Education (TAFE) courses;
4.1.5 In all cases, at least eight equivalent semester subjects must be completed within the Faculty before a candidate is eligible for the degree. Candidates in the BBus(MfgMgt) are required to complete at least twelve equivalent semester subjects to be eligible for the award;
4.1.6 Various credits within the degree courses have been standardised by the Faculty. These are detailed in Schedule A and in the outline of subjects;
4.1.7 Specific subjects may be required to be completed in the Bachelor of Business degree course.
4.2 The Graduate Diploma:
4.2.1 Credit for completed subjects similar in content to the Graduate Diploma level may be granted in those disciplines where provisions for credit of work is specified in Schedule B and in the outline of subjects.

5. Time Limits
5.1 The Degree Course
5.1.1 A candidate for the degree shall undertake subjects qualifying for graduation, for at least three academic years (except where subsection 4 applies) and complete the subjects in accordance with the conditions prescribed in these regulations and Schedule A.
5.2 The Graduate Diploma
5.2.1 The time limits for each discipline in the Graduate Diploma of Business is specified in Schedule B.

6. Completion of a subject

6.1 To complete a subject a candidate shall, to the satisfaction of the head of the school concerned, attend such lectures, classes and tutorial classes and laboratory work, if any, complete such exercises and assignments and pass the examinations of the subject as may be prescribed.

6.2 Retail Management Requirements

Candidates in the Bachelor of Business (Retail Management) will be required to do the basic study supplied by workbooks and complete a range of projects and such examinations as are to be prescribed.

7. Prescribed Codes of Assessment

Candidates will be assessed in all subjects in accordance with the following codes:

HD High Distinction with marks in the 85–100 per cent range
D Distinction, with marks in the 75–84 per cent range
C Credit with marks in the 65–74 per cent range
P Pass, with marks in the 50–64 per cent range, used for third year subjects only
P1 Pass, as defined in Regulation 10, with marks of 50 per cent or more. Used for first and second year subjects only.
P2 Pass, with marks in the range 45–49. Used for first and second year subjects only. This pass counts for the purpose of the academic record of the student, but the result does not normally entitle the student to proceed to higher levels of study in the same subject.

8. Effect of Changes in Regulations

A candidate shall comply with these regulations as from time to time amended or remade, provided that where the Faculty Board is of the opinion that any candidate has been adversely affected by a change in the regulations since he or she first enrolled as a candidate, the Faculty Board may permit him or her to qualify for the degree or graduate diploma under those regulations previously in force during his or her candidature.

9. Associate Diploma in Marketing, Associate Diploma in Secretarial Studies (Legal) and Associate Diploma in Secretarial Studies (Medical)

Regulations and course content of the above associate diploma courses which are being phased out, are included in the Faculty Information section of this volume of the calendar.

10. Combined Degrees

10.1 Bachelor of Arts (Social Sciences)/Bachelor of Business

10.1.1 It is possible to enrol for the degree of Bachelor of Arts (Social Sciences) and the degree of Bachelor of Business concurrently in the following disciplines and qualify for the two degrees after completing four years of full-time work:

Bachelor of Arts (Social Sciences)/Bachelor of Business (Accounting) – BA(SocSci)/BBus(Acc)
Bachelor of Arts (Social Sciences)/Bachelor of Business (Banking and Finance) – BA(SocSci)/BBus(Bkg&Fin)
Bachelor of Arts/Bachelor of Business (Business Administration) – BA(SocSci)/BBus(BusAdmin)
Bachelor of Arts/Bachelor of Business (Human Resource Management) – BA(SocSci)/BBus(HRM)
Bachelor of Arts/Bachelor of Business (International Trade) – BA(SocSci)/BBus(IntTrade)
Bachelor of Arts/Bachelor of Business (Management) – BA(SocSci)/BBus(Mgt)
Bachelor of Arts/Bachelor of Business (Marketing) – BA(SocSci)/BBus(Mktg)
Bachelor of Arts/Bachelor of Business (Office Administration) – BA(SocSci)/BBus(OffAdmin)
Bachelor of Arts/Bachelor of Business (Retail Management) – BA(SocSci)/BBus(RetMgt)

10.1.2 Teaching of these programs is undertaken by both the David Syme Faculty of Business and the Faculty of Professional Studies with administrative responsibility being held by the Faculty of Professional Studies.

10.1.3 Candidates in the above combined degree programs are bound by the Regulations of both the Bachelor of Arts (Social Sciences) offered by the Faculty of Professional Studies, and the individual specialisation of the Bachelor of Business, as listed in Parts 1 and 2 herein.

10.2 Bachelor of Business (Accounting)/Bachelor of Computing (Information Systems) BBus(Acc)/BComp(InfoSys)

10.2.1 It is possible to enrol for the degree of Bachelor of Business (Accounting)/Bachelor of Computing (Information Systems) and qualify for the two degrees after completing four years of full-time work.

10.2.2 Teaching of these programs is undertaken by both the David Syme Faculty of Business and the Faculty of Computing and Information Technology with administrative responsibility being held by the David Syme Faculty of Business.

10.2.3 Candidates in the above combined degree program are bound by the Regulations of both the Bachelor of Business (Accounting) and the Bachelor of Computing (Information Systems).

10.2.4 The combined degree course content is set out in Schedule A. Additional details are included in Faculty Information.

11. Degree of Doctor of Philosophy

The Degree of Doctor of Philosophy will be a business oriented research program available on a full-time or part-time basis.

For regulations regarding a degree of Doctor of Philosophy, within the David Syme Faculty of Business, intending candidates should refer to the general entry on Doctor of Philosophy pertaining to all faculties.

Part 2 – The Degree

There shall be:

12.1 A degree of Bachelor of Business with fully accredited disciplines which constitute separate degree courses.

12.2 The degree courses for the Bachelor of Business shall be:

- Bachelor of Business (Accounting) – BBus(Acc)
- Bachelor of Business (Agribusiness) – BBus(Agribus)
- Bachelor of Business (Banking and Finance) – BBus(Bkg&Fin)
- Bachelor of Business (Business Administration) – BBus(BusAdmin)
- Bachelor of Business (Human Resource Management) – BBus(HRM)
- Bachelor of Business (International Trade) – BBus(IntTrade)
- Bachelor of Business (Management) – BBus(Mgt)
- Bachelor of Business (Manufacturing Management) – BBus(MfgMgt)
- Bachelor of Business (Marketing) – BBus(Mktg)
- Bachelor of Business (Office Administration) – BBus(OffAdmin)
- Bachelor of Business (Retail Management) – BBus(RetMgt)

13. Completion of Subjects

13.1 Except with the permission of the Faculty Board, all candidates shall complete all subjects studied on:

13.1.1 either a full time basis within a period of six years, from the date of admission to candidature, or
13.1.2 a part-time basis within a period which does not exceed ten years from the date of admission to candidature. Candidates studying part-time may be required to attend lectures, classes, tutorial classes and laboratory sessions, if any, in the evening or during the day.

13.2 The Bachelor of Business (Retail Management) shall be completed within nine years from the date of admission to candidature.

14. Transfer of Disciplines

14.1 Candidates enrolled in the degree course may seek to move from one discipline to another.

14.2 Candidates wishing to transfer from one discipline to another will need to follow the procedures established for new candidates.

14.3 Approval to transfer will depend on prior academic performance and the availability of places.

15. Leave of Absence

15.1 A candidate may apply to the relevant course leader for leave of absence from the course in which he or she is enrolled, provided that the period granted does not exceed one academic
year, being two semesters for a full-time candidate and four semesters for a part-time candidate.
15.2 Candidates for the degree of Bachelor of Business (Retail Management) shall, to the satisfaction of the head of the school concerned, complete the basic study supplied by workbooks, complete a range of projects and be required to pass such examinations as may be prescribed.
15.3 Authority to approve or reject an application for leave of absence rests with the course leader representing the Faculty Board.
15.4 An application for leave of absence in excess of the prescribed one academic year shall be made to the Faculty Board.
15.5 Extensions of leave of absence will only be made in exceptional circumstances.

16. Summer Semester
16.1 A selection of subjects will be offered in each summer semester.
16.2 Candidates must make special application to the Faculty to enrol in any summer semester subject.
16.3 All prerequisite subjects must be met as in a regular semester.
16.4 Candidates whose subject results are not available by the date of summer semester enrolment, may be permitted to enrol on a provisional basis on the understanding that they may be forced to withdraw if their subject results make them ineligible for enrolment in a particular subject.
16.5 Candidates will be permitted to enrol in a maximum of two summer semester subjects.
16.6 The normal regulations in respect of gradings and exclusions will apply.

17. Restrictions on Subjects from other Faculties
A candidate for the degree may include subjects available in other faculties, following approval from the relevant course leader.

18. Undertaking Subjects from Other Institutions
Candidates may apply to the Faculty Board, through their course leader, for approval to undertake study at another educational institution, for credit towards the degree.

19. Single Subjects Not for Degree
19.1 A person who is not a candidate for the degree and who may not satisfy normal admission requirements, may be permitted by the Faculty Board to enrol in individual subjects within the degree upon payment of the appropriate fee.
19.2 Where a person has been permitted to enrol for and has completed such subjects and that person is subsequently admitted to candidacy, that person shall be entitled to apply for credit or exemption for such subjects in accordance with subsection 4 of these regulations.

20. Contact Hours
20.1 A full-time candidate is expected to undertake four subjects per semester and is required to attend lectures and tutorials for approximately sixteen hours per week.
20.2 A part-time candidate is expected to undertake two subjects per semester involving approximately eight hours per week.
20.3 A candidate undertaking the Bachelor of Business (Agribusiness) is required to attend for approximately nineteen contact hours whilst studying subjects at the Dookie Campus of the Victorian College of Agriculture and Horticulture.
20.4 In the Bachelor of Business (Manufacturing Management) a candidate is required to work at least eight hours per week for fourteen weeks in an approved manufacturing organisation in semester one of year three.
20.5 A full-time candidate in the Bachelor of Business (International Trade) is expected to undertake four subjects per semester and is required to attend classes for approximately eighteen hours per week. A part-time candidate in the Bachelor of Business (International Trade) is expected to undertake two subjects per semester and is required to attend classes for approximately nine hours per week.

21. Course Restrictions and Requirements
The Faculty Board may prescribe:
21.1 the prerequisites which may be prescribed for a subject to be completed for the degree;
21.2 the restrictions which may be imposed on subject combinations to be taken by a candidate;
21.3 the order in which subjects to be completed for the degree shall be taken;
21.4 the requirements as to the number of subjects that full-time and part-time candidates may be required to take in a particular year;
21.5 which compulsory subjects shall be taken before or at the same time as optional subjects;
21.6 details as to courses including combined courses and other studies.
21.7 The Faculty Board may from time to time review course structures and revise content to ensure subject matter remains up to date with current business practices.

Schedule A

Course Structures
The Faculty Board has approved the revision of each of the following degree course structures for implementation in 1991. Changes to course structures shall be advised to candidates for enrolment or re-enrolment purposes when the revision process is completed.
A candidate, for the degree, in any of the disciplines, shall complete the prescribed subjects as listed in the following course structures.

Schedule A Part 1

Bachelor of Business (Accounting) – BBus(Acc)

Requirements
In order to qualify for the award of the BBus(Acc), candidates must normally complete the equivalent of twenty-four four-hour weekly contact subjects.
Candidates enrolled before 1988 will undertake the equivalent to the course set out in the Handbook for the year in which they first enrolled, unless advised to the contrary, Where there has been a break in study other than by leave of absence, the candidates will undertake the equivalent to the course set out in the Handbook/Calendar for the year in which study is resumed.

Course Content

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>Year 1, semester 1</td>
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<tr>
<td>ACC103 Accounting and Financial Decision</td>
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<td>ACC104 Accounting Systems and Procedures</td>
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<td>COT172 Date Processing</td>
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<td>FIN171 Macroeconomics</td>
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<tr>
<td>ADM130 Introduction to Management</td>
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<td>ACC105 Accounting Information Systems</td>
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<td>MKT112 Marketing Theory and Practice</td>
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<td>FIN217 Business Statistics and Forecasting</td>
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<td>ACC242 Productive Systems and Accounting</td>
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<td>ACC205 Financial Modelling</td>
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<tr>
<td>ACC243 Management Accounting</td>
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<td>ACC363 Auditing</td>
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<td>ACC352 Advanced Management Accounting</td>
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<td>ACC349 Financial Accounting Issues</td>
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Schedule A Part 2
Bachelor of Business (Agribusiness) – BBus(Agribusiness)

Requirements
The BBus(Agribusiness) is a seven semester full-time program combining four semesters of business studies at the university's Frankston Campus with three semesters of agricultural sciences and technology subjects at the Dookie Campus of the Victorian College of Agriculture and Horticulture.

In order to qualify for the BBus(Agribusiness), candidates must normally complete twenty-eight subjects comprising a total of 1852 contact hours.

Course Content

<table>
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<tr>
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<tr>
<td>ADM130 Introduction to Management</td>
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<td>ACC103 Accounting and Financial Decision Making</td>
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<td>MKT123 Introduction to Agribusiness</td>
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<td>MKT229 Farm Management Economics</td>
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<td>MKT230 Government and Agribusiness</td>
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<td>MKT322 Animal Management</td>
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<td>MKT325 Plant Management</td>
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<td>MKT326 Agricultural Process Engineering</td>
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<td>MKT326 Agribusiness Marketing Management</td>
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<td>MKT376 International Agribusiness</td>
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<td>ADM269 Management of Organisational Performance</td>
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<td>MKT220 Marketing Planning and Control</td>
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<td>MKT396 Commodity Trading Management</td>
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<td>MKT321 Agribusiness Strategy</td>
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<td>MKT901 Elective</td>
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*Location: F = Frankston, D = Dookie.

Schedule A Part 3
Bachelor of Business (Banking and Finance) – BBus(Bkg&Fin)

Requirements
In order to qualify for the award of BBus(Bkg&Fin), a candidate must normally complete the equivalent of twenty-four four-hour weekly contact subjects.

Course Content

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>Year 1, semester 1</td>
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<tr>
<td>DEM130 Introduction to Management</td>
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COT172 Data Processing | 4 |
MKT112 Marketing Theory and Practice | 4 |
FIN240 Commercial Banking and Finance | 4 |
FIN217 Business Statistics and Forecasting | 4 |
FIN260 Banking Practice | 4 |
FIN115 Law of Business Organisations | 4 |
Year 2, semester 1 | |
FIN220 Law of Lending | 4 |
ACC250 Company Accounting | 4 |
FIN271 Microeconomics | 4 |
FIN901 Elective | 4 |
Year 3, semester 1 | |
FIN233 Monetary Theory and Policy | 4 |
FIN363 Investments and Portfolio Management | 4 |
FIN393 Taxation Law | 4 |
FIN902 Elective | 4 |
Year 3, semester 2 | |
FIN365 Treasury Management | 4 |
FIN333 International Banking and Finance | 4 |
ADM323 Strategic Planning for Financial Institutions | 4 |
FIN903 Elective | 4 |

Schedule A Part 4
Bachelor of Business (Banking and Finance) – by distance education – BBus(Bkg&Fin)

Requirements
This six-year part-time course by distance education is offered by the David Syme Faculty of Business in cooperation with the Monash Gippsland Distance Education Centre.

In order to qualify for the award of the BBus(Bkg&Fin) by distance education, candidates must normally complete the equivalent of twenty-four semester subjects.

Course Content

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<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
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<td>DEM130 Introduction to Management</td>
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<td>DEA103 Accounting and Financial Decision Making</td>
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<td>DEC172 Data Processing</td>
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<td>DEB171 Macroeconomics</td>
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<td>DEB164 Business Mathematics and Statistics</td>
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<td>DEB280 Law of Lending</td>
<td></td>
</tr>
<tr>
<td>Year 4, semester 2</td>
<td></td>
</tr>
<tr>
<td>DEM220 Organisational Behaviour*</td>
<td></td>
</tr>
<tr>
<td>DEB901 Elective</td>
<td></td>
</tr>
<tr>
<td>Year 5, semester 1</td>
<td></td>
</tr>
<tr>
<td>DEB233 Monetary Theory &amp; Policy</td>
<td></td>
</tr>
<tr>
<td>DEB363 Investments &amp; Portfolio Management</td>
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</tr>
<tr>
<td>Year 5, semester 2</td>
<td></td>
</tr>
<tr>
<td>DEB393 Taxation Law</td>
<td></td>
</tr>
<tr>
<td>DEB902 Elective</td>
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</tr>
<tr>
<td>Year 6, semester 1</td>
<td></td>
</tr>
<tr>
<td>DEB365 Treasury Management</td>
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<tr>
<td>DEB353 International Banking &amp; Finance</td>
<td></td>
</tr>
<tr>
<td>Year 6, semester 2</td>
<td></td>
</tr>
<tr>
<td>DEM323 Strategic Planning for Financial Institutions</td>
<td></td>
</tr>
<tr>
<td>DEB903 Elective</td>
<td></td>
</tr>
</tbody>
</table>

* Subject to final approval by the David Syme Faculty of Business Faculty Board.
Schedule A Part 5
Bachelor of Business (Business Administration) – BBus(BusAdmin)

Requirements
In order to qualify for the BBus(BusAdmin), candidates must normally complete twenty-four-hour weekly subjects. Subject sequences studied in years two and three of the course will be individually planned and approved by the course leader. Intake into this degree ceased after 1989.

Course Content
Subject                      Hours per week
Year 1, semester 1            
ADM130 Introduction to Management 4  
ACC103 Accounting & Financial Decision Making 4  
FIN171 Macroeconomics 4  
MKT112 Marketing Theory & Practice 4

Year 1, semester 2            
FIN122 Business Law 4  
COT172 Data Processing 4  
FIN164 Business Mathematics and Statistics 4  
FIN130 Money and Capital Markets 4

Year 2, semester 1            
ADM266 Human Resource Management 4  
MKT210 Operations Process 4  
FIN271 Microeconomics 4  
ADM901 Elective 4

Year 2, semester 2            
ACC205 Financial Modelling 4  
ADM282 Human Resource Management Information Systems 4  
MKT220 Marketing Planning & Control 4

Year 3, semester 1            
ADM336 HRM Appraisal & Development 4  
ACC203 Financial Controllship 4  
ADM903 Elective 4  
ADM904 Elective 4

Year 3, semester 2            
ADM390 Entrepreneurship 4  
ADM334 Labour Relations 4  
ADM905 Elective 4  
ADM906 Elective 4

Schedule A Part 6
Bachelor of Business (Human Resource Management) – BBus(HRM)

Requirements
In order to qualify for the BBus(HRM), candidates must normally complete twenty-four-hour weekly subjects. Candidates are strongly advised to discuss their proposed choice of elective subjects in years two and three with the course leader at the end of year one.

Course Content
Subject                      Hours per week
Year 1, semester 1            
ADM130 Introduction to Management 4  
ACC103 Accounting & Financial Decision Making 4

Year 1, semester 2            
FIN122 Business Law 4  
COT172 Data Processing 4  
FIN164 Business Mathematics and Statistics 4  
ADM123 Business Communications 4

Year 2, semester 1            
ADM266 Human Resource Management 4  
ADM269 Management of Organisational Behaviour 4  
FIN271 Microeconomics 4  
ADM901 Elective 4

Year 2, semester 2            
ADM234 Employee Relations 4  
ACC203 Financial Controllship 4  
FIN299 Law and Managerial Responsibility 4  
ADM902 Elective 4

Year 3, semester 1            
ADM282 Human Resource Management Information Systems 4  
ADM346 Performance Management Systems 4  
ADM308 Research Project, Part 1 4

Year 3, semester 2            
ADM388 Current Issues in Human Resource Management 4  
ADM344 Human Resource Management Strategy & Planning 4  
ADM309 Research Project, Part 2 4

Year 4, semester 2            
ADM904 Elective 4

Schedule A Part 7
Bachelor of Business (International Trade) – BBus(IntTrade)

Requirements
In order to qualify for the BBus(IntTrade), candidates must normally complete the equivalent of eighteen four-hour and six six-hour weekly contact subjects.
The six elective subjects must be taken as a sequence of study in one of the foreign business language programs offered by the School of Banking and Finance. These currently comprise Business Chinese (Mandarin) and Business Japanese and assume no prior knowledge of the language.

Course Content
Subject                      Hours per week
Year 1, semester 1            
FIN302 Business Chinese 1, or FIN306 Business Japanese 1 6  
FIN171 Macroeconomics 4  
MKT112 Marketing Theory & Practice 4  
ACC103 Accounting and Financial Decision Making, or 4  
ACC104 Accounting Systems and Procedures 4

Year 1, semester 2            
FIN303 Business Chinese 2, or FIN307 Business Japanese 2 6  
FIN271 Microeconomics 4  
FIN130 Money and Capital Markets 4  
FIN164 Business Mathematics and Statistics 4

Year 2, semester 1            
FIN321 Business Chinese 3, or FIN325 Business Japanese 3 6  
ADM130 Introduction to Management 4  
FIN273 The International Economy 4  
COT172 Data Processing 4

Year 2, semester 2            
FIN322 Business Chinese 4, or FIN326 Business Japanese 4 6  
FIN217 Business Statistics and Forecasting 4  
FIN111 Contract Law 4  
FIN240 Commercial Banking and Finance 4

Year 3, semester 1            
FIN323 Business Chinese 5, or FIN327 Business Japanese 5 6  
FIN233 Monetary Theory and Policy 4  
FIN329 Multinational Trade and Industry 4  
FIN320 International Law 4

Year 3, semester 2            
FIN324 Business Chinese 6, or FIN328 Business Japanese 6 6  
FIN333 International Banking and Finance 4  
MKT353 International Marketing 4  
FIN330 Case Studies in International Trade 4
Schedule A Part 8
Bachelor of Business (Management) – BBus(Mgt)

Requirements
In order to qualify for the BBus(Mgt), candidates must normally complete the equivalent of twenty-four four-hour weekly contact subjects. Candidates should discuss their proposed choices of elective subjects with the course leader at the end of year one as certain combinations of electives may be necessary to satisfy prerequisites and meet particular industry or professional requirements.

Course Content

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM130 Introduction to Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT112 Marketing Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>FIN171 Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>FIN164 Business Mathematics and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Year 3, semester 2</td>
<td></td>
</tr>
<tr>
<td>ADM123 Business Communications</td>
<td>4</td>
</tr>
<tr>
<td>COT172 Data Processing</td>
<td>4</td>
</tr>
<tr>
<td>ACC103 Accounting and Financial Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>FIN122 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>Year 2, semester 1</td>
<td></td>
</tr>
<tr>
<td>ADM269 Management of Organisational Performance</td>
<td>4</td>
</tr>
<tr>
<td>ACC203 Financial Controllership</td>
<td>4</td>
</tr>
<tr>
<td>ADM266 Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>ADM901 Elective</td>
<td>4</td>
</tr>
<tr>
<td>Year 2, semester 2</td>
<td></td>
</tr>
<tr>
<td>FIN271 Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ADM262 Organisational Change</td>
<td>4</td>
</tr>
<tr>
<td>or ADM263 Management Projects</td>
<td>4</td>
</tr>
<tr>
<td>ADM902 Elective</td>
<td>4</td>
</tr>
<tr>
<td>ADM903 Elective</td>
<td>4</td>
</tr>
<tr>
<td>Year 3, semester 1</td>
<td></td>
</tr>
<tr>
<td>ADM337 Managing the Environment</td>
<td>4</td>
</tr>
<tr>
<td>ADM334 Labour Relations</td>
<td>4</td>
</tr>
<tr>
<td>ADM904 Elective</td>
<td>4</td>
</tr>
<tr>
<td>ADM905 Elective</td>
<td>4</td>
</tr>
<tr>
<td>Year 3, semester 2</td>
<td></td>
</tr>
<tr>
<td>ADM340 Strategic Management</td>
<td>4</td>
</tr>
<tr>
<td>ADM906 Elective</td>
<td>4</td>
</tr>
<tr>
<td>ADM907 Elective</td>
<td>4</td>
</tr>
<tr>
<td>ADM908 Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: Minor changes likely to be introduced in 1991 will increase the number of specialised management subjects and decrease the number of electives.

Schedule A Part 9
Bachelor of Business (Manufacturing Management) – BBus(MfgMgt)

Requirements
In order to qualify for the BBus(MfgMgt), candidates must normally complete the equivalent of twenty-four four-hour weekly subjects. In semester one of year three candidates are required to work at least eight hours per week for fourteen weeks in an approved manufacturing organisation to meet the requirements for the Industry Placement Project (ADM385).

Course Content

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1, semester 1</td>
<td></td>
</tr>
<tr>
<td>ADM130 Introduction to Management</td>
<td>4</td>
</tr>
<tr>
<td>FIN164 Business Mathematics and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>COT172 Data Processing</td>
<td>4</td>
</tr>
<tr>
<td>ADM151 Quality Management</td>
<td>4</td>
</tr>
<tr>
<td>Year 1, semester 2</td>
<td></td>
</tr>
<tr>
<td>ACC103 Accounting &amp; Financial Decision Making</td>
<td>4</td>
</tr>
</tbody>
</table>

FIN171 Macroeconomics          | 4              |
FIN122 Business Law             | 4              |
ADM150 Operations & Manufacturing Management | 4 |

Year 2, semester 1

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT112 Marketing Theory &amp; Practice</td>
<td>4</td>
</tr>
<tr>
<td>ADM269 Management of Organisational Performance</td>
<td>4</td>
</tr>
<tr>
<td>ACC232 Manufacturing Financial Control</td>
<td>4</td>
</tr>
<tr>
<td>FIN232* Production Planning and Control</td>
<td>4</td>
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</tbody>
</table>

Year 2, semester 2

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM234 Employee Relations</td>
<td>4</td>
</tr>
<tr>
<td>ADM283* Safety and Environmental Issues</td>
<td>4</td>
</tr>
<tr>
<td>FIN299 Law and Managerial Responsibility</td>
<td>4</td>
</tr>
<tr>
<td>FIN291 Manufacturing Software Applications</td>
<td>4</td>
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</table>

Year 3, semester 1

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM280* Advanced Manufacturing Technology</td>
<td>4</td>
</tr>
<tr>
<td>ADM385 Industry Placement Project</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: This proposed course outline is indicative only as it is still subject to change and final approval.

Schedule A Part 10
Bachelor of Business (Marketing) – BBus(Mktg)

Requirements
In order to qualify for the BBus(Mktg) candidates must normally complete the equivalent of twenty-four four-hour weekly subjects. Subjects in years two and three will be individually planned and approved by the course leader to ensure choice of electives constitute an integrated program of study.

Course Content

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation in Business</td>
<td></td>
</tr>
<tr>
<td>FIN166 Business Mathematics &amp; Statistics (0.5 unit)</td>
<td>2</td>
</tr>
<tr>
<td>MKT112 Marketing Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>ACC103 Accounting and Financial Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>FIN171 Macroeconomics</td>
<td>4</td>
</tr>
</tbody>
</table>

Year 1, semester 2

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT115 Applied Marketing (0.5 unit)</td>
<td>2</td>
</tr>
<tr>
<td>COT173 Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>ADM130 Introduction to Management</td>
<td>4</td>
</tr>
<tr>
<td>FIN122 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>MKT113 Statistics for Marketing</td>
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</table>

Marketing Tools and Techniques (Strand)

Year 2, semester 1

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>ADM212 Innovative Management</td>
<td>4</td>
</tr>
<tr>
<td>FIN212 Pricing for Marketers</td>
<td>4</td>
</tr>
<tr>
<td>MKT211 Buyer Behaviour</td>
<td>4</td>
</tr>
<tr>
<td>FIN218 Marketing Law</td>
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</table>

Year 2, semester 2

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>MKT212 Marketing Research</td>
<td>4</td>
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<tr>
<td>MKT213 Marketing Support Systems</td>
<td>4</td>
</tr>
<tr>
<td>MKT249 Product Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT901 Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Integration and Specialisation (Strand)

Year 3, semester 1

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT346 Marketing Communication</td>
<td>4</td>
</tr>
<tr>
<td>MKT348 Logistics</td>
<td>4</td>
</tr>
<tr>
<td>ADM312 Marketing Management</td>
<td>4</td>
</tr>
<tr>
<td>MKT902 Elective</td>
<td>4</td>
</tr>
</tbody>
</table>
FACULTY OF BUSINESS

Year 3, semester 2
MKT347 Sales Strategy and Negotiation 4
MKT313 Strategic Marketing 4
MKT903 Elective 4
MKT904 Elective 4

Schedule A Part 11
Bachelor of Business (Office Administration) – BBus(OffAdmin)

Requirements
In order to qualify for the BBus(OffAdmin) candidates must normally complete the equivalent of twenty-four hour weekly contact subjects.

Intake into the course ceased in 1990.

Course Content
Subject Hours per week
Year 1, semester 1
ADM119 Communication Method I 4
FIN122 Business Law, or 4
FIN111 Contract Law 4
ACC103 Accounting & Financial Decision Making, or 4
ACC104 Accounting Systems & Procedures 4
ADM121 Business Communication 2
FIN166 Statistics & Business Mathematics 2

Year 1, semester 2
ADM129 Communication Method II 4
COT172 Data Processing 4
FIN171 Macroeconomics 4
MKT112 Marketing Theory & Practice 4

Year 2, semester 1
ADM219 Control of Office Services 4
ADM130 Introduction to Management 4
ADM229 Business Support Services 4
ADM901 Elective 4

Year 2, semester 2
ADM230 Planning for Conferences & Meetings 4
ADM269 Management of Organisational Performance 4
ADM239 Supervision of Office Systems Personnel 4
ADM902 Elective 4

Year 3, semester 1
ADM339 Designing Productive Office Systems 4
ADM338 Information Management 4
ADM903 Elective 4
ADM904 Elective 4

Year 3, semester 2
ADM320 Issues in Office Administration 4
FIN271 Microeconomics 4
ADM905 Elective 4
ADM906 Elective 4

Schedule A Part 12
Bachelor of Business (Retail Management) by distance education – BBus(RetMgt)

Requirements
In order to qualify for the BBus(RetMgt) candidates must normally complete twenty-four subjects. The BBus(RetMgt) is only available by distance education.

The course is divided into three segments of eight units each. Three of the units in the final segment are electives and students can select from a wide range of business related subjects offered through the Monash-Gippsland Distance Education Centre.

For those students who are unable to complete the full course, it is possible to gain recognition for partial completion. If students complete successfully the first module they will be eligible for the award of Advanced Certificate of Retail Business. If they continue on to complete the second module, they will be eligible for the Associate Diploma in Retail Management.

Course Content
Module 1: Principles Behind Running a Retail Business
Year 1, semester 1
DEM130 Introduction to Management 4
DEB111 Contract Law 4
Year 1, semester 2
DEK112 Marketing Theory & Practice 4
DEK250 Retail Management Principles 4

Year 2, semester 1
DEA103 Accounting & Financial Decision Making 4
DEK120 Winning the Retail Customer 4

Year 2, semester 2
DEB171 Macroeconomics 4
DEB164 Business Mathematics & Statistics 4

Module 2: Retail Operational Management
Year 3, semester 1
DEK222 Retail Physical Distribution 4
DEC172 Data Processing 4
Year 3, semester 2
DEA223 Retail Financial Management 4
DEK350 Retail Buying 4

Year 4, semester 1
DEB223 Microeconomics for Retailers 4
DEK223 Retail Marketing Communication 4
Year 4, semester 2
DEB224 Retail Law 4
DEM220 Organisational Behaviour 4

Module 3: Retail Strategic Management
Year 5, semester 1
DEM327 Retail Strategic Management 4
DEM328 Retail Human Resource Management 4
Year 5, semester 2
DEK336 Retail Technology 4
DEK901 Elective 4
Year 6, semester 1
DEK338 Retail Case Studies 4
DEK902 Elective 4
Year 6, semester 2
DEK339 Retail Project 4
DEK903 Elective 4

Schedule A Part 13
Bachelor of Business(Accounting)/Bachelor of Computing(Information Systems) – BBus(Acc)/ BComp(InfoSys)

Requirements
To qualify for the combined degree, a candidate must normally complete the equivalent of thirty eight semester length subjects over four years.

Course Content
Year 1, semester 1
COT111 Computer Technology 1 4
SIT111 Software Development 1 4
FIN123 Mathematics for Computing 4
FIN111 Contract Law 4
ACC103 Accounting and Financial Decision Making, or 4
ACC104 Accounting Systems & Procedures 4

Year 1, semester 2
COT114 Computer Technology 2 4
SIT112 Software Development 2 4
FIN164 Business Mathematics & Statistics 4
ACC105 Accounting Information Systems 4
FIN171 Microeconomics 4

Year 2, semester 1
SYS115 Information Systems 1 4
ACC242 Production Systems and Accounting 4
MKT112 Marketing Theory and Practice 4
FIN115 Law of Business Organisations 4
ADM130 Introduction to Management 4

Year 2, semester 2
SYS116 Information Systems 2 4
ACC249 Company Reporting 4
ACC243 Management Accounting  4  
FIN217 Business Statistics and Forecasting  4  
FIN271 Microeconomics  4  

Year 3, semester 1
SFT211 Software Development  3  
COT213 Computer Technology  3  
SYS215 Information Systems  3  
ACC263 Financial Management  4  
ACC349 Financial Accounting Issues  4  

Year 3, semester 2
SYS216 Information Systems  4  
SFT212 Software Development  4  
COT214 Computer Technology  4  
FIN393 Taxation law  4  
ACC363 Auditing  4  

Year 4, semester 1
SFT311 Software Development  5  
COT313 Computer Technology  5  
SYS315 Information Systems  5  
ACC352 Advanced Management Accounting  4  
CIS303 Industrial Project  2

Year 3, semester 2
COT314 Computer Technology  6  
SFT312 Software Development  6  
SYS316 Information Systems  6  
CIS303 Industrial Project  2

Part 3 – Graduate Diploma of Business

22. The Graduate Diploma

There shall be:
22.1 A Graduate Diploma of Business with the following disciplines:
Graduate Diploma of Business (Accounting) – GradDipAcc
Graduate Diploma of Business (Agribusiness) – GradDipAgribus
Graduate Diploma of Business (Banking & Finance) – GradDipBkg&Fin
Graduate Diploma of Business (Business Management) – GradDipBusMgt
Graduate Diploma of Business (Human Resource Management) – GradDipHRM
Graduate Diploma of Business (International Business) – GradDipIbt
Graduate Diploma of Business (Logistics Management) – GradDipLogMgt
Graduate Diploma of Business (Manufacturing Management) – GradDipMfgMgt
Graduate Diploma of Business (Marketing) – GradDipMktg
Graduate Diploma of Business (Taxation) – GradDipTaxation

23. Admission to Candidature

An applicant for admission to candidature of a Graduate Diploma of Business shall have a degree or diploma from a recognized university or a college of advanced education or equivalent as determined by the Faculty Board and he or she must comply with the admission requirements as stated in Schedule B for each discipline.

24. Course Fees

The Graduate Diploma of Business is offered on a full fee paying basis in those disciplines in which it is indicated in Schedule B.

25. Time Limits

The time limits for each discipline of the Graduate Diploma of Business is specified in Schedule B.

26. Assessment

26.1 A candidate, shall to the satisfaction of the head of school, attend such lectures, tutorials, and seminars and complete such exercises, practical work and examinations as may be prescribed by the Faculty Board.

26.2 A student will be assessed in all subjects using the prescribed code of assessment.

27. Leave of Absence

Leave of absence may be granted by the head of school on the recommendation of the course leader.

28. Summer Semester

A selection of subjects may be offered each summer semester. Candidates must make special application to the Faculty to enrol in any summer semester subject.

All prerequisite subjects must be met as in regular semesters. Candidates whose examination results are not available by the date of summer semester enrolment, may be permitted to enrol on a provisional basis on the understanding that they may be forced to withdraw if their examination results make them ineligible for enrolment in a particular subject.

Candidates will be permitted to enrol in an maximum of two summer semester subjects.

The normal regulations in respect of gradings and exclusions will apply.

Summer semester subjects are available in those disciplines where it is indicated in Schedule B.

29. Course Restrictions and Requirements

The Faculty Board may prescribe:
29.1 the prerequisites which may be prescribed for a subject to be completed for the graduate diploma;
29.2 the restrictions which may be imposed on subject combinations to be taken by a candidate;
29.3 the order in which subjects to be completed for the graduate diploma shall be taken;
29.4 the requirements as to the number of subjects that part-time candidates may be required to take in a particular year;
29.5 which compulsory subjects shall be taken before or at the same time as optional subjects;
29.6 details as to courses including combined courses and other studies.

The Faculty Board may from time to time review course structures and revise content to ensure subject matter remains up to date with current business practices.

Schedule B

Schedule B Part 1
Graduate Diploma of Business (Accounting) – GradDipAcc

This course is administered by the School of Accounting.

1. Admission to Candidature

1.1 An applicant for admission to candidature shall:
1.1.1 have a degree or three year diploma from a recognised university or college of advanced education or its equivalent as determined by the Faculty Board or,
1.1.2 have qualifications and experience which in the opinion of the Faculty Board, provide a suitable preparation for the graduate diploma.

Preference shall be given to applicants with qualifications in a non-accounting area.

2. Course Fees

This graduate diploma is offered only on a full fee paying basis.

3. Credit for Work Done Elsewhere

Candidates who have completed subjects similar in content to the graduate diploma at a postgraduate level within the last five years, may apply for credit towards this discipline to a maximum of three subjects. Approval of credit is at the discretion of the course leader acting on behalf of the Faculty Board.

4. Time Limits

4.1 A candidate shall undertake subjects qualifying for graduation for at least one and a half years on a part-time basis, where studies are undertaken during the summer semester.
5. Summer Semester
A selection of subjects may be offered in each summer semester.

6. The Course Structure
6.1 The course consists of twelve hour compulsory semester subjects.
6.2 The recommended course progression, for a part-time candidate, is as follows:
Year 1, semester 1
  ACC650 Introductory Accounting & Financial Information Systems I
  FIN640 Business Law
  ACC651 Quantitative Methods
Year 1, semester 2
  ACC652 Introductory Accounting & Financial Information Systems II
  FIN641 Economics
  FIN642 Company and Commercial Law
Year 2, semester 1
  ACC660 Financial Accounting I
  ACC661 Managerial Accounting
  ACC662 Auditing
Year 2, semester 2
  ACC663 Financial Accounting II
  ACC664 Business Finance
  FIN643 Taxation Law & Practice

Schedule B Part 2
Graduate Diploma of Business (Agribusiness) – Grad Dip Agribus

This course is administered by the School of Marketing.

1. Admission to Candidature
1.1 An applicant for admission to candidature shall:
1.1.1 have a degree or diploma from a recognised university or a college of advanced education or equivalent tertiary level course, determined by the Faculty Board and a minimum of two years work experience; or
1.1.2 have at least three years relevant work experience and possess other qualifications which in the opinion of the Faculty Board, provides a suitable preparation for the Graduate Diploma.
1.2 All applicants for candidature are required to have passed an economics subject at tertiary level. Where this requirement is not met, candidates must successfully complete the subject MKT670 Agribusiness Microeconomics, before proceeding to the second module of the Diploma.
1.3 Candidates may be admitted without a qualification as a special entry student following consideration by the Faculty's Admission Committee.

2. Credit for Work Done Elsewhere
No credits are available in this discipline due to the integrated nature of each of the course modules.

3. Time Limits
3.1 A candidate shall undertake subjects qualifying for graduation for at least two academic years on a part-time basis and complete the subjects in accordance with the conditions prescribed in these regulations and the outline of subjects.
3.2 Except with the approval of the Faculty Board, all candidates shall complete all subjects in a period not exceeding four years.

4. Course Structure
4.1 The course will be offered as a series of eight intensive modules with each subject being taught in a residential mode in forty-two hours over a five day period.
4.2 Candidates must complete all eight modules listed below:

Year 1, semester 1
  MKT671 Agribusiness Marketing
  MKT672 Agribusiness I

Year 1, semester 2
  MKT673 Agribusiness II
  ACC683 Agribusiness Financial Control

Year 2, semester 1
  MKT674 Agribusiness Trade & Policy
  MKT642 Agribusiness Management

Year 2, semester 2
  MKT676 Agribusiness Channels
  MKT677 Strategic Agribusiness

Schedule B Part 3
Graduate Diploma of Business (Banking and Finance) – Grad Dip Bkg & Fin

This course is administered by the School of Banking and Finance.

1. Admission to Candidature
1.1 An applicant for admission to candidature shall:
1.1.1 have a degree or diploma in the field of business, economics or commerce from a recognised university or a college of advanced education or equivalent tertiary level course, determined by the Faculty Board, and a minimum of two years relevant work experience; or
1.1.2 have a minimum of five years relevant work experience in the banking and finance industry or the corporate treasury sector. The number of places available for non-graduate applicants is limited to a maximum of twenty-five per cent of the approved annual quota.

2. Credit for Work Done Elsewhere
2.1 No credit for work completed at another institution is available in this discipline.
2.2 Students may be exempted from up to two similar subjects completed at postgraduate level, but must replace these with two alternative subjects selected from other disciplines offered by the Faculty. Selection of these subjects requires the approval of the course leader.

3. Single Subjects Not for Graduate Diploma
3.1 A person who is not a candidate for the graduate diploma and who is not a candidate for the graduate diploma and who may or may not satisfy normal admission requirements, may be permitted by the Faculty Board to enrol in individual subjects within the graduate diploma upon payment of the appropriate fee.
3.2 Where any person has been permitted to enrol for and has completed such subjects and that person is subsequently admitted to candidature that person may apply for credit towards the graduate diploma to a maximum of two subjects.
3.3 The Course Leader may consider the granting of credit for core subjects completed in "not for credit" mode, according to the guidelines established by the Faculty’s Credit Transfer Committee.

4. Time Limits
4.1 A candidate shall undertake subjects qualifying for graduation for at least two academic years on a part-time basis and complete the subjects in accordance with the conditions prescribed in these regulations and the outline of subjects.
4.2 Except with the approval of the Faculty Board, all candidates shall complete all subjects in a period not exceeding four years.

5. Summer Semester
A selection of subjects may be offered in each Summer Semester.

6. The Course Structure
The course is based on an eight-subject structure with two subjects of three class contact hours per week per semester.

Year 1, semester 1
  ACC625 Financial Management and Theory
  FIN626 Capital Markets, Financial Institutions and Funding Decisions
Year 1, semester 2
  FIN638 Banking Law and practice
  FIN614 Commercial Banking Decisions
Year 2, semester 1
  FIN627 Treasury Management for Financial Institutions
  FIN616 International Banking and Finance
Year 2, semester 2
  FIN635 Portfolio Management and Theory
  FIN618 Financial Institution's Planning and Strategy
Schedule B Part 4
Graduate Diploma of Business (Business Management) – GradDipBusMgt

This course is administered by the School of Management.

1. Admission to Candidature
1.1 An applicant for admission to candidature shall:
1.1.1 have a degree or diploma from a recognised university or a college of advanced education or equivalent as determined by the Faculty Board, together with at least three years relevant employment; or
1.1.2 have relevant employment for at least five years plus experience and/or qualifications which in the opinion of the Faculty Board, provides a suitable preparation for the discipline.
1.2 All candidates will be expected to have the support of their employer/supervisor in order to carry out the course requirements.

2. Course Fees
This course is offered on a full fee paying basis.

3. Credit for Work Done Elsewhere
Candidates who have completed subjects similar in content to the discipline subjects at a postgraduate level at a recognised university or college of advanced education, may apply to the Faculty Board for credit in the discipline to a maximum of two subjects.

4. Time Limits
4.1 A candidate shall undertake subjects qualifying for graduation for the equivalent of two academic years on a part-time basis and complete the subjects in accordance with the conditions prescribed in these regulations and the outline of subjects.
4.2 Candidates who elect to undertake subjects offered during summer semester, who undertake the mid-year full-time module and who complete the research project during semesters two and three at their place of employment, may satisfy all course requirements in eighteen months.
4.3 Except with the approval of the Faculty Board, all candidates shall complete all course requirements in a period which does not exceed four years.

5. Summer Semester
5.1 A selection of subjects will be offered in each summer semester.

6. Course Structure
The graduate diploma consists of eight semester subjects offered over three or four semesters. Six subjects require three hours of class contact per semester. The remaining two subjects involve research based on the student’s place of employment and may be undertaken concurrently with semesters two and three.

Semester 1
ADM671 Marketing Strategy
ADM670 Managing People & Organisations

Semester 2
ADM674 Legal Rights & Obligations for Managers
ADM672 Management – Managing Organisational Growth and Change

Semester 3
ADM673 Financial Management
ADM676 Strategic Planning & Management
ADM675 Business Plan (two semester subject, concurrent with semester two and three, or semester four)

Schedule B Part 5
Graduate Diploma of Business (Human Resource Management) – GradDipHRM

This course is administered by the School of Management.

1. Admission to Candidature
1.1 An applicant for admission to candidature shall:
1.1.1 have a degree in the field of business, economics or commerce from a recognised university or a college of advanced education or equivalent tertiary level course, determined by the Faculty Board; or
1.1.2 have qualifications and experience which in the opinion of the Faculty Board, provide a suitable preparation for the candidate’s proposed course of study. A candidate is expected to have five years relevant work experience and evidence of academic ability. A maximum of twenty-five per cent of applicants will be selected from this category.

2. Credit for Work Done Elsewhere
2.1 No credits for work completed at another institution is available in this course.
2.2 Candidates may be exempted from up to two subjects, where the background of the candidate indicates that the completion of another subject in the Faculty would be of greater benefit. Candidates must replace these with two alternative subjects.
selected from other disciplines the Faculty in consultation with the course leader.

3. Time Limits
3.1 A candidate for the discipline shall undertake subjects qualifying for graduation for at least two academic years on a part-time basis and complete the subjects in accordance with the conditions prescribed in these regulations and the outline of subjects.
3.2 Except with the approval of the Faculty Board, all candidates shall complete all subjects in a period not exceeding four years.

4. Single Subjects not for the Graduate Diploma
4.1 A person who is not a candidate for the discipline and who may or may not satisfy normal admission requirements, may be permitted by the Faculty Board to enrol in individual subjects with the discipline upon payment of the appropriate fee.
4.2 Where any person has been permitted to enrol for and has completed such subjects and that person is subsequently admitted to candidacy that person shall be entitled to credit for such subjects, only if the Faculty Board so determines.

5. Course Structure
5.1 The discipline contains a common core of five three-hour semester subjects and two specialist strands each consisting of three three-hour semester subjects, making a total of eight subjects to be completed for the award.
5.2 Course progression by strand is indicated below:

International Finance Strand

Year 1, semester 1
MKT650 International Market Dynamics
FIN621 International Economics

Year 1, semester 2
ADM650 International Management Process
FIN619 International Trade Law & Export Procedures

Year 2, semester 1
FIN622 Capital Markets, Financial Institutions & Funding Decisions
FIN620 International Banking and Finance

Year 2, semester 2
MKT653 International Marketing Policy & Strategy
FIN623 International Accounting & Taxation

International Marketing Strand

Year 1, semester 1
MKT650 International Market Dynamics
FIN621 International Economics

Year 1, semester 2
ADM650 International Management Process
FIN619 International Trade Law & Export Procedures

Year 2, semester 1
MKT651 International Marketing & Logistics
MKT652 Marketing, Planning & Opportunity Analysis

Year 2, semester 2
MKT653 International Marketing Policy & Strategy
MKT654 Field Project

Schedule B Part 7
Graduate Diploma of Business (Logistics Management) – Grad Dip Mktg

This course is administered by the School of Marketing.

1. Admission to Candidate
1.1 An applicant for admission to candidacy shall:
1.1.1 have an approved degree or diploma from a recognised university or college of advanced education or its equivalent as determined by the Faculty Board together with a minimum of three years relevant business experience; or
1.1.2 have qualifications and experience which in the opinion of the Faculty Board, provide a suitable preparation for the discipline and which included a minimum of three years relevant employment.
1.2 Candidates are required to have passed a statistical subject in their previous qualifications. Where this requirement is not met, candidates must successfully complete the subject FIN665 Statistics for Marketers in the first semester of the course.

2. Credit for Work Done Elsewhere
2.1 Candidates who have completed subjects from an approved postgraduate course in marketing from a recognised university or college of advanced education, may apply to the Faculty Board for credit for a maximum of two subjects towards the discipline.
2.2 Candidates who, having commenced the discipline at the Faculty, elect to complete the course at another recognised tertiary institution, may apply to the head of school and course leader for approval to complete a maximum of two subjects at that institution.
2.3 Notwithstanding the above notes, all candidates for the discipline must complete a minimum of six of the eight subjects within the Faculty.

3. Time Limits
3.1 A candidate for the discipline shall undertake subjects qualifying for graduation for at least two academic years on a part-time basis and complete the subjects in accordance with the
3.2 Except with the approval of the Faculty Board, all candidates for the discipline shall complete all subjects in a period not exceeding four years. If studied full-time, a candidate shall undertake subjects qualifying for graduation for at least one academic year and complete all subjects in a period not exceeding three years.

4. Course Structure

4.1 The course is comprised of eight three-hour semester subjects.

4.2 In first year, students complete four compulsory subjects or their equivalent. In second year, three compulsory subjects and one elective are undertaken. Classes in elective units will not run unless there is sufficient enrolment.

4.3 The recommended course progression if studied on a part-time basis is as follows:

**Year 1, semester 1**
- MKT516 Marketing Theory and Practice
- MKT511 Buyer Behaviour

**Year 1, semester 2**
- MKT612 Marketing Research and Forecasting
- MKT836 Marketing Decision Systems

**Year 2, semester 1**
- MKT206 Marketing Communication Strategies
- ACC650 Marketing Financial Control
- MKT637 Marketing Strategy
- plus one of the following electives:
  - MKT627 Product Management
  - MKT528 Sales Management
  - MKT638 Industrial Marketing
  - MKT633 Advanced Marketing Research
  - MKT634 Marketing in Foreign Environments
- FIN615 Competition and Consumer Law

If studied on a full-time basis the eight subjects are studied either in five day modules or on five consecutive Saturdays.

The recommended course progression is as follows:

**Compulsory subjects:**
- MKT701 Marketing Theory and Practice
- MKT701 Buyer Behaviour
- MKT702 Marketing Research and Forecasting
- MKT703 Marketing Decision Systems
- MKT704 Marketing Communication Strategies
- ACC700 Marketing Financial Control
- MKT705 Marketing Strategy

One elective may be chosen from the following:
- MKT706 Product Management
- MKT707 Sales Management
- MKT708 Industrial Marketing
- MKT709 Advanced Marketing Research
- MKT710 Marketing in Foreign Environments
- FIN700 Competition and Consumer Law

*Taught in one five-day module
*Taught on five consecutive Saturdays

**Schedule B Part 10**
Graduate Diploma of Business (Taxation) – GradDipTaxation

This course is administered by the School of Banking and Finance.

1. Admission to Candidature

1.1 An applicant for admission to candidacy shall:

1.1.1 have a degree or diploma from a recognised university or college of advanced education or its equivalent as determined by the Faculty Board; or

1.1.2 have at least five years relevant taxation experience, or have at least five years of relevant practical business experience.

2. Bridging Subject

Candidates who have not successfully completed an undergraduate subject in Taxation Law within the last five years, may be required, at the discretion of the course leader, to undertake a bridging subject in Taxation Law offered by the school.

3. Course Fees

This discipline is offered only on a full fee paying basis.

4. Credit for Work Done Elsewhere

Candidates who have completed subjects similar in content to the discipline at the postgraduate level at a recognised university or college of advanced education may apply to the course leader for credit in the discipline to a maximum of two subjects.

5. Time Limits

5.1 A candidate for the discipline shall undertake subjects qualifying for graduation for at least two academic years on a part-time basis and complete the subjects in accordance with the conditions prescribed in these regulations and the outline of subjects.

5.2 Except with the approval of the Faculty Board, all candidates shall complete all subjects in a period not exceeding four years.

6. Summer Semester

6.1 A selection of subjects may be offered in each summer semester.
7. Course Structure
The course consists of eight compulsory three hour semester subjects.
Year 1, semester 1
FIN646 Capital Gains Tax
FIN648 International Tax
Year 1, semester 2
FIN645 Taxable Entities
FIN644 Taxation Administration
Year 2, semester 1
FIN650 Indirect Taxes
FIN639 Penalties and Prosecutions
Year 2, semester 2
FIN647 Remuneration and Retirement Packages
FIN649 Current Issues in Taxation and Tax Planning

Part 4 – Degree of Master of Business

30. There shall be a Degree of Master of Business with the following disciplines:
Master of Business (Banking) - MBus(Banking)
Master of Business by Research - MBus
Master of Business (Marketing) - MBus(Mkg)

31. Admission to Candidature
An applicant for admission to candidature of the Degree of Master of Business shall have a degree or diploma from a recognised university or a college of advanced education or equivalent as determined by the Faculty Board and the applicant must comply with the admission requirements as stated in Schedule C for each discipline.

32. Course Fees
The Degree of Master of Business is offered on a full fee paying basis in those disciplines in which it is indicated in Schedule C.

33. Time Limits
The time limits for each discipline of the Degree of Master of Business is specified in Schedule C.

34. Leave of Absence
Leave of absence may be granted by the head of school on the recommendation of the course leader.

35. Course Restrictions and Requirements
35.1 the prerequisites which may be prescribed for a subject to be completed for the degree;
35.2 the restrictions which may be imposed on a subject combinations to be taken by a candidate;
35.3 the order in which subjects to be completed for the degree shall be taken;
35.4 the requirements as to the number of subjects that part-time candidates may be required to take in a particular year;
35.5 which compulsory subjects shall be taken before or at the same time as optional subjects;
35.6 details as to courses including combined courses and other studies.
35.7 The Faculty Board may from time to time review course structures and revise content to ensure subject matter remains up to date with current business practices.

Schedule C

Schedule C Part 1
Degree of Master of Business (Banking) – MBus(Banking)
This course is administered by the School of Banking and Finance.

1. Definitions
1.1 'bridging course' means an approved sequence of six bridging subjects.
1.2 'prerequisite' means a designated subject or subjects that must be completed before a candidate is permitted to enrol in any given subject.
1.3 'subject' means a prescribed amount of work, assessed as a single entity, which may vary in duration.

2. Admission to Candidature
2.1 To be considered for admission to the degree a person shall have:
2.1.1 a degree in a field of business, economics, law or commerce from a recognised university or college of advanced education or an equivalent tertiary level of studies; or
2.1.2 a degree in a non-business field plus a successfully completed approved bridging course, as well as a minimum of three years banking experience which in the opinion of the Faculty Board is relevant to the course, and either management status within their employing organisation or the expectation of achieving same.

3. Credit for Work Done Elsewhere
3.1 No credit or admission with advanced standing is available in this course.
3.2 Candidates may be exempted from up to two subjects in the degree where it is indicated that completion of alternative subjects from other graduate programs may be of greater value. In this circumstance, each exempt subject must be replaced by another subject of equal weighting and standard, as determined by the Course Leader.

4. Payment of Fees
This degree is offered only on a full fee paying basis.

5. Time Limits
5.1 A candidate for the degree shall undertake subjects qualifying for graduation for at least two academic years on a part-time basis and complete the subjects in accordance with the conditions prescribed in these regulations and the outline of subjects.
5.2 Except with the approval of the Faculty Board, all candidates shall complete all subjects in a period which does not exceed four years.

6. Course Structure
The course is comprised of four core subjects (year one), four specialist subjects (year two) plus a major research/practical project. (All candidates will be expected to attend two one-week intensive residential courses conducted at the Frankston campus.)

Core Subjects
ZBB501 Money Market: Theory Measurement and Policy
ZBB502 Financial Institutions Law
ZBB503 Advanced Finance Practice
ZBB504 Strategic Planning

Specialist Subjects and Research Requirement
ZBB505 International Banking
ZBB506 Financial Product Development and Marketing
ZBB507 Bank Management and Risk Analysis
ZBB508 Customer Credit and Risk Analysis
ZBB509 Research or Practical Project

Bridging Subjects
ACC640 Introductory Accounting and Financial Information Systems I
FIN640 Business Law
ACC651 Quantitative Methods
FIN641 Economics
FIN626 Capital Markets, Financial Institutions and Funding Decisions
MKT616 Marketing Theory and Practice
Schedule C Part 2
Master of Business – MBus

1. Definitions
‘thesis’ means a written thesis submitted for examination which must not normally exceed fifty thousand words.

2. Admission to Candidature
2.1 Applicants shall not be considered for admission to candidature unless they have an approved four year honours degree; or
2.1.1 an approved three year degree plus an approved fourth year of tertiary study.
2.2 Applicants who do not meet requirements noted above may obtain entry if they have qualifications and experience which, in the opinion of the committee, provide an appropriate preparation for the degree. Applicants admitted in this category will be expected to undertake an approved course of study prior to commencing work on a thesis.

3. Time Limits
3.1 Except with the permission of the committee, a candidate shall complete all course work and submit a thesis in a period which does not exceed three years full time or its equivalent for part-time programs.

4. Course Structure and Assessment of Thesis
4.1 A candidate shall undertake such studies and research including preparation of a thesis for not less than one year full-time or two years part-time.
4.2 A thesis shall be assessed by an examiner who shall recommend to the committee one of the following gradings:
   (a) Pass.
   (b) Pass, subject to minor specified amendments.
   (c) Defer for revision.
   (d) Fail.

Schedule C Part 3
Degree of Master of Business (Marketing) – MBus(Mktg)

This course is currently only available on a part-time basis and is divided into two parts each of two years duration. Subjects are usually studied sequentially and require three hours of class contact per week per semester.

Foundation Study – Part 1
Year 1, semester 1
MKT616 Marketing Theory & Practice
MKT611 Buyer Behaviour
Year 1, semester 2
MKT626 Marketing Communication Strategy
FIN615 Competition & Consumer Law
Year 2, semester 1
ACC680 Marketing Financial Control
MKT636 Marketing Decisions Systems
Year 2, semester 2
MKT612 Marketing Research & Forecasting
MKT637 Marketing Strategy

Advanced Study – Part 2
Year 3, semester 1
ZBM520 Assessing Marketing Performance
ZBM521 Economic Policy
Year 3, semester 2
ZBM522 Advanced Marketing Research
ZBM523 Financial Analysis
Year 4, semester 1
ZBM524 Competitive Analysis
ZBM525 Management Behaviour
Year 4, semester 2
ZBM526 International Marketing
ZBM527 Strategic Marketing Policy

1. Admission to Candidature
1.1 To be admitted to candidature for the degree a person shall have
1.1.1 an undergraduate degree in marketing and a minimum of three years experience in a marketing position or five years experience in a marketing position or five years relevant business experience; or
1.1.2 a non-marketing business degree that demonstrates good academic performance and a minimum of five years in a marketing position or seven years general business experience.

2. Time Limits
2.1 The degree may be studied on a full-time basis subject to the course leader’s approval. In this case, it may be possible to complete the degree as one year of three semesters duration utilising a summer semester program.
2.2 A candidate for this degree shall undertake subjects qualifying for graduation for at least four years of part-time study, and shall complete the subjects in accordance with the conditions prescribed.

3. Minimum Study
All candidates must undertake a minimum of two subjects in each semester except where one subject remains at the end of the program.

4. Credit for Work Done Elsewhere
4.1 There are no exemptions with credit granted in this course except by way of admission with advanced standing through completion of the Syme Faculty’s Graduate Diploma of Business (Marketing), subject to the approval of the Master’s Board. In such cases, substitute subjects may be imposed by the course leader.
4.2 There are no exemptions possible for subjects in years three and four of the degree.
5. Course Structure
Bachelor of Business (Accounting)

Course Code: BA
Course Leader: Denis Pettas

The Course
The Bachelor of Business (Accounting) course is designed to provide graduates with high level skills in both the specialised field of accounting and the general field of business management. Graduates will be capable of pursuing careers in professional accounting and a wide range of business fields.

Professional Accreditation
The Bachelor of Business (Accounting) is recognised by both the Australian Society of Certified Practising 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.

Recommended Subjects
Accounting, Economics, Legal Studies, Mathematics.

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations, the following credit transfers have been standardised for the Bachelor of Business (Accounting):

1. Members of the Institute of Chartered Secretaries and Administrators will be granted credit for three subjects.
2. Holders of a recognised Certificate of Business Study are eligible for credit for up to six subjects in the course, to be determined by the Course Leader.
3. Holders of a TAFE Associate Diploma in Business Studies (with Year 12 entry) are eligible for credit for up to a maximum of six subjects.

Bachelor of Business (Agribusiness)

Course Code: LA
Course Leader: Bill Schoeder

The Course
The Bachelor of Business (Agribusiness) is a seven-semester, full-time program, combining four semesters of business studies at Monash University with three semesters of agricultural science and technology at the Victoria College of Agriculture and Veterinary Science (VCAS). The broad aim of the course is to integrate technology and business disciplines as they apply to the agriculture sector. The course is designed to produce graduates equipped to work in all parts of the sector - from input supply companies, in agricultural production and with organisations concerned with the marketing and processing of agricultural products.

Venues
The first two semesters of the course are offered at the Frankston campus. The following three semesters are taken at the Dookie campus of VCAS and students return to the Frankston campus for the last two semesters of the course. Residential accommodation is available on both campuses. (Applications for accommodation at the Frankston campus of Monash University should be made to the Frankston Campus Management at the time of enrolment.)

Recommended Subjects
Mathematics and one or more of Chemistry, Physics, Biology Accounting and Economics.

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations, the following credit transfers have been standardised for the Bachelor of Business (Agribusiness): Students who have completed Diplomas in Applied Science in colleges of agriculture should be eligible for up to two semesters credit.

Bachelor of Business (Banking and Finance)

Course Code: BN
Course Leader: Katherine Arron

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 financial industry and are seeking a relevant tertiary qualification on a part-time basis. In addition to a core of business discipline subjects, the course provides specialist study in a number of key functional areas of relevance for financial institution management. These elective subjects may be taken from amongst four in second year. For electives, see under 'Choice of Elective Subjects for Bachelor of Business Students' in the end of this section.

Professional Accreditation
The course satisfies the educational requirements for Senior Associate membership of the Australian Institute of Bankers.

Venue
The course is taught off-campus. Lectures are held at the Clipperton campus on weekdays. Attendance is compulsory. Course administration is the responsibility of the School of Banking and Finance, Caulfield campus.

Recommended Subjects
Economics, Accounting and Mathematics.

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations, the following credit transfers have been standardised for the Bachelor of Business (Banking and Finance) by Distance Education:

1. Holders of the AAB award from the Australian Institute of Bankers are eligible for credit for up to six subjects to be determined by the Course Leader. These will usually include DEA103 or DEA104, DEB111, DEB130 or DEB171.
2. 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.
3. Holders of a TAFE Associate Diploma in Business Studies (with Year 12 entry) are eligible for credit for up to a maximum of six subjects.

Electives
Candidates can select electives from a wide range of business related subjects offered through Monash University College Gippsland.

Application Procedures
All applicants should contact the Academic Registrar at Monash University College Gippsland, telephone (051) 222037, or write to the Academic Registrar, Monash University College Gippsland, Commercial Centre, South Sale Road, Churchill, Victoria 3842 for application forms and instructions.

Note: Applicants should clearly state the full name of the course to ensure that the correct materials are sent: Bachelor of Business (Banking and Finance).

General requirements should be directed to the Head of Adult Education Officer, School of Banking and Finance, Caulfield campus (051) 373 2288.

Bachelor of Business (Banking and Finance) by Distance Education

Course Code: BU
Course Leader: Max Cosgrove

The Course
This course is designed as a general business program with added attention to the field of human resource management. An underlying objective of the course is to produce graduates who can integrate human and technology-based disciplines of business. Complementing this objective is the goal of providing students with a specific functional or vocational specialisation. To this end, the course is also designed to allow students to develop a clear understanding of their own needs in terms of their particular business interests. Students are required to select an area of study in the early stages of their studies and concentrate their studies accordingly. Professional Accreditation
The course satisfies the educational requirements for Senior Associate membership of the Australian Institute of Bankers.

Bachelor of Business (Business Administration)*

Course Code: BU
Course Leader: Max Cosgrove

The Course
This course is designed as a general business program with added attention to the field of human resource management. An underlying objective of the course is to produce graduates who can integrate human and technology-based disciplines of business. Complementing this objective is the goal of providing students with a specific functional or vocational specialisation. To this end, the course is also designed to allow students to develop a clear understanding of their own needs in terms of their particular business interests. Students are required to select an area of study in the early stages of their studies and concentrate their studies accordingly. Professional Accreditation
The course satisfies the educational requirements for Senior Associate membership of the Australian Institute of Bankers.
The Logistics Management Specialisation option satisfies the educational requirements for professional membership of the Institute of Purchasing and Supply Management in Australia (IPSM). The Banking and Finance Specialisation option satisfies the educational requirements for Senior Associate status of The Australian Institute of Bankers.

Venue

Day classes and limited evening classes are offered at Geelong Waurn Ponds Campus. Some early year elective subjects may have to be taken at Geelong Waurn Ponds Campus. Part-time students may be required to attend evening classes.

Recommended Subjects

One or more of Economics, Mathematics, Legal Studies, Accounting, Computer Science. English is compulsory.

Credit for Work Done Elsewhere

In addition to part one, section four of the degree regulations, the following credit transfers have been standardised for the Bachelor of Business (Human Resource Management):

- Members of the Institute of Chartered Secretaries and Administrators will be granted credit for this subject.
- 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.

Bachelor of Business (International Trade)

Course Code: IT
Course Leader: Ron Edwards

The Course

This course is primarily designed for students seeking a career in international trade who are interested in a balance between the theory and practice. The course is structured around the core subjects of business and commerce.

Professional Accreditation

Graduates of the Bachelor of Business (International Trade) satisfy the educational requirements for Associate status of The Australian Institute of Export; accreditation as a full member is also possible, but this depends on experience.

Venue

Day and limited evening classes are offered at Geelong Waurn Ponds Campus. Part-time students may be required to attend day-time classes and lectures.

Recommended Subjects

Economics, Mathematics and a foreign language.

Credit for Work Done Elsewhere

In addition to part one, section four of the degree regulations, the following credit transfers have been standardised for the Bachelor of Business (International Trade):

- 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.
- Electives

The six electives must be taken as a sequence of four subjects in one of the foreign business language programs offered by the School of Banking and Finance.

Bachelor of Business (Marketing)

Course Code: BM
Course Leader: Ken Grant

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 broad skill set 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 exposed to well-informed, developed in their decision making skills and approach to business problems and situations.

Recommended Subjects

Mathematics, Accounting, Economics and a grade C or better in English.
Bachelor of Business (Retail Management) by Distance Education

Course Code: YM
Course Leader: Michael Collins

The Course
The Bachelor of Business (Retail Management) is in a six-year part-time certificate program in retail management. The overall aim of the course is to assist the level of management skill and competence in all aspects of retail management. Further, the structure and presentation of the course are designed to equip candidates with the skills to manage retail businesses more effectively and profitably.

Application Procedure
All applicants must complete the Academic Register at Monash University College, Gippsland, (telephone 13 13 80 or write to the Academic Registrar, Monash University College Gippsland, Gippsland Road, Churchill, Victoria 3842, for application forms and information).

Note: Students should clearly state the full name of the course to ensure that the correct material is sent. Bachelor of Business (Retail Management) courses should be directed to the School Administrative Office, School of Marketing, Castlefield Campus (03) 573 219.

Bachelor of Arts (Social Sciences)/Bachelor of Business

Course Code: BSc/BBus (Accounting)
Course Code: BSc/BBus (Banking and Finance)
Course Code: BSc/BBus (Business Administration)
Course Code: BSc/BBus (Human Resource Management)
Course Code: BSc/BBus (International Trade)
Course Code: BSc/BBus (Management)
Course Code: BSc/BBus (Marketing)
Course Code: BSc/BBus (Office Administration)

Course Leader: Christine Flener
Accounting degree course commenced 1990
Baccalaureate course commenced 1990

Bachelor of Business (Accounting) (Bachelor of Computing) (Information Systems)

Course Code: BJ
Course Leader: John Be
Advisor, Computing Subjects: Anne McMillan

The Course
This course is a combination of two degree programs. It aims to provide a sound accounting and computing basis that will enable graduates to deal with any form of accounting system in business, activity, particularly the application of computer-based business systems.

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations, candidates may claim credit for up to a maximum of four subjects in the course, to be determined by the Course Leader.

Bachelor of Business (Office Administration)

Course Code: BB
Course Leader: Pat Davis
*This course ceased after 1990.

Content
This course prepares potential office administration staff for their role as managers of a management team in the business environment. The course also offers people interested in teaching the course the opportunity to design a degree qualification in office administration. The study of office administration includes the study of administrative processes and the various components of an effective office system. Study includes topics such as management of personnel, supervision and training of staff, and the maintenance of information in the workplace. Office administration staff must be aware of the ever-changing nature of office technology and new developments in the field.

Venus
Day and evening classes are offered only at the Castlefield campus.

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations, the following transfer credits have been introduced for the Bachelor of Business (Office Administration).

Certificate of Business (Secretarial) holds a minimum of two years' appropriate business experience may be granted exemptions in ADM101, ADM102, COT102 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.

Each subject which has been granted an Associate Diploma in Secretarial Studies offered by the David Syme Faculty of Business at Monash University, Victoria, will be granted exemption from a maximum of thirteen of the prescribed subjects. The subject which has been granted exemption will be specified by the Course Leader.

Holders of the AAB award from the Australian Institute of Business and Administration will be granted credit for up to a maximum of twelve subjects to be determined by the Course Leader.

Courses offered under the Secretary and Administrative Assistants courses will be granted credit for up to a maximum of twelve subjects to be determined by the Course Leader.

Each candidate for the Bachelor of Business (Office Administration) will be admitted to year two of the course. A list of approved professional associations is available from the Syme Faculty School Administration Offices.
Choice of Elective Subjects for Bachelor of Business Students

Candidates enrolled in any of the disciplines of the Bachelor of Business should discuss their choices of electives with their Course Leader before entering the second year of the degree, so that a coherent program can be planned. A candidate may take electives in their own course or any of the compulsory subjects offered in another Bachelor of Business discipline. In addition, there is a number of non-compulsory subjects which may be taken, provided always that the necessary pre-requisites are met. They are:

- ACC208 Corporate Taxation and Involuntary
- ACC209 Financial Controls in Management
- ACC306/101 Special Studies Subjects
- ACC310 Advanced Financial Modelling
- ACC312 Advanced Financial Management
- ACC316 EDP Auditing and Controls
- ACC317 Accounting Theory
- ACJ311 Public Sector Financial Management
- ADM2255 Shortland
- ADM4202 Work Systems: Processes and Issues
- ADM421 Decision Making (Medical)
- ADM424 Management Communication
- ADM425 Public Administration
- ADM427 Entrepreneurship and Small Business Management
- ADM428 International Management
- ADM429 Management of Organizational Behaviour
- ADM330/001 Special Subjects
- ADM335 Administrative Skills through Individual Learning
- ADM337 International Business
- ADM339 HBM Appraisal and Development
- ADM370 Problem Solving Theory and Practice
- ADMS38 Issues in Human Resource Management
- SF1275 Data Processing
- SY5276 Data Processing
- SF1276 Money Market Operations
- SF1277 The International Economy
- SF1278 Futures and Options Markets
- SF1279003 Special Studies Subjects
- SF1279 International Law
- SF1270 Labour Economics
- SF1271 Finance
- SF1275 Managerial Economics
- SF1276 Marketing and Pricing
- SF1279 Tax Planning
- MKT1000 Operations Process
- MKT2100 Retail Management Principles
- MKT211 Social Marketing
- MKT211 Agribusiness Marketing Management
- MKT212 Logistics Elements
- MKT310/001 Special Studies Subjects
- MKT313 Industrial Marketing
- MKT314 Marketing Practice
- MKT320 Promotion: Direct and Public Relations/Publicity
- MKT324 Advanced Marketing Research
- MKT325 Retail Buying and Merchandising
- MKT335 International Marketing
- MKT330/051 Retail Internship
- MKT336 Advertising Management
- MKT337 Marketing Internship
- MKT338 Sales Management
- MKT338 Manufacturing Processes
- MKT339 Advanced International Marketing
- MKT341 Financial Services Marketing
- MKT343 Advanced Marketing Research - Quantitative Techniques

Associate Diplomas

- 1. The Associate Diploma.
- 1.1. There shall be an Associate Diploma in Marketing.
- 1.2. There shall be an Associate Diploma in Secretarial Studies (Legal).
- 1.3. There shall be an Associate Diploma in Secretarial Studies (Medical).
- 2. Candidates in Associate Diploma courses are bound by the regulations for degree courses included in this volume of the Calendar and those course requirements common to all Syne Faculty courses as listed at the front of this section.

Associate Diploma in Marketing*

Course Code: QM
Course Leader: Ken Grant
* Stevens into this course ceased after 1989.

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.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

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

Credit for Work Done Elsewhere
In addition to part one, section four of the degree regulations the following credit transfers have been standardized for the Associate Diploma in Marketing: Candidates who hold the Certificate of Business Studies (Sales and Marketing) may be granted exceptions with credit for up to four subjects in the associate diploma.

Venue
Day and evening classes are offered at the Caulfield campus.
### Outline of Graduate Studies

#### Graduate Diploma of Business (Accounting)

- **Course Code:** GY
- **Course Leader:** Ian Beattie

**The Course**
The Graduate Diploma of Business (Accounting) is a two year part-time five-day a year course which is designed as a conversion course for those without tertiary qualifications in accounting.

**Professional Accreditation**
Graduates will meet the academic requirements for admission as a Provisional member of the Australian Society of Certified Practising Accountants and for admission to the Professional Year Program of the Institute of Chartered Accountants in Australia.

**Venue**
Evening classes are offered at the Caulfield campus.

**Credit for Work Done Elsewhere**
Please refer to the course regulations for the Graduate Diploma of Business (Accounting) for details relating to credit transfers.

#### Graduate Diploma of Business (Agribusiness)

- **Course Code:** GI
- **Course Leader:** Christopher Kimberley

**The Course**
Agribusiness includes all private firms, public agencies and statutory marketing authorities that bring food and fibre products to consumers or industrial consumers.

This course provides applied and practical marketing and management training, including analytical and decision-making skills, for people working within agribusiness.

**Venues**
The course will be offered as a series of eight intensive five-day residential sessions presented over a two year period at the Frankston campus and at the Dookie campus of the Victorian College of Agriculture and Horticulture.

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#### Graduate Diploma of Business (Banking and Finance)

- **Course Code:** GN
- **Course Leader:** Robin Edwards

**The Course**
This two year part-time course offers specialised studies in banking and finance for people working in the financial services and corporate treasury sectors. The aim of the program is to provide candidates with the conceptual and managerial decision making skills necessary for effective management in the continuously changing domestic and international financial market environment.

**Professional Accreditation**
The Australian Institute of Bankers recognises this program as satisfying the educational requirements for advancement to Senior Associate status. Prospective applicants should contact the Australian Institute of Bankers for details.

**Venue**
Evening classes are offered at the Caulfield campus.

**Credit for Work Done Elsewhere**
Please refer to the course regulations for the Graduate Diploma of Business (Banking and Finance) for details relating to credit transfers.

#### Graduate Diploma of Business (Business Management)

- **Course Code:** GW
- **Course Leader:** James Burgess

**The Course**
This two year, part-time course has been designed to develop the managerial skills of people involved in market orientated organisations. Broadly these skills will include the ability to identify...
Graduate Diploma of Business (Human Resource Management)

Course Code: GU
Course Leader: Adrian Purcell

The Course
The Graduate Diploma of Business (Human Resource Management) is designed to develop specific personal/human resource management skills applicable to both the public and private sectors. It is offered part-time and on a full-time fee-paying basis. It is primarily designed to meet the needs of individuals currently working in the personal/human resource management areas who require additional specific knowledge and skills. The program also allows qualified applicants from other disciplines to gain knowledge and skills in this crucial area to facilitate movement into human resource management positions or to prepare candidates for positions in management generally.

Professional Accreditation
It is expected that the course will meet the requirements to be accredited by the Institute of Personnel Management Australia (IPMA) as an approved postgraduate level course in personnel management.

Venue
Evening classes are offered at the Caulfield campus.

Credit for Work Done Elsewhere
Please refer to the course regulations for the Graduate Diploma of Business (Human Resource Management) for details relating to credit transfers.

Graduate Diploma of Business (Logistics Management)

Course Code: GJ
Course Leader: Adrian Purcell

The Course
Logistics management is the planning, directing, coordinating and controlling of the activities, resources and information systems involved in the flow of materials and products from source to the final customer. The aim of this course is to inculcate post-graduates with the skills required to manage the complex and critical role that logistics play in industry.

Venue
This course is offered as a series of eight one-week residential blocks over a two year period at the Hawthorn campus.

Credit for Work Done Elsewhere
Please refer to the course regulations for the Graduate Diploma of Business (Logistics Management) for details relating to credit transfers.

Graduate Diploma of Business (Marketing)

Course Code: GJ
Course Leader: Don Bradmore

The Course
The aim of this course is to provide candidates with an understanding of marketing and marketing functions and to develop marketing management analytical and decision-making skills. The course is designed principally for graduates and graduates who have undertaken tertiary level study in an area other than marketing.

Venue
Evening classes are offered at the Caulfield campus.

Credit for Work Done Elsewhere
Please refer to the course regulations for the Graduate Diploma of Business (Marketing) for details relating to credit transfers.

Graduate Diploma of Business (Marketing) – Executive Program

Course Code: GJ
Course Leader: Don Bradmore

The Course
The Graduate Diploma of Business (Marketing) – Executive Program is a one-year full-time fee-paying course, subject to availability and if it is identical to the Graduate Diploma of Business (Marketing). Candidates are awarded the Graduate Diploma of Business (Marketing) upon successful completion of the course.

Venue
The aim of this course is to provide candidates with an understanding of marketing and marketing functions and to develop marketing management, analytical and decision-making skills. The course is designed principally for graduates who have undertaken tertiary level study in an area other than marketing.

Venue
Evening classes are offered at the Caulfield campus.

Credit for Work Done Elsewhere
Please refer to the course regulations for the Graduate Diploma of Business (Marketing) – Executive Program for details relating to credit transfers.

Graduate Diploma of Business (Taxation)

Course Code: GJ
Course Leader: Stephen Barkocy

The Course
This two-year part-time course offers specialized training in taxation for people practicing in the taxation area or who wish to obtain taxation specialization. The aim of the program is to provide candidates with practical knowledge in the revenue area necessary for providing tax planning advice in industry.

Professional Accreditation
Graduates of this course can apply for taxation specialization designation from the Australian Society of Certified Practicing Accountants.

Venue
This program is offered at the Caulfield campus on a full-time fee-paying basis and is also conducted at an off-campus basis at various Taxation offices.

Credit for Work Done Elsewhere
Please refer to the course regulations for the Graduate Diploma of Business (Taxation) for details relating to credit transfers.

Master of Business by Research

Course Code: MB
The David Syme Faculty of Business offers a Master of Business by research.

Areas for Master's research within the Four Schools include:
- Accounting: Studies in all areas of financial and management accounting and accounting information systems.
- Banking and Finance: Studies will be provided with the opportunity to undertake research into specialized banking and finance topics including; international banking and finance, treasury management and technology, entrepreneurial and retail banking regulations, corporate finance and structured finance through a variety of institutions.
- Management: The School of Management is actively supporting research at Masters and PhD levels, particularly in its "core" areas of manufacturing and human resource management. The needs of business in the 1990s require a concentrated approach to research. The School of Management, in consultation with applicants with interests in such issues as quality management, manufacturing strategy and human resource development will be encouraged.
- Marketing: Studies will provide students with the opportunity to undertake research into specialized aspects of marketing including: marketing strategic planning, marketing communications and advertising, marketing research, logistics management, agribusiness, services marketing (including customer services), industrial marketing, retail management and international marketing.

Enquiries should be directed to the first instance to the appropriate head of school.
Master of Business (Banking) by Coursework

Course Code: MB
Course Leader: John Hicks

This course is a full-time, part-time degree, the course work component of which is conducted over two years (including summer semesters). It is designed to enhance and develop the skills and industry knowledge of professional bankers in a manner that will greatly heighten their ability to fulfill their line-management responsibilities in an increasingly competitive and deregulated environment. The degree will provide, at a high level, in-depth studies in a significant part of the banking discipline. Students will attain an advanced conceptual understanding of the field of banking complemented by a wide range of practical applications which will extend and support their learning and expose students to the contemporary issues and problems confronting modern bankers.

Venue
Clases will be offered at a venue in the Central Business District, Melbourne plus residential weeks at the Frankston campus.

Credit for Work Done Elsewhere
Please refer to the course regulations for the Master of Business (Banking) for details relating to credit transfers.

Details of Subjects

ACC103 Accounting and Financial Decision Making
Contact: Four hours per week for one semester.
Prerequisites: Accounting at Year 12 level or equivalent for Accounting and Banking students. NIL for all other Bachelor of Business students.

Syllabus: This subject aims 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.

* As ACC103 and ACC104 are similar in content, credit can be obtained for only one of the two subjects if both are studied.

ACC104 Accounting Systems and Procedures
Contact: Four hours per week for one semester.
Prerequisites: NIL.

Syllabus: This subject aims to develop an understanding of financial reporting through the processes of collecting, analyzing, classifying and presenting and interpreting financial information. Topics covered will include the accounting cycle, accounting system design, processing accounting data, profit measurement under accrual accounting, accounting for different forms of business in organisations and analysis and interpretation of financial reports.

* As ACC103 and ACC104 are similar in content, credit can be obtained for only one of the two subjects if both are studied.

ACC105 Accounting Information Systems
Contact: Four hours per week for one semester.
Prerequisites: ACC103 or ACC104.

Syllabus: This subject aims to develop student understanding of accounting and information systems within an organisation. Topics include a study of accounting information and accounting information systems, general ledger systems and subsystems and the development, implementation and review of accounting information systems.

ACC198 Accounting - Medical
Contact: Four hours per week for one semester. Laboratory assistance is also available.
Prerequisites: NIL.

Syllabus: This subject aims to give students a vocationally relevant as well as theoretically based understanding of the application of accounting to the medical sector. This includes practical experience in the preparation of financial reports.

ACC199 Accounting - Legal
Contact: Four hours per week for one semester.
Prerequisites: NIL.

Syllabus: This subject aims to give students a practical introduction to taxation and financial planning and its role in the structure of the corporate entity.

ACC203 Financial Controllership
Contact: Four hours per week for one semester.
Prerequisites: ACC103.

Syllabus: Functions of cost accounting and managerial finance, cost classifications for control, cost estimation methods, cost volume/profit analysis, budgets and standards for control, variances, cost allocations, decentralisation and transfer pricing, financial reporting and management, managerial finance, investment valuation, working capital management, capital budgeting.

ACC205 Financial Modelling
Replaces ACC259.
Contact: Four hours per week for one semester.
Prerequisites: ACC105 and ODT101 (formerly EDP117).

Syllabus: This subject aims to enable students to understand the concepts of systems development necessary in the business environment of the 1990s, particularly in the area of implementation of financial or accounting information system models/packages, comprehensive financial modelling and spreadsheets. Topics include computer concepts, decision support system development, corporate modelling and spreadsheets, financial modelling systems and database concepts.

ACC222 Manufacturing Financial Control
Contact: Four hours per week for one semester.
Prerequisites: ACC105.

Syllabus: Introduction to accounting systems for manufacturing, control of the factors of production, interaction of the production function with a costing, production systems, production methods, materials planning and control and accounting for labour and overhead costs.

ACC242 Productive Systems and Accounting
Replaces ACC241.
Contact: Four hours per week for one semester.
Prerequisites: ACC103 or equivalent.

Syllabus: This subject aims to enable students to understand the interaction of the productive function through accounting and to introduce cost accounting control of the factors of production. Topics include productive systems, production planning and control and accounting for labour and overhead costs.

ACC243 Management Accounting
Contact: Four hours per week for one semester.
Prerequisites: ACC242.

Syllabus: The aim of the subject is to develop the student's ability to use management accounting techniques in decision making. This will require the ability to design cost accounting information systems.
ACCC305 Advanced Financial Modelling
Contact: Four hours per week for one semester.
Preparatory: ACC310 and ACC311 are prerequisites.

This subject aims to provide students with the opportunity to develop computer supported decision making which is appropriate to the business environment today, using spreadsheet and database packages. A further aim of this subject is to encourage students to think critically about the assumptions of the user of this type of software, as well as to define the requirements of software that supports decision making.

ACCC348 Accounting – Advanced Financial
Contact: Four hours per week for one semester.
Preparatory: ACC348 or ACC349.

This subject aims to provide students with the skills of evaluation and synthesis in the areas of financial accounting and reporting and the measurement of financial events in the field. Topics cover interpretation and analysis of financial reports, financial ratio analysis, capital and investment decisions, and the planning and control of financial resources.

ACCC351 Accounting – Management
Contact: Four hours per week for one semester.

The subject includes an introduction to management accounting for marketing and general management purposes, with emphasis on the use of accounting as an input to decision-making processes.

ACCC352 Advanced Management Accounting
Contact: Four hours per week for one semester.

This subject aims to provide students with the knowledge and skills necessary to assist them in understanding and analysing the financial behaviour of individual and organisational units. It is intended for students who are likely to find themselves in management or management-related positions in corporate settings.

ACCC359 Advanced Computerised Business Systems
Coverage: Two hours per week for one semester.
Preparatory: ACC359 or ACC358.

This subject is designed to provide students with a guide to understanding the current state of the art in computerised business systems, and to developing strategies to manage the transition to new systems in the future.

ACCC360 Accounting – Business Finance
Coverage: Four hours per week for one semester.
Preparatory: ACC336 or ACC337.

This subject aims to introduce students to the principles of business finance, including capital budgeting, capital structure and financial decision-making.

ACCC362 Advanced Financial Management
Coverage: Four hours per week for one semester.
Preparatory: ACC362 and ACC363.

This subject aims to extend students' conceptual framework to include new areas such as risk management, capital budgeting, and capital structure.

ACCC363 Auditing
Coverage: Four hours per week for one semester.
Preparatory: ACC362.

This subject aims to extend students' knowledge of auditing, including the application of auditing standards, and the legal, ethical, and professional requirements of auditors.

ACCC364 EDP Auditing and Controls
Coverage: Four hours per week for five semesters.
Preparatory: COT173 (formerly DED122), ACC362 and ACC363.

This subject aims to enable students to understand the importance of computer systems in auditing and to develop an understanding of computer-aided audit concepts, procedures, and techniques. Topics include the use of computerized audit environments, evaluation of EDP controls, and the impact of EDP on the auditor's analysis of EDP controls and the identification of controls and procedures that may be used to identify and prevent fraud.

ACCC365 Accounting Theory
Coverage: Four hours per week for one semester.
Preparatory: ACC349.

This subject aims to extend students' knowledge of accounting theory and to develop an understanding of the economic, social, and political context of accounting. Topics include the historical development of accounting, the role of accounting in the economy, and the ethical issues surrounding accounting decisions.

ACCC370 Field Projects
Coverage: Two hours per week for one semester.
Preparatory: ACC359 and ACC360.

This subject is designed to provide students with the opportunity to carry out a field study in an accounting related area and write a comprehensive report. The objective of the unit is to integrate accounting studies relating theory to practice and to develop communication skills. Students are allocated to a supervising staff member for the purpose of their study.

ACCC371 Public Sector Financial Management
Coverage: Four hours per week for one semester.
Preparatory: ACC349.

This subject aims to provide students with a guide to understanding the requirements of public sector accounting, and to developing strategies to manage the transition to new systems in the future.

ACCC372 Issues in Public Sector Financial Management
Coverage: Four hours per week for one semester.
Preparatory: ACC371.

This subject aims to examine in depth of major contemporary issues in public sector financial management, and to develop an understanding of the legal, ethical, and professional responsibilities of auditors.

ACCC373 International Accounting
Coverage: Four hours per week for one semester.
Preparatory: ACC372.

This subject aims to develop students' knowledge of international accounting, including the application of accounting standards, and the legal, ethical, and professional requirements of auditors.

ACCC374 Information Systems
Coverage: Four hours per week for one semester.
Preparatory: COT173 (formerly DED122), ACC362 and ACC363.

This subject aims to enable students to understand the role of computer systems in auditing and to develop an understanding of computer-aided audit concepts, procedures, and techniques. Topics include the use of computerized audit environments, evaluation of EDP controls, and the impact of EDP on the auditor's analysis of EDP controls and the identification of controls and procedures that may be used to identify and prevent fraud.

ACCC375 Information Systems
Coverage: Four hours per week for one semester.
Preparatory: COT173 (formerly DED122), ACC362 and ACC363.

This subject aims to enable students to understand the role of computer systems in auditing and to develop an understanding of computer-aided audit concepts, procedures, and techniques. Topics include the use of computerized audit environments, evaluation of EDP controls, and the impact of EDP on the auditor's analysis of EDP controls and the identification of controls and procedures that may be used to identify and prevent fraud.

ACCC376 Management Accounting Systems
Coverage: Four hours per week for one semester.
Preparatory: ACC375.

This subject aims to provide students with a guide to understanding the requirements of management accounting, and to developing strategies to manage the transition to new systems in the future.
AC652 Accountability and Financial Information Systems 2
Contact: Three hours per week for one semester.
Prerequisites: AC651 and AC621.
Syllabus: This subject develops an understanding of the legal requirements governing an organization and the accounting and control practices. Topics include: internal control, fraud detection and prevention, and ethical issues. The course emphasizes practical applications through case studies and simulations.

AC661 Managerial Accounting
Contact: Three hours per week for one semester.
Prerequisites: AC650 and AC621.
Syllabus: This subject aims to give students a broad understanding of the managerial accounting concepts and techniques used in decision-making. Topics covered include cost-volume-profit analysis, budgeting, financial planning, and capital budgeting.

AC662 Auditing
Contact: Three hours per week for one semester.
Prerequisites: AC650 and AC621.
Syllabus: This subject provides an in-depth analysis of auditing concepts and techniques. It covers the legal and ethical requirements of auditors, as well as the standards and procedures used in the auditing process.

AC663 Financial Accounting 2
Contact: Three hours per week for one semester.
Prerequisites: AC650.
Syllabus: This subject covers advanced topics in financial accounting, including advanced financial reporting, consolidation concepts, and the preparation of financial statements.

AC664 Business Finance
Contact: Three hours per week for one semester.
Prerequisites: AC650.
Syllabus: This subject focuses on the principles and techniques of business finance. It covers topics such as capital budgeting, financial management, and financial decision-making.

AC680 Marketing Financial Control
Contact: Three hours per week for one semester.
Prerequisites: AC650. Students with audited financial statements are advised to seek permission from the Head of the School of Business.
Syllabus: This subject covers the principles and techniques of marketing financial control. It focuses on the use of financial information in decision-making and risk management.

AC681 Business Structure
Contact: Three hours per week for one semester.
Prerequisites: AC650.
Syllabus: This subject focuses on the structure and organization of businesses. It covers topics such as corporate governance, mergers and acquisitions, and financial strategy.

AD113 Business Communication
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of business communication. It covers topics such as business writing, presentation skills, and negotiation techniques.

AD122 Business Planning
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of business planning. It covers topics such as strategic planning, business forecasting, and budgeting.

AD125 Business Support Services
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD113.
Syllabus: This subject focuses on the principles of business support services. It covers topics such as business intelligence, data management, and decision support systems.

AD200 Planning for Conferences and Meetings
Contact: Two hours per week for one semester.
Prerequisites: PR.
Syllabus: This subject focuses on the planning and management of conferences and meetings. It covers topics such as event planning, logistics, and client satisfaction.

AD211 Performance Improvement
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of performance improvement. It covers topics such as performance measurement, performance improvement methods, and performance improvement case studies.

AD220 Project Management
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of project management. It covers topics such as project planning, project control, and project risk management.

AD230 Business Structure
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of business structure. It covers topics such as business strategy, organizational design, and business restructuring.

AD231 Business Planning
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of business planning. It covers topics such as strategic planning, business forecasting, and budgeting.

AD240 Business Support Services
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD113.
Syllabus: This subject focuses on the principles of business support services. It covers topics such as business intelligence, data management, and decision support systems.

AD250 Planning for Conferences and Meetings
Contact: Two hours per week for one semester.
Prerequisites: PR.
Syllabus: This subject focuses on the planning and management of conferences and meetings. It covers topics such as event planning, logistics, and client satisfaction.

AD260 Performance Improvement
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of performance improvement. It covers topics such as performance measurement, performance improvement methods, and performance improvement case studies.

AD270 Project Management
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of project management. It covers topics such as project planning, project control, and project risk management.

AD280 Business Structure
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of business structure. It covers topics such as business strategy, organizational design, and business restructuring.

AD290 Business Planning
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of business planning. It covers topics such as strategic planning, business forecasting, and budgeting.

AD300 Business Support Services
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD113.
Syllabus: This subject focuses on the principles of business support services. It covers topics such as business intelligence, data management, and decision support systems.

AD310 Planning for Conferences and Meetings
Contact: Two hours per week for one semester.
Prerequisites: PR.
Syllabus: This subject focuses on the planning and management of conferences and meetings. It covers topics such as event planning, logistics, and client satisfaction.

AD320 Performance Improvement
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of performance improvement. It covers topics such as performance measurement, performance improvement methods, and performance improvement case studies.

AD330 Project Management
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of project management. It covers topics such as project planning, project control, and project risk management.

AD340 Business Structure
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of business structure. It covers topics such as business strategy, organizational design, and business restructuring.

AD350 Business Planning
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of business planning. It covers topics such as strategic planning, business forecasting, and budgeting.

AD360 Business Support Services
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD113.
Syllabus: This subject focuses on the principles of business support services. It covers topics such as business intelligence, data management, and decision support systems.

AD370 Planning for Conferences and Meetings
Contact: Two hours per week for one semester.
Prerequisites: PR.
Syllabus: This subject focuses on the planning and management of conferences and meetings. It covers topics such as event planning, logistics, and client satisfaction.

AD380 Performance Improvement
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of performance improvement. It covers topics such as performance measurement, performance improvement methods, and performance improvement case studies.

AD390 Project Management
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of project management. It covers topics such as project planning, project control, and project risk management.

AD400 Business Structure
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of business structure. It covers topics such as business strategy, organizational design, and business restructuring.

AD410 Business Planning
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of business planning. It covers topics such as strategic planning, business forecasting, and budgeting.

AD420 Business Support Services
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD113.
Syllabus: This subject focuses on the principles of business support services. It covers topics such as business intelligence, data management, and decision support systems.

AD430 Planning for Conferences and Meetings
Contact: Two hours per week for one semester.
Prerequisites: PR.
Syllabus: This subject focuses on the planning and management of conferences and meetings. It covers topics such as event planning, logistics, and client satisfaction.

AD440 Performance Improvement
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of performance improvement. It covers topics such as performance measurement, performance improvement methods, and performance improvement case studies.

AD450 Project Management
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of project management. It covers topics such as project planning, project control, and project risk management.

AD460 Business Structure
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles of business structure. It covers topics such as business strategy, organizational design, and business restructuring.

AD470 Business Planning
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD100.
Syllabus: This subject focuses on the principles and techniques of business planning. It covers topics such as strategic planning, business forecasting, and budgeting.

AD480 Business Support Services
Contact: Two hours per week for one semester.
Prerequisites: AC650, AD113.
Syllabus: This subject focuses on the principles of business support services. It covers topics such as business intelligence, data management, and decision support systems.

AD490 Planning for Conferences and Meetings
Contact: Two hours per week for one semester.
Prerequisites: PR.
Syllabus: This subject focuses on the planning and management of conferences and meetings. It covers topics such as event planning, logistics, and client satisfaction.
ADMS24 Employee Relations
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the scope of major industrial relations in Australia. This subject will cover the legal aspects of major industrial relations in the workplace, with a focus on bargaining strategies and dispute resolution processes. Students will be exposed to the principles of labor law and the legal framework that governs industrial relations in Australia.

ADMS266 Human Resource Management
Contact: Three hours per week for one semester. Prerequisite: Nil.
This subject will provide an introduction to human resource management and the development of skills necessary for effective human resource management. Topics covered will include recruitment, selection, training and development, performance appraisal, communication, and change management. This subject will provide students with a foundation in the theory and practice of human resource management.

ADMS267 Entrepreneurship and Small Business Management
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the development and management of small businesses. Students will be exposed to the principles of business planning, marketing, financial management, and risk management. The subject will also cover the legal and ethical considerations in small business management.

ADMS268 International Management
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the management of international businesses. Students will be exposed to the principles of global business management, including international marketing, finance, and human resource management.

ADMS269 Management Projects
Contact: Twelve hours in total (four hours per week for one semester). Prerequisite: Adms267.
This subject will be assessed on the development of a management project. Students will work in teams to design and implement a project that addresses a real-world management issue. The project will be assessed on the basis of the students' ability to apply management principles to a practical problem.

ADMS275 Special Subjects (Legal 1) (3 units)
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of selected topics in legal theory. Students will be exposed to the principles of contract law, tort law, and criminal law. The subject will also cover the legal framework that governs the operation of business entities.

ADMS276 Special Subjects (Legal 2) (3 units)
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of selected topics in legal theory. Students will be exposed to the principles of property law, equity, and trusts. The subject will also cover the legal framework that governs the operation of business entities.

ADMS280 Business Systems and Processes: Procedures
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of business systems and processes, with a focus on procedures. Students will be exposed to the principles of business systems and processes, including the design and implementation of business processes.

ADMS282 Human Resource Information Management Systems
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the management of human resource information systems. Students will be exposed to the principles of human resource information systems, including system design, implementation, and evaluation.

ADMS283 Safety and Environmental Issues
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the management of safety and environmental issues in business. Students will be exposed to the principles of safety and environmental management, including risk assessment and risk management.

ADMS287 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS288 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS289 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS290 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS291 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS292 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS293 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS294 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS295 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS296 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS297 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS298 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS299 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS300 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS301 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS302 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS303 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS304 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS305 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS306 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS307 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS308 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS309 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.

ADMS310 Medical Language
Contact: Four hours per week for one semester. Prerequisite: Nil.
This subject will be assessed on the study of medical language, with a focus on the translation of medical documents. Students will be exposed to the principles of medical language and translation.
study program, with a written contract detailing performance requirements and assessment methods. A literature review and an industrial rotation are formally recorded for formal assessment and an oral examination may also be requested. Information on staff members in particular areas of management can be obtained from the Secretary of the School of Management, or the School's Administrative Office.

ADM302 Issues in Office Administration
Contact: Four hours per week per one semester.
Prerequisites: ADM404, ADM409.
Syllabus: Attendance and examination of real-world issues involved in all-team projects. Syllabus: Examination of the issues currently affecting the office administration function in the organisation and in society. Development of expertise in research design methodology and information analysis and interpretation of such skills.

ADM308 Human Resource Management Research Project Part 1
Contact: Four hours per week per one semester.
Prerequisites: ADM309, ADM408.
Syllabus: Introduction to methodological and epistemological issues in Human Resource Management, process of critical evaluation and analysis, research paradigms, development of research proposal, statistical, formal and justification, literature search techniques, applications of qualitative and quantitative methods, methodologies, presentation and defence of research proposal.

ADM309 Human Resource Management Research Project Part 2
Contact: Four hours per week per one semester.
Prerequisites: ADM309.

ADM323 Strategic Planning for Financial Institutions
Contact: Four hours per week per one semester.
Prerequisites: ADM102.
Syllabus: Strategic planning overview, stakeholders and strategies, corporate mission and objectives, determination of position, strategic formulation and analysis, identification of objectives and strategies, planning financial market, managing the plan, strategy evaluation.

ADM325 Administrative Skills Through Learning
Contact: Four hours per week per one semester.
Prerequisites: ADM201 and ADM205.
Syllabus: Strategic planning overview, stakeholders and strategies, corporate mission and objectives, determination of position, strategic formulation and analysis, identification of objectives and strategies, planning financial market, managing the plan, strategy evaluation.

ADM337 Managing the Environment
Contact: Four hours per week per one semester.
Prerequisites: ADM336.

ADM338 Information Management
Contact: Four hours per week per one semester.
Prerequisites: ADM337.
Syllabus: The aims are to develop an awareness of how office procedures and systems are used, and an understanding of the role of information technology in the management of the office. The students are also expected to be able to develop and understand the role of the information manager in the organisation.

ADM339 Designing Profitable Office Products
Contact: Four hours per week per one semester.
Prerequisites: ADM338, ADM339.
Syllabus: The interaction between the technical and behavioural aspects of office products will be examined in a variety of office-related tasks. The students are expected to develop an understanding of the concepts and principles of office management and to develop an understanding of the role of the information manager in the organisation.

ADM340 Strategic Management
Contact: Four hours per week per one semester.
Prerequisites: ADM339, ADM340.
Syllabus: The interaction between the technical and behavioural aspects of office products will be examined in a variety of office-related tasks. The students are expected to develop an understanding of the concepts and principles of office management and to develop an understanding of the role of the information manager in the organisation.

ADM341 Human Resource Management Strategy and Planning
Contact: Four hours per week per one semester.
Prerequisites: ADM341, ADM342.
Syllabus: The examination of the strategic planning process and management. The examination of the management process and management. The examination of the management process and management. The examination of the management process and management.

ADM346 Performance Management Systems
Contact: Four hours per week per one semester.
Prerequisites: ADM346.
Syllabus: The examination of the performance management systems. The examination of the performance management systems. The examination of the performance management systems. The examination of the performance management systems.

ADM350 Problem Solving Theory and Practice
Contact: Four hours per week per one semester.
Prerequisites: ADM350.

ADM356 Cross Cultural Communication and Negotiation
Contact: Four hours per week per one semester.
Prerequisites: ADM355.
Syllabus: The examination of the cross cultural communication and negotiation. The examination of the cross cultural communication and negotiation. The examination of the cross cultural communication and negotiation. The examination of the cross cultural communication and negotiation.

ADM391 Manufacturing Strategy
Contact: Four hours per week per one semester.
Prerequisites: ADM390.
Syllabus: The examination of the manufacturing strategy. The examination of the manufacturing strategy. The examination of the manufacturing strategy. The examination of the manufacturing strategy.

ADM392 Manufacturing Simulation
Contact: Four hours per week per one semester.
Prerequisites: ADM391.

ADM393 Personnel Management
Contact: Three hours per week per one semester.
Prerequisites: ADM392.
Syllabus: The examination of the personnel management. The examination of the personnel management. The examination of the personnel management. The examination of the personnel management.

ADM395 Industrial Placement Program
Contact: Students are required to spend one semester working full-time in a manufacturing organisation. Students will undertake a substantial industrial project to be negotiated with the organisation and the coordinating member of staff. This will provide the student with practical manufacturing work experience and will also require the student to develop an understanding of the role of manufacturing in society and the reporting of results and recommendations to the manufacturing organisation involved and finally the practical skills needed in the interaction with industrial and commercial personnel.

ADM398 Issues in Human Resource Management
Contact: Four hours per week per one semester.
Prerequisites: ADM396.
Syllabus: This elective subject in the Bachelor of Business degree focuses on issues relating to human resource management, the processes involved in recruiting and training employees, and the administration of human resources. The subject aims to equip students with the knowledge and skills to manage human resources effectively and to contribute to the success of the organisations in which they work.

ADM400 Entrepreneurship
Contact: Four hours per week per one semester.
Prerequisites: Completion of a level of the Bachelor of Commerce.
Syllabus: The subject provides an introduction to entrepreneurship studies. The subject is designed to develop students' understanding of the role of entrepreneurs in the development and growth of new businesses. The subject focuses on the processes involved in starting a new business and the challenges and opportunities that arise in the early stages of a business's development.

ADM401 Business Systems
Contact: Four hours per week per one semester.
Prerequisites: ADM400.
Syllabus: The subject provides an introduction to business systems. The subject is designed to develop students' understanding of the role of business systems in the development and growth of new businesses. The subject focuses on the processes involved in starting a new business and the challenges and opportunities that arise in the early stages of a business's development.

ADM409 Entrepreneurship
Contact: Four hours per week per one semester.
Prerequisites: ADM408.
Syllabus: The subject provides an introduction to entrepreneurship studies. The subject is designed to develop students' understanding of the role of entrepreneurs in the development and growth of new businesses. The subject focuses on the processes involved in starting a new business and the challenges and opportunities that arise in the early stages of a business's development.

ADM410 Business Systems
Contact: Four hours per week per one semester.
Prerequisites: ADM409.
Syllabus: The subject provides an introduction to business systems. The subject is designed to develop students' understanding of the role of business systems in the development and growth of new businesses. The subject focuses on the processes involved in starting a new business and the challenges and opportunities that arise in the early stages of a business's development.
ADM862 Human Resource Information Systems (HRS)

Prerequisite: NIL

This subject is designed to enable students to develop an understanding of the basic principles and practices of human resource management. It is intended to provide an introduction to the field of human resource management and to give students an understanding of the role of human resource management in organizations.

ADM685 Managing Employee Relations

Contact: Three hours per week for one semester.

Prerequisite: ADM885

This subject focuses on the development of effective strategies for managing employee relations. It covers the principles of employee relations, the legal framework, communication, conflict resolution, and the role of managers in employee relations.

ADM868 Human Resource Management Issues

Contact: Three hours per week for one semester.

Prerequisite: ADM868

This subject examines current issues in the field of human resource management. It covers topics such as diversity, workplace flexibility, and the role of technology in the workplace.

ADM684 Strategic Human Resource Management

Contact: Three hours per week for one semester.

Prerequisite: ADM684

This subject provides an overview of the strategic management of human resources in organizations. It covers topics such as the human resource strategy, human resource policies, and the role of human resource management in achieving organizational goals.

ADM887 HRM Research Project

Contact: Organized research project negotiated in three hours per week for one semester, research conducted in excess of the latter two semesters.

Prerequisite: NIL

This subject is intended to provide students with experience in conducting research in human resource management. It covers the process of research design, data collection, and analysis, and the interpretation and presentation of research findings.

COT113 Computer Technology 1

For details of these subjects, see 'Faculty of Computing and Information Technology - Details of Subjects'.

COT114 Computer Technology 2

For details of these subjects, see 'Faculty of Computing and Information Technology - Details of Subjects'.

COT172 Data Processing

Contact: Four hours per week for one semester.

Prerequisite: NIL

This subject covers the principles and techniques of data processing, including data collection, data analysis, and the use of computer systems in business and industry.

COT173 Information Technology

Contact: Four hours per week for one semester.

Prerequisite: NIL

This subject provides an introduction to the field of information technology, including the principles of computer systems, data communication, and the role of technology in society.

COT213 Computer Technology 3

COT214 Computer Technology 4

COT313 Computer Technology 5

COT314 Computer Technology 6

For details of these subjects, see 'Faculty of Computing and Information Technology - Details of Subjects'.

DEA103 Accounting and Financial Management

Prerequisite: NIL

This subject aims to provide students with an understanding of the principles and techniques of accounting and financial management, with an emphasis on the role of financial management in decision-making and control processes within organizations.

DEA232 Retail Financial Management

Prerequisite: DEA103

This subject introduces students to the fundamentals of retail financial management, including the principles of financial analysis, financial planning, and financial control.

DEA263 Business Finance

Prerequisite: DEA103

This subject provides an introduction to the principles of business finance, with a focus on the role of financial management in the effective operation of an organization.

DEB111 Contract Law

Prerequisite: DEA103

This subject introduces students to the principles of contract law, with a focus on the role of contracts in the commercial context.

DEB310 Money and Capital Markets

Prerequisite: NIL

This subject covers the principles and functions of financial markets, financial development, and the role of financial institutions in the economy.

DEB164 Business Mathematics and Statistics

Prerequisite: NIL

This subject covers the principles and techniques of business mathematics and statistics, with an emphasis on the role of these disciplines in decision-making.

DEB171 Microeconomics

Prerequisite: NIL

This subject covers the principles and techniques of microeconomics, with a focus on the role of market forces in determining economic outcomes.

DEB217 Business Statistics and Forecasting

Prerequisite: DEB164

This subject provides an introduction to the principles and techniques of business statistics and forecasting, with a focus on the role of these disciplines in decision-making.

DEB223 Microeconomics for Retailers

Prerequisite: NIL

This subject provides an introduction to the principles and techniques of microeconomics, with a focus on the role of market forces in determining economic outcomes, with a special emphasis on the retail sector.

DEB234 Information Technology and Strategic Management

Prerequisite: DEB217

This subject examines the role of information technology in strategic management, with a focus on the role of information technology in decision-making and control processes within organizations.

DEB240 Commercial Banking and Finance

Prerequisite: DEB111

This subject provides an introduction to the principles of commercial banking and finance, with a focus on the role of these disciplines in the effective operation of an organization.

DEB260 Banking Practice

Prerequisite: DEB240

This subject provides an introduction to the principles and techniques of banking practice, with a focus on the role of banks in the financial system and the role of electronic banking in the modern economy.

DEB271 Microeconomics

Prerequisite: NIL

This subject covers the principles and techniques of microeconomics, with a focus on the role of market forces in determining economic outcomes.

DEB284 Law of Lending

Prerequisite: DEB164

This subject covers the principles and techniques of law of lending, with a focus on the role of lending in the financial system and the role of mortgage lending in the housing market.

DEB333 International Banking and Finance

Prerequisite: DEB240

This subject provides an introduction to the principles and techniques of international banking and finance, with a focus on the role of these disciplines in the global economy.

DEB363 Investments and Portfolio Management

Prerequisite: DEB240

This subject provides an introduction to the principles and techniques of investments and portfolio management, with a focus on the role of these disciplines in the efficient allocation of financial resources.

DEG21 Treasury Management

Prerequisite: NIL

This subject provides an introduction to the principles and techniques of treasury management, with a focus on the role of treasury management in the efficient allocation of financial resources.

DEG279 Taxation Law

Prerequisite: NIL

This subject provides an introduction to the principles and techniques of taxation law, with a focus on the role of taxation in the efficient allocation of financial resources and the role of tax planning in the efficient allocation of financial resources.

DEC172 Data Processing

Prerequisite: NIL

This subject provides an introduction to the principles and techniques of data processing, with a focus on the role of data processing in the efficient allocation of financial resources.
DEK323 Retail Marketing Communication
Perspective: DR12.2
Syllabus: This subject focuses on the marketing communication mix. It is strategy based on a marketing management perspective. It reviews the role of advertising, sales promotion, publicity and the interface with personal selling.

DEK325 Retail Management Principles
Perspective: DR12.2
Syllabus: An overview of retailing from a management perspective. The development of retailing; the Australian retail industry and its environment; merchandising planning; control and distribution; pricing merchandise; selling and sales promotion; store location, layout and presentation.

DEK336 Retail Technology
Perspective: DR37.2
Syllabus: The function of electronic data processing in modern retail organizations. Specific emphasis is placed on the structure and operation of retail data systems. The use of databases, electronic data input, quick response and management information systems and report generation.

DEK338 Retail Case Studies
Perspective: DR37.2
Syllabus: Retail problem solving—problem solving and decision making models, information processing, developing retail strategies and business plans. Case study analysis—a number of case studies highlighting specific elements of the course (financial, people and merchandise management) will be analysed and solutions recommended in issues raised. Implementation—written plans and programs, communication issues, follow-up and evaluation.

DEK339 Retail Project
Perspective: N/A
Syllabus: This unit requires the completion of a major project which will demonstrate the skills and knowledge acquired by the student during the course. It can be either a practical on the job study set by the student's employer in conjunction with the supervisor which is not part of the student's normal job, or as an in-depth study of a retail issue through research. It will involve the submission of a major written report.

DEK350 Retail Buying and Merchandising
Perspective: DR12.2
Syllabus: Merchandising planning and budgeting, including cost of goods, depreciation classification, stock replenishment and retail inventory control; pricing and reprice strategy; selling and negotiation; sales management and sales force scheduling and productivity analysis, profit performance and information needs.

DEM310 Introduction to Management
Perspective: DEM30
Syllabus: This subject provides students with a basic understanding of management functions and the process by which Australian managers influence individual and group work performance. Topics include organizational variables and the informational, interpersonal and decision making roles of managers, individual versus group influences on organizational performance and strategies for dealing with conflict and change; group and motivational leadership issues in the management of individual and group processes.

DEM220 Organisational Behaviour
Perspective: DEM30
Syllabus: This subject examines the behavior and social grouping of people in organizations, the use of data and knowledge in organizations, the role of technology in the workplace, the impact of workplace technology on the workforce, the nature of management and organizational communication. It reviews the role of such groups as management, boards of directors, work teams, customer groups, etc., in modern business. It considers the nature and characteristics of such groups as management, boards of directors, work teams, customer groups, etc., in modern business. It considers the nature and characteristics of such groups and the way they interact in the workplace to achieve effective performance.

FIN364 Business Mathematics and Statistics
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: Descriptive statistics for one and two variables; time series analysis; elementary concepts of statistical probability; production and probability; confidence limits and hypothesis testing; simple and composite independent random variables of finance.

FIN365 Financial Mathematics
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: Review of basic algebra, solution of equations, iterative methods; introductory descriptive statistics; introducing probability theory.

FIN111 Macroeconomics
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: Analysis of macroeconomic performance in terms of economic growth, income distribution, unemployment, inflation and economic stability.

FIN212 Pricing for Marketers
Contact: Four hours per week for one semester
Perspective: MKT112
Syllabus: An introduction to pricing theory, the meaning and implications of price on demand, the setting and product life cycle aspects of pricing.

FIN217 Business Statistics and Forecasting
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: A systematic study of the procedures of statistical analysis and forecasting methods used in business, industrial and marketing situations. Topics include probability distributions, estimation and hypothesis testing, decision analysis, regression analysis, correlation and the use of tables in statistical analysis.

FIN218 Marketing Law
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: The application of the law to problems in marketing, sales and advertising.

FIN220 Banking Practice
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: The principles and practices of banking and the operations of the Australian banking system. The role of financial instruments in the modern economy.

FIN221 Financial Management
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: The principles and practices of financial management and the application of financial theories to corporate decision making.

FIN222 Commercial Law
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: The application of the law to problems in marketing, sales and advertising.

FIN230 Money Market Operations
Contact: Four hours per week for one semester
Perspective: N/A
Syllabus: Understanding the principles of the bond market and the money market, the role of the central bank and the role of the central bank in the operation of the economy.

FIN323 Production Planning and Control
Contact: Equivalent of four hours per week for one semester
Perspective: ADM151
Syllabus: Planning and controlling inventories and output levels in the context of production planning. The principles and problems of productive management, materials management planning (MMP), short-run capacity planning and control and project management.

FIN324 Monetary Theory and Policy
Contact: Four hours per week for one semester
Perspective: FS171, FS271
Syllabus: The principles and concepts of money, the monetary system, monetary policy, and the relationship between the monetary policy and national economic activity.
FIN324 Business Chinese 6
Contact: Six hours per week for one semester.
Prerequisites: FIN323.
This subject continues the work covered in FIN323 and will consolidate and build on the sentence patterns and vocabulary, topics include: market analysis, investment, negotiation, business ethics and cultural topics.

FIN325 Business Japanese 3
Contact: Six hours per week for one semester.
Prerequisites: FIN324.
This subject continues the work covered in FIN324 and will consolidate and build on the sentence patterns and vocabulary, topics include: grammar and vocabulary, twenty additional characters per week, proverbs and idiomatic expressions, cultural and business topics.

FIN326 Business Japanese 4
Contact: Six hours per week for one semester.
Prerequisites: FIN325.
This subject continues the work covered in FIN325 and will consolidate and build on the sentence patterns and vocabulary, topics include: grammar and vocabulary, twenty additional characters per week, proverbs and idiomatic expressions, cultural and business topics.

FIN327 Business Japanese 5
Contact: Six hours per week for one semester.
Prerequisites: FIN326.
This subject continues the work covered in FIN326 and will consolidate and build on the sentence patterns and vocabulary, topics include: grammar and vocabulary, twenty additional characters per week, proverbs and idiomatic expressions, cultural and business topics.

FIN328 Business Japanese 6
Contact: Six hours per week for one semester.
Prerequisites: FIN327.
This subject continues the work covered in FIN327 and will consolidate and build on the sentence patterns and vocabulary, topics include: grammar and vocabulary, twenty additional characters per week, proverbs and idiomatic expressions, cultural and business topics.

FIN332 Business Chinese 4
Contact: Six hours per week for one semester.
Prerequisites: FIN323.
This subject continues the work covered in FIN323 and will consolidate and build on the sentence patterns and vocabulary, topics include: market analysis, investment, negotiation, business ethics and cultural topics.

FIN333 International Banking and Finance
Contact: Six hours per week for one semester.
Prerequisites: FIN326.
This subject continues the work covered in FIN326 and will consolidate and build on the sentence patterns and vocabulary, topics include: market analysis, investment, negotiation, business ethics and cultural topics.
FIN395 Tax Planning
Contact: Four hours per week for one semester.
Preparatory: FIN390.
Synthesis: Tax planning with particular reference to legal decisions affecting trusts, partnerships, companies, tax avoidance, resilience, strategies and appeals.
FIN418 Marketing Law
Contact: Four hours per week for one semester.
Preparatory: FIN111.
Synthesis: The role of marketing mix elements: the product itself, pricing, packaging, advertising, sales, distribution and after sales service. The regulation of competition.
FIN613 Advanced Company Law
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Anti-trust study of the company as a corporate entity, contractual effect of the memorandum and articles of association, the raising and maintenance of capital (including issue finance and a consideration of the kinds of securities available), the rights of shareholders, the relationship of the company to parties dealing with it, reporting requirements, the duties of its directors and officers and the control of takeovers.
FIN614 Commercial Banking Decisions
Contact: Three hours per week for one semester.
Preparatory: AC252 and FIN206.
Synthesis: Problem with accounting reports: ratio analysis; credit analysis; project appraisal; loan security; cash flow lending; asset based financing; capital projects; effects of financial intermediation upon the bank's balance sheet.
FIN615 Competition and Consumer Law
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: In-depth study of trade practices including cartelisation and other anti-competitive practices; price fixing; exclusive dealing; contracts in restraint of trade. Monopolisation and its various forms: price discrimination, markups, RPM, consumer protection on a domestic and state level and current law affecting merchandising.
FIN616 International Banking and Finance
Contact: Three hours per week for one semester.
Preparatory: AC211, FIN114, FIN208, and FIN331.
Synthesis: The international financial system; the European monetary system and the EEC. Euro-Markets, trade finance and trade facilitation agencies; international bank management issues; gold and foreign exchange rates; country risk analysis; effect on banks of changing terms of international and transnational, interaction between government policy and public policy in international banking.
FIN617 Corporate Secretarial Practice
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: This subject comprises two components: The Administration Function in Business and Government: management fundamentals: investigations, planning, coordination, communication, forecasting, budgeting, computing; departmental organisations: record maintenance, security, system analysis and design; documents and forms design; office equipment and layout, telecommunications, accounting, bookkeeping; business languages: business names, patents, trade marks, copyright; expert and solicitor functions.
FIN618 Financial Institution's Planning and Strategy
Contact: Four hours per week for one semester.
Preparatory: AC252, FIN114, FIN208, FIN285, FIN257 and FIN331.
Synthesis: Bank organisational structure; external financial constraints; current and emerging; future business; marketing policies; strategy formulation; relationship building; new financial services; effects of strategies and policies on bank financial statements, promotion and delivery of financial services; financial strategy management.
FIN619 International Trade Law and Export Procedures
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Law of International trade, sales transactions, rights and duties and legal aspects of financing in trade, Shipping documents, methods of payment, overseas sales representation, Despatch orders, letter of credit, arbitration and litigation.
FIN620 International Banking and Finance
Contact: Three hours per week for one semester.
Preparatory: Successor to one semester and two semesters of core year one of Graduate Diploma in International Business.
Synthesis: International financial markets, forecasting exchange rate movements and financing decisions under different exchange rate regimes. International capital budgeting decisions, foreign exchange market in barriers, balance of payments theory and countertrade practices.
FIN621 International Economics
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: This subject introduces students to the role of economics in international trade. Topics include: the economic importance of trade, barriers to international trade, the regionalisation of trade, exchange rate determination, advanced elements of demand and supply, Equilibrium theory and the domestic impact of the international economy.
FIN622 Capital Markets, Financial Institutions and Funding Decisions
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: In this subject students examine: the structure and operation of the financial system, financial institutions and financial intermediation, yield curve analysis and interest rate and exchange rate management.
Students also investigate sources of short term, medium term and long term finance, lending/borrowing criteria and cases in international lending/financing.
FIN623 International Accounting and Taxation
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Accounting concepts: including: accounting for foreign currency transactions, international consolidated principles and international management accounting systems. Taxation topics include: sources and incidence, location of tax, foreign sources income and international income tax planning.
FIN625 Capital Markets, Financial Institutions and Funding Decisions
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Development of money and financial markets and financial flows analysis, intermediation, economic role of the different institutional sectors, micro-economic analysis, yield curve analysis in financial markets; exchange rates and money supply, sources of short and long term financial finance: sources of overseas borrowing: an introduction to international rates and exchange rate management; performance of the financial system.
FIN627 Treasury Management for Financial Institutions
Contact: Three hours per week for one semester.
Preparatory: AC252, FIN114, FIN208 and FIN285.
Synthesis: The subject covers: cash management, investment management; costing and budgeting, hedging mechanisms, integrated assets/liabilities management, capital management.
FIN635 Portfolio Management and Theory
Contact: Three hours per week for one semester.
Preparatory: ACC252, FIN114, FIN208, FIN285 and FIN331.
Synthesis: This subject provides an introduction to the theory and practice of investment management, sources of information and investment strategies; measuring investment return and risk; capital asset pricing model; arbitrage pricing theory; taxation; shares and share analysis; valuation; commodities and financial futures markets; real estate; portfolio management; asset allocation; marketing.
FIN638 Banking Law and Practice
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Legal background of the Australian financial system: banker/customer relationship; legal structures and nature of contracts; financial instruments; legal aspects of negotiable and allied instruments in trade: electronic banking and legal issues.
FIN639 Penalties and Prosecutions
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Specific anti-competition legislation S200 and Part IVA, liability of tax advisers, collection of tax from taxpayers' debts, determination of tax liabilities, taxation of fines, SFA, SBNZ, Taxation Administration Act 1993 (Cth), tax file number system and privacy legislation.
FIN640 Business Law
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Commercial Law in Australia: elements of a contract; terms of a contract; matters affecting the validity and enforcingability of a contract; partnership and liquidation; discharge of a contract; remedies; breach of contract; insurance of the day of all goods good for the purpose of the sale; remedies in contract; remedies upon failure; sale of goods and services; negligence; neglegence; negligence; negligence; negligence;
FIN641 Economics
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Analysis of supply and demand: macro and micro economics; demand and supply price theory; market structure, competitive policy; the macro economy; the Keynesian model; Government stabilization policy; policy debates.
FIN642 Company and Commercial Law
Contact: Three hours per week for one semester.
Preparatory: AC256.
Synthesis: Australian law: role of solicitors, partners, joint ventures, companies, trusts.
FIN643 Taxation Law and Practice
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: The taxable subject; income recognition: nature of income and factors affecting the recognition of income; self assessment; taxation of capital gains; payment of tax and procedure of meeting deadlines for payment of tax; accounting periods and companies; primary production; objections and appeals.
FIN644 Taxation Administration
Contact: Three hours per week for one semester.
Preparatory: NL.
Synthesis: Obligations and appeals, reviews to Administrative Appeals Tribunal and appeals to Federal Court, collection of tax, preparation of returns, tax audits, access to information from the ICT, S263 and S264, Freedom of Information Act 1982 (Cth).
FIN665 Taxable Entities
Contact: Three hours per week for one semester.
Preparatory: NIL.
Synthesis: This subject will cover: taxation of companies, shareholders, trustees, beneficiaries, partners and partnerships.
FIN666 Capital Gains Tax
Contact: Three hours per week for one semester.
Preparatory: NIL.
Synthesis: Identification of Capital Gains Taxable Asset, acquisition and disposal, calculation of net capital gains and losses, effect of revaluations, Capital Gains Tax consequences of taxation of capital, bases shares, convertible notes, options, employer share schemes, Capital Gains Tax effects on trusts, entreprenuership, partnerships and superannuation funds, tax planning for Capital Gains Tax, tax consequences of death and change of residence.
FIN674 Retirement and Remittance Packages
Contact: Three hours per week for one semester.
Preparatory: NIL.
Synthesis: Specific deductions, fringe benefits in detail including: loan fringe benefits, car fringe benefits, property fringe benefits, residual fringe benefits, superannuation, occupational superannuation, Superannuation Standards Act 1987 (Cth), tax treatment of remittance payments, preparation of fringe benefits tax returns.
FIN678 International Tax
Contact: Three hours per week for one semester.
Preparatory: NIL.
Synthesis: Residence, source withholding taxes, foreign income and credit systems, tax havens, double tax treaties, accreditation specific exceptions dealing with international aspects of tax, double tax treaties, proposed accrual system of foreign taxes, foreign tax systems.
FIN679 Current Issues in Taxation and Tax Planning
Contact: Three hours per week for one semester.
Preparatory: NIL.
Synthesis: Recent tax planning techniques, recent cases and rulings of the Federal Commissioner of Taxation. Possible future tax law changes such as the Acracta foreign tax system, particular relevant practical problems in taxation, selection of minor/tax avoidance areas not covered in other subjects depending on current importance of issues.
FIN680 Indirect Taxes
Contact: Three hours per week for one semester.
Preparatory: NIL.
FIN666 Statistics for Marketers
Contact: Three hours per week for one semester.
Preparatory: NIL.
Synthesis: A course in basic statistics designed for postgraduate students in the field of marketing. Topics covered include: descriptive statistics, empirical distributions, probability and probability distributions, sampling and sampling errors, hypothesis testing, goodness-of-fit tests, contingency tables, scatter-plot forecasting and least squares curve fitting techniques.
FIN684 Law and the Human Resource Manager
Contact: Three hours per week for one semester.
Preparatory: AD201.
Synthesis: The aim of this subject is to provide students with a sound working knowledge of the legal implications arising from key human resource management decisions and of the appropri-
FACULTY OF BUSINESS

FYN601 Tax Planning
Contact: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Custom practices in tax planning; the use of various techniques and strategies to minimize tax liabilities; tax implications of business organizations; the taxation of individuals; and tax implications of partnerships, trusts, partnerships, companies; the special problems of private companies; taxation of deceased persons; problems concerning rehiring; less common issues such as the tax liability of unincorporated companies; taxation of personal trusts; income tax deferral; an introduction to the taxation of business entities; taxation of assets; taxation of estates and trusts; taxation of financial institutions; taxation of insurance companies; taxation of charitable institutions; taxation of real property; taxation of gifts and insurance companies; taxation of retirement plans; taxation of business enterprises.
Assessment: Assignment 30 per cent; field study report 30 per cent; examination 40 per cent.

MKT211 Buyer Behaviour
Contact: Four hours per week for one semester.
Prerequisite: MKT212 and MKT213.
Syllabus: Introduction to consumer and industrial buyer behaviour; the individual, personality, attitudes, attributes, values, motives, cognitive style, social influence, family influences, and diffusion and adoption, decision processes, market segmentation, consumer behaviour.
Prerequisite: MKT113 and MKT115.

MKT212 Marketing Research
Contact: Four hours per week for one semester.
Prerequisite: MKT113 and MKT115.
Syllabus: Introduction to marketing, decision process, problem identification, planning and overviewing a research project; data collection and analysis; descriptive information, questionnaire designing, sampling, group interviews, depth interviews, data analysis, research report, managing marketing research.

MKT213 Marketing Support Systems
Contact: Four hours per week for one semester.
Prerequisite: COT717 (formerly EDP712), MKT113 and MKT112.
Syllabus: Information technology, impact of information technology on marketing, decision support systems in marketing. Creating models for decision making in marketing, information needs of decision makers, data base utilisation, solving non-linear models, simulation, decision support systems, case studies. A hand-on course with spreadsheets, databases, modelling packages and communication systems.

MKT220 Marketing Planning and Control
Contact: Four hours per week for one semester.
Prerequisite: MKT112.
Syllabus: Marketing planning procedure and administration; evaluation and control in marketing planning; case studies in corporate marketing planning; marketing strategies; designing a product strategy; monitoring existing products; developing new products; promotion strategies; distribution strategies.

MKT222 Agricultural Systems
Contact: Three hours per week for one semester at the Doon Park Campus of VCMA.
Prerequisite: Nil.
Syllabus: This subject introduces agricultural production as a business and explores various factors that influence agricultural production. It includes an introduction to the components of agricultural systems. The subject also introduces the factors affecting agricultural production and the role of the farmer in the production process. The subject also covers the organization and management of agricultural systems. It is designed to provide students with an understanding of the factors affecting agricultural production at the enterprise level.

Assessment: Written and oral examination and a project.

MKT224 Communication and Information 1
Contact: Four hours per week for one semester at the Doon Park Campus of VCMA.
Prerequisite: Nil.
Syllabus: Introduction to computer operating systems, word processing, spreadsheets and databases, relational communication channels, learning processes, information collection and access, writing and speaking skills.

MKT225 Physical Sciences 1
Contact: Three hours per week for one semester at the Doon Park Campus of VCMA.
Prerequisite: Nil.
Syllabus: Physical quantities and units, physics in agricultural studies, energy in agriculture, water supply and hydraulics, physical parameters of agricultural machinery, electricity, atomic structures, quantum chemistry, carbon chemistry and biological compounds, major classes of reactions.

MKT226 Agricultural Systems 2
Contact: Five hours per week for one semester at the Doon Park Campus of VCMA.
Prerequisite: MKT222.

MKT272 Communication and Information 2
Contact: Four hours per week for one semester at the Doon Park Campus of VCMA.
Prerequisite: MKT224.
Syllabus: An introduction to communication and information technology, the evolution of computers and the Internet, and an introduction to marketing.

MKT278 Customer Service
Contact: Four hours per week for one semester.
Prerequisite: ADM151.
Syllabus: The history and development of customer service initiatives; customer service culture; customer service objectives; customer service strategies; measurement; alternative approaches to customer service; and emerging issues in customer service.

MKT286 Materials Management
Contact: Four hours per week for one semester.
Prerequisite: ADM156 and FIN106.
Syllabus: This subject will take a total system approach and consider the economic analysis of logistics and inventory management, production planning and control, and transportation and distribution. It will also address the impact of logistics on customer service, supply chain management, and overall business performance.

Assessment: Written and oral examinations and a project.

MKT300/301 Special Studies
Contact: Independent study equivalent to four hours per week for one semester.
Prerequisite: Students must have completed the first two years of their Business degree course.

MKT312 Marketing Research
Contact: Four hours per week for one semester.
Prerequisite: MKT211, ACC313.
Syllabus: This subject aims to develop the student's understanding of the research process and the role of the researcher in a business setting. It focuses on the application of research methods to real-world scenarios, including the formulation of research questions, the design of research instruments, data collection methods, and the interpretation of research findings.

Assessment: Written and oral examinations.

MKT321 Marketing Planning and Control
Contact: Four hours per week for one semester.
Prerequisite: MKT212.
Syllabus: An overview of retailing from a management perspective. The development of retailing, the Australian retail industry and its environment; merchandise planning, control and distribution; marketing planning and sales promotion; store location, layout and presentation.

MKT325 Social Marketing
Contact: Four hours per week for one semester.
Prerequisite: MKT215.
Syllabus: Understanding the non-profit market; market analysis; the marketing program; administration and control and applications.

MKT327 Agribusiness Management
Contact: Four hours per week for one semester.
Prerequisite: MKT112.
Syllabus: This subject introduces students to the management of agribusiness operations, including organizational and managerial approaches to the marketing of food and fibre, and marketing efficiency; alternative marketing channels for marketing food and fibre products; introduction to transport economics and logistical; trade relationships in the agribusiness channel, consumer and industrial buyer behaviour in food marketing; the development of new food products.

MKT328 Logistics Elements
Contact: Four hours per week for one semester.
Prerequisite: MKT212 and MKT213.
Syllabus: Overview of logistics elements; introduction to transport distribution functions; commercial logistics; logistics management; customer service via distribution channels.

MKT3281 Customer Service
Contact: Four hours per week for one semester.
Prerequisite: ADM151.
Syllabus: The history and development of customer service initiatives; customer service culture; customer service objectives; customer service strategies; measurement; alternative approaches to customer service; and emerging issues in customer service.

Assessment: Written and oral examinations and a project.

MKT3786 Materials Management
Contact: Four hours per week for one semester.
Prerequisite: ADM156 and FIN106.
Syllabus: This subject will take a total system approach and consider the economic analysis of logistics and inventory management, production planning and control, and transportation and distribution. It will also address the impact of logistics on customer service, supply chain management, and overall business performance.

Assessment: Written and oral examinations and a project.

MKT3913 Strategic Marketing
Contact: Four hours per week for one semester.
Prerequisite: MKT211, MKT212 and MKT213.
Syllabus: The development of corporate strategic marketing objectives; strategic planning and implementation; and control in marketing; Australian companies in corporate marketing and planning; strategy; concepts of product management; designing a product strategy; monitoring existing products; developing new products.

Syllabus: This subject introduces students to the development of strategic marketing objectives in a business setting. It covers the development of corporate strategic marketing objectives, strategic planning and implementation, and control in marketing. It also delves into the context of business in the Australian market, with a focus on corporate marketing and planning. Students will learn about the role of marketing in managing customer needs, developing new products, and formulating strategies for existing products.
MKT385 Marketing Strategy
Contact: Four hours per week for one semester.
Prerequisites: MKT12, ADM381 and ADM482.
Syllabus: The development of appropriate market strategies and plans for a range of products using the case study method. This unit explores the theories expressed in MKT12 and includes the evaluation and analysis of the implementation of a successful marketing mix in the manufacturing environment.

MKT396 Commodity Trading Management
Contact: Four hours per week for one semester.
Prerequisites: MKT276.
Syllabus: The process of commodity trading in the context of branded products; factors influencing commodity prices; futures markets; agriculture/industry interfaces; futures markets; prices, options, effects, methods of price stabilisation; commodity price forecasting — fundamental and technical approaches; trading profitability and risk management.

MKT399 Agribusiness Project
Contact: Eight hours per week for one semester.
Prerequisites: Completion of first five semesters of the Bachelor of Business (Agribusiness).
Syllabus: An independent evaluation of some aspect of the application of industry consulting, e.g. a research paper, a research project and the presentation of a seminar.

MKT411 Marketing Planning and Control
Contact: Four hours per week for one semester.
Prerequisites: MKT12 and FIN166.
Syllabus: The marketing planning function in the context of marketing planning, the development of corporate goals and corporate marketing strategies to meet these 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 completion of marketing plans in practice.

MKT412 Marketing Research Techniques
Contact: Eight hours per week for one semester.
Prerequisites: MKT12 and MKT411.
Syllabus: Students will be provided with an understanding of the tools and techniques of marketing research applicable to corporate 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.

MKT413 Case Studies in Marketing
Contact: Four hours per week for one semester.
Prerequisites: MKT12 and should be taken in final semester.
Syllabus: Framework for approaching marketing problems through case studies. Screening, • evaluation analysis, marketing research, demand concepts, influence of the consumer, product, pricing, policies, advertising, sales management, competition. Sentence in effective communication.

MKT414 Buyer Behaviour
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
Syllabus: Introduction to buyer behaviour. Psychological influences on buyer behaviour; sociological influences on buyer behaviour; economic influence on buyer behaviour; consumer personality and organisation/organisation buyer behaviour; buyer response to innovation, business decisions; their impact on buyer behaviour and persuasion of buyer behaviour theories, models of buyer behaviour.

MKT443 Product Management
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
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, revising and developing existing products; developing new products from idea generation in include technical and commercial evaluation; concept for new products, analysis through the use of case studies and simulated management games.

MKT446 Promotional Planning
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
Syllabus: The process of controlling the promotional elements of the marketing mix. The course focuses on a marketing/produces perspective of initiating and controlling the process of marketing communication, including the use of advertising, sales promotion, publicity and the interface with personal selling.

MKT447 Personal Selling Strategy
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
Syllabus: Planning personal selling skills, account management, strategy implementation and control. An analysis of the dynamics of commercial world of sales. An overview of the management of the sales function.

MKT448 Distribution Management
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
Syllabus: The subject covers the essential of business logistics. Physical distribution management, design of distribution systems, development of enterprise systems in marketing channels. The elements of a business logistics system. The role of purchasing in logistics management. Marketing distribution channels in international marketing. The importance of logistics in the design of the distribution system. The impact of door-to-door freight forwarding. How physical distribution and supply chain relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.

MKT453 International Marketing
Contact: Four hours per week for one semester.
Prerequisites: MKT12 and MKT414.
Syllabus: Students will be provided with an understanding of international marketing. Adaption to foreign marketing conditions and business environments. Exports and the influence on international marketing. International business strategies and options. Market selection, evaluation and intelligence. Marketing support system, the impact of globalisation. International marketing, trade blocs. Principles of foreign investment. Financial framework. Students are required to make a seminar presentation on a foreign marketing situation and to prepare an in-depth study into an aspect of the subject.

MKT462 Advertising Management
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
Syllabus: Students will develop a creative and media planning system to be used on the work conducted in MKT460 Promotional Planning.

MKT464 Sales Management
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
Syllabus: Planning for sales management, organisation of the sales force, measurement, selection recruitment and training, supervision, compensation control and evaluation of sales staff.

MKT470 Retail Principles
Contact: Four hours per week for one semester.
Prerequisites: NIL.
Syllabus: Principles and practice of retail management with particular emphasis on those aspects of special relevance to suppliers of goods and services; the structure of the industry, trends, merchandise planning and control, pricing and promotion, store layout, location and presentation, store management.

MKT471 Retail Merchandising Management
Contact: Four hours per week for one semester.
Prerequisites: MKT12.
Syllabus: The role of the retail buyer in managing the retailing, buying, budgeting and selection of merchandise, inventory control and sourcing, negotiation and merchandising retail buyers in channel relationships, interface with suppliers, information flow.

MKT611 Buyer Behaviour
Contact: Three hours per week for one semester.
Prerequisites: MKT414.
Syllabus: Behaviour in consumer decision situations: essential frameworks, models and concepts; fundamental processes of motivation, perception and learning in individual/household/organisational learners; influence of individual, personal and environmental factors on consumer decision processes; organisational and social aspects of industrial buying.

MKT612 Marketing Research and Forecasting
Contact: Three hours per week for one semester.
Prerequisites: NIL.
Syllabus: Nature and scope of marketing research. Methodology in marketing research. Collecting and utilising information, questionnaire design, sampling techniques, interpretation and analysis of data, reporting and marketing research project, forming, specialises areas of marketing research.

MKT616 Marketing Theory and Practice
Contact: Three hours per week for one semester.
Prerequisites: NIL.
Syllabus: The marketing concept and corporate objectives and strategies; the marketing environment; marketing decision making and problem solving; designing the marketing strategic mix; planning the marketing program for the effective implementation.

MKT626 Marketing Communication Strategies
Contact: Three hours class work and three hours private assignment work per week for one semester.
Prerequisites: MKT516.
Syllabus: Importance of promotion; role of communication in promotional strategy; elements of the promotional mix; establishing the promotional budget; promotional strategy; consumer behaviour; advertising and society.

MKT627 Product Management
Contact: Three hours per week for one semester.
Prerequisites: MKT516.
Syllabus: The product management system; the concept of the product manager; their role, responsibility and scope of function; the management of development; developing product strategies and brand positioning policies; managing and monitoring existing products; rejuvenating and revitalising the product line; developing, launching and launching new products; legal, social and environmental considerations in new product development; development of product life cycle planning and relationship to corporate marketing planning process.

MKT628 Sales Management
Contact: Three hours per week for one semester.
Prerequisites: MKT516.
Syllabus: The nature, role and scope of sales management; the sales organization, the selection, recruitment, training and development of salespeople; the motivation, development and evaluation of salespeople; the sales process; sales forecasting and controlling market potential; sales budgeting and profitability; planning sales territories, determining sales quotas and the optimum allocation of sales effort and resources.

MKT633 Advanced Marketing Research
Contact: Three hours per week for one semester.
Prerequisites: MKT516.
Syllabus: Advanced marketing research, advanced research design issues, information collection, advanced data analysis techniques, presenting results and their relationship with marketing research applications, ethical issues in marketing research applications.

MKT634 Marketing in Foreign Environments
Contact: Three hours per week for one semester.
Prerequisites: MKT516.
Syllabus: The distinctions in overseas marketing; marketing influences; international marketing mix implications; export procedure. Case work will be used where appropriate.

MKT635 Special Assignment
Contact: Full year subject.
Note: Applicable only to Graduate Diploma in Marketing students who entered the course prior to June 1988.
Note: 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 micro or macro marketing issue. This major assignment covering two semesters provides the student with the opportunity to advance marketing knowledge, especially with regard, regional issues. A major assignment in one semester will be given to students who are required to resubmit their Special Assignment within the two year duration of the course and must not attempt to carry it over outside that period.

MKT636 Marketing Decision Systems
Contact: Three hours per week for one semester.
Prerequisites: MKT516.
Syllabus: Review of modeling decision making concepts, modelling marketing phenomena, the concept of a marketing decision support system, the impact of current and future technological development and marketing.

MKT637 Marketing Strategy
Contact: Three hours per week for one semester.
Prerequisites: MKT516.
Note: To provide students with an opportunity to think strategically about marketing situations; to integrate theoretical and practical knowledge relating to marketing into practical problem solving framework, to prepare students for strategic decision making.

MKT638 Industrial Marketing
Contact: Three hours per week for one semester.
Prerequisites: MKT516.
Note: To provide in-depth understanding of marketing principles as applied to industrial or business-to-business products and services.

MKT640 Logistics Elements
Contact: Forty-two hours over five days module.
Prerequisites: NIL.
Syllabus: Overview of Logistics Elements, logistic customer service, logistics as a system for creating flows of materials from...
**ZBM511 Marketing Decision Making**

**Contact:** Six hours per week.

**Syllabus:** Marketing management can be portrayed as a cyclical process involving planning, implementation, monitoring and modification. The second part of this course is largely structured on this basis but starts with a unit that draws together the material covered in the first part of the course and includes additional material on marketing decision making. It provides a foundation for the marketing management process.

**ZBM512 Marketing Planning**

**Contact:** Six hours per week.

**Syllabus:** Planning future action and helping others plan future action is a significant part of a marketing director’s job. This subject looks at the planning process, its application at different levels within the marketing function and the relationship between marketing and corporate plans.

**ZBM513 Marketing Implementation**

**Contact:** Six hours per week.

**Syllabus:** A major problem with many marketing courses is their concentration on analysis and the avoidance of the day-to-day managerial function for which little theory exists. This unit requires students to build theory around practice rather than the more usual theory first pattern of study.

**ZBM514 Marketing Monitoring and Modification**

**Contact:** Six hours per week.

**Syllabus:** This unit brings the management process full circle with its emphasis on control through the measurement of outcomes as a starting point for further activities. Monitoring and modification is necessary at several levels within the marketing function and it is the responsibility of marketing directors to see that this is not only done in a coordinated way but also done well. All reading material is provided.

**ZBM520 Assessing Marketing Performance**

**Contact:** Three hours per week.

**Syllabus:** Evaluation of the degree of success or otherwise of a marketing strategy and program is a critical ingredient of the marketing director’s role. This unit examines various means of diagnosing, assessing, tracking and evaluating performance and modifying actions to improve operations.

**ZBM521 Economic Policy**

**Contact:** Three hours per week.

**Syllabus:** Both domestic and international economic policy is examined with the view to determining impact on marketing decision-making.

**ZBM522 Advanced Market Research**

**Contact:** Three hours per week.

**Syllabus:** This unit takes a management of the research function approach with a large component incorporating business, industrial and international research, along with some consumer research issues.

**ZBM523 Financial Analysis**

**Contact:** Three hours per week.

**Syllabus:** The role and analysis of competitors on an individual company basis, an industry basis and an international basis is the focus of this unit. How marketing management can develop effective strategies to counter competitive moves is the underlying theme throughout the program.
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Faculty of Computing and Information Technology
Consequences of the Amalgamation

As the amalgamation of Monash University with the Chisholm Institute of Technology and the Gippsland Institute of Advanced Education did not come into effect until 1 July 1990, there has not been sufficient time to make a single publication which covers the courses and subjects available on the four campuses: Clayton, Caulfield, Frankston and Kingston. Further, there are many questions about the future organization of courses which have not been resolved. Nevertheless, the handbook for Caulfield and Gippsland campuses deals with the courses which they offer. The handbook for J. J. Craig Campus covers the courses available at the Frankston Campus.

In some cases, students may be asked to take courses on one campus to study a subject offered by another. This is not a part of their degree requirements. It is also likely that students of interest to students on several campuses will be offered on all campuses after 1990. Some courses may be intended to meet subject requirements and the different ways of teaching which are found on different campuses. Students currently enrolled in a course will be permitted to complete courses and regulations which were in force when they were enrolled and to complete a degree with the appropriate level of credit. The same rules will also be given the option of converting a course to a new regulations involving the reorganization of the new degree - e.g. a Bachelor of Computing as opposed to a Bachelor of Science.

Entry Requirements

Applicants who seek to enter a course for full-time study for an undergraduate degree should apply directly to the University. Tertiary Admissions Centre, 40 York St, South Melbourne, 3205. Those who wish to study part-time should apply directly to the faculty at PO Box 187, Caulfield East, 3145. All applications for postgraduate courses should be addressed to the faculty. The Bachelor of Information Systems course at Clayton has the option of an industry-based program. The applicants who qualify for it are awarded a scholarship (currently valued at $12,000) for each of the three years of the course and are required to work for any of the participating companies which the University nominates. It is assured that all applicants for the course will be prepared to work an unsupervised to work under supervision directed and to be in control of the conditions which the scholarship may be awarded by the faculty. A similar scheme applies to the Bachelor of Computing Systems course which is offered at the Caulfield and Frankston Campuses and for which the scholarship is currently more than $12,000 in the second year of the course.

It should be noted that the University is experiencing a high level of demand for places in undergraduate computing courses and there are generally more applicants than places to be offered. Consequently, all applicants are selected on their academic merit measured by the Victorian Certificate of Education (VCE) or its equivalent in the state of students from the state who may be admitted. It should be noted that there are special entry schemes, such as the Equity and Merit Scheme, and that students who consider that their background has been disadvantageous or wish to pursue tertiary studies should write to the faculty seeking entry under one of the special categories.

As experience has shown that people from many backgrounds who are interested in computing can be highly successful in the field, the policy of the faculty is to keep a minimum of prerequisites for entry courses in terms of the subjects which must have been studied successfully at the secondary level and to give credits for achievements in all fields.
The University is governed by statutes and regulations which are specified in the Circulars. These statutes define the roles of the students, the disciplinary measures which may be taken by the University, and the rights of the students. The computing profession, like others, conforms to a strict code of ethics which covers such matters as the improper and illegal use of computers and the use of powers which members of the profession enjoy in respect of access to computers, software and copyright. These students are strongly advised to become acquainted with the regulations and the code of ethics published by the Australian Computer Society. Copies will be made available to students on request. In particular, students in computing should be aware that disciplinary action will be taken against students found infringing with the operation of the University’s computing equipment, infringing with the computer programs and disturbing other users, using unlicensed programs or branching copyright by copying software which they do not own or have a licence fee. The University also advises that evidence of criminal activity associated with the use of computer systems is an offence and may lead to prosecution as opposed to disciplinary action by the University.

General Advice

Students who have a strong interest in the technical aspects of computing and a good mathematical background are advised to select the course of Computing and Engineering, Bachelor of Computing (Computer Science) or Bachelor of Computing (Computer Systems). They can choose these courses at the University of New South Wales or any other university. Students interested in these courses should consult their local university or the Australian Universities of Computing Information Systems or Bachelor of Information Systems course.

Good study habits are vital in undertaking a computing course. Its subjects are often conducted in a manner that is typically different from other non-computer subjects and is more commonly referred to as study advice.

UoN students have access to computer facilities that are available to them.

Enrolment Procedures

Students who have enrolled for a degree in the faculty will in normal circumstances be given the opportunity to enrol in the subject offered by the faculty which are relevant to the course. A student may also enrol in other faculty offered by other faculties. The same guarantee can also be given to these students.

Students wishing to Study Part-Time

Students who are enrolled for a full-time degree are normally entitled to enrol in the subject offered by the faculty which are relevant to the course.

Aboriginal Persons

Applicants for the Bachelor of Science and Engineering degree who are members of an Indian or other minority cultural group may be eligible for an above-average grade.

Examinations

Students who are members of this special group may be eligible for an above-average grade.

The Bachelor of Science and Engineering degree in the Faculty of Computing and Information Systems is designed for students who are majoring in the field of computing and information systems.
Regulations

Bachelor of Computing

It is important to note that these regulations are draft regulations which have not been formally adopted by faculty board, academic board or council at the time the Calendar was printed. They are provided only as guidelines to indicate what admissions are likely to be and may be subject to change. Any changes will be made available to students by the faculty concerned, as a separate document.

Where the regulations are the same as those published for courses given by another faculty prior to the formation of the Faculty of Computing and Information Technology, students will be expected to enrol in the new faculty. In other cases students may complete their course while enrolled in their current faculty or, if enrolled under the new regulations in the Faculty of Computing and Information Technology, proceed to Supply 6.1.2 - Courses and Degrees, the Council hereby makes the following regulations entitled Courses and Degrees (Faculty of Computing and Information Technology) (Degree of Bachelor of Computing) Regulations. The Courses and Degrees (Faculty of Computing and Information Technology) Regulations are made as follows:

Part I - Introductory

1. The Degree

There shall be:
1.1 a pass degree of Bachelor of Computing (BComp) in each of the disciplines listed in Part II Schedule I and the title of each degree to be the words "Bachelor of Computing" followed by the name of the discipline concerned;
1.2 an honours degree of Bachelor of Computing (BComp Hons) in each of the disciplines administered by a department listed in Part III Schedule I.

Definitions

2. In these regulations and in the title of subjects, unless the contrary intention appears, the following definitions shall apply:
2.1 "the faculty" means the Faculty of Computing and Information Technology or the Dean's nomination;
2.2 "the faculty board" means the faculty board of the Faculty of Computing and Information Technology;
2.3 "the degree" means the degree of Bachelor of Computing;
2.4 "course" means the set of subjects to be passed by a candidate towards the degree;
2.5 "discipline" means one of the disciplines available to candidates and specified in the schedule herein and disciplines taught in the departments of the faculty and courses taught by other faculties;
2.6 "subject" means a prescribed amount of work extending over not more than one academic semester at a common level, and counting as a specified number of points towards the degree.

3.7 "prerequisite" means a designated subject that must be passed before a candidate is permitted to enrol for the given subject.
3.8 "corequisite" means a designated subject which, if not already passed, must be studied at the same time as the given subject. The designated subject must be passed before the subject shall be counted towards the degree.
3.9 "pass" means passing a subject with a pass division (P1) or higher.
3.10 "points" means the numeric value of a subject.
3.11 A normal year's work for a full-time student for the pass degree shall be valued at between forty eight and forty five points.
3.12 Sequences

1.1 A minor sequence shall comprise two successive parts being either a first year sequence totalling at least twelve points, followed by a second part comprising second year level subjects totalling at least sixteen points, or second year level subjects totalling at least sixteen points, followed by a second part comprising third year level subject totalling at least twelve points, provided that all subjects being studied are within one discipline.
3.13 A major sequence shall comprise three successive parts, the first part being a first year sequence, totalling at least twelve points, the second part comprising second year level subjects totalling at least sixteen points, and the third part comprising third year level subjects totalling at least twelve points, provided that all subjects being studied are within one discipline.

Effects of Changes in Regulations

3. A candidate shall comply with these regulations as from time to time amended or revoked. However, if the faculty board of the opinion that the candidate has been adversely affected by a change in the regulations since first enrolled as a candidate, the faculty board may allow the candidate to qualify for the degree under the regulations previously in force during the period of candidacy.

Course Restrictions and Requirements

4. The faculty board may prescribe in the Outline of Undergraduate Studies or Details of Subjects:
4.1 the prerequisites and corequisites for a subject to be taken for the degree;
4.2 restrictions on subject combinations which may be taken by a candidate;
4.3 the order in which subjects to be completed may be taken;
4.4 the requirements as to the number of subjects that part-time candidates may be required to take in a particular year;
4.5 which compulsory subjects shall be taken before or at the same time as optional subjects;
4.6 details as to courses including combined courses;
4.7 prerequisites and corequisites requirements may be waived by the relevant head of department.

Completion of a Subject

5. To complete a subject a candidate shall, to the satisfaction of the head of the department concerned:
5.1 attend each lecture, tutorial classes and laboratory sessions and complete such exercises, projects, and laboratory work, if any, as may be prescribed by the department;
5.2 pass the examinations of the subject.

Approval of Course
6. When enrolling, a candidate shall obtain approval of the dean for the selection of subjects to be taken in the year.

Part II – The Pass Degree

Area of Study
7. A candidate for the pass degree shall qualify for the degree upon completing and passing the requirements of Parts I and II of these regulations.

Upon the regulations, a candidate may take subjects from other faculties. Specified combinations allow the candidate to qualify for the degree in a recognized area of study.

Time Limits
9. Except with the permission of the faculty board, a candidate shall complete all subjects for the degree within eight years of the beginning of the academic year in which the candidate first enrolled. Candidates enrolled in courses of the former Chandrah Institute of Technology prior to 1 July 1990 shall complete all subjects within 10 years.

10. Where a candidate does not complete the requirements for the degree in the minimum time plus one year the faculty board may determine that a candidate undertake additional subjects to complete the qualification under regulations current at that time.

Credit for Work Done Elsewhere
18. The Dean may, on the recommendation of the head of a department in the faculty, grant to a candidate to study or experience completed elsewhere.

19. Credit for work completed more than ten years prior to admission to the faculty board will not be given.

20. Credit shall not be given for more than two years of a candidate's study.

21. Where a candidate is granted to a candidate pursuant to this section, the Dean shall specify the time within which the candidate shall complete the degree.

Leave of Absence
13. A candidate may be granted under such conditions as he thinks fit, leave of absence for a period of up to three years to any one academic year.

Course Structure
12. A candidate shall complete a discipline chosen from Schedule I and the requirements for the degree as prescribed in the relevant section of Schedule II.

13. Except with the permission of the Dean in circumstances he deems reasonable, the course to be completed shall include the subjects listed in Schedule I of this regulation.

Subjects Available
13. The subjects to be completed shall be chosen from:

14. Subjects available in the Faculty of Computing and Information Technology listed in the Undergraduate Studies or Details of Subjects;

15. Subject taught for the Faculty of Computing and Information Technology listed in the Undergraduate Studies or Details of Subjects;

16. The faculty board shall approve the faculty board available in other facilities of the University or other tertiary educational institutions.

Grades of Results
14. Subjects to 14.1, examination results shall be awarded in six grades in ascending order: fail (F), pass (passing term paper) (P2), pass, credit (C), distinction (D), high distinction (HD). In addition, the grade P4 may be used for a pass with a grade of 50. An average of 50 is required and no higher. A student who does not achieve at least a grade (P) is a fine grade of 50 in each section shall form part of a sequence of subjects to be awarded a provisional pass (Pv). Such a candidate will be permitted to repeat the course. Credit shall only be awarded to the same subject or the other part of a sequence of subjects. On completing the section part of the grade (Pv) of the subject shall be amended to one of P, N, C, D, HD.

14.2 a candidate for the purposes of qualifying for the degree shall not count or include more than two subjects passed in P2 level, or such subjects to the value of 15 points, which ever is greater.

Academic Progress
15. The faculty board may appoint a committee to review the academic progress of a candidate and, after taking into account any recommendations from the Dean or relevant head of the academic year, and offering the candidate an opportunity to be heard, to terminate the candidate on the grounds of unsatisfactory progress.

16. When a candidate satisfactorily completes the course of studies, the examination for the degree and such practical work as may have been prescribed, the faculty board shall recommend the degree of the academic year in which the candidate first enrolled.

Credit for Work Done Elsewhere
19. The Dean may, on the recommendation of the head of the faculty, grant to a candidate to study or experience completed elsewhere.

20. Credit for work completed more than ten years prior to admission to the faculty board is in the discretion of the Dean.

21. Where credit is granted to a candidate pursuant to this section, the Dean shall specify the time within which the candidate shall complete the degree.

Leave of Absence
20. The Dean may, on such conditions as he deems fit, leave of absence.

Course Structure
21. A candidate shall complete the degree in the requirements listed in Schedule II of this regulation.

22. Except with the permission of the Dean in circumstances he deems reasonable, the course to be completed shall include the subjects listed in Schedule II of this regulation.

Subjects Available
22.1 subjects available in the Faculty of Computing and Information Technology listed in the Online Undergraduate Studies or Details of Subjects;

22.2 subjects taught for the Faculty of Computing and Information Technology listed in the Online Undergraduate Studies or Details of Subjects;

Academic Progress
23. The faculty board may review the academic progress of a candidate and, after taking into account any recommendations from the Dean of the faculty, and offering the candidate an opportunity to be heard, to terminate the candidate on the grounds of unsatisfactory progress.

24. Where a candidate successfully completes the course of studies, the examinations for the degree and such practical work as may have been prescribed, the faculty board shall recommend the award of the degree.

Grades of Honour
25. There shall be three classes of honour, namely: class I (Honours), class II (Honours), and class III (Honours).

26. Class I shall be divided into two divisions, division A and division B.

27. A candidate who is not awarded a grade pursuant to this section shall be deemed to have failed.

Schedule I
1. Departments
2. Business Systems
3. Computer Technology
4. Information Systems
5. Software Development
6. Robotics and Digital Technology

Schedule II
2. To qualify for the award of Bachelor of Computing (Honours) a candidate must satisfactorily complete one of the following subjects, and shall be appointed to the award of the degree.
3. The award shall include the degree Bachelor of Computing (Honours) (Minor).
Faculty of Computing and Information Technology

Credit for Work Done Elsewhere

The dean may, on the recommendation of the head of a department in the Faculty of Computing and Information Technology, grant credit to a candidate for work completed in this or another university or in another institution if the dean determines that:

1. The work for credit was completed more than ten years prior to admission to candidacy at the discretion of the dean;
2. The work is not normally given for credit in an undergraduate degree within a faculty or university; and
3. The candidate demonstrates a comparable level of achievement.

Course Restrictions and Requirements

The faculty board may prescribe in the Outline of Graduate Studies or Details of Degree the following:
1. Pre-requisites and co-requisites for a subject that may be taken for the diploma;
2. Restrictions on subject combinations which may be taken by a candidate;
3. The order in which subjects to be completed may be taken.

Completion of a Subject

To complete a subject a candidate shall, in the satisfaction of the head of the department concerned, make satisfactory arrangements with the head of the department concerned:
1. Submit such lectures, tutorial classes and laboratory sessions and complete such exercises, projects, and laboratory work, if any, as may be prescribed by the department;
2. Pass the examinations of the subject.

Approval of Course

At the beginning of each year of study, a candidate shall obtain approval of the Dean for the selection of subjects to be taken in that year.

Credit for Work Done Elsewhere

A candidate shall complete all courses prescribed by the faculty board in the Outline of Graduate Studies or Details of Degree:
1. A candidate shall, subject to the satisfaction of the Dean of the faculty, attend such lectures, tutorial classes, and laboratory sessions, and complete such exercises, projects, and laboratory work, if any, as may be prescribed by the department;
2. Pass the examinations of the subject.

The Structure Course

A candidate for the diploma shall complete the courses in accordance with Schedule 1 of this regulation.

Examinations

Examinations for the diploma shall be held at such a time as the faculty board may determine.

Grades of Pass

Grades of Pass are indicated in the following order: A (highest), B, C, D, E, F.

Academic Progress

The faculty board may review the academic progress of a candidate and, upon making an account any recommendations from the Dean of the faculty, the candidate may be required to withdraw temporarily from the course, or may be required to withdraw permanently from the course, or may be required to withdraw if the candidate's performance does not meet the requirements of the course.
Graduate Diploma in Business Information Technology

1. Candidates with a degree or equivalent qualification in computing or business are required to complete:
   - 3 foundation subjects.
   - 24 enrolment points in business or computing.

Graduate Diploma in Computing

1. To qualify for the award of the diploma a candidate is required to complete twelve subjects as set out herein.
   - 1 project.
   - 12 subjects.

Graduate Diploma in Robotics

1. To qualify for the award of the diploma a candidate is required to complete twelve subjects as set out herein.
   - 1 project.
   - 12 subjects.

Graduate Diploma in Computer Graphics

1. To qualify for the award of the diploma a candidate is required to complete eleven subjects and a project as set out herein.
   - 1 project.
   - 11 subjects.

Graduate Diploma in Digital Communications

1. To qualify for the award of the diploma a candidate is required to complete twelve subjects and a project as set out herein.
   - 1 project.
   - 12 subjects.

Graduate Diploma in Business Systems

1. To qualify for the award of the diploma a candidate is required to complete seven subjects and a project as set out herein.
   - 1 project.
   - 7 subjects.

Graduate Diploma in Financial Modelling

1. To qualify for the award of the diploma a candidate is required to complete six subjects and a project as set out herein.
   - 1 project.
   - 6 subjects.

Graduate Diploma in Business Intelligence

1. To qualify for the award of the diploma a candidate is required to complete six subjects and a project as set out herein.
   - 1 project.
   - 6 subjects.

Graduate Diploma in Information Technology

1. To qualify for the award of the diploma a candidate is required to complete five subjects and a project as set out herein.
   - 1 project.
   - 5 subjects.
concerned, appoint a member of the staff of the University as supervisor, or may also appoint an associate supervisor, who must be a member of the graduate faculty. An associate supervisor need not be a full-time member of the academic staff of the University, but shall be recognized as being eligible to be recommended for standing in this field. Academic Progress
6. The faculty board may review the academic progress of a candidate to determine whether any recommendations from the head of the department and the cooperating universities giving the candidate an opportunity to be held, may terminate or modify the same. Time Limits
7.1 Except when the faculty board permits otherwise, a candidate shall fulfill all academic requirements and requirements for the degree within the prescribed period after having been admitted to candidacy, subject to the provisions of the following:
7.1.1 In the case of a full-time candidate, not less than one year and not more than two years.
7.1.2 In the case of a part-time candidate, not less than two years and not more than four years.
7.2 Where the faculty board grants an application by a candidate for the candidate to be changed from full-time to part-time, or from part-time to full-time, the faculty board shall determine the period within which the candidate shall meet the requirements for admission.
Admission without Formal Supervision
8. No student may be admitted to candidacy or to the faculty board may, on such conditions as it may determine, admit a candidate who:
8.1 is not a student of less than four years standing of this University for admission to examine a thesis consisting of published or unpublished work embodying the results of an investigation carried out by the candidate under formal supervision at the University or otherwise complying with the requirements of degree, provided that in the opinion of the faculty board, the candidate has made satisfactory preparation for the candidate's proposed field of study;
8.2 shall also, if required by the faculty board, present a written examination in the branch of knowledge appropriate to the subject of the thesis as may be prescribed by the board.
Submission of Thesis
9.1 A candidate shall, if undertaking the degree by research, submit to the faculty board major embodying an investigation carried out by the candidate, under supervision. The thesis shall demonstrate the candidate's ability to carry out research in the field concerned and shall show independence of thought. If required by the faculty board, the candidate shall also present at least one oral or written examination in the branch of knowledge appropriate to the subject of the thesis as may be prescribed by the board.
Revisions from Master of Business Administration to Graduate Diploma of Business Systems
10. A candidate who has failed to achieve the necessary standard in the requirements for the degree:
10.1 may, if the faculty board deems it necessary, submit an unsatisfactory work to be re-examined, and if such work be of sufficient merit as may be prescribed by the faculty board, submit another minor thesis which shall in no case be submitted by the candidate, and which shall be examined in the branch of studies in which the candidate shall be examined for the degree,
10.2 shall, in the case of a candidate who is advanced in the thesis, generally in a preface and specifically in notes, in the extent of the work the candidate claims to have accomplished,
10.3 may not submit for the degree work previously accepted for a degree in any university, nor may the candidate, without the permission of the faculty board, submit work which has been previously submitted for any degree,
10.4. There shall be said to be submitted which shall be submitted which shall be submitted which shall be submitted in the name of the University, as published previously, shall at be size A4. Unpublished previously, the thesis shall be:
10.5.4. It is approved in size and adequately and fairly by the faculty board; and
10.5.4.2. A board is a form approved by the faculty board.
Master of Computing
It is important to note that these regulations are draft regulations which have not been formally adopted by faculty board, academic board or council. Any drafts printed. They are provided only as a guide to indicate what the regulations are likely to be and may be subject to change. Any drafts available to students by the faculty concerned, as a separate document.
Where the regulations are the same as those published for qualification by examination, they shall be the regulations for the degree.
Applications for the degree of Master of Computing in Information Technology shall be made to the head of the department concerned, on a form, a full-time member of the academic staff of the University shall be of standing in this field.
Academic Progress
6. The faculty board may review the academic progress of a candidate and, after taking into account any recommendations from the head of the department and the cooperating universities giving the candidate an opportunity to be held, may terminate or modify the same. Time Limits
7.1 Except when the faculty board permits otherwise, a candidate shall complete the requirements for the degree within the prescribed period after having been admitted to candidacy, subject to the provisions of the following:
7.1.1 In the case of a full-time candidate, not less than one year and not more than two years.
7.1.2 In the case of a part-time candidate, not less than two years and not more than four years.
7.2 Where the faculty board grants an application by a candidate for the candidate to be changed from full-time to part-time, or from part-time to full-time, the faculty board shall determine the period within which the candidate shall meet the requirements for admission.
Admission without Formal Supervision
8. No student may be admitted to candidacy or to the faculty board may, on such conditions as it may determine, admit a candidate who:
8.1 is not a student of less than four years standing of this University for admission to examine a thesis consisting of published or unpublished work embodying the results of an investigation carried out by the candidate under formal supervision at the University or otherwise complying with the requirements of degree, provided that in the opinion of the faculty board, the candidate has made satisfactory preparation for the candidate's proposed field of study;
8.2 shall also, if required by the faculty board, present a written examination in the branch of knowledge appropriate to the subject of the thesis as may be prescribed by the board.
Submission of Thesis
9.1 A candidate shall, if undertaking the degree by research, submit to the faculty board major embodying an investigation carried out by the candidate, under supervision. The thesis shall demonstrate the candidate's ability to carry out research in the field concerned and shall show independence of thought. If required by the faculty board, the candidate shall also present at least one oral or written examination in the branch of knowledge appropriate to the subject of the thesis as may be prescribed by the board.
Revisions from Master of Business Administration to Graduate Diploma of Business Systems
10. A candidate who has failed to achieve the necessary standard in the requirements for the degree:
10.1 may, if the faculty board deems it necessary, submit an unsatisfactory work to be re-examined, and if such work be of sufficient merit as may be prescribed by the faculty board, submit another minor thesis which shall in no case be submitted by the candidate, and which shall be examined in the branch of studies in which the candidate shall be examined for the degree,
10.2 shall, in the case of a candidate who is advanced in the thesis, generally in a preface and specifically in notes, in the extent of the work the candidate claims to have accomplished,
10.3 may not submit for the degree work previously accepted for a degree in any university, nor may the candidate, without the permission of the faculty board, submit work which has been previously submitted for any degree,
10.4. There shall be said to be submitted which shall be submitted which shall be submitted which shall be submitted in the name of the University, as published previously, shall at be size A4. Unpublished previously, the thesis shall be:
Outline of Undergraduate Studies

Bachelor of Computing (Digital Technology)

Course Code: BR
Course Leader: William Lindeman

Content
This course aims to provide appropriately trained professionals in the field of digital technology. The course has been developed to incorporate relevant aspects of Computer Science, Electronic Engineering, and Physical Sciences, to an integrated and interest-driven manner, thereby providing bridges between these distinct disciplines.

-A student of this course should acquire in-depth knowledge and skills in areas of computer hardware and software, as well as instrumentation, interface technology, and digital systems applications.

The course content provides for both intellectual and practical training. This training ensures that graduates have practical skills which should make them readily employable. It will also enable them to keep up-to-date and adapt readily to rapid changes in these areas of technology.

Prerequisite
A pass in VCE/ISC Mathematics A or its equivalent, and a pass in at least Year 11 Physics.

Recommended
Year 12 students in VCE Mathematics A and B, and Physics provide a suitable background for this course. Year 12 Computer Science may also be of benefit.

Course Structure
The Bachelor of Computing (Digital Technology) is a three-year, full-time course in Computers and related technologies (both software and hardware).


All second-year subjects are compulsory, and include Operating Systems, Software Development, Digital Electronics Design, Microprocessor Applications, Signals and Systems, Mathematics and Instrumentation Physics.

During the final year of the course all students will carry out a major project involving both software and hardware. They will study Real-Time Programming, Microchip Design, and Signal Processing. In addition, they will select four electives from Robotics, Computer Graphics, Artificial Intelligence, Image Processing, Computer Networking, VLSI Design, or other approved electives.

Recognition
Graduates of this course are eligible for Level One membership of the Australian Computer Society.

Course Code: BR1

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<thead>
<tr>
<th>Year 1</th>
<th>Semester</th>
<th>Hours per week</th>
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<td>Subject</td>
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<tr>
<td>RDT130</td>
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<td>RDT140</td>
<td>Software Development II</td>
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<td>RDT112</td>
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<tr>
<td>RDT142</td>
<td>Microprocessor Applications I</td>
<td>5</td>
</tr>
<tr>
<td>ELE101</td>
<td>Electrical Networks</td>
<td>4</td>
</tr>
<tr>
<td>ELE130</td>
<td>Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>MAT124</td>
<td>Mathematics IA</td>
<td>4</td>
</tr>
<tr>
<td>MAT125</td>
<td>Mathematics IB</td>
<td>2</td>
</tr>
<tr>
<td>PHY110</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>COM170</td>
<td>Communication Skills</td>
<td>2</td>
</tr>
<tr>
<td>SOC194</td>
<td>Applied Sociology</td>
<td>2</td>
</tr>
<tr>
<td>PSY194</td>
<td>Applied Psychology</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>23</td>
</tr>
</tbody>
</table>

1 Mathematics IB may be altered by students with good results in two Mathematics subjects at VCE Year 11 level.
2 Students must select one of these electives for study in semester 2 or 2.

Course Code: BR2

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Semester</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RDT220</td>
<td>Software Development III</td>
<td>4</td>
</tr>
<tr>
<td>RDT240</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>RDT231</td>
<td>Systems Software</td>
<td>2</td>
</tr>
<tr>
<td>RDT341</td>
<td>Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>RDT322</td>
<td>Digital Design II</td>
<td>4</td>
</tr>
<tr>
<td>RDT242</td>
<td>Microprocessor Applications II</td>
<td>4</td>
</tr>
<tr>
<td>RDT323</td>
<td>Digital Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>RDT344</td>
<td>Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>RDT366</td>
<td>Signals and Systems</td>
<td>4</td>
</tr>
<tr>
<td>MAT228</td>
<td>Mathematics II</td>
<td>2</td>
</tr>
<tr>
<td>MAT229</td>
<td>Numerical Methods</td>
<td>2</td>
</tr>
<tr>
<td>PHY210</td>
<td>Instrumentation Physics</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

Course Code: BR3

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Semester</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RDT330</td>
<td>Real Time Systems and Programming</td>
<td>3</td>
</tr>
<tr>
<td>RDT340</td>
<td>Software Systems Implementation</td>
<td>3</td>
</tr>
<tr>
<td>RDT332</td>
<td>Digital Design III</td>
<td>4</td>
</tr>
</tbody>
</table>
### Bachelor of Computing (Information Systems)

**Course Code:** RP  
**Course Leader:** Anne McMillan

Intending students are advised that microcomputers are used in a wide range of courses within the Faculty of Computing and Information Technology. In particular, they are advised that students are strongly advised to either purchase, or have high quality access to an IBM compatible microcomputer. Students intending to purchase a computer should consult the Faculty before purchase.

### 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 are normally available in the evening at Caulfield campus. Students should note that blocks of hours are provided during the day where possible to facilitate day release.

### Course Structure

Tuition fees for the degree are subject to a total of twenty-five subjects – eight from first year, eight from second year and nine from third year.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>SPT111</td>
<td>4</td>
</tr>
<tr>
<td>SPT112</td>
<td>4</td>
</tr>
<tr>
<td>COT113</td>
<td>4</td>
</tr>
<tr>
<td>COT114</td>
<td>4</td>
</tr>
<tr>
<td>SY213</td>
<td>4</td>
</tr>
<tr>
<td>SY216</td>
<td>4</td>
</tr>
<tr>
<td>MAT217</td>
<td>4</td>
</tr>
<tr>
<td>Elective 1</td>
<td>4</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>SPT211</td>
<td>4</td>
</tr>
<tr>
<td>SPT212</td>
<td>4</td>
</tr>
<tr>
<td>COT213</td>
<td>4</td>
</tr>
<tr>
<td>COT214</td>
<td>4</td>
</tr>
<tr>
<td>SY215</td>
<td>4</td>
</tr>
<tr>
<td>SY216</td>
<td>4</td>
</tr>
<tr>
<td>MAT217</td>
<td>4</td>
</tr>
<tr>
<td>Elective 2</td>
<td>4</td>
</tr>
</tbody>
</table>

### Content

Normal tuition fees are charged for this course. For 1995, the fee is likely to be $6000. This course is designed to provide students with a good knowledge of the fundamentals of commercial computing and the necessary grounding to enable them to expand their knowledge and expertise by way of other formal courses or industry experience. Students successfully completing the Graduate Certificate in Computing are eligible to apply for entry to the Graduate Diploma in Computing and if selected they will receive advanced standing in the Graduate Diploma in Computing course.

### Admission Requirements

The normal admission requirements for the Graduate Certificate in Computing are a recognized degree or diploma qualification on a minimum of three years work experience involving constant interaction with information systems in an organization. The level of work experience should indicate an ability to complete the course.

### Duration of the Course

The course comprises four subjects each of fifty-six hours class contact time. Typically, there will be offered in two block mode sessions, each of four weeks duration, two subjects being attempted in each of the sessions. It is envisaged that the two sessions will be scheduled over a period of twelve months or less.

### Course Structure

The course consists of four subjects from the Graduate Diploma in Computing. Typically, the base course will complete three subjects; Computer Technology I, Information Systems I and Software Development I, with the fourth subject being chosen according to the specific emphasis of the employer or by the employer. The fourth subject chosen will include: Computer Technology II; Information Systems II; or Software Development II. Students should consult a Computer Technology II subject of their choice.

### Subject Outlines

**Suggested base course**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>COTI70</td>
<td>Computer Technology I</td>
</tr>
<tr>
<td>SPT1</td>
<td>Software Development I</td>
</tr>
<tr>
<td>SY215</td>
<td>Information Systems I</td>
</tr>
<tr>
<td>COTI71</td>
<td>Computer Technology II</td>
</tr>
</tbody>
</table>

### Graduate Certificate in Computing

**Course Code:** CP  
**Course Leader:** John Daily

### Graduation in Business Technology

**Course Code:** PO  
**Course Leader:** David Foot

### Coastline

Business Technology is the use of integrated computer and communication 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, computer professionals, business consultants, technology sales personnel and business systems analysts to develop expertise in the production and management of advanced technology into business organisations.

### Admission Requirements

A recognized degree or diploma or equivalent as approved by the Faculty of Computing and Information Technology Admissions Committee.

### Course Structure

Students are required to successfully complete eight subjects. The subjects are designated as foundation, core and elective subjects.

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 subjects.

<table>
<thead>
<tr>
<th>Stream</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Entry Stream: for students without a background in either business or computing.</td>
<td>Business Entry Stream: for students with a background in business.</td>
</tr>
<tr>
<td>Technical Entry Stream: for students with a background in computing.</td>
<td></td>
</tr>
</tbody>
</table>

### Subject Outlines

**Suggested base course**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
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<tbody>
<tr>
<td>COTI70</td>
<td>Computer Technology I</td>
</tr>
<tr>
<td>SPT1</td>
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<td>SY215</td>
<td>Information Systems I</td>
</tr>
<tr>
<td>COTI71</td>
<td>Computer Technology II</td>
</tr>
</tbody>
</table>

### Outline of Graduate Studies

- **Bachelor of Computing (Information Systems)**
- **Graduate Certificate in Computing**
- **Graduate Diploma in Business Technology**

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Note: Students are required to pass in four elective units. They should enrol for one in semester one and three in semester two. Students may select up to two appropriate electives other than those above, with the approval of the Course Leader. The Monash Calendar provides information about other subjects.

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Hours per week:

Year 1:
- SPT111 Software Development 1: 4
- SPT112 Software Development 2: 4
- COT113 Computer Technology 1: 4
- COT114 Computer Technology 2: 4
- SY213 Information Systems 1: 4
- SY216 Information Systems 2: 4
- MAT217 Mathematics for Computing: 4
- Elective 1: 4

Year 2:
- SPT211 Software Development 3: 4
- SPT212 Software Development 4: 4
- COT213 Computer Technology 3: 4
- COT214 Computer Technology 4: 4
- SY215 Information Systems 3: 4
- SY216 Information Systems 4: 4
- MAT217 Mathematics for Computing: 4
- Elective 2: 4

Exclusions:
- CTS303 Industrial Project: 2
- SPT311 Software Development 5: 4
- SPT312 Software Development 6: 4
- COT313 Computer Technology 5: 4
- COT314 Computer Technology 6: 4
- SY315 Information Systems 5: 4
- SY316 Information Systems 6: 4
- Elective 3: 4

Electives:
- MAT222 to MAT226, Psychology, Sociology, Banking and Finance.
Graduate Diploma in Computing

Course Code: PPI
Course Leader: Chris Arvan
Intended students are advised that microcomputers are used in a wide range of computing and IT courses and the Faculty of Computing and Information Technology.
Students intending to purchase a micro computer should consult the Faculty before purchase to ensure compatibility with Monash facilities.

Content
The Graduate Diploma in Computing is designed for those with a tertiary qualification in a discipline wishing to gain a first qualification in the computing field. The aims of the course are:
1. To provide appropriately trained professionals in the field of commercial computing.
2. To provide a conceptual framework for students to keep pace with developments in this area.
3. To provide students with a practical knowledge of computer hardware and software which can be put to immediate use.
4. To develop a professional approach to computing and an awareness of social implications.

Admission Requirements
A recognized degree or diploma or equivalent. Those who do not have the normal prerequisites for entry into the course may be able to gain special entry to satisfy the following criteria:
1. Academic qualifications or two years at tertiary level courses and/or industry courses assessed as being at tertiary level.
2. At least two years relevant work experience.

Course Structure
The course consists of eight subjects which are designed to provide students with a broad knowledge of information technology. To successfully complete the course, a student must demonstrate ability in both practical work and theory in each subject.

Graduate Diploma in Computer Graphics

Course Code: G10
Course Leader: Colin Herbert
This two-year part-time course provides opportunities for engineers, applied scientists, computer designers, graphics consultants, computer professionals and technology marketing personnel to develop expertise in the implementation and use of advanced technology in computer graphics. The planned development of hardware is a theoretical consideration in computer graphics, practical work in the University's equipment and project work in the second year of the course. The course has an intake every second year, the next intake being 1990, and is offered only in the second year.

Graduate Diploma in Digital Communications

Course Code: PX1
Course Leader: Anthony McGinber
Until recently, the two subjects of Computing and Communications have been largely independent of one another; those pursuing careers in these areas have rarely found a necessary or even a desirable area to overlap. Within the general area of Computing, only a small number of people have been proficient in both hardware and software. However, developments in Microelectronics have profoundly altered this situation by providing complex digital components, such as microprocessors, which are now used in all these fields.
1. In Computing, there is now a strong requirement for Communicators in the distributed computer systems that are common in modern times. Furthermore, the reduced cost of communications equipment has accelerated the use of Communications.
2. In Communications, it is now common for signals to be transmitted and are often digital and computer systems are widely used to control the communications network setting.

Core Units
These units represent the heart of the course; Computer Communications. All core units are compulsory. The core units are:

R07590 Computer Networks
R07502 Computer Systems
R07538 Digital Electronics Principles I
R07593 Communications Principles I

Bachelor Degree in Digital Communications

Course Code: PDI
Course Leader: Anthony McGinber
Until recently, the two subjects of Computing and Communications have been largely independent of one another; those pursuing careers in these areas have rarely found a necessary or even a desirable area to overlap. Within the general area of Computing, only a small number of people have been proficient in both hardware and software. However, developments in Microelectronics have profoundly altered this situation by providing complex digital components, such as microprocessors, which are now used in all these fields.
1. In Computing, there is now a strong requirement for Communicators in the distributed computer systems that are common in modern times. Furthermore, the reduced cost of communications equipment has accelerated the use of Communications.
2. In Communications, it is now common for signals to be transmitted and are often digital and computer systems are widely used to control the communications network setting.

Core Units
These units represent the heart of the course; Computer Communications. All core units are compulsory. The core units are:

R07590 Computer Networks
R07502 Computer Systems
R07538 Digital Electronics Principles I
R07593 Communications Principles I

Course Structure
The course is structured in such a way that the core units are repeated in each year of the course to ensure that students have a minimum of two years of exposure to each of the core units. Students are required to take the core units in the following order:

Year 1
1. R07590 Computer Networks
2. R07502 Computer Systems
3. R07538 Digital Electronics Principles I
4. R07593 Communications Principles I

Year 2
1. R07590 Computer Networks
2. R07502 Computer Systems
3. R07538 Digital Electronics Principles I
4. R07593 Communications Principles I

GRADUATE STUDIES

Computing and Technology — Outline of Graduate Studies

Bachelor Degree in Digital Communications

Course Code: PDI
Course Leader: Anthony McGinber
Until recently, the two subjects of Computing and Communications have been largely independent of one another; those pursuing careers in these areas have rarely found a necessary or even a desirable area to overlap. Within the general area of Computing, only a small number of people have been proficient in both hardware and software. However, developments in Microelectronics have profoundly altered this situation by providing complex digital components, such as microprocessors, which are now used in all these fields.
1. In Computing, there is now a strong requirement for Communicators in the distributed computer systems that are common in modern times. Furthermore, the reduced cost of communications equipment has accelerated the use of Communications.
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These units represent the heart of the course; Computer Communications. All core units are compulsory. The core units are:

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R07502 Computer Systems
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Year 1
1. R07590 Computer Networks
2. R07502 Computer Systems
3. R07538 Digital Electronics Principles I
4. R07593 Communications Principles I

Year 2
1. R07590 Computer Networks
2. R07502 Computer Systems
3. R07538 Digital Electronics Principles I
4. R07593 Communications Principles I
Graduate Certificate in Information Technology

Course Code: CT
Course Leader: Geoff Martin

Introduction
The aim of this course is to provide the opportunity for professional project leaders or managers to formalise their skills in the automated software development field. All students taking this course will receive full credit should a student decide to continue on towards a Masters Degree in Computing.

Duration of the Course
This course will run over two evenings each week from 5:00 to 7:30 PM with two weeks off over holidays. The course will be taught at CASHE located in Building A, Caswell Street. In addition to lecture and assignment work, students will be expected to spend significant time in syndicate work, library research and computer use.

Admission Requirements
Students already holding a Bachelors Degree in a relevant major field, or a four-year Bachelor of Science degree in Information Technology, will be considered for entry. All other candidates will require a minimum of three years of relevant work experience in the field.

Graduate Diploma in Information Technology

Course Code: P1
Course Leader: Gary Bouma

Content
This course is offered to those who have an existing tertiary qualification in computing or a related area, 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 Year One of the Masters Program.

The course aims to prepare the student for the use of commercial computing and address specialised areas in depth by both coursework and hours. On completion of the course, graduates should be able to contribute at a higher level to the work in their place of employment and the benefits of their profession. They should also be prepared for further advanced study and research in the field.

The course is offered as a two-year part-time course conducted over four consecutive academic semesters with eight hours per week class contact, or as a one year full-time course conducted over two consecutive academic semesters with sixteen hours per week class contact.

Admission Requirements
The minimum entry standard is a recognised degree or graduate qualification in computing or a relevant major field, or equivalent work experience. Consideration may be given to applicants with significant work experience, demonstration of relevant qualifications and experience, and who are occupying a higher level position in computing.

Graduate Diploma in Robotics

Course Code: F1
Course Leader: Simon Hill

Contents
The course is designed as a part-time course to be completed in a minimum of two years. This normally involves four academic semesters with eight hours per week.

The course provides specialised training in robotics for engineers and scientists. The course is designed for students interested in the application of robotics to industrial processes. The course is intended for students with specific expertise in either computer science, electrical engineering, or mechanical engineering to acquire the multidisciplinary expertise that provides a clear appreciation of industrial robot operation and application. Graduates from this course will be in a more effective position, through theoretical material and practical exercises, of the issues that need to be addressed in engineering a functional industrial robot work environment.

Admission Requirements
The normal entry requirement is at least a three year degree or diploma in robotics or a course which provides a relevant foundation for studies in robotics, or an equivalent qualification approved by the Faculty Admissions Committee. For example, a degree in Engineering, Science or Data Processing would be acceptable. Applicants are required to undertake bridging units to attain the necessary standards.

Graduate Certificate in Information Technology

Course Code: CT
Course Leader: Geoff Martin

Introduction
The aim of this course is to provide the opportunity for professional project leaders or managers to formalise their skills in the automated software development field. All students taking this course will receive full credit should a student decide to continue on towards a Masters Degree in Computing.

Subjects Offered
All fourth year subjects codes contain a “4” as the first numeral. Fifth year subjects codes contain a “5” as the first numeral. Only one course may be awarded credit for; students are to select five subjects from the Masters program. Current subject offerings can be found in the course descriptions for the Graduate Diploma in Information Technology and the Masters of Computing.

Admission Requirements
No admission requirements to the Graduate Certificate in Information Technology are a three year degree or diploma in computing or a related discipline as well as recent work experience. Applicants should possess the attributes to work in a team environment, and who are interested in furthering their knowledge in computing at a postgraduate level. Completion of this course may be counted as Year One of the Masters Program.

Course Structure
Each subject that the student from the Master of Computing program approved as the Candidate Leader. Fees
Fees are currently under review for 1991. In 1990 the total cost of the course was $6,500 payable at the beginning of the first semester. Individual subjects may be taken at a charge of $1,800 per subject if places are available.

Masters Program in Computing by Coursework

Introduction
The Masters Program in Computing by Coursework may be undertaken as an additional course for those who have completed the Graduate Diploma in Information Technology and the Master of Computing.

The program is offered over two years full-time or four years part-time and is open to individuals with a three year degree or diploma in computing, or extensive industrial experience.

The two full-time years may be thought of as fourth and fifth years of study. This means the Graduate Diploma in Information Technology is a Masters preliminary year. Most students do not complete the program at this level, but rather use the coursework as an opportunity to specialise in a particular area of interest. Students will be advised to choose areas that complement each other. In any case, students will be encouraged to complete the course within two years.

Progress in the Program
Graduate Diploma in Information Technology students may shift to the Masters program, if they wish. Masters students cannot receive the Graduate Diploma in Information Technology qualification. On the other hand, Masters students who decide not to continue with the second stage of the Masters may elect to receive the Graduate Diploma in Information Technology. Students whose programs are discontinued at this stage may elect to receive the Graduate Diploma in Information Technology.

Subjects Offered
All fourth year subjects codes contain a “4” as the first numeral. Fifth year subjects codes contain a “5” as the first numeral. Only one course may be awarded credit for; students are to select five subjects from the Masters program. Current subject offerings can be found in the course descriptions for the Graduate Diploma in Information Technology and the Masters of Computing.

Admission Requirements
No admission requirements in addition to those for the Graduate Diploma in Information Technology.
Master of Computing and Doctor of Philosophy – by Thesis

The Faculty of Computing and Information Technology offers Master of Computing and Doctor of Philosophy programs by research. Enquiries should be directed in the first instance to the Head of Department, for the relevant academic area.

The two-year Master of Computing Degree, and four-year Doctor of Philosophy Degree, are open to students with a relevant academic background. Areas of research include: systems analysis and design methodologies, knowledge based systems, information systems management, computer aided software engineering, parallel and distributed systems, databases and languages, decision support systems, human-computer interfaces, distributed systems and information storage and retrieval, robotics, digital communications, microprocessor circuit design, digital signal design.

Course Code: MCI and MCO
Course Leader: Gail Bourne
Introduction
The Master of Computing is a two-year full-time or four-year part-time degree by coursework with an emphasis on the industrial relevance of high technology. The aims of the course are:

1. To provide a conceptual and theoretical framework within which the student can appreciate and integrate the rapidly changing and increasingly sophisticated technologies (software, hardware and methodologies) such that they can be used by the graduate to develop solutions within an information technology context to the complex problems facing society.
2. To deepen the theoretical knowledge of students in specific areas of interest to a level appropriate to a higher degree such that students will have the intellectual and conceptual foundation to play a leading role in the development of the information technology industry.

Admission Requirements

Stage 1
Applicants are required to hold:

1. A Bachelor of Computing
2. A Graduate Diploma in Computing; or
3. A Bachelor degree or Graduate Diploma that is considered equivalent to 1 and 2.

Stage 2
Applicants are required to hold:

1. An Honours degree in Computing which is equivalent to a fourth academic year of study in computing; or
2. A Bachelor Degree in Computing and a postgraduate award in a similar area.

Only applicants of high academic ability, as shown by their performance in prior studies, will be admitted to the course.

Bridging Studies
Because of the highly specialised nature of the course, students may be required to take particular units from one of the postgraduate diploma courses offered by the Faculty before commencing particular subjects in the Masters course. Bridging Studies do not count as assessable subjects in the course structure.

Duration of the Course
It is expected that the student will complete the course in the minimum time of two years full-time, four years part-time, except where exceptional circumstances exist.

Course Structure
The course consists of twelve subjects each requiring four hours class contact per week for one semester, plus a minor thesis. The minor thesis is considered to be the equivalent in workload to four subjects and will require the attendance and participation of the student in a seminar program. Each full-time student should study four subjects each semester. Due to the dynamic nature of this field of study, new subjects will be introduced as is deemed appropriate. Not all subjects will run in any year.

Students will be required to discuss their subject selections with course and subject leaders prior to enrolment to ensure the subject is appropriate to their objectives.

The currently approved subjects are:

Course Code: CM548 Research Methods
CM550 Minor Thesis
CM574 Fundamentals of Database
CM583 Information Retrieval and Query Languages
CM581 Data Management
CM585 Distributed Systems
CM596 Advanced Data Communications
CM599 Advanced Database Concepts
CM588 Distributed Processing
CM671 Data Security and Cryptography
CM572 Advanced Topics in Database
SFT400 Foundations of Programming
SFT409 Advanced Programming Tools
SFT410 Systems Programming I
SFT411 Systems Programming II
SFT429 Programming for Artificial Intelligence
SFT430 The Logical Foundations of Artificial Intelligence
SFT518 Software Engineering
SFT530 Systems Software Management
CM546 Decision Support Systems Technology
CM547 Executive Information Systems
CM542 Decision Support Systems
CM545 Decision Analysis
CM547 System and Design Implementation
CM546 Project and Organisational Management Issues
CM5444 Artificial Intelligence
CM5447 Mac- Machine Interfacing
CM5511 Advanced Topics in Artificial Intelligence
CM5532 Advances Systems Development

Master of Computing and Doctor of Philosophy – by Thesis

The Faculty of Computing and Information Technology offers Master of Computing and Doctor of Philosophy programs by research. Enquiries should be directed in the first instance to the Head of Department, for the relevant academic area.

The two-year Master of Computing Degree, and four-year Doctor of Philosophy Degree, are open to students with a relevant academic background. Areas of research include: systems analysis and design methodologies, knowledge based systems, information systems management, computer aided software engineering, parallel and distributed systems, databases and languages, decision support systems, human-computer interfaces, distributed systems and information storage and retrieval, robotics, digital communications, microprocessor circuit design, digital signal design.
AC708 Business and Financial Control Systems
Contact: Four hours per week in one semester.
Prerequisites: None.
Syllabus: Subject content to make participants aware of the financial implications of business actions and strategies. Hence students will be introduced to accounting terms on concepts and methodology and will explore a range of accounting techniques available to managers and business strategists. Emphasis will be placed on the usefulness of accounting information for business decision making.

AC707 Relevant Costing and Financial Management
Contact: One semester at 20 hours per week for one or half semester at four hours per week.
Prerequisites: AC705.
Syllabus: This subject develops students' ability to critically analyse, evaluate and use managerial accounting data for decision making purposes. Students will be able to collect and use data relevant for a specific purpose from a data bank and apply appropriate techniques to derive relevant information for managerial financial decision making. Topics include relevant costing, contribution margin approaches, decision analysis, discounted and product costing.

ADM605 Entrepreneurship and Small Enterprises
Contact: Four hours per week in a lecture seminar format. Participants will be expected to work in their own time on assignment work, and on the development of a business plan.
Prerequisites: None.
Syllabus: To assist participants to understand the elements of the entrepreneurial function. To provide opportunity for participants to examine the management process as it relates to the new business venture and to small business. To provide opportunity for participants to experience the process of developing a business plan for a new business venture.

ADM720 Social and Behavioural Aspects of Business Technology
Contact: Four hours per week for one semester.
Prerequisites: None.
Syllabus: Introduction to social and behavioural aspects of technology and what is technology and its relationship with other organisational systems. Current and emerging social issues facing the planning and management of business technology in Australia. Behavioural variables and managerial issues affecting performance outcomes from individual/group efforts in an information society. A model for evaluating the management of technological change. Effective management of small and large group performance management process, employee motivation and morale issues. Different approaches to introducing technological change. A wide range of different approaches to setting up and managing business technology systems will be critically examined. Program evaluation issues and techniques for increasing social acceptance of new systems and procedures.

ADM730 Management of Business Technology and Personnel
Contact: Four hours per week for one semester.
Prerequisites: AC705, SY505.
Syllabus: Continuing management in the office and its development from classical, traditional and scientific management approaches. Computerizing techniques in the office. Organising computer procedures, workflows, standards, conducting interviews, planning and delivering training sessions and conducting meetings.

References

Reference

CS125 Management and Business Systems for Computing
Contact: Four hours per week for one semester.
Prerequisites: None.


CS303 Industrial Project
Contact: Two hours practical work per week for two semesters.
Prerequisites: SY520, SY521, SY523.
Syllabus: Students work in project groups (usually four people) on system development tasks for a client who may be either internal or external to Monash. In general, projects involve all aspects of the system development life cycle. Project management aspects of system development are stressed. A student in part-time or full-time employment in the computer industry may, with the agreement of all the affected parties, introduce appropriate material from said employment as part of the assessment for this subject.

Reference

CS445 Preliminary Thesis 1
Contact: Four hours per week for one semester.
Prerequisites: The successful completion of at least four subjects in the major.
Syllabus: This is an opportunity for some students to complete a project that gives students an understanding of the nature of scientific research and its use in the solution of problems in computing and information systems. The first seven weeks will consist of four hours of class contact consisting of guest, lecture and tutorial presentations, individual projects and project reports. The final two weeks will consist of student research in an approved area under the supervision of an academic supervisor.

References:
Weeks one to five: Introduction to research and the research process; selection of topic and subject of the research; selection of appropriate libraries.
Weeks six to ten: Literature search techniques; survey construction; data analysis; discussion of results.

Assessment: Each student will be required to present a comprehensive written report of the topic researched, a 30 minute presentation of the research and a 30 minute interview. Students will be required to submit a project on an approved topic (100 points).

Reference

CS510 Minor Thesis
Prerequisites: The student will be required to have studied a minimum of 90 units of subjects in the major of the student and a minimum of 50 points in recent project work in this area in order to attempt the thesis topic prior to the commencement of the minor thesis.

CS664 Case Study
Contact: Four hours per week for four semesters.
Prerequisites: SY525.
Syllabus: This subject will involve a realistic business problem. Students will be required to undertake the analysis, documentation and implementation of an appropriate data processing system.

Reference

CS710 Application Project
Contact: Four hours per week for one semester.
Prerequisites: The completion of at least four subjects in the course.
Syllabus: An analysis of the subject student is responsible for undertaking a substantial applied research project; document findings of the project; and show an understanding of the relevant technologies used in business.

Reference
Christiana Institute of Technology - Division of Information Technology The Creation of Reference, Cheshire Printing Services, 1985.

COT113 Computer Technology 1
Contact: Four hours per week for one semester.
Prerequisites: None.
Syllabus: Computer equipment: history of computing; major components; CPU architecture; data representation; the role of the operating system; assembly level program; peripheral device devices; file organization and storage; secondary storage devices; serial and sequential files; random access files; indexed files; interface files.

Reference

COT114 Computer Technology 2
Contact: Four hours per week for one semester.
Prerequisites: COT113, MPT111.
COT319 Information Storage and Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamental concepts and techniques of information storage and retrieval. Topics include data models, indexing and searching, query processing, and evaluation of retrieval systems.

COT320 Computer Technology

Course: Four hours per week for one semester.

Prerequisite: COT 214.

Description: This course covers the fundamentals of computer hardware and software, including computer architecture, operating systems, and programming languages.

COT330 Computer Systems

Course: Four hours per week for one semester.

Prerequisite: COT 214.

Description: This course provides an overview of computer hardware and software systems, including computer architecture, operating systems, and programming languages.

COT340 Computer Languages and Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 214.

Description: This course focuses on the design and implementation of computer languages used in information retrieval systems. Topics include language syntax, semantics, and compiler design.

COT350 Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course covers the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT360 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT370 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course covers the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT380 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT390 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course covers the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT400 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT410 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course covers the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT420 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT430 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course covers the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT440 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT450 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course covers the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT460 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT470 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course covers the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.

COT480 Computer Information Retrieval

Course: Four hours per week for one semester.

Prerequisite: COT 215.

Description: This course introduces students to the fundamentals of information retrieval, including search engines, information filtering, and automatic document classification.
PHY911 Industrial Machine Vision Systems
Contact: Two hours per week for one semester.
Phr: PHYS 510.
Syllabus: Computer Image Formation; TV signals and digitizing techniques. Data manipulation: averaging, filtering, image enhancement, edge detection. Pattern recognition: optical patterns, size and shape determination, parameter matching, feature extraction. Applications: use of commercially available computer vision systems in monitoring, inspection, and coordination with other machine systems.

Reference

RDT242 Microprocessor Applications II
Contact: Two lecture hours, two hours practical tutorial per week for one semester.
Phr: PHYS 511.
Syllabus: Introduction to sixteen-bit microprocessors, Architectural organization, addressing modes, memory management, programming techniques, timer/counters, interprocessor communication, programming tools and associated software, bus structures, device control, interfacing: parallel, serial, interface.

Reference

RDT243 Digital Electronics II
Contact: Two lecture hours, two hours practical tutorial per week for one semester.
Phr: PHYS 512.
Syllabus: Analog switches, amplifiers, waveforms, ADC, DAC. Timing circuits: oscillators, monostables, controlled oscillator and control, PWM, Phasor and Magnitude modulation-demodulation, frequency multiplication/division, digital filters, controls.

Reference

RDT246 Signals and Systems
Contact: Two lecture hours, two hours practical tutorial per week for one semester.
Phr: PHYS 513.
Syllabus: Fourier analysis, properties of systems, time and frequency domain analysis: Laplace, Fourier transforms, sampling theorem, Analog-digital signal detection and transmission, coding, communication, error detection/correction, System stability, time response, steady state and dynamic control.

Reference

RDT247 Computer Science I
Contact: Six hours of classes per week for two semesters.
Syllabus: This subject is divided into a number of courses.

Computational Units: Microprocessor architecture and programming; four hours per week for one semester. Architectures, instruction set, programming techniques, instruction set encoding, programming tools and associated software, bus structures, device control, interfacing: parallel, serial, interface.

Reference

RDT240 Software Engineering
Contact: One lecture hour, two tutorial hours per week for one semester.
Phr: PHYS 514.

Reference

RDT241 Operating Systems
Contact: Two lecture hours, one hour tutorial hour per week for one semester.
Phr: PHYS 515.

Reference

RDT242 Artificial Intelligence
Contact: Two lecture hours, two hours practical tutorial per week for one semester.
Phr: PHYS 544.


Reference

RDT243 Operating Systems
Contact: Two lecture hours, two hours practical tutorial per week for one semester.
Phr: PHYS 514.
Syllabus: Introduction to sixteen-bit microprocessors, Architectural organization, addressing modes, memory management, programming techniques, timer/counters, interprocessor communication, programming tools and associated software, bus structures, device control, interfacing: parallel, serial, interface.

Reference

RDT234 Electronics II
Contact: Two lecture hours, two hours practical tutorial per week for one semester.
Phr: PHYS 512.
Syllabus: Electronic devices: diodes, transistors, properties of systems, time and frequency domain analysis: Laplace, Fourier transforms, sampling, Analog-digital signal detection and transmission, coding, communication, error detection/correction, System stability, time response, steady state and dynamic control.

Reference

RDT233 Digital Electronics
Contact: Two lecture hours, two hours practical tutorial per week for one semester.
Phr: PHYS 513.
Syllabus: Digital design: logic gates, gate arrays, programmable logic arrays, ROMs. Testing and testing built-in test circuits, signature analysis, logic analysis. Cossack, resonant, electromagnetic interference. Coding for error detection and correction. Introduction to VLSI design methodology.

Reference

RDT240 Software Engineering
Contact: One lecture hour, two tutorial hours per week for one semester.
Phr: PHYS 514.

Reference

RDT241 Operating Systems
Contact: Two lecture hours, one hour tutorial hour per week for one semester.
Phr: PHYS 515.

Reference
RDT335 Signal Processing
Contact: Two hours lectures, two hours practical work per week for one semester.
Prerequisites: RDT320.
Syllabus: Periodic and aperiodic signals, time and frequency characteristics of linear systems, Laplace transforms, network response, noise, analog filters, sampling, quantization, pulse, signal and systems, Probability, FIFTS, spectral analysis, applications of digital signal processing in speech, audio and image processing.

RDT326 Project
Contact: Six hours per week for two semesters, including tutorials, seminars and interviews.
Prerequisites: All second year subjects.
Syllabus: Project selection: to involve both digital hardware and software. Specifiers: scheduling, coding, testing, measuring performance, personal task management, reporting of progress, testing and evaluation, report writing.
Reference: Reference: Journals, manufacturers' brochures.

RDT340 Software Systems Implementation
Contact: Two hours lectures, two hours tutorial/practical work per week for one semester.
Prerequisites: RDT310.
Syllabus: Detailed examination of a major item of systems software - e.g. a communications interface. Implementation of representative items of software.

RDT350 Intelligent Systems
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: RDT340.
Assessment: Examinations, Assignments and Practical Work.

RDT351 Computer Graphics
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: MAT219, MAT229, or RDT310 MA+MA10.
Syllabus: Graphics hardware terminals, hard copy devices, plotters, light pens, etc. Graphics algorithms: coordinate systems, transformation, rotation, translation, scaling, primitive, modeling, viewing, texture mapping, Camera graphics support and interface: operating systems for computer installations, data transmission, standards and packages.

RDT352 Computer Communication and Networking
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: RDT346.

RDT3628 Assembly Automation
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: RDT310.
Syllabus: Assembly procedures including mechanical and electronic troubleshooting, equipment, SCARA robot vision, thermal setting requirements, compliancy in force, force-control loops for assembly programs, programming of robotic manipulators, gripper design, methods of parts delivery, interfacing to industrial equipment, product design for assembly. Assessment: 10 per cent by assignment, 70 per cent by written test.

RDT729 Advanced Robot Programming
Contact: Two hours lectures, two hours practical/tutorial work per week for one semester.
Prerequisites: RDT320, RDT346, MAT229, or RDT + MAT101.
Syllabus: Introduction and history of robotics, architecture, geometry and kinematics, actuators, and effects, sensors, control, programming industrial robots, applications.
Assessment: 50 per cent by assignment, 50 per cent by written test.

RDT630 Robotics I
Contact: Two hours lectures per week for one semester.
Prerequisites: RDT340.
Syllabus: Overview of robotics current and future applications of robotics; mechanics of a six-axis robotic arm. Movements, feedback control, programming methods, sensors, fault diagnosis, design considerations, operational constraints. Introduction to the kinematics and dynamics of robots. Introduction to path and trajectory control systems.
Assessment: 30 per cent by assignment, 70 per cent by written test.
Kroo, I. B., Robotics Manipulators, MIT, 1981.

RDT631 Robotics II
Contact: Two hours lectures per week for one semester.
Prerequisites: RDT340, RDT362.
Syllabus: Mathematical modeling: the description of a physical system by differential equations. Stability and dynamic response: Laplace transforms, feedback concept, transfer functions, state space, feedback effects. Assessment: Examinations and assignment work.

RDT638 Digital Electronics Principles
Contact: Two hours lectures per week for one semester.
Prerequisites: RDT340.
Syllabus: Digital representation of information, Boolean algebra, simple logic functions, combinatorial logic, Boolean simplification methods, computer combinational functions, sequential logic in various kinds of flip-flop, shift registers and counters, memory elements, basic principles of the microprocessor and its interaction with the digital circuits, digital aspects of operating systems using. Assessment: Written examination and assignment work.

RDT639 Physical Instrumentation
Contact: Two hours lectures per week for one semester.
Prerequisites: RDT104.
Syllabus: Introduction to transducers, signal interfacing, amplification, filtering, linearization, noise, Analog and digital instrument parameters and limits scaling, Concept of accuracy, precision, dynamic range, resolution, errors and uncertainty. Assessment: Written tests, laboratory work and assignments.
Reference: Course: M. D. Electronic Instrumentation and Measurement Technology Assessment: Laboratory work, assignments and reports.
Reference: "NOTUN's manual and journals.

RDT634 Robotics Practical II
Contact: Two hours lectures per week for one semester.
Prerequisites: RDT573.
Syllabus: This unit consists of a set of experiments on robots, applications such as material handling and arc-welding. Assessment: Lab work, assignments and reports.
Reference: Reference: Manufacturers' manuals and journals.

RDT635 Robotics Project A
Contact: Two hours work per week for one semester.
Prerequisites: RDT340 and RDT362.
Syllabus: Projects may be of an investigative, research or constructional nature in relation to the applications of robotics.
Assessment: Practical work, written reports and oral presentation.

RDT636 Computing Systems and Software
Course: Two hours work per week for one semester.
Prerequisites: RDT340.
Reference: "NOTUN's manual and computers, operating, control, networking 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.
RDT640 Production Planning and Management

Contact: Two hours per week for one semester.

Prerequisites: RDTS60, or equivalent.

Syllabus: Introduction to production planning and management. Focus on the design and implementation of effective production systems for the manufacturing, service, and information technology industries. Emphasis on the role of technology in production planning and management. Includes case studies and simulations.

Assignment: Written tests and assignments.

RDT642 Software Development

Contact: Two hours per week for one semester.

Prerequisites: RDTS60, or equivalent.


Reference

RDT642 Industrial Systems and Human Factors

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: Industrial systems: the basis of systems analysis, and design. Factors involved in an industrial organization, relation steps between industries. The manufacturing process, scale and complexity. Large and small scale organizations. Part design and development. The role in the organization. Human factors: signals, heuristics, the data observer, automation processes, and decision making. The human operator and the computer, control and automation, decision rules of human vigilance, information overload. Factors causing fatigue and stress. Effort in operation, computer design. Design of systems for effective use of labor, the robotic environment. Still in the work force, job design, recruitment, motivation, satisfaction. New ideas, effects on selection and retaining requirements.

Reference

RDT643 Robotics Project B

Contact: Four hours per week for two semesters.

Prerequisites: RDTS51 and RDTS54.

Syllabus: Projects may be an investigational, research or continuing nature in relation to the applications of robotics. Assignment: Practical work, written reports and presentations.

RDT644 Computer Aided Design with Graphics

Contact: Two hours per week for one semester.

Prerequisites: RDTS60, or equivalent.

Syllabus: Commonly used graphic hardware. Geometric modeling on computer display units. Application of design graph methods to the process of design and simulation. Computer-aided design (CAD), spatial production systems, and CAD/CAM systems. Similar to RDTS54.

Assignment: Written tests and assignments.

RDT645 Robot Communication and Control

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: Computer network architectures. The flexible manufacturing system (FMS) and the flexible automated manufacturing system (FAMS) are major aspects of computer communication system design. The design of real-time systems in robot communication and control. Assignment: Written tests and assignments.

RDT646 Microelectronic Technology and Design

Contact: Two hours per week for one semester.

Prerequisites: RDTS60, or equivalent.


Reference

RDT647 Artificial Intelligence

Contact: Two hours per week for one semester.

Prerequisites: RDTS50, or equivalent.

Syllabus: The role of artificial intelligence in robotics with emphasis in planning processes like pattern recognition, natural language understanding and multivariate representation. Simple problem solving algorithms. Programming languages for artificial intelligence systems. Assignment: Written tests and assignments.

RDT648 Sensory Instrumentation

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: Principles for conversion of important physical parameters into electrical analytic signals. Active and passive filtering. Analog to digital conversion. Measurement techniques in noisy environments. Interface to digital computer systems. Assignment: Written tests, laboratory and assignment work.

Reference

RDT649 Introduction to Computer Integrated Manufacturing

Contact: Two hours per week for one semester.

Prerequisites: RDTS50.

Syllabus: The effect of CAD/CAM on the product cycle and automation design. Design analysis and programming, and retrieval of automated drafting and part coding. NC machine, computer assisted process planning, NC part programming, material requirement planning, shop floor control and product scheduling. Computer assisted inspection and quality testing. Assignment: Written tests and assignments.

Reference

RDT650 Advanced Microprocessor Systems

Contact: Two hours per week for one semester.

Prerequisites: RDTS50.

Syllabus: Microprocessor architectures, addressing modes and their applications, instruction sets, their relation with high level languages, interrupt handling, parameter passing and modes of operation, Assembler level programming, typical bus systems, interface circuits. Assignment: By written tests and assignments.

Reference
Stone, H. S. Microprocessor Interfacing, Addison-Wesley, 1982.

RDT651 Computer Principles I

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: Identification of user requirements for a communications network, options available. Configurers is the choice of communication media, throughput considerations, queueing delays; circuit switched network design; errors and reliability; network topology, performance characteristics of computer systems. Assignment: Written tests and assignments.

Reference

RDT652 Computer Systems

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: This is for students with some experience of programming, who have had some limited experience of computer systems and their applications. It covers the major software components of computer systems and the variety of ways in which typical systems are operated. The main emphasis is on the principles of operating systems. Assignment: Computer architecture, software hierarchies, operating system design and database systems. Assignment: Written tests and assignments.

Reference

RDT654 Fundamentals of Data Communications

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: Communications systems and principles. A survey of data communications. Assignment: Written tests and assignments.

Reference

RDT655 Computer Networks I

Contact: Two hours per week for one semester.

Prerequisites: RDTS50.

Syllabus: This unit is fundamental to the course. It covers recent developments in two areas: the development of standards for open computer interconnection, particularly at the lowest levels of communication; the use of switching and local networks as alternative means of communication.

Assignment: Written tests and assignments.

Reference

RDT656 Network Analysis and Design

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: This unit is fundamental to the course. It covers recent developments in two areas: the development of standards for open computer interconnection, particularly at the lowest levels of communication; the use of switching and local networks as alternative means of communication.

Assignment: By written tests and assignments.

Reference

RDT657 Communications Software Systems

Contact: Two hours per week for one semester.

Prerequisites: RDTS50, or equivalent knowledge.

Syllabus: This unit is fundamental to the course. It covers the type of computer applications in which computer communications are used, and design issues related to the design of subroutines and procedures for the implementation of communications protocols.

Assignment: Written tests and assignments.

Reference

RDT658 Communications Practical

Contact: Two hours per week for one semester.

Prerequisites: RDTS50.

Syllabus: This unit is fundamental to the course. It is laboratory based and intended to give students direct experience of using simple communications equipment. Students with extensive practical experience may exempt from this unit.

Assignment: Written tests and assignments.

RDT661 Open Systems Fundamentals

Contact: Two hours per week for one semester.

Prerequisites: RDTS50.

Syllabus: This unit is fundamental to the course. It covers recent developments in standards for the higher layers of communications.

Assignment: Written tests and assignments.

Reference

RDT662 Proprietary Network Architectures

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: This unit covers proprietary communications standards widely used in industry.

Assignment: Written tests and assignments.

Reference

RDT663 Local Communications

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: This unit is fundamental to the course. It covers recent developments in standards for the higher layers of communications.

Assignment: Written tests and assignments.

Reference

RDT664 Computer Manufacturers' Literature

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: This unit is fundamental to the course. It covers recent developments in standards for the higher layers of communications.

Assignment: By written tests and assignments.

Reference

RDT665 Microprocessor Interface Design

Contact: Two hours per week for one semester.

Prerequisites: NS.

Syllabus: Computer network architectures. The flexible manufacturing system (FMS) and the flexible automated manufacturing system (FAMS) are major aspects of computer communication system design. The design of real-time systems in robot communication and control. Assignment: Written tests and assignments.

Reference
RDT664 Practical Communications	Concepts

Contact: Two hours per week for one semester.
Prerequisites: RDT642, or equivalent knowledge.

This unit is for those who may be involved in the selection or use of practical communications equipment. It covers the purpose and method of operation of available data communications components, with an emphasis on the practical aspects of the basic components. It also includes an introduction to telecommunications hardware and software. The course material is designed to provide an understanding of basic concepts and techniques used in the practical application of telecommunications systems.

Reference:

RDT666 Design of Real Time Systems	Concepts

Contact: Two hours per week for one semester.
Prerequisites: RDT650, or equivalent knowledge.

This unit is for those involved in software implementation. It covers the methodology for design and implementation of real-time systems, including real-time process control and other real-time-oriented systems.

Reference:
Sutherland, D. 8., The Unix Environment Prentice-Hall, 1984.

RDT671 Microprocessor Systems

Contact: Two hours per week for one semester.

This unit is for those with some experience of computing, but with little or no previous contact with hardware. Its aim is to give an understanding of the capabilities of eight- and sixteen-bit microprocessors. Currently, the Motorola 6800 and 68000 systems are used.

References:
SYST36 Systems and Analysis
Contact: Four hours per week for one semester.
Prerequisites: COT 150 and MAT 105 or consent of instructor.

Overview: The analysis of the system development life cycle, systems management and its impact on organizational procedure, the use of systems analysis in the management of large systems, the analysis of systems as change agents and the role of the systems analyst in the management of change. The system development and implementation process is covered in detail, with an emphasis on the importance of systems analysis in the success of large scale systems development. The course includes case studies of systems development projects.

Reference:

SYST812 Systems and Analysis
Contact: Four hours per week for one semester.
Prerequisites: COT 150 and MAT 105 or consent of instructor.

Overview: The analysis of the system development life cycle, systems management and its impact on organizational procedure, the use of systems analysis in the management of large systems, the analysis of systems as change agents and the role of the systems analyst in the management of change. The system development and implementation process is covered in detail, with an emphasis on the importance of systems analysis in the success of large scale systems development. The course includes case studies of systems development projects.

Reference:
YS4516 Decision Support Systems

Technology

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4516 Decision Support Systems

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for onessemester computing lectures, and practical work.

Prerequisites: Szymanski (1986) or equivalent.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.

YS4521 System Design and Implementation

Course: Four hours per week for one semester computing lectures, and practical work.

Prerequisites: None.

Textbook: "The Use of Data and Information Technology in Information Systems Design" by Szymanski, 1986.

Reference: None.
and user training; documentation including training guides and user, operating and system manuals; testing including system, acceptance and conversion testing; the cutover process including file establishment or conversion, parallel running, benchmarking, test running, system tuning and the post-implementation review, maintenance.

Reference
De Marco, T. Controlling Software Projects, Yourdon, 1982.
Faculty Information
Officers of the Faculty  4/2
Results of the Merger  4/2
Faculty Regulations  4/2

School of Early Childhood and Primary Education –
Outline of Undergraduate Studies
Diploma of Teaching (Early Childhood)  4/3
Diploma of Teaching (Primary)  4/4
Bachelor of Education Fourth Year of Study  4/7

School of Early Childhood and Primary Education –
Outline of Graduate Studies
Graduate Diploma in Educational Studies  4/9
Graduate Diploma in Outdoor Education  4/11
Master of Education  4/11

School of Early Childhood and Primary Education –
Details of Subjects  4/12
Faculty Information

Officers of the Faculty

Dean
Professor D. N. Aspin
Assistant Dean
Professor R. T. White

SubDean
Dr. M. O. Sullivan

Assistant Registrar
Ms. V. M. Kelly

School of Early Childhood and Primary Education

Head of School
Professor M. D. Anderson

School Executive Officer
Mr. S. Phillips

Personal Assistant to the Head of School
Mr. A. Tam

Results of the Merger

The Faculty of Education conducts courses on the Clayton and Frankston campuses of the University. This chapter deals only with those courses conducted by the School of Early Childhood and Primary Education on the Frankston campus.

Prior to July 1990, these courses were offered by Chisholm Institute of Technology's School of Education. After the merger with Monash University, the School was renamed the School of Early Childhood and Primary Education, and became a part of the University's Faculty of Education. For information pertaining to courses conducted by the Faculty on the Clayton campus, refer to volume one of the Calendar.

Faculty Regulations

Certain courses offered by the University in this Faculty were taught by Chisholm Institute of Technology at the Caulfield and/or Frankston campuses up to 1 July 1990. They will continue, until 30 June 1991, to be governed by the former Chisholm Institute course regulations, so far as they remain applicable. The Faculty is in the process of adopting new or amended regulations for these courses, which will be made by the University Council by early 1991.

All regulations governing other courses offered by the University in its ten faculties (including 1991) may be found in Volume One, Chapters 7-11 of the 1991 official University Calendar. The 1992 Calendar will include the complete new regulations referred to above.

For details of the regulations affecting your course, contact your School or Department office.

School of Early Childhood and Primary Education — Outline of Undergraduate Studies

Diploma of Teaching (Early Childhood)

Course Code: DC
Course Leader: Elizabeth Mellor

The Course

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

Graduates of this course are eligible for registration as kindergarten teachers, or primary teachers both within the Ministry of Education 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 Monash 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 study: Studies in Early Childhood Education, Studies in Education, Studies in Curriculum, and 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.

Admission Requirements

The School of Early Childhood and Primary Education makes the following additional statement regarding entrance requirements into the Diploma of Teaching (Early Childhood):

1. Successful completion of a VCE (HSC or TOP) course of study accredited by VCAP undernet over not more than two consecutive years.
2. For VCE (HSC) applicants passing in at least three Group One subjects, including English, are required. The fourth subject may be Group Two.
3. VCE (HSC) subjects taken as part of an approved Compos.
4. VCE (TII) and VCE (STC) do not satisfy normal entry requirements.
5. Applicants who do not meet normal entry requirements may be eligible for a Special Entry Test and should contact the University to obtain a Direct Entry Application Form.

Exemptions

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

Structure of the Diploma of Teaching (Early Childhood) Course

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Code</th>
<th>Credit Points</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>EDN111</td>
<td>2</td>
<td>1</td>
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<tr>
<td>2</td>
<td>EDN211</td>
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<tr>
<td>3</td>
<td>EDN311</td>
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<td>EDN312</td>
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<td>4</td>
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<td>5</td>
<td>EDN314</td>
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<thead>
<tr>
<th>Hours per week</th>
<th>2 plus off-campus program</th>
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</table>

- Studies in Early Childhood Education
- Studies in Curriculum
- General Studies
- Major Study
Structure of the first three years of the Bachelor of Education course:
Diploma of Teaching (Primary)

<table>
<thead>
<tr>
<th>Year/</th>
<th>Studies in</th>
<th>Studies in</th>
<th>General Studies</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem.</td>
<td>Teaching</td>
<td>Curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EDN222/ EDN223 (3)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
<td>20</td>
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<tr>
<td></td>
<td>EDN222/ EDN223 (3)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
<td>20</td>
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<tr>
<td>4</td>
<td>EDN222 (2)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
<td>20</td>
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<tr>
<td></td>
<td>EDN222 (2)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
<td>20</td>
</tr>
<tr>
<td>1</td>
<td>EDN122 (3)</td>
<td>EDN101/ EDN105 (3)</td>
<td>EDN353 (3)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>EDN122 (3)</td>
<td>EDN101/ EDN105 (3)</td>
<td>EDN353 (3)</td>
<td>20</td>
</tr>
</tbody>
</table>

Structure of the first three years of the Bachelor of Education course:
Diploma of Teaching (Primary) – Science/Mathematics/Computing options

<table>
<thead>
<tr>
<th>Year/</th>
<th>Studies in</th>
<th>Studies in</th>
<th>General Studies</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem.</td>
<td>Teaching</td>
<td>Curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EDN222/ EDN223 (3)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
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<td></td>
<td>EDN222/ EDN223 (3)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
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<td>4</td>
<td>EDN222 (2)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
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<td></td>
<td>EDN222 (2)</td>
<td>EDN260/ EDN261 (3)</td>
<td>EDN353 (3)</td>
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<tr>
<td>1</td>
<td>EDN122 (3)</td>
<td>EDN101/ EDN105 (3)</td>
<td>EDN353 (3)</td>
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</tr>
<tr>
<td></td>
<td>EDN122 (3)</td>
<td>EDN101/ EDN105 (3)</td>
<td>EDN353 (3)</td>
<td>20</td>
</tr>
</tbody>
</table>

Bachelor of Education Fourth Year of Study

Course Code: BT4
Course Leader: Robert Marshall

This course, which takes a minimum of two years part-time study.

Admission Requirements
Candidates should consult their employer regarding the suitability of the course for registration, promotion or other purposes. Candidates must have:
1. Diploma of Teaching (Primary) or its equivalent registered with BTA, or
2. Certificate B awarded by the Ministry of Education or its equivalent awarded by the Catholic Education Commission, or
3. Equivalent to 1 or 2, and must also have teaching or relevant field experience, usually at least one year.

Bachelor of Education Fourth Year of Study

<table>
<thead>
<tr>
<th>Semester</th>
<th>Studies in Teaching</th>
<th>Studies in Education and Curriculum</th>
<th>General Studies</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>EDN409</td>
<td>Advanced Studies in Education or Advanced Studies in Curriculum</td>
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<td>8</td>
</tr>
<tr>
<td>9</td>
<td>EDN465</td>
<td>Advanced Studies in Education or Advanced Studies in Curriculum</td>
<td></td>
<td>8</td>
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<tr>
<td>8</td>
<td>EDN408</td>
<td>Option</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>EDN460</td>
<td>Advanced Studies in Education or Advanced Studies in Curriculum</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>
School of Early Childhood and Primary Education — Outline of Graduate Studies

Graduate Diploma in Educational Studies

Course Code: EDH110
Course Leader: Robert Bilsborough
This two-year part-time course will be conducted at Frankston campus only (subject to accreditation by the Accreditation Board).

Scope of the Course
In this course students need in a mixture of core units and specialised studies relating to the professional needs and interests of the students. At present, three specialisations are offered:

Art Education
The Art Education Specialisation is planned for:
1. Specialist art teachers;
2. Classroom teachers with developed expertise in art education;
3. Regional art consultants;
4. Community art education officers;
5. Curriculum development and research personnel with interests in art education.

It will provide participants with a thorough understanding of art education in its role in the overall education of the child. It aims to develop the ability to plan, supervise, maintain and evaluate classroom, school and community art education programs.

Teacher Librarianship Specialisation
During the past decade the school library has become an increasingly complex institution. More than ever before the teacher librarian needs to be a thoroughly trained specialist in this area. The Teacher Librarianship Specialisation is designed to satisfy the demands for these specialists.

Educational Administration Specialisation
This specialisation may be seen as a natural response to changing attitudes and recent developments in the area of educational administration in Victorian schools. The shift of education making from an administrative centre to local providers has increased the need for administrative training for an increasing number of teachers.

This specialisation has been planned as a postgraduate program to meet the needs of educational administrators or those who aspire to the position. It will provide participants with a sound understanding of theories of organization, school management, educational planning, managing curriculum change, personnel management and budgeting, and school and community interaction.

General Entrance Requirements
1. To be admitted to the Graduate Diploma in Educational Studies an applicant must have satisfactorily completed a course leading to the award of a DEE or U2D degree or diploma; or
2. Hold the Ministry of Education's Certificate II, or have satisfactorily completed some other course approved by the School Board of the School of Early Childhood and Primary Education.

Entrance Requirements for Each Specialisation
In addition to either 1 or 2 above, applicants must have the following qualifications in order to pursue particular specialised studies.

Art Education Specialisation
In the case of 1 and 2 above, the UGI or UUG degree or diploma or other course must be in teacher education at a major study in art or with an additional year of full-time study at a recognised tertiary institution; or the applicant must hold qualifications that are considered equivalent to those by the School Board of the School of Early Childhood and Primary Education. Examples of such equivalent qualifications are: any first degree with an art major plus a Diploma of Education; any Diploma of Art plus a Diploma of Education.

Teaching Librarianship Specialisation
The UGI or UUG degree or diploma must be in teacher education for students wishing to pursue the Teaching Librarianship Specialisation.

Educational Administration Specialisation
Students wishing to pursue the Educational Administration Specialisation should hold a UGI or UUG degree or diploma in teacher education and have at least three years appropriate teaching and administrative experience.

Special Entry
Applicants may be eligible for admission to the course under special entry provisions as determined by the Academic Board.

Subjects
Required subjects
EDN012 Education and Change
EDN039 Research and Field Studies
EDN041 Special Study

Art Education Strand Studies
EDN001 Aesthetics and the Arts
EDN003 Program Development in Art Education
EDN003 Major Studio Study: Ceramics
EDN003 Major Studio Study: Fine Arts
EDN003 Major Studio Study: Glass Studies
EDN003 Major Studio Study: Metal Crafts
Art Education Specialisation

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Core Study: Education and Change 4 hours</td>
<td>Strand Study: Program Development in Art Education 4 hours</td>
</tr>
<tr>
<td></td>
<td>Strand Study: Major Studio Study 4 hours</td>
<td>Strand Study: Major Studio Study 4 hours</td>
</tr>
<tr>
<td></td>
<td>Strand Study: Aesthetics &amp; The Arts 4 hours</td>
<td>Strand Study: Material and Process Studies 4 hours</td>
</tr>
<tr>
<td></td>
<td>Core Study: Research and Field Studies 4 hours</td>
<td>Core Study: Special Study 4 hours</td>
</tr>
</tbody>
</table>

Hours per week: 8 hours

Teacher Librarianship Specialisation

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Core Study: Education and Change 4 hours</td>
<td>Strand Study: Children's Literature and Curriculum Planning 4 hours</td>
</tr>
<tr>
<td></td>
<td>Strand Study: Reading Behaviour 4 hours</td>
<td>Strand Study: Classification and Cataloguing 4 hours</td>
</tr>
<tr>
<td></td>
<td>Strand Study: The Library as a Resource Centre 4 hours</td>
<td>Strand Study: Technology in the Library 4 hours</td>
</tr>
<tr>
<td></td>
<td>Core Study: Research and Field Studies 4 hours</td>
<td>Core Study: Special Study 4 hours</td>
</tr>
</tbody>
</table>

Hours per week: 8 hours

Educational Administration Specialisation

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Core Study: Education and Change 4 hours</td>
<td>Strand Study: School Administrative Practices 4 hours</td>
</tr>
<tr>
<td></td>
<td>Strand Study: School Administration and Organisational Behaviour 4 hours</td>
<td>Strand Study: School Administration and Organisational Behaviour 4 hours</td>
</tr>
<tr>
<td></td>
<td>Strand Study: School and Community 4 hours</td>
<td>Strand Study: Program Planning &amp; Evaluation 4 hours</td>
</tr>
<tr>
<td></td>
<td>Core Study: Research and Field Studies 4 hours</td>
<td>Core Study: Special Study 4 hours</td>
</tr>
</tbody>
</table>

Hours per week: 8 hours

Entry Requirements

To gain entry to the course applicants must:
1a. Have satisfactorily completed a course leading to the award of a degree or diploma; or
1b. Hold the Ministry of Education Certificate B, or have satisfactorily completed some other course approved by the School of Early Childhood and Primary Education as equivalent to 1a, or 1c. Show evidence of other attainments or calibre appropriate to the course; and
2. Have some studies appropriate to the course, eg environmental sciences, geography, physical education, recreation, teaching.

Course Structure

First Year Subjects
- Core Study: Education and Change
- Three Strand Studies

Second Year Subjects
- Two Strand Studies
- Special Study
- Two Strand Studies
- Contact: eight hours per week per semester.

Graduate Diploma in Outdoor Education

Course Code: GOI
Course Leader: Leon Comermand

This two year part time course will be conducted at the Franklin campus only.

Scope of the Course

In recent years there have been many developments in the use of the outdoor environment for educational and recreational purposes. However, many teachers, youth leaders, camp program organizers and community workers find that they do not have the necessary qualifications or experience to successfully plan and direct activities in the outdoor environment.

The course is for qualified education specialists, especially for those in positions of responsibility who are responsible for planning and delivering outdoor programs and activities for young people.

This course is designed to provide qualifications for outdoor education specialists.

1. General outdoor education philosophy, programme organisation, leadership, evaluation and practical skills
2. Outdoor practical work in basic or advanced levels
3. Environmental studies and activities

An integrated approach is taken, based on activities in bush, high country, rural, urban and aquatic environments. The core classes are held on one or two evenings a week throughout the semester, and approximately one week of practical field experience is required over the course for outdoor permits, excursions and camps.

Participants are also required to gain experience in an outdoor activity leadership in a variety of settings with groups of learners such as school students or members of community organizations. They must have first aid and life-saving certificates current at the time of completion of the course.

Master of Education

Course Code: MD
The School of Early Childhood and Primary Education offers a Master of Education program by research and thesis. Enquiries should be directed to Dr Richard Trentham, Areas for Master's research within the School include:
- 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, teachers' and pupil interaction, special assistance, and educational management.
ADMD36 School Administration and the Law
Course: Four hours per week for four semesters.
Preparation: NIL.
Syllabus: This course is an introduction to the legal responsibilities of school administrators. It focuses on the legal and ethical issues that administrators face in the day-to-day operations of schools, including the development of policies and procedures, the management of budget and resources, the enforcement of disciplinary actions, and the protection of students' rights. The course also covers the role of the school administrator in the context of state and federal laws, and the responsibilities of administrators in handling legal issues such as sexual harassment, discrimination, and special education. Students will learn about the legal framework that governs school administration and the strategies for effective management of legal issues in educational settings.

ADMD33 School Administrative Practices
Course: Four hours per week for four semesters.
Preparation: NIL.
Syllabus: This course focuses on the practical application of administrative practices in school settings. It covers various aspects of school management, including budgeting and financial management, personnel management, and instructional management. Students will learn about the strategies for effectively managing school resources and personnel, and the importance of collaboration and communication in school administration. The course also includes case studies and role-playing activities to provide practical experience in managing school administrative practices.

COT31 Computer Studies 1
Course: Four hours per week for one semester.
Preparation: BPST21 and SYSC22.
Syllabus: This course is an introduction to computer studies. It covers the basic concepts of computer hardware and software, including the components of a computer system, input and output devices, operating systems, and programming languages. Students will learn about the role of computers in various fields, such as science, business, and engineering, and the ethical considerations of using computer technology. The course also includes practical activities to develop programming skills using a high-level programming language.

COT33 Computer Studies 5
Course: Four hours per week for one semester.
Preparation: BPST21 and SYSC22.
Syllabus: This course is an advanced course in computer studies. It focuses on the development of software applications and the use of programming languages for complex problem-solving. Students will learn about advanced data structures, algorithms, and software development methodologies. The course also includes practical activities to develop software development skills, including the use of version control systems and software testing techniques.

EDN101 Studies in Child Psychology 1
Course: One and one-half hours per week for one semester.
Preparation: NIL.
Syllabus: This course is an introduction to child psychology, focusing on the development and learning of children. Students will learn about the cognitive, emotional, and social development of children, and the impact of environmental factors on their development. The course also includes case studies and practical activities to develop skills in understanding and working with children.

EDN102 Studies in Child Psychology 2
Course: One and one-half hours per week for one semester.
Preparation: COT33 or equivalent.
Syllabus: This is a continuation of the previous semester's course. The course focuses on the development and learning of children in the context of a specific topic, such as language development, social skills, or cognitive development. Students will learn about the latest research and theories in the field, and develop skills in conducting research and analyzing data.

EDIN11 Early Childhood Teaching 1
Course: Two hours per week for one semester for co-op program.
Preparation: NIL.
Syllabus: This course is an introduction to early childhood teaching. It covers the pedagogical approaches and strategies for teaching young children, including the development of a curriculum, classroom management, and assessment techniques. Students will learn about the role of the teacher in creating a safe and stimulating learning environment for young children, and the importance of collaboration with parents and community partners.
EDN113 Early Childhood Education 1
Course: Two hours per week for one semester.
Prerequisites: Nil.
Reference: 
  Routledge.
  Routledge.
  Routledge.
  Routledge.
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  Routledge.
  Routledge.
  Routledge.
  Routledge.
  Routledge.
  Routledge.
  Routledge.
  Routledge.
  Routledge.
- Brown, S. (2024). History and Theory of Early Childhood Education. In J. Brown, J. A. H. Russell, 
  Routledge.
- Brown, S. (2025). History and Theory of Early Childhood Education. In J. Brown, J. A. H. Russell, 
  Routledge.
- Brown, S. (2026). History and Theory of Early Childhood Education. In J. Brown, J. A. H. Russell, 
  Routledge.
- Brown, S. (2027). History and Theory of Early Childhood Education. In J. Brown, J. A. H. Russell, 
  Routledge.
- Brown, S. (2028). History and Theory of Early Childhood Education. In J. Brown, J. A. H. Russell, 
  Routledge.
- Brown, S. (2029). History and Theory of Early Childhood Education. In J. Brown, J. A. H. Russell, 
  Routledge.
  Routledge.
- Brown, S. (2031). History and Theory of Early Childhood Education. In J. Brown, J. A. H. Russell, 
  Routledge.
EDN180 Language Education 1: Oral Language
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The major concepts contained in the English Frame-
works including integration of language models, language,
the curriculum, developmental learning and growth points; PS-
classroom organisation for language development; P-10; espe-
cially for individual needs in language and learning and tech-
nology.
The development of children's oral language. Implications for
the teacher in further developing children's learning and speaking.
The importance of the teacher as listener and speaker. Learning
as a vital part of communication and the child's development.
Understanding children's development, perceptions, figure-ground,
sequencing, discrimination of speech sounds. De-
veloping children's understanding through music, poetry, stories
and other curriculum activities. The building Impaired
child. The development of children's speech and talk in the
classroom and across the curriculum. The significance of talk in
language development. Emphasises a child's role as a child and
adult's role as a learner in academic learning.
Assessment: Assignments 60 per cent; picture collection 40 per cent.
Reference
Glover, T. A. The Articulation of Children's Understanding in Early
Language Development, Sydney: Early Childhood Education
Research Board, 1981.

EDN181 Language Education 2: and
Mathematics
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Basic introduction to the major components of
language, including continuous assessment and use. Using the
language to communicate their expressions of knowledge.
The development of children's language (eg. Total analysis).
The nature of language and its role in society today's society. The
importance of children's use of language to clarify their thinking in
the solving of problems and communication about
Children using language to communicate with each other in
problem solving activities. The solving of problems using
language and related concepts, which involves the design, commu-
nication and operation of appropriate materials and tools.
Assessment: Written Report of what was observed and observed examina-
tion (50 per cent); oral presentation (50 per cent).
Reference
Mosley, J. B. Educating Educators- School Division The English Lan-
guage Curriculum Frameworks, P-10, Language, Mathematics
and Science Frameworks, P-10, Oral Language Curriculum

EDN182 Early Childhood Mathematics
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will consist of a series of ten seminar, seminars
and workshops designed to provide the participants with
Student's Handbook to be expected to prepare suitable
resources for use in practical situations.
The work of theorists such as Kallang, Liss, Wiss and
Sneddon. The emphasis is on developing an understanding of
children's mathematical ideas and experiences.
Assessment: Assignments 50 per cent; project 50 per cent.
Reference
Lasker, L. and Molloy, R. Early Years for Young Children, NACTE, 1982.

EDN183 Early Childhood Environmental Studies across the Curriculum
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will consist of two topics. In the first,
content related to science will be considered. Students will be
made aware of the importance of understanding the environment.
In fostering such experiences through various activities which
teachable children, will be a key concept. General scientific
observation, classification and problem solving. The role
of the teacher in facilitating young children's understanding of
their environment and environmental issues will be considered.
In the second part, the role of young children's play in
developing their knowledge and skills related to society
will be considered.
Assessment: Assignments 60 per cent; picture collection 40 per cent.
Reference
Erick, S. and the Arts Dimension, Papers on Early childhood and

EDN184 Early Childhood Music and
Movement
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will consist of two topics. The first is a
study of nursery rhymes, action games, finger plays, music, finger
movements and dance. The second is a study of music and medi-
ately, the role of music and movement.
Assessment: Assignments 60 per cent; practical 25 per cent; examination
15 per cent.
Reference
Beck, A. E. Twentieth Century Educational Development (in the
Curriculum Frameworks), 1981.

EDN185 Early Childhood Mathematics
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject will include major topics. The first is to
develop children's awareness of the connection between
mathematics and music. The second is to develop children's
understanding of music and movement. The third is to develop
children's awareness of the connection between
mathematics and music.
Assessment: Assignments 50 per cent; practical presentations 25 per cent;
examination 25 per cent.
Reference
Erick, S. and the Arts Dimension, Papers on Early childhood and

EDN186 Issues in Australian History A:
Towards Multiculturalism
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: A study of the contribution to Australia's development of
Asian and Middle Eastern cultures, including immigration
schemes with reference to their impact on social policies,
and multicultural education. The student will be expected
to gain satisfaction from the wealth of material available on
issues related to social and community relations.
Assessment: One project 50 per cent; one examination 50 per cent.
Reference

EDN187 Issues in Australian History B:
Wealth and Poverty
Contact: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: An examination of wealth and poverty in Australia
with a focus on migration and the availability of housing.
The role of the government in mediating these issues and
on social and economic policies.
Assessment: Assignments 40 per cent; examination 60 per cent.
Reference
Breen, R. L. and Povey, G. Social Studies of Wealth and Poverty,
a New Society, 1980.

EDN189 Issues in Australian History C:
The School and the Individual
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The social context of schooling in Australia, relationships
between the school and the individual with particular regard to
the needs of the girl, the disabled, the economically disadvantaged
and the racially or culturally different; the nature of changing
technologies in relation to the school, the teacher and the
student.
Assessment: Assignments 40 per cent; one examination 60 per cent.
Reference
Lichman, B. et al. The Early Years: Effective Television on Children and

EDN201 Studies in Child Psychology
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The early development, cognitive development, and early
moral development of the child. Emphasis will be placed on
the development of moral and emotional development.
Assessment: Assignments 50 per cent; one examination 50 per cent.
Reference

EDN202 Studies in Child Psychology
Course: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The early development, cognitive development, and early
moral development of the child. Emphasis will be placed on
the development of moral and emotional development.
Assessment: Assignments 50 per cent; one examination 50 per cent.
Reference

EDN205 The School and the Community
Contact: Two hours per week for one semester.
Prerequisites: Nil.
Syllabus: The subject includes the discussion of concepts of community,
and neighbourhood, and relationships between the two.
Assessment: One examination 100 per cent.
Reference
McCuick, N. and Wallace, B. D. Behaviour in the Classroom, PEAR, 1981.
EDN287 Human Movement
Course: Two hours per week for one semester.
Prerequisite: N.S.

This subject will examine the relationship between the social science disciplines and social studies; analyze and practice teaching strategies applicable to social studies; plan and teach sequences of lessons which will enable children to develop concepts, skills and action; examine critically various programs in social studies specifically developed for primary schools.
Assessment: Weekly assignments and 15 minute test per 50 per cent.

As For Primary Mathematics 1.

EDN298 Language Education 4: Development of Literacy
Course: Two hours per week for one semester.
Prerequisites: N.S.

The subject examines the development of literacy skills. The focus is on the development of language which is integrated with the development of literacy. The course provides opportunities for literacy development in writing and reading.
Assessment: Mid-term assignment 50 per cent, course assignment 50 per cent.
Reference: Shadforth, G. and Stott, S. Comprehension-Based Reading Programs at Primary Level, Australian Reading Association, 1987.

EDN301 Issues in Contemporary Developmental Psychology
Course: One hour per week for one semester.
Prerequisites: EDN205, EDN206, EDN212.

This course focuses on the contemporary issues in developmental psychology. The course will examine the role of cognitive, social, and emotional factors in the development of individuals. The course will also consider the impact of these factors on the development of children and adolescents.
Assessment: Seminar paper 40 per cent; examination 60 per cent.

EDN302 School—Community Relationships (option)
Course: Two hours per week for one semester.
Prerequisites: EDN205, EDN206, EDN209.

This course focuses on the relationship between the school and the community. The course examines the role of the school as a community resource and the role of the community in supporting the school.
Assessment: Seminar assignment 50 per cent; examination 50 per cent.

EDN303 Philosophical Issues in Education (option)
Course: Two hours per week for one semester.
Prerequisites: EDN205, EDN206, EDN209.

This course focuses on the philosophical issues in education. The course examines the relationship between philosophy and education, and the role of philosophy in the development of education policy.
Assessment: Seminar paper 50 per cent; examination 50 per cent.

EDN304 Communication in Education (option)
Course: Two hours per week for one semester.
Prerequisites: EDN205, EDN206, EDN209.

This course focuses on the relationship between communication and education. The course examines the role of communication in the classroom, and the role of the teacher as a communicator.
Assessment: Seminar paper 50 per cent; examination 50 per cent.
EDN332 Computer Education 2
Course: Four hours per week for one semester.
Prerequisites: EDN200.
Syllabus: This second of the two-course series on computer education and applications involves the use of computers in the teaching/learning process. Exploration of a variety of techniques, other media packages, and the use of online services will be covered. Emphasis will be placed on the evaluation of these materials. Audiovisual, small group, and computer-assisted methods will be employed.
Assessment: Computer/controlled exam 40%; term paper 40%; laboratory report 20%. 100% participation.
EDN339 Mathematics Education 5
Course: Four hours per week for one semester.
Prerequisites: EDN209 and EDN210.
Syllabus: Designed to interest students in coursework of calculus, curriculum guides and handbooks that teachers regard as essential material. The study of course materials used in local three-week programs suitable for all levels of the primary school. A study of diagnostic procedures applicable to the upper grades of primary school. Use of commercial texts and the comparison of survey and diagnostic tests. The development of remediation and acceleration programs. This work will include the study of work cards, activity sheets and games.
Assessment: Examination 75%; assignment 25%
EDN351 Sociology Studies 5
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Principles of motor skill learning and performance and the promotion of safety in sports. The function of animal nature; sport psychology of competition; personality dimensions and the outcome of sport; sports participants; sports in the community; athletics in sport; motivation in sport. Participation in selected physical activities.
Assessment: Theory test: written assignment 60 percent. Practical skills and knowledge 40 percent.
EDN366 Studio Arts: Ceramics 5
Course: Four hours per week for one semester.
Prerequisite: Completion of EDN360.
Syllabus: The aim of this subject is to further build on the students' understanding of the relationship between the skills and understanding gained in Studio Arts: Ceramics 1, 2, 3, and 4. The course will build on the techniques and compositional understanding developed in these subjects and extend them into other forms of self-expression. The course is an excellent opportunity for students to develop skills in glazing and glaze mixing, as well as to build on their understanding of the ceramic medium.
Assessment: One written assignment (40%) and one on-the-spot examination (30%).
EDN371 Studio Arts: Painting 6
Course: Four hours per week for one semester.
Prerequisite: Completion of EDN360.
Syllabus: After completing this subject students should have produced a folio of at least 30 pieces of work. Students are expected to develop a coherent series of paintings associated with the selected color themes and material. Presenting sessions allow for individual assistance, direction and critique. Individual development will be stressed and encouraged. Weekly drawing classes will be conducted to provide a useful tool for students and some experience in life drawing.
Assessment: Two week assignments of 25% each, one on-the-spot examination of 25%. Final examination of 25%.
EDN375 Environmental Science 5: Earth Studies
Course: Four hours per week for one semester.
Prerequisite: EDN300, EDN302, EDN304, EDN305.
Syllabus: The subject deals with the physical processes that operate on the Earth's surface and sea floor, and the interrelationships between these processes. Students will be introduced to the basic principles of physical geology and an understanding of the Earth's history. The subject will also cover the role of human activities in changing the Earth's surface. Students will be expected to develop a critical understanding of the natural environment and its interactions with human activities.
Assessment: Written assignments (40%), examination (60%).
EDN376 Environmental Science 6: Environmental Problems and Projects
Course: Four hours per week for one semester.
Prerequisite: EDN300, EDN302, EDN304, EDN305.
Syllabus: This subject will introduce students to the major environmental problems facing the world today. Students will examine the causes and effects of these problems, and discuss possible solutions. The subject will also cover the role of human activities in changing the Earth's surface. Students will be expected to develop a critical understanding of the natural environment and its interactions with human activities.
Assessment: Written assignments (40%), examination (60%).
EDN381 Early Childhood Administration
Course: Two hours per week for one semester.
Prerequisite: EDN300, EDN302, EDN304, EDN305.
Syllabus: This subject is designed to complement and supplement the material covered in the course, "Intellectual, Motoric and Social Development of the Child." Students will be introduced to the basic principles of child development, and will be encouraged to apply this knowledge to their practice as early childhood educators. The subject will also cover the role of human activities in changing the Earth's surface. Students will be expected to develop a critical understanding of the natural environment and its interactions with human activities.
Assessment: Written assignments (40%), examination (60%).
EDN386 Family Studies
Course: Two hours per week for one semester.
Prerequisite: EDN300, EDN302, EDN304, EDN305.
Syllabus: This subject will introduce students to the major environmental problems facing the world today. Students will examine the causes and effects of these problems, and discuss possible solutions. The subject will also cover the role of human activities in changing the Earth's surface. Students will be expected to develop a critical understanding of the natural environment and its interactions with human activities.
Assessment: Written assignments (40%), examination (60%).
EDN406 School Organisation and Management: Curriculum
Contact: Four hours per week for one semester.
Preparation: 702.
SYLLABUS: The course consists of a study of the basic administrative concepts of those charged with running efficient and effective schools. It examines the theory and practice associated with such roles as principal, chairman, and vice-chairman. The role of evaluation and communication.
Assessment: Case study 30 per cent; class paper 50 per cent.
EDN407 School Organisation and Management 2
Contact: Four hours per week for one semester.
Preparation: EDN406.
SYLLABUS: The course continues the study commenced in EDN406 but with a practical emphasis. Particular study is made of the administrative concerns of individual schools. Specific emphasis is given to the administration of school reviews and the implementation of curriculum change.
Assessment: Case study 30 per cent; class paper 50 per cent.
EDN408 Studies in Teaching 7: Field Studies
Contact: Four hours per week for one semester.
Preparation: Either Advanced Studies in Education or Advanced Studies in Curriculum at an earlier level. EDN407 Technology Education at semester eight.
SYLLABUS: A series of workshops and discussions that will investigate issues relating to action research, including the role of research in educational processes. The workshop will focus on identifying research problems, testing and applying and reporting the research, aspects of the school curriculum and the role of the researcher.
Assessment: Workshop exercises 20 per cent, mini-research report 30 per cent.
EDN409 Studies in Teaching 8: Project
Contact: The equivalent of four hours per week for one semester.
Preparation: EDN408, two terms of creative engagement in field with program relating to previous studies and professional responsibilities, carried out in the field under supervision.
Assessment: Project report 30 per cent, written presentation of project and conclusion 20 per cent.
EDN410 Research and Practice of School Community Development
Contact: Four hours per week for one semester.
Preparation: EDN409.
SYLLABUS: This subject puts emphasis on the knowledge and understanding of the practical skills required to develop school and community programmes. Issues considered include community involvement, teacher roles, developing educational policies and practices, policy development, needs assessment, program development, planning and evaluation, and public relations.
Assessment: Paperwork 40 per cent; major project 60 per cent.
EDN411 Assisting Children with Special Needs
Contact: Four hours per week for one semester.
Preparation: EDN410.
SYLLABUS: The identification of the characteristics and needs of children requiring special assistance in the primary school. These include children experiencing difficulties in speech and language, mathematics, children with emotional problems and problems of socio-culturalisation; children requiring curriculum modification on extension. Covers the whole spectrum of special needs in curriculum in the schools. The implications of special assistance to curriculum development and evaluation. The role of adapted curriculum and adaptation to curriculum to meet special needs.
Assessment: A variety of strategies of identification, diagnosis and teaching to meet the specific needs identified above. Special needs is placed on selecting specific curriculum areas to meet special needs, including mathematics, science, English, and social studies.
EDN412 Assisting Children with Special Needs 2
Contact: Four hours per week for one semester.
Preparation: EDN411.
SYLLABUS: This subject is a logical extension of studies from the previous semester. An examination of the techniques and strategies used in the identification, diagnosis, and training of children with special social and emotional needs. An examination of the basic counselling techniques and strategies in use with children, their parents, other professionals and parents and professionals and other members of the general community. A detailed examination of how each component of the total curriculum could be used to assist children with special needs. The main focus is on the following curriculum areas and their constituent programs and activities: music, art, physical movement and recreation, science, social studies. The application of the concepts and skills developed in the previous semester to the analysis of given case studies. The application of the concepts and skills developed in the previous semester to the analysis of given case studies.
Assessment: One fieldwork folio 30 per cent; one seminar paper 50 per cent.
EDN413 Advanced Studies in School and Community
Contact: Four hours per week for one semester.
Preparation: EDN412.
SYLLABUS: An advanced study of the political and social context of schools within a changing society. Issues considered include the concept of community education, school councils, the structure of education, education and the future, parent involvement in school life and the interrelationships of school and community and those of the principal.
Assessment: Annotated bibliography 30 per cent; major project 70 per cent.
EDN414 Theory and Practice of School Community Development
Contact: Four hours per week for one semester.
Preparation: EDN411.
SYLLABUS: This subject puts emphasis on the knowledge and understanding of the practical skills required to develop school and community programmes. Issues considered include community involvement, teacher roles, developing educational policies and practices, policy development, needs assessment, program development, planning and evaluation, and public relations.
Assessment: Paperwork 40 per cent; major project 60 per cent.
EDN415 Advanced Studies in Early Childhood Education: Children and Their Families
Contact: Four hours per week for one semester.
Preparation: EDN414.
SYLLABUS: This subject develops two inter-related themes: the early childhood educator's role with respect to families and their special needs; and the application of principles of curriculum design in the development of early childhood programmes which are responsive to families. Topics include how parents and professionals can support each other psychosocially and educationally. The logical perspective on family vulnerability; current trends in family formation and function as they affect early childhood educator.
Assessment: One seminar paper 40 per cent; one project 20 per cent.
Reference: Relevant material from the Australian Institute of Family Studies.
EDN416 Advanced Studies in Early Childhood Education: Issues in Early Childhood Services
Contact: Four hours per week for one semester.
Preparation: EDN415.
SYLLABUS: A detailed study of contemporary developments and issues in early childhood services with particular reference to education and training in this field. This subject has attracted government policy makers to the type of funding and early childhood services the influence of demographics and social change and early childhood services; recent experimental programs and projects with specific reference to the provision of services for children 0-5 years.
Assessment: Seminar paper 40 per cent; research paper 60 per cent.
EDN419 Music Education 3
Contact: Four hours per week for one semester.
Preparation: EDN418.
SYLLABUS: An advanced course in music education, focusing on the preparation of classroom teachers to teach music and the development of skills to enable them to teach effectively.
EDN443 Science Education 3: Teaching and Learning in Science
Contact: Four hours per week for one semester.
Preparation: EDN416 and EDN425.
SYLLABUS: This subject develops an in-depth understanding of current educational bases for approaches to teaching methodology and pedagogy and curriculum design and implementation. The student will also be provided with an understanding of current research findings on the nature of children's learning in science. Development and implementation of teaching strategies in the classroom. The development of science policy and planning.
Assessment: Seminar presentation and school-based project.
EDN444 Science Education 4: Science Concept and Content
Course: Four hours per week for one semester.
Prerequisite: EDN304.
Syllabus: The needs of individual participants are determined in terms of the development of subject-specific skills and strategies necessary for effective teaching of a range of science topics. Approaches to teaching science concepts, strategies and skills as necessary within the following areas: living things and their environments; earth and space; energy and force; the harnessing of power; generation, written and practical texts.

EDN445 Social Education 3
Course: Four hours per week for one semester.
Prerequisite: EDN301.
Syllabus: This subject provides practicing teachers with experience in planning, implementing, and coordinating instruction in the delivery of education to the elementary school. The focus is on the social education of children and the role of the teacher in providing education to children. The role of the teacher in providing education to children will be studied in terms of the ways in which social education can be integrated with other curriculum areas for the elementary school. The examination of the Ministry of Education – Victorian Social Education/Inclusion Document. An examination of the extent to which the students implement the Ministerial guidelines and an analysis of the ways in which social education applies to the classroom.
Assessment: Assignments 50%; practical presentations 50%; reference.
References:
Murphy, P. Curriculum Development: Program Improvement, Merrill, 1977.

EDN446 Social Education 4: Cultural Studies
Course: Four hours per week for one semester.
Prerequisite: EDN305.
Syllabus: This subject provides practicing teachers with cross-cultural experiences which will allow them to develop multicultural skills in preparing and delivering content for a multicultural society. The ways in which students develop a cultural awareness and appreciation of the diversity of cultures and the ways in which this awareness can be introduced into the classroom will be studied. The focus will be on the role of the teacher in providing education to children. The role of the teacher in providing education to children will be studied in terms of the ways in which social education can be integrated with other curriculum areas for the elementary school. The examination of the Ministry of Education – Victorian Social Education/Inclusion Document. An examination of the extent to which the students implement the Ministerial guidelines and an analysis of the ways in which social education applies to the classroom.
Assessment: Assignments 50%; practical presentations 50%; reference.
References:
Murphy, P. Curriculum Development: Program Improvement, Merrill, 1977.

EDN448 Art Education 4
Course: Four hours per week for one semester.
Prerequisite: EDN307.
Syllabus: In this subject, students will be introduced to the principles and practice of art education. The emphasis will be on developing an understanding of the role of art in education and the ways in which art can be used to enhance the learning and development of students. The focus will be on the role of the teacher in providing education to children. The role of the teacher in providing education to children will be studied in terms of the ways in which social education can be integrated with other curriculum areas for the elementary school. The examination of the Ministry of Education – Victorian Social Education/Inclusion Document. An examination of the extent to which the students implement the Ministerial guidelines and an analysis of the ways in which social education applies to the classroom.
Assessment: Assignments 50%; practical presentations 50%; reference.
References:
Murphy, P. Curriculum Development: Program Improvement, Merrill, 1977.
EDN60 Special Study
Course: The education of four hours per week for one semester.
Prerequisite: Nil.
Syllabus: The subject is designed as an investigation of fieldwork that relates to the student's area of specialisation and professional interests as well as to the subject Research and Field Study. Students will be free to select their own investigations or fieldwork projects with the guidance and approval of their supervisors.
Accreditation: Work requirements: regular attendance at meetings arranged by the student with an agreed supervisor. A written report of at least 5,000 words (or equivalent) in text or fieldwork, presented and graded by the highest grade available in the subject is submitted by the student in June.
School of Education, Griffith for the Special Study, Centre Institute of Education, University of New South Wales.
Reference: Nil.

EDN61 Major Studio Study II: Ceramics
Course: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students are encouraged to develop studio production and projects of special interest within their background and experience. It is anticipated that during the course a refined and personal form of expression will develop. Research and planning is carried out in consultation with the lecturer in charge. Any special techniques which are unfamiliar to the students are demonstrated by the lecturer. Field trips to galleries and schools and workshops are encouraged for students to see or participate in ceramic work and to learn from the experience of others.
Accreditation: Work requirements: a selection of work is required to be submitted to the lecturer in charge of the course at monthly intervals. A selection of at least 10 pieces is submitted in the examination period. A report is submitted to the lecturer in charge of the course at the end of the course.
Reference: Nil.

EDN62 Major Studio Study II: Glass Studies
Course: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students are expected to develop their skills and realize projects to a high personal level. Students plan their study in consultation with the lecturer in charge and are expected to make contact with artists working in their area. Students investigate the properties of materials and techniques and, if applicable, carry out experimental work in their area. Class visits to exhibitions and glass studios are included and workshops and national conferences or workshops program students are incorporated into the course to broaden students' awareness and knowledge of the medium.
Accreditation: Nil.
Reference: Nil.

EDN63 Major Studio Study II: Metal Crafts
Course: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students are given the opportunity to extend their knowledge and skills in the area of metal craft and are expected to be familiar with a wide range of techniques. In addition to a demonstration of various metalcrafts, students are introduced to the principles of design and are encouraged to develop their own personal style in the field of metalcraft. Students are expected to complete a series of projects designed to develop their metalcraft skills.
Accreditation: Work requirements: a selection of work is required to be submitted to the lecturer in the field of metalcraft and a report is required to be submitted to the lecturer in charge of the course at the end of the course.
Reference: Nil.

EDN64 Major Studio Study II: Fibre Arts
Course: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: This subject is a continuation of the study undertaken in EDN63. Students are exposed to a range of techniques and processes in metalcraft and are expected to be familiar with the principles of design and are encouraged to develop their own personal style in the field of metalcraft. Students are expected to complete a series of projects designed to develop their metalcraft skills.
Accreditation: Work requirements: students are expected to work towards an exhibition of work completed during the year. The selection of work is to be submitted to the lecturer in charge of the course at monthly intervals and a report is submitted at the end of the course.
Reference: Nil.

EDN65 Major Studio Study II: Printmaking
Course: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students are expected to develop their skills and realize projects to a high personal level. Students plan their study in consultation with the lecturer in charge and are expected to make contact with artists working in their area. Students investigate the properties of materials and techniques and, if applicable, carry out experimental work in their area. Class visits to exhibitions and printmaking studios are included and workshops and national conferences or workshops program students are incorporated into the course to broaden students' awareness and knowledge of the medium.
Accreditation: Nil.
Reference: Nil.

EDN66 Major Studio Study II: Painting
Course: Four hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students are given the opportunity to extend their knowledge and skills in the area of painting and are expected to be familiar with a wide range of techniques. Students are introduced to the principles of design and are encouraged to develop their own personal style in the field of painting. Students are expected to complete a series of projects designed to develop their painting skills.
Accreditation: Work requirements: a selection of work is required to be submitted to the lecturer in the field of painting and a report is required to be submitted to the lecturer in charge of the course at the end of the course.
Reference: Nil.
EDN641 Major Studio Study I: Painting
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: Students are expected to develop their own graphic skills and concepts at a high personal level. They plan their course individually with the lecturer in charge of the subject. Throughout the art class, each student must be able to express their ideas and emotions in a manner that is balanced and competent. The only requirement is to develop a personal style of painting and to use the materials and methods that suit their needs. This course is designed to provide a platform for students to develop their own unique style of painting and to use the materials and methods that suit their needs.

EDN642 Major Studio Study II: Printmaking
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: The subject aims to develop students' abilities to develop new forms of expression and to explore the possibilities of printmaking. Throughout the subject, students are expected to develop their own unique style of printmaking and to use the materials and methods that suit their needs. This course is designed to provide a platform for students to develop their own unique style of printmaking and to use the materials and methods that suit their needs.

EDN643 School and Community
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: Current trends in educational thought about the role of community participation in educational activities; the evaluation of effective schools and the role of administration in fulfilling their educational purpose. School-level and small group studies; the development of effective teaching methods and the development of local community needs; the development of effective teaching methods for school councils; the use of community resources for educational development; parent and student involvement in the development of educational goals; and the development of educational goals and policy development with local community involvement. School-level and small group studies; the development of effective teaching methods and the development of local community needs; the development of effective teaching methods for school councils; the use of community resources for educational development; parent and student involvement in the development of educational goals; and the development of educational goals and policy development with local community involvement.

EDN651 Reading Behaviour
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: The role of print reading, with emphasis on the interaction between the reader and the print. An examination of reading responses such as concept of print, reading marks and other activities. A study of the effects of reading on the individual and the community. An examination of reading activities and their role in the development of the personal and social skills of children. A study of reading strategies and their role in the development of the child's reading skills. An examination of the role of reading materials and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills.

EDN661 Outdoor Education I
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: Survey of literature, both fiction and non-fiction, available for use in outdoor education as a subject. An examination of the various aspects of outdoor education and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills.

EDN662 Environmental Science 1
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.


EDN664 Material and Process Studies
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: This subject is designed to develop students' abilities to develop new forms of expression and to explore the possibilities of painting. Throughout the subject, students are expected to develop their own unique style of painting and to use the materials and methods that suit their needs. This course is designed to provide a platform for students to develop their own unique style of painting and to use the materials and methods that suit their needs.

EDN665 Reading Behaviour
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: The role of print reading, with emphasis on the interaction between the reader and the print. An examination of reading responses such as concept of print, reading marks and other activities. A study of the effects of reading on the individual and the community. An examination of reading activities and their role in the development of the personal and social skills of children. A study of reading strategies and their role in the development of the child's reading skills. An examination of the role of reading materials and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills.

EDN652 Children's Literature and Curriculum Planning
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: An examination of the role of children's literature in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills. A study of the role of reading materials and their role in the development of the child's reading skills.

EDN654 Program Planning and Evaluation
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: Students are introduced to the basic concepts of program evaluation and are shown how to apply them to educational research. A study of the evaluation of educational programs, including the development of evaluation tools, and the use of evaluation methods. A study of the evaluation of educational programs, including the development of evaluation tools, and the use of evaluation methods. A study of the evaluation of educational programs, including the development of evaluation tools, and the use of evaluation methods.

EDN655 Classification and Cataloguing
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: An introduction to methods of cataloguing and organizing information in libraries and information centers. An examination of the role of cataloguing and organizing information in libraries and information centers.

EDN656 The Library as a Resource Centre
Contact: Four hours per week equivalent for one semester.
Prerequisite: Nil.

Syllabus: Developing and maintaining library materials within the library in response to the needs of the library's users. A study of the role of library staff in developing and maintaining library materials. A study of the role of library staff in developing and maintaining library materials.

EDN668 Extended Field Experience
Contact: One field experience of at least 120 full days.
Prerequisite: Nil.

Syllabus: Students are required to obtain at least 120 field experience (a minimum of seven days each week) working with...
PHYS26 Human Bioscience 1
PHYS27 Human Bioscience 2
PHYS28 Human Bioscience 3
PHYS29 Human Bioscience 4

For details of these subjects, see under Faculty of Professional Studies - Details of Subjests.

PHYS10 Physical Science 1
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: An introduction to students of different ways of classifying matter by means of its properties. On the completion of the course students should be able to identify objects, understand charge of static and methods of heat transfer.
Assessment: Examination 50 percent, tutorial work and assignments 25 percent, laboratory work 25 percent.


Reference: As for PHYS10 Physical Science 1.

PHYS11 Physical Science 2
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This subject is designed to enable students to gain a working knowledge of the relationship between force, motion and energy and to understand the properties and behaviour of water.
Assessment: Examination 50 percent, tutorial work and assignments 25 percent, laboratory work 25 percent.

Reference: As for PHYS10 Physical Science 1.

PHYS12 Physical Science 3
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will study simple electrical and electronic circuits and the properties of chemical substances found in the human.
Assessment: Examination 50 percent, tutorial work and assignments 25 percent, laboratory work 25 percent.

Reference: As for PHYS10 Physical Science 1.

PHYS13 Physical Science 4
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will acquire insights into how scientists develop models to explain phenomena through the example of fields. The role of chemistry in explaining energy production, chemical reactions and electrochemical reactions will be examined.
Assessment: Examination 50 percent, tutorial work and assignments 25 percent, laboratory work 25 percent.

Reference: As for PHYS10 Physical Science 1.

PHYS14 Physical Science 5
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students will explore the properties of waves and the interaction of waves with the human being. On completion students should understand water waves, acoustic and light waves. They should also be able to perform stasichromatic calculations and understand the origin and use of colour in chemistry.
Assessment: Examination 50 percent, tutorial work and assignments 25 percent, laboratory work 25 percent.

Reference: As for PHYS10 Physical Science 1.

PHYS240 Political Studies 2
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Students are introduced to recent scientific and technological developments. Advances in physics and medicine and their relationship to everyday life is explored.
Assessment: Examination 50 percent, tutorial work and assignments 25 percent, laboratory work 25 percent.

Reference: As for PHYS10 Physical Science 1.

POL252 Political Studies 2
Course: Four hours per week for one semester.
Prerequisites: Nil.
Syllabus: This course is an introduction to computer programming and its use for problem solving and system development. On completion the student should be able to develop algorithms and implement them in a high-level programming language. They will also be able to utilise data structures - arrays, lists, queues, stacks, trees and networks.
Assessment: Examination 60 percent, practical exercises 40 percent.


SFT21 Computer Studies 3
Course: Four hours per week for one semester.
Prerequisites: CST131 and CST132.
Syllabus: The aim of the course is for the student to develop an understanding of the processing of nested sequential files and the design of interactive programs. The content of the unit includes screen handling modes, menus and file management.
Assessment: End of semester examination 60 percent, practical exercises 40 percent.

Manufacturers' manuals as required.
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Bachelor of Engineering (Applied) (Civil and Computing) 5/3
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Faculty of Engineering
Faculty Information

Results of the Merger

The Faculty of Engineering conducts courses on the Castfild, Clayton and Frankston campuses of the University. This chapter deals only with those courses conducted by the School of Applied Engineering on the Castfield and Frankston campuses.

Prior to July 1996, the courses conducted by the School of Applied Engineering were offered by Chisholm Institute of Technology’s Faculty of Technology. After the merger with Monash University, the School of Engineering was renamed the School of Applied Engineering, and became a part of the University’s Faculty of Engineering. For information pertaining to courses conducted by the Faculty of Engineering on the Clayton campus, refer to Volume one of the Calendar.

The Bachelor of Technology course previously conducted by Chisholm’s Faculty of Technology is now administered by the School of Applied Engineering.

Faculty Regulations

Certain courses offered by the University in this Faculty were taught by Chisholm Institute of Technology at the Castfield and/or Frankston campuses up to 1 July 1990. They will continue, until 31 June 1991, to be governed by the former Chisholm Institute published course regulations, so far as they remain applicable.

The Faculty is in the process of preparing new or revised regulations for these courses, which will be made by the University Council by early 1991

All regulations governing all other courses offered by the University in its ten faculties during 1991 may be found in Volumes One and Three of the 1991 official University Calendar. The 1992 Calendar will include the complete new regulations referred to above.

For details of the regulations affecting your course, contact your School or Department office.

Late Amendment

From 1991 most Engineering subjects will be organised on a semester basis. Each semester, as outlined in this volume, will be divided into two separate semester subjects, with different dates and exams. For example, from 1991 ENG2004 Engineering Materials Science will be divided into two subjects ENG204 Engineering Materials Science A and ENG224 Engineering Materials Science B.

School of Applied Engineering — Outline of Undergraduate Studies

Bachelor of Engineering (Applied) (Civil and Computing)

Course Code: BY
Course Leader: Geoffrey W. Smith

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. The Engineering course provides a sound knowledge of the principles and applications of computing necessary to operate effectively as a professional engineer working in industry. Students will also be expected to attend one week Engineering Field Camp during the later years of the course.

Recognition of Course

This course is recognized for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

Prerequisites

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

Recommended

English, Mathematics A and B, Physics and Chemistry at Year 12 level are the ideal preparation.

Applicants who possess qualifications other than the above may still apply for admission and are referred to the entrance requirements for Monash University, Castfield campus.

Bachelor of Engineering (Applied) (Civil and Computing) 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 it is vital that:

1. Obtain a pass mark at the annual assessment in each subject of the year;
2. Be passed in the year as a whole. In awarding such a pass the student’s performance in all subjects shall be taken into account in accordance with principles which shall from time to time be determined. A student having passed 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 in a year of the course in accordance with 1 or 2 above must repeat the whole of that year as a full-time student or repeat the failed subjects only as a part-time student.

Assessment

1. An eighty per cent attendance record is required before a student may enrol for assessment in any subject. Exceptions will be subject to approval of the appropriate Head of Division.

2. A ninety per cent attendance record is required for assign-
ment material in any subject before a student may enrol for
assessment in any subject. Exceptions will be subject to approval of the appropriate Head of Division.

Industrial Experience

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

Course Structure

<table>
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<tr>
<th>Subject</th>
<th>Year 1</th>
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<th>Year 3</th>
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</table>

Note: The above table is a general guide only and may be subject to change.
Bachelor of Engineering (Applied) (Electrical and Computing)

Course Code: BS
Course Leader: Jeffrey Hanson

Content
This is a four-year full-time course providing a broad training in the profession of Electrical Engineering. Students may specialise in Electrical Power or Communication Engineering in the final year.

The course also provides a sound knowledge of the principles and applications of computing necessary to operate as a professional engineer working in industry.

Recognition of Course
This course is recognised for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

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

Recommended
English, Mathematics A and B, 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 the entrance requirements for Monash University, Caulfield Campus.

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 the course a student must:
1. Obtain a pass mark at the annual assessment in each subject of the year.
2. Be passed in the year as a whole. In awarding such a pass the student's performance in all subjects shall be taken into account in accordance with principles which shall from time to time be determined. A student having passed the year as a whole and who has not passed the annual assessment in any particular subject shall not be awarded a pass in the year as a whole.

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

Assessment
1. An eighty per cent attendance record is required before a student may attempt to obtain a pass in any subject. Exemptions will be subject to approval of the appropriate Head of Division.
2. An eighty per cent examination result is required for enrolment in any subject. Exemptions will be subject to approval of the appropriate Head of Division.

Bachelor of Engineering (Applied) (Industrial and Computing)

Course Code: BS
Course Leader: Dimitri Kosstytko

Content
A course for students seeking careers in the broad field of engineering. Students will work with the integration of technology, financial, human and other resources to form efficient productive systems.

Recognition of Course
This course is recognised for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

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

Recommended
English, Mathematics A and B, 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 the entrance requirements for Monash University, Caulfield Campus.

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 the course a student must:
1. Obtain a pass mark at the annual assessment in each subject of the year.
2. Be passed in the year as a whole. In awarding such a pass the student's performance in all subjects shall be taken into account in accordance with principles which shall from time to time be determined. A student having passed the year as a whole and who has not passed the annual assessment in any particular subject shall not be awarded a pass in the year as a whole.

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

Assessment
1. An eighty per cent attendance record is required before a student may attempt to obtain a pass in any subject. Exemptions will be subject to approval of the appropriate Head of Division.
2. An eighty per cent examination result is required for enrolment in any subject. Exemptions will be subject to approval of the appropriate Head of Division.

Bachelor of Engineering (Applied) (Mechanical and Computing)

Course Code: BH
Course Leader: Brian Jenny

Content

Recognition of Course
This course is recognised for the purpose of admission to membership of the Institution of Engineers, Australia and the Australian Computer Society.

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

Recommended
English, Mathematics A and B, 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 the entrance requirements for Monash University, Caulfield Campus.

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 the course a student must:
1. Obtain a pass mark at the annual assessment in each subject of the year.
2. Be passed in the year as a whole. In awarding such a pass the student's performance in all subjects shall be taken into account in accordance with principles which shall from time to time be determined. A student having passed the year as a whole and who has not passed the annual assessment in any particular subject shall not be awarded a pass in the year as a whole.

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

Assessment
1. An eighty per cent attendance record is required before a student may attempt to obtain a pass in any subject. Exemptions will be subject to approval of the appropriate Head of Division.
2. An eighty per cent examination result is required for enrolment in any subject. Exemptions will be subject to approval of the appropriate Head of Division.

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

Laboratory and Assignment Work
All students must be satisfied withpassed before a candidate may sit for written examinations.

Course Structure

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Semester</th>
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<tbody>
<tr>
<td>Course</td>
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<td>MAT112 Mathematics</td>
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<td>PHY101 Physics</td>
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<td>ENG101 Electrical Technology</td>
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<tr>
<td>ENG102 Applied Mechanics</td>
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<tr>
<td>ENG103 Engineering Communications</td>
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<tr>
<td>ENG104 Computer Science</td>
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<tr>
<td>ENG105 Computer Applications</td>
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<tr>
<td>Year 2</td>
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<td>ENG201 Electrical Engineering Science</td>
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<td>ENG202 Computer Applications II</td>
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<td>ENG203 Engineering Management II</td>
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<td>ENG205 Electronics II</td>
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<td>ENG206 Computer II</td>
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<td>ENG207 Industrial Project I</td>
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<tr>
<td>ENG208 Design II</td>
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<tr>
<td>ENG209 Signal Processing and Filters</td>
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<tr>
<td>ELE218 Computer Control</td>
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<tr>
<td>ELE247 Computer Communications</td>
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<tr>
<td>ELE248 Computer Systems</td>
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<tr>
<td>ELE249 Telecommunications Systems</td>
<td>4</td>
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<tr>
<td>ELE250 Power Systems I</td>
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<tr>
<td>Bachelor of Engineering (Applied) (Industrial and Computing)</td>
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<tr>
<td>Course Code: BS</td>
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<tr>
<td>Course Leader: Dimitri Kosstytko</td>
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</tbody>
</table>

Bachelor of Engineering (Applied) (Industrial and Computing)
Course Structure

Hours per week Semester

Year 1
MAT122 Mathematics I 4 4
PHY105 Physics 3 3
ENG101 Electrical Technology 3 3
ENG222 Mechanical Design I 3 3
ENG102 Engineering Constructions 3 3
ENG103 Computer Science I 3 3
ENG105 Computer Applications I 4 4

Year 2
ENG204 Engineering Material Science 4 4
ENG205 Computer Applications II 4 4
ENG206 Engineering Management I 2 2
MAT122 Mathematics II 4 4
MRC202 Fluid Mechanics I 2 2
MRC204 Machine Design and Manufacture I 4 4
MRC207 Workshop Practice 1 week
MRC211 Mechanics of Solids and Machines I 4 4

Year 3
ENG305 Computer Applications III 4 4
ENG306 Engineering Management II 3 3
ENG307 Industrial Project I 3 3
MEC301 Mechanical Engineering Design I 2 2
MEC304 Engineering Materials 2 2
MEC308 Process Control 2 2
MEC309 Thermodynamic Dynamics 2 2
MEC311 Mechanics of Solids and Machines II 4 4

Year 4
ENG405 Computer Applications IV 3 3
ENG406 Engineering Management III 3 3
ENG407 Industrial Project II 3 3
MEC401 Mechanical Engineering Design II 3 3
MEC404 Mechanics of Solids and Machines III 3 3
MEC412 Thermodynamics, Heat and Mass Transfer 4 4

Bachelor of Technology

Course Code: III
Course Coordinator: Basie Hartung
Course Leader: Bertie Blaflung (Chair), Peter Tomafally (Program Director)

This course is part of a two-year course comprising the Bachelor of Technology and an Associate Diploma in Technology (Computing). The two-year program is jointly offered by Hofmeyr and Fransfontein Colleges of Technical and Further Education. The degree and the Associate Diploma courses have a common first year which is conducted entirely within the TAFE colleges. The final two years of the degree program are conducted on the Fransfontein and Hofmeyr campuses of NMMU University.

The degree program is administered by the School of Applied Engineering, Challenger Campus.

Content:
The core aim of the students who are flexible in their thinking and are able to respond to the changing needs of industry. Students gain a comprehensive understanding of the practical aspects as well as constructing a parallel computer system to suit their individual interests and vocational areas.

Special Entry Requirements:
Applications for entry in the first year must be directed to the Admissions Officer at Hofmeyr or Fransfontein Colleges of Technical and Further Education. See admission requirements above. Those applicants who are able to demonstrate social and educational disadvantage or who are mature age with prior experience will be favourably considered.

Prerequisites:
There are no specific prerequisites for this course and students with a non-science Year 12 are discouraged to apply for entry.

Selection of Students for Second Year:
On successful completion of the common first year students are eligible to continue with the second year of the Associate Diploma or to proceed to the second year of the degree at Fransfontein Campus, NMMU University. Students who complete the Associate Diploma may transfer to the Degree with additional credits, which are not required to complete the degree described below.

Course Structure:

Hours per week Semester

Subject 2 4
TEC11 Information Processing 3 3
TEC12 Technological Principles II 3 3
TEC13 Analytical Methods II 3 3
Approved Electives 1 2
Electives 2 4
Year 2
TEC14 Management Principles 2 2
TEC15 Industrial Project 2 2
TEC16 Entrepreneurship 2 2
TEC17 Professional Presentation Methods 2 2
Electives 2 4

1. Approved streams can be constructed from the material of any coherent group of elective subjects.
2. Electives can be any subject currently available at Fransfontein Campus which fits within the approved Stream.
3. The second level of an approved stream must be consistent with and build upon the first level of the stream.

Admission Requirements:
The normal entry requirement would be a diploma in engineering or science.

Course Structure:

Hours per week Semester

Subject 2 4
TEC211 Software Development I 4 4
TEC212 Software Development II 4 4
TEC216 Computer Science I 4 4
TEC217 Digital Signal Processing I 4 4
SY125 Information Systems 4 4
SY126 Information Systems 4 4
TEC317 Digital Signal Processing II 4 4

2. Industrial Technology:

Hours per week Semester

Subject 2 4
TEC205 Materials Technology 3 3
TEC206 Manufacturing Technology 3 3
TEC207 Graphics Communication 2 2
TEC305 Introduction to Methods Study 2 2
TEC306 Industrial Equipment Design Principles 2 2
TEC307 Safety and Environmental Technology 2 2
TEC308 Industrial Systems Technology 2 2

Graduate Diploma in Municipal Engineering

Course Code: GP
Course Leader: Robi T. Underwood

Content:
This two-year part-time course provides up-to-date knowledge, training and skills in the full range of technical services and management activities normally undertaken by municipal councils and associated groups and organisations. Appropriate qualified persons who satisfactorily complete the course will satisfy the examination requirements for the award of a Municipal Engineer's Certificate issued by the Municipal and Engineering Board, subject to the Board's normal accreditation procedures.

Admission Requirements:
An accredited degree or diploma in civil engineering or in an associate discipline.

Course Structure:

Hours per week Semester

Subject 2 4
Year 1
ELE3601 Computer Systems 4
ELE3641 Control Systems I 2
ELE3642 Control Systems II 2
ELE3660 Electronic Communications 2
ELE3661 Computer Communications 2
Year 2
ELE3663 Computer Control I 2
ELE3662 Digital Transmission Systems 2
Electives Plus a choice from the electives list 6 8

Electives List
ELE4644 Computer Control 2 4
ELE4645 Unix, C and Assembler Programming 4
ELE4646 Instrumentation I 2
ELE4647 Instrumentation II 2
ELE4648 Industrial Power Control 2
ELE4649 Industrial Power Control 2
ELE4665 Industrial Communications Media and Hardware 4
Note: To complete the course students are required to pass in CY2017 and CY2021 or CY2022 and CY2023, and all other subjects.
School of Applied Engineering — Details of Subjects

ACC310 Engineering Accounting I
Course: Three hours per week for two semesters.
Prerequisites: As prescribed under Programmes through the Course.
Syllabus: Segregated reporting: fixed costs, direct and common costs, break-down of sales, inventory evaluation, contribution approach, Profit planning, budgeting, budget period, human relations, sales forecasting, sales budget, product mix budget, materials budget, administration budget, cash budget, zero-based and program budgeting, flexible budgets and overhead analysis, Control of decentralized operations: information flow, investment profit, management performance, rate of returns, transfer pricing, opportunity costs, capital budgeting and investment decisions. Analysis and evaluation of projects.
Reference

ACC412 Management Accounting
Course: Three hours per week for one semester.
Prerequisites: M3.
Syllabus: Accounting principles and methods, relationship of accounting function to project management, cost centres, discounted cash flow techniques.
Reference

ADM310 Personnel Administration and Industrial Law
Course: Two hours per week for two semesters.
Prerequisites: As prescribed under Programmes through the Course.
Reference

CIV211 Engineering Surveying
Course: A course of four hours per week for two semesters.
Prerequisites: As prescribed under Programmes through the Course.
Reference
Monroe CIV211 Notes P1, Practical Notes and Final Examination Pa- pers, 1982.
Monroe CIV211 Notes P2, Exercises in Computation, 1983.

CIV225 Structural Engineering I
Course: A course of four hours per week for two semesters.
Prerequisites: As prescribed under Programmes through the Course.
Reference
ELEC380 Systems I

Course: Three hours of lectures and laboratory/tutorial hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

SYLLABUS: The course introduces the student to the design, implementation, and operation of digital control systems. Systems are considered in terms of their stability, controllability, and disturbance rejection. Control systems are composed of sensors, actuators, and controllers. The course covers the basic concepts of feedback control systems, including state-space representation and stability analysis. The final exam consists of a written and oral presentation on a topic of the student's choice.

Reference


ELEC465 Communication Systems

Course: Four hours of lectures, laboratory, and tutorial classes per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

SYLLABUS: The course covers the fundamentals of communication systems, including modulation, digital communication, error correction, and channel coding. The course also covers the design and analysis of digital communication systems, with an emphasis on the principles of information theory and statistical signal processing. The course concludes with an introduction to wireless communication systems.

Reference


ELEC466 System Control

Course: Four hours of lectures, laboratory, and tutorial classes per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

SYLLABUS: The course covers the fundamentals of control systems, including stability, feedback control, state-space analysis, and optimal control. The course also covers the design and analysis of digital control systems, with an emphasis on the principles of information theory and statistical signal processing. The course concludes with an introduction to wireless communication systems.

Reference

EN103 Engineering Communications

Course: Three hours per week for four terms.

Prerequisites: No specific prerequisites are required for this course.

Syllabus: Computer aided engineering communications. A practical introduction to the design and operation of engineering communication systems. Emphasis on the use of computer aided design tools and software for the analysis and design of engineering communication systems.


EN105 Computer Applications II

Course: Five hours per week for four terms.

Prerequisites: Completion of Computer Applications I.

Syllabus: Development and utilization of computer programs for engineering analysis. Topics include program design, testing, and debugging techniques, and the use of computer-aided design (CAD) software.


EN205 Engineering Management

Course: Four hours per week for four terms.

Prerequisites: No specific prerequisites are required for this course.

Syllabus: Advanced topics in engineering management, including project management, cost control, risk analysis, and quality control.


EN206 Computer Architecture

Course: Four hours per week for four terms.

Prerequisites: No specific prerequisites are required for this course.

Syllabus: An introduction to computer architecture, including topics such as instruction sets, data paths, and memory management.


EN210 Computer Science

Course: Three hours per week for three terms.

Prerequisites: No specific prerequisites are required for this course.

Syllabus: An introduction to the fundamental concepts of computer science, including algorithms, data structures, and programming.


EN215 Computer Science

Course: Three hours per week for three terms.

Prerequisites: No specific prerequisites are required for this course.

Syllabus: Advanced topics in computer science, including artificial intelligence, machine learning, and natural language processing.


EN220 Computer Science

Course: Three hours per week for three terms.

Prerequisites: No specific prerequisites are required for this course.

Syllabus: Advanced topics in computer science, including computer networks, operating systems, and database management.


EN225 Computer Science

Course: Three hours per week for three terms.

Prerequisites: No specific prerequisites are required for this course.

Syllabus: Advanced topics in computer science, including computer graphics, computer security, and computer forensics.

ENGINEERING

FACULTY OF


IND255 Methods Engineering

Course: Four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


IND355 Theory of Manufacturing Processes

Course: Four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


IND406 Engineering Management III

Course: Two hours per week for four semesters.

Prerequisites: As prescribed under Progression Through the Course.


IND455 Design of Productive Systems I

Course: Four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


IND545 Design of Productive Systems II

Course: Four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


IND546 Environmental Engineering

Course: Two hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: The economics of reliability and quality. The economics of reliability and quality. The economics of reliability and quality. The economics of reliability and quality. The economics of reliability and quality. The economics of reliability and quality.

IND407 Industrial Project II

Course: Four hours per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.

Syllabus: A minimal number of hours to undertake an investigation or project under supervision that is relevant to a student's particular field of interest. It is intended that, where possible, the investigation be based on or lead to a significant and original contribution to the field of engineering. The investigation may be supervised by a laboratory research team. It is intended that, where possible, the investigation be based on or lead to a significant and original contribution to the field of engineering. The investigation may be supervised by a laboratory research team. It is intended that, where possible, the investigation be based on or lead to a significant and original contribution to the field of engineering. The investigation may be supervised by a laboratory research team. It is intended that, where possible, the investigation be based on or lead to a significant and original contribution to the field of engineering. The investigation may be supervised by a laboratory research team.
entrepreneurs speak on 'how I did it'. Appropriate legal structures for new ventures and taxation. Selling your business idea to a large corporation. Business plan presentations.

Reference
Bruce, R. The Entrepreneurs, Liberatorian, 1976.
English, J. How to Organize and Operate a Small Business In Australia, 2nd edn, Allen and Unwin, 1983.

TEC314 Professional Presentation Methods
Contact: Two hours per week for one semester.
Syllabus: Objective setting, planning and structures: The variation necessary for different messages. Non-verbal messages and their impact on communication. Understanding audience needs, tailoring the material to the audience. Personal presentation: the impact of dress, diction and speaking style on the audience.

TEC316 Computer Science II
Contact: Four hours per week for two semesters.
Syllabus: This subject consists of units selected from RDT281. Selected units are subject to the approval of the course leader and the RDT281 leader and will average 4 hours per week for two semesters.

TEC317 Digital Signal Processing II
Contact: Four hours per week for two semesters.

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Faculty of Professional Studies
Faculty Information

Officers of the Faculty

Dean
Professor R. J. Smidt
Assistant Registrar
Mr J. R. Dutton
Personal Assistant to the Dean
Mrs P. Tse

School of Art and Design
Head of School
Professor J. Zimmer
Executive Officer
Ms R. C. Bolton
Personal Assistant to the Head of School
Mr J. Findlay

Caroline Chisholm School of Nursing
Head of School
Professor D. Angell
Executive Officer
Ms D. MacMillan
Personal Assistant to the Head of School
Ms A. Mason

School of Social and Behavioural Sciences
Head of School
vacant
Executive Officer
Ms C. M. Holland

Results of the Merger

The Faculty of Professional Studies operates across the Caulfield, Clayton and Frankston campuses of the University. The schools of Art and Design, Nursing, and Social and Behavioural Studies were part of Chisholm Institute of Technology, prior to its merger with Monash University in July 1990. The School of Art and Design retains its former name within the new University. It conducts courses on the Caulfield and Frankston campuses.

Chisholm Institute’s School of Nursing was renamed the Caroline Chisholm School of Nursing to ensure that the name of the great Australian would be perpetuated in an institution reflecting her care and concern for the community. The School exists wholly on the Frankston campus of the University.

The School of Social and Behavioural Studies was renamed the School of Social and Behavioural Sciences. Its courses are conducted on the Caulfield and Frankston campuses.

Studies in Liberal Arts and Social Work are conducted under the auspices of the Faculty at the Clayton campus. For information pertaining to these areas, refer to Volume I of the Calendar.

Part I - Introductory

There shall be:
1.1 a degree of Bachelor of Arts in each of the disciplines listed;
1.2 a diploma of Applied Science (Nursing);
1.3 a Graduate Diploma in each of the disciplines listed;
1.4 an honours degree of Bachelor of Arts (Graphic Design).

2. Definitions

In these regulations and in the outline of studies, the course of study for the degree is set out in terms of disciplines, subjects and levels, prerequisites, sequences, strata and electives. In these regulations and in the outlines of studies the following definitions shall apply except where inconsistent with the context or subject matter.

2.1 the ‘head’ means the head of the school or department concerned and the ‘head’ has a corresponding meaning for more than one school or department. Where the department is within a school, it means head of school.

2.2 ‘co-enrol’ means a student or students that, if not already completed, must be completed at the same time as the subject for which enrolment is designated.

2.3 the ‘fourth’ means the year level of the Faculty of Professional Studies.

2.4 ‘degree’ means the degree of Bachelor of Arts in the respective discipline offered by the faculty and where the term is used in the general sense, any award offered by the faculty.

2.5 ‘disciplines’ means one of the disciplines available to candidates and specified in the regulations and schedules herein and includes disciplines taught by departments of the faculty and certain disciplines taught by other faculties.

2.6 ‘elective’ means a subject which does not contribute to a minor or major sequence.

2.7 the ‘faculty’ means the Faculty of Professional Studies.

2.8 the ‘faculty board’ means the faculty board of the Faculty of Professional Studies.

2.9 ‘field of study’ means the major discipline available to candidates and specified in the schedules herein and includes disciplines taught by the departments of the school and certain subjects taught by other faculties.

2.10 ‘level’ means one of the three or four levels in the course of study for the pass degree which shall be designated as first year level, second year level, third year level and fourth year level (Honours Degree) and for the honours degree (Graphic Design) there shall be an additional or fourth year level.

2.11 ‘pre-requisite’ means one or more specified subjects which shall be completed before a candidate is permitted to proceed as the subject for which it is a pre-requisite.

2.12 ‘the school’ means:
2.12.1 the School of Social and Behavioural Sciences;
2.12.2 the Caroline Chisholm School of Nursing;
2.12.3 the School of Art and Design;
2.12.4 ‘no school’ means the school concerned.

2.13 ‘sequences’

2.13.1 A first year sequence is a pair of first year level subjects specified in the outline of studies as the first part of a minor or major study in a discipline.

2.13.2 A major sequence shall comprise the main studio discipline selected for study at fourth year level (Honours Degree) successive levels three or four (Graphic Design) or academic years six or eight (Graphic Design) respectively.

2.13.3 A minor sequence shall comprise two, three or four successive parts, studies as outlined in the subject requirements for the degree as offered by each department of the school.

2.14 ‘subject’ means:

2.14.1 a prescribed amount of work extending over not more than one year at a certain level within a discipline within the faculty or another faculty.

2.14.2 for the School of Art and Design it means a prescribed amount of work extending over not more than one academic year or two assessments at a certain level within a field of study of the school.

2.15 ‘strata’ means a sequence of subjects involving prerequisites and extending over two or more than two of the courses.

2.15.1 A minor subject shall comprise two successive parts, being a first year sequence followed by a second part comprising second and third year level subjects, totalling at least eight semester subjects.

2.15.2 A major subject shall comprise two successive parts, being a first year sequence followed by a second part comprising second and third year level subjects, totalling at least eight semester subjects.

2.15.3 A coherent major shall comprise two successive parts, being a first year sequence followed by a second part comprising second and third year level subjects, totalling at least six semester subjects.

2.15.4 Permissible sequences in each discipline shall be set out in the outline of studies, provided that the faculty board may from time to time, approve a special sequence.

3. Completion of a subject

To complete a subject a candidate after enrolling for the subject shall, in the satisfaction of the head of the department concerned, attend such lectures and tutorials classes and perform such exercises and pass such examinations and other forms of assessment as may be prescribed in the outline of studies.

4. Prescribed Codes for Assessment

Candidates will be assessed in all subjects in accordance with the following codes:
10. Approval of course

10.1 At the beginning of each semester, a candidate shall obtain the approval of the faculty board for the selection of subjects to be undertaken in that semester.

10.2 A candidate shall obtain the approval of the faculty board before any alteration to the course of study during the semester.

11. Combined Degrees

11.1 Bachelor of Arts (Social Sciences)/Bachelor of Arts (Business Studies)

11.2 It is possible to enrol for the degree of Bachelor of Arts (Social Sciences) and the degree of Bachelor of Business concurrently in the following disciplines and qualify for the two degrees after completing four years of full-time work.

Attributes of Bachelor of Arts (Social Sciences)/Bachelor of Arts (Business Administration)

- Bachelor of Arts in Business (Human Resource Management)
- Bachelor of Arts in Business Administration

12. Examinations

12.1 The course of study is to be made up of subjects listed in Schedule A and shall include:

- At least one major subject and two minor subjects combined with sufficient elective and or compulsory subjects to make up twenty semester subjects or;
- At least one major subject and two minor subjects combined with sufficient elective subjects and or compulsory support subjects to make up twenty semester subjects or;
- At least one major subject and one cognate major subject combined with sufficient elective subjects and or compulsory support subjects to make up twenty semester subjects or;
- At least one major subject and one cognate major subject combined with sufficient minimum elective and or compulsory support subjects to make up twenty semester subjects or;

12.2 A candidate for the degree shall qualify for the degree upon complying with the requirements of these regulations applicable to the particular candidate.

12.3 The course of study must include at least one major subject as detailed in Schedule B and shall not include more than one major subject from the subjects listed in Schedule A.

Part II - Bachelor Degrees

Division A - The Degree of Bachelor of Arts (Social Sciences)

13. The Degree

There shall be a degree of Bachelor of Arts (Social Sciences).

14. Qualifications Required

A candidate for the pass degree shall qualify for the degree upon complying with the requirements of Parts I and II of these regulations and shall be deemed to constitute an extension of the time limits prescribed by these regulations.

9. Other Limitations

9.1 Prerequisite

A prerequisite prescribed by these regulations or in the outline of studies for a subject shall normally be completed before a candidate may be permitted to enrol for the subject for which it is a prerequisite.

9.2 Failures in the same subject

Failing in a subject in a previous year on the faculty board, acting on the representation of the head, a subject shall not be undertaken by a candidate who has previously failed it twice.

12.2.3 undertake a subject for which any prerequisite subject is designated in the outline of subjects unless the prerequisite subject has been completed or is being undertaken at the same time.

23. Qualifications Required

A candidate for the degree shall qualify for the degree upon complying with the requirements of these regulations applicable to the particular candidate.

24. Structure

The fields of study are to be made up of subject listed in Schedule C.

25. Assessment of Subjects

25.1 All studio subjects are assessed by a panel of assessors at the conclusion of each semester. Progressive assessment is conducted, by subject lectures, throughout the year.

25.2 A candidate's progress through the course is dependent on the successful completion of each semester's essays and, except in the case of:

25.2.1 a candidate who fails to subject, or subjects (one including the major studio subject) and is granted by the head on advice of the assessment panel, the opportunity to improve the marks for the panel;

25.2.2 a candidate who has at least forty percent in any subject at the end of year assessment may complete a set amount of additional work to be assessed by the assessment panel in the period December to February and shall not include the major studio subject in Schedule B and shall not include more than one major subject from the subjects listed in Schedule A.

25.3 A candidate who fails to achieve a pass in:

25.3.1 the major studio subject;

25.3.2 will not normally be permitted to proceed to the next level of the course unless the permission of the head and only after informal circumstances.

25.4 All candidates shall participate in the annual degree show exhibition.

Division C - The Degree of Bachelor of Arts in the School of Art and Design

20. The Degree

There shall be:

20.1 a degree of Bachelor of Arts with fully accredited disciplines which will be offered by a faculty board;

20.2 the pass course in each of the fields of study shall be:

Bachelor of Arts (Ceramic Design) - BA (Ceramic Design)
Bachelor of Arts (Digital Art) - BA (Digital Art)
Bachelor of Arts (Fine Art) - BA (Fine Art)
Bachelor of Arts (Graphic Design) - BA (Graphic Design)

21. Definition

In this Division and in the outline of subjects, unless the contrary intention appears, the following definitions shall apply:

21.1 'degree' means the degree of Bachelor of Arts in the School of Art and Design;

21.2 'school' means the School of Art and Design;

21.3 'head' means the Head of the School of Art and Design.

22. Approval of Course

22.1 At the beginning of the course of study and in compliance with the subject requirements for each level of study, a candidate shall obtain the approval of the head of the course of study from the faculty board.

22.2 A candidate may enrol in courses at the discretion of the head of the course of study and according to the requirements of the precedent subjects which have been completed or in being undertaken at the same time.

22.3 Undertake a subject for which any prerequisite subject is designated in the outline of subjects unless the prerequisite subject has been completed or is being undertaken at the same time.

22.4 Undertake a subject for which any prerequisite subject is designated in the outline of subjects unless the prerequisite subject has been completed or is being undertaken at the same time.

22.5 Undertake a subject for which any prerequisite subject is designated in the outline of subjects unless the prerequisite subject has been completed or is being undertaken at the same time.

22.6 Undertake a subject for which any prerequisite subject is designated in the outline of subjects unless the prerequisite subject has been completed or is being undertaken at the same time.

22.7 Undertake a subject for which any prerequisite subject is designated in the outline of subjects unless the prerequisite subject has been completed or is being undertaken at the same time.

22.8 Undertake a subject for which any prerequisite subject is designated in the outline of subjects unless the prerequisite subject has been completed or is being undertaken at the same time.
29. Qualifications Required
A candidate for the degree shall qualify for the degree upon complying with the requirements of these regulations applicable to each candidate.

30. Structure
The field of study arc to be made up of subjects listed in Schedule C Part 3.

31. Assessment of Studio Subjects
31.1 All studio subjects are assessed by a panel of examiners at the end of each semester. An eighty percent attendance record is required before a student may present for examination and or assessment in any subject. Exceptions will be subject to approval by the head.

32. Course Progression
32.1 Progression through the course is dependent on the successful completion of each semester. Only in exceptional circumstances, with permission of the head, will a candidate who has failed a subject be allowed to advance to the next level, providing that:
32.1.1 the failed subject is completed as advised by the assessment panel and the head, or;
32.1.2 pursuant to subsection 32.1, a student who fails in more than one subject, may be granted a faculty pass in the semester as a whole provided that:
32.1.2.1 the mark obtained in the failed subject is equal to or greater than forty percent, and;
32.1.2.2 the failed subject is not a core subject, namely, Creative Design Studies, principles of Design and Drawing, Design Communications, and;
32.1.2.3 it is the candidate’s first attempt at a full complement of semester subjects.

Schedule A - Degree of Bachelor of Arts (Social Sciences)

Psychology
PSY301 Psychology - Introductory
PSY302 Psychology - Introductory
PSY303 Psychology - Human Development
PSY304 Psychology - Personality and Interpersonal Behaviour
PSY305 Psychology - Psychology in the Industrial Setting
PSY306 Psychology - Vocational Development
PSY307 Psychology - Theory and Systems
PSY308 Psychology - Professional Development
PSY309 Psychology - Community Psychology
PSY310 Psychology - Experiential Introduction to Counselling
PSY311 Psychology - Health Psychology
PSY350 Psychology - Introduction to Sports Psychology

Literature
First Year
LIT101 From Renaissance to Regency
LIT102 From Romantic to Modern
Second Year
Pair 1
LIT210 Modern Literature
LIT211 War and Literature
Pair 2
LIT220 Australian Literature
LIT221 American Literature
Pair 3
LIT230 The Dramatic in Social Critic
LIT231 Modern Drama

Pair 4
LIT240 Reading Film Narrative
LIT241 Popular Narrative Fiction
LIT242 Poetry (American)
LIT243 Drama into Film

Pair 5
LIT250 Fiction Writing
LIT251 Advanced Fiction Writing

Pair 7
LIT370 Sources of Children’s Literature
LIT371 Children’s Literature: A Comparative Study
LIT375 Literature and Society

Sociology
First Year
SOC102 Sociology Introduction
SOC103 Sociology Introductions
Second and Third Year
SOC202 Sociology of Mass Media
SOC204 Immigration and Minority Relations
SOC206 Sociology of Community Organisation
SOC208 Sociology of Organisations
SOC210 Sociology - Theory and Methodology
SOC212 Sociology of Youth
SOC214 Sociology of Education
SOC216 Sociology - Industrial Sociology
SOC218 Sociology of Prisoner
SOC220 Sociology of Ageing
SOC222 Sociology of Gender and Social Control
SOC224 Sociology - Urban Sociology
SOC226 Sociology - Sociology of Wealth
SOC230 Sociology - Sociology of the Family
SOC231 Sociology - Social Research Methods
SOC232 Sociology - Sociology of Religion
SOC234 Sociology - Social Stratification
SOC236 Sociology - Sociology of Popular Music
SOC238 Sociology - Sensibility, Gender and Social Relations
SOC239 Sociology of Genocide
SOC242 Sociology - Technology and Society
SOC244 Sociology - A Prominent Social Theorist
SOC360 Sociology - Research Practice

Politics
First Year
POL153 Introduction to Australian Politics (C)
POL210 Political Hero (C)
Second and Third Year
POL251 Advanced Australian Politics
POL254 Chinese Politics
POL256 Politics of the Indian (C)
POL260 Australian State Politics
POL262 Politics of Labour
POL264 Comparative Politics
POL266 Political Morality
POL268 State and Political Economy
POL352 Modern Political Theory
POL353 International Relations
POL560 Research Methodology (C)

Statistics
First Year
MATH1 Statistics
MATH1 Statistics
MATH1 Statistics
MATH1 Statistics

Second and Third Year
MATH2 Statistics
MATH2 Statistics
MATH2 Statistics
MATH2 Statistics
MATH2 Statistics

Economics
FIN100 Money and Capital Markets
FIN110 Macroeconomics
FIN110 Macroeconomics
FIN240 Pricing for Markets
FIN240 Business Statistics and Forecasting
FIN253 Monetary Theory and Practice

FIN371 Microeconomics
FIN371 The International Economy
FIN371 Labour Economics
FIN371 Financial Markets
ADM344 Labour Relations
POW201 State and Political Economy

Administrative Studies
ADM130 Introduction to Management
ADM122 Business Environment
ADM122 Organisational Change
ADM122 Public Administrative
ADM234 Human Resource Management
ADM234 Organisational Performance
ADM344 Labour Relations
ADM344 Industrial Relations
ADM344 Labour Management
ADM344 Issues in Human Resource Management
ADM344 Issues in Human Resource Management

Schedule B - Degree of Bachelor of Arts (Police Studies)

Police Studies Major
PC3101 Introduction to Police Organisation
PC3102 Structure and Organisation of Policing
PC3103 Introduction to Legal Studies
PC3104 Legal Regulation and Social Relationships
PC3105 Law and Society
PC3106 Comparative Policing
PC3107 Development of Policing in Australia
PC3108 Applied Research Project

Traffic Engineering Minor
PC3220 Road Traffic Accident 1
PC3222 Traffic Engineering and Control
PC3232 Highway Engineering
PC3242 Equipments and Transport Interaction
PC3242 Road Traffic Accidents 2
PC3232 Project Thesis

Schedule C Part 1 - Degree of Bachelor of Arts (Ceramic Design)

1. Structure
A candidate for the degree shall qualify for the degree upon successful completion of four levels of the course including subjects chosen according to the requirements stated below.

1.1 Except with permission of the Dean, the course shall include:
First Year
Architectural Ceramics/Clay Studies
Drawing and Design
History of Art
Modelling and Mouldmaking
Second Year
A major studio subject selected from/Ceramic Studies, Glass Studies, Architectural Ceramics, Mematics and Technology (associated with the major subject)
Drawing and Design
History of Art

Schedule C Part 2 - Degree of Bachelor of Arts (Craft)

1. Structure
A candidate for the degree shall qualify for the degree upon successful completion of three levels of the course including subjects chosen according to the requirements stated below.

1.1 Except with permission of the Dean, the course shall include:
First Year
A major studio subject selected from/Ceramic Studies, Glass, Metal (major 12 hours)
Architectural Ceramics, Mathematics and Technology (associated with the major subject)
Drawing and Design
History of Art
**First Year**
A major studio subject selected from Painting, Printmaking, Sculpture.
A sub-major studio subject selected from Painting, Printmaking, Sculpture, Tapestry, Drawing.

- **History of Art**
- **Art History**
  - **2. Subjects**
  - The subjects to be completed shall be chosen, as outlined above, from:
  - **2.1. Year One**
    - **Year One**
      - **Major Studios**
        - **FNE100 Printmaking**
        - **FNE120 Painting**
        - **FNE130 Sculpture**
        - **Sub-Major Studios**
          - **FNE200 Printmaking**
          - **FNE220 Painting**
          - **FNE230 Sculpture**
        - **History of Art**
        - **Art History**
      - **2. Year One**
        - **Major Studios**
          - **FNE200 Printmaking**
          - **FNE220 Painting**
          - **FNE230 Sculpture**
        - **Sub-Major Studios**
          - **FNE240 Typography**
          - **FNE250 Drawing**
        - **History of Art**
        - **Art History**
      - **3. Examination and Assessment**
        - **3.1. All studio subjects are assessed by a panel of assessors at the completion of each semester. A mark of up to 60% is awarded for the first semester, with the remaining mark of up to 40% awarded for the second semester.**
        - **3.2. A candidate’s progression through the course is dependent on satisfying the completion of at least one studio subject per semester.**
        - **3.3.1. A candidate who has achieved at least a C in the major studio subject, but has failed one other subject, who after making application to the head may be granted a pass in the subject. A pass in the subject may be granted only upon the candidate’s agreement by the head of the college only if the candidate satisfies the requirements stated below.**

**Schedule C Part 4 – Degree of Bachelor of Arts (Graphic Design)**

- **1. Introduction**
  - A candidate for the degree shall qualify for the degree upon successful completion of three levels of the course, culminating over six semesters, within two or more academic years and including subjects selected according to the requirements stated below.
  - **1.1. Except with the permission of the dean, the course shall include:**
    - **First and Second Years (Semesters 1 – 4)**
      - **All of the subjects listed below.**
    - **Third Year (Semesters 5 – 6)**
      - **All of the subjects except in the case of Professional Studies**

**Schedule C Part 5 – Degree of Bachelor of Technology (Design)**

- **1. Structure**
  - A candidate for the degree shall qualify for the degree upon successful completion of three levels of the course, culminating over six semesters, within two or more academic years and including subjects selected according to the requirements stated below.
  - **1.1. Except with the permission of the dean, the course shall include:**
    - **First and Second Years (Semesters 1 – 4)**
      - **All of the subjects listed below.**
    - **Third Year (Semesters 5 – 6)**
      - **All of the subjects except in the case of Professional Studies**

**Schedule C Part 6 – The Degree with Honours**

- **1. Structure**
  - A candidate for the degree shall qualify for the degree upon successful completion of three levels of the course, culminating over six semesters, within two or more academic years and including subjects selected according to the requirements stated below.
  - **1.1. Except with the permission of the dean, the course shall include:**
    - **First and Second Years (Semesters 1 – 4)**
      - **All of the subjects listed below.**
    - **Third Year (Semesters 5 – 6)**
      - **All of the subjects except in the case of Professional Studies**

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**Note:** The subjects to be completed shall be as outlined above.
Part III – Degree of Master of Arts

3.1.2.2 appoint a member of the academic staff of the University, who shall be responsible for faculty board, as supervisor.

3.5.2.2.1 any student who has, at another university or tertiary institution, gained a qualification or qualifications which the faculty board deems to be the equivalent of the qualification referred to in paragraph 3.1.1, or

3.5.2.2.2 any appointment of the head, may appoint an acting supervisor for a faculty board proceeding under subsection 3.2.1.6 who, for the purpose of the head, may act as supervisor in the absence of the head or in the case of the head being absent from the University for more than three consecutive months.

3.5.2.2.3 any recommendation of the head, may, subject to the head having taken into account the relevant factors, whether or not the person is a member of the academic staff, as associate supervisor.

3.5.2.2.4 any appointment of the head, may act as associate supervisor.

3.5.2.2.5 any recommendation of the head, may appoint an associate supervisor to the faculty board proceeding under subsection 3.2.1.6 until the head returns to the University to take up the position for which he or she was appointed.

3.5.2.2.6 any recommendation of the head, may appoint an associate supervisor to the faculty board proceeding under subsection 3.2.1.6 until the head returns to the University to take up the position for which he or she was appointed.

3.5.2.2.7 any recommendation of the head, may appoint an associate supervisor to the faculty board proceeding under subsection 3.2.1.6 until the head returns to the University to take up the position for which he or she was appointed.

3.5.2.2.8 any recommendation of the head, may appoint an associate supervisor to the faculty board proceeding under subsection 3.2.1.6 until the head returns to the University to take up the position for which he or she was appointed.

3.5.2.2.9 any recommendation of the head, may appoint an associate supervisor to the faculty board proceeding under subsection 3.2.1.6 until the head returns to the University to take up the position for which he or she was appointed.
Part IV - Diploma of Applied Science (Nursing)

Introduction

The Diploma
1. There shall be a Diploma of Applied Science (Nursing).

Definitions
2.1. In these regulations and in the outline of subjects, unless the contrary intention appears, the following definitions shall apply:

2.1.1. ‘diploma’ means the Diploma of Applied Science (Nursing).

2.1.2. ‘the College’ means the Caroline Chisholm College of Nursing.

2.1.3. ‘the Victorian Nursing Council’ means the registering authority in the State of Victoria.

2.1.4. ‘the definitions of the following expressions and the provisions of all regulations that apply to the practice of any profession in any period of time on the conditions as detailed in Schedule D and the outline of studies

Effects of Changes in Regulations

3. A candidate shall comply with all regulations as from time to time in force provided that the candidate has not been admitted to the profession before the time of the changes in regulations.

Schedule D

Year one, semester one

NUR 111 Health and Health Breakdown I

NUR 112 Health and Health Breakdown II

NUR 113 Human Biocience I

NUR 114 Human Biocience II

NUR 115 Applied Basic Physics and Chemistry I

NUR 116 Psycho-Social Studies I

NUR 117 Sociology of Health I

NUR 118 Sociology of Health II

NUR 119 Nursing Theory I

NUR 120 Practice Principles and Skills I

NUR 121 Enquiry and Processing Skills I

NUR 122 Clinical Practicum I

Year one, semester two

NUR 211 Health and Health Breakdown I

NUR 212 Recreation Studies I

NUR 213 Human Biocience II

NUR 214 Applied Basic Physics and Chemistry II

NUR 215 Psycho-Social Studies II

NUR 216 Sociology of Health II

NUR 217 Nursing Theory II

NUR 218 Practice Principles and Skills II

NUR 219 Enquiry and Processing Skills II

NUR 220 Clinical Practicum II

Year two, semester one

NUR 221 Health and Health Breakdown III

NUR 222 Human Biocience III

NUR 223 Applied Basic Neurology

NUR 224 Psychological Studies I

NUR 225 Psychological Studies II

NUR 226 Psychological Studies III

NUR 227 Sociology of Health III

NUR 228 Nursing Theory III

NUR 229 Practice Principles and Skills III

NUR 230 Enquiry and Processing Skills III

NUR 231 Clinical Practicum III

Year two, semester two

NUR 232 Health and Health Breakdown IV

NUR 233 Human Biocience IV

NUR 234 Applied Basic Neurology

NUR 235 Psychological Studies IV

NUR 236 Psychological Studies V

NUR 237 Sociology of Health IV

NUR 238 Nursing Theory IV

NUR 239 Practice Principles and Skills IV

NUR 240 Enquiry and Processing Skills IV

NUR 241 Information Technology

Year three, semester one

NUR 315 Health and Health Breakdown V

NUR 316 Human Biocience V

NUR 317 Psycho-Social Studies V

NUR 318 Sociology of Health IV

NUR 319 Nursing Theory V

NUR 320 Practice Principles and Skills V

NUR 321 Enquiry and Processing Skills V

NUR 322 Clinical Practicum V

NUR 331 Elective Studies - Nursing
Part V - Graduate Diploma Courses

1. The Graduate Diploma

There shall be:

1.1 a Graduate Diploma in Applied Psychology (GradDipAppPsych)
1.2 a Graduate Diploma in Community Education (GradDipCommEd)
1.3 a Graduate Diploma in Multicultural Studies (GradDipMultStud)
1.4 a Graduate Diploma in Welfare Administration (GradDipWelfAdmin)
1.5 a Graduate Diploma in Ceramic Design (GradDipCeramDesign)
1.6 a Graduate Diploma in Fine Art (GradDipFineArt)

2. Definitions

In these regulations and in the outline of studies,

2.1 'diplosma' means the respective Graduate Diploma
2.2 the definitions of the following expressions and the provisions applying to those definitions in the regulations governing the degree of Bachelor of Arts or force from time to time shall have the same interpretation and effect as though the same were set out in these regulations in full:
   - the 'bed'
   - the 'dozo'
   - discipline'
   - the 'faculty board'

3. Admissions to Candidature

An applicant for admission to candidature for the diploma shall:

3.1 apply in writing to the Registrar;
3.2 have graduated at the University or an equivalent tertiary institution for a degree which the faculty board considers to be a suitable preparation for the proposed course or;
3.3 have graduated at another university or equivalent tertiary institution for a degree which the faculty board considers to be a suitable preparation for the proposed course of study or;
3.4 have qualifications and experience which, in the opinion of the faculty board, provides a suitable preparation for the candidate's proposed course of study.

4. Time Limits

The time limits for each diploma are specified in Schedule E.

5. Approval of Course

Before commencing a diploma course, a candidate shall have his or her course of studies approved by the dean or the dean's nominee on advice of the head.

6. Completion of Course

6.1 A candidate shall complete such courses as are prescribed by the faculty board and in the outline of courses.
6.2 A candidate shall complete such written and oral examinations and other forms of assessment as prescribed by the faculty board.
6.3 The faculty board may review the academic progress of a candidate and, after taking into account any recommendations from the dean of the faculty and after giving the candidate an opportunity to be heard, may terminate the candidature on the grounds of unsatisfactory performance.

7. Leave of Absence

The faculty board may grant a candidate leave of absence for such a period and on such conditions as the faculty board may determine.

Schedule E Part 1 - Graduate Diploma in Applied Psychology

Time Limits

1. The course for the diploma shall be completed by a candidate in no less than one academic year and, except when the faculty board permits otherwise, in not more than a prescribed period after having been admitted to candidature, such period being:
   - 1.1 in the case of a first-year candidate, one year;
   - 1.2 in the case of a part-time candidate, two years;
   - 1.3 in the case where a candidate changes from one type of candidature to another, a period determined by the dean or the dean's nominees, proportionally according to the periods prescribed in the foregoing substitutions.
   - 2. No Credits for Work Done Elsewhere

A candidate is not eligible for exemption from any subject in the diploma.

Schedule E Part 2 - Graduate Diploma in Community Education

1. Time Limits

The course for the diploma shall normally be completed on a part-time basis over four semesters.

2. Course Requirements

Candidates must complete eight compulsory subjects and no electives or exemptions are permitted.

Schedule E Part 3 - Graduate Diploma in Multicultural Studies

1. Course Requirements

The course for the diploma normally comprises four semester subjects which form a common core for all students. In the second year of the course, students take four semester subjects in four specialised areas.

Schedule E Part 4 - Graduate Diploma in Welfare Administration

1. Time Limits

The course for the diploma shall normally be completed on a part-time basis over four semesters.

2. Course Requirements

Candidates must complete three compulsory subjects and no electives or exemptions are permitted.

Schedule E Part 5 - Graduate Diploma in Ceramic Design

1. Time Limits

As in Schedule E Part 1.

2. Course Requirements

Applicants may undertake a program in one of the following areas: Ceramic Technology; Design for Ceramics; Studio Practice in Clay and Glaze; Glass, Concrete or Architectural Ceramics. For details of admission to the course and award of qualification, refer to information provided by the school.

Schedule E Part 6 - Graduate Diploma in Fine Art

1. Time Limits

As in Schedule E Part 1.

2. Course Requirements

Applicants may undertake a program in one of the following areas: Drawing, Painting, Printmaking, Sculpture and Typography or any combination of these. For details of admission to the course and award of qualification, refer to information provided by the school.

ART & DESIGN - OUTLINE OF UNDERGRADUATE STUDIES

School of Art and Design - Outline of Undergraduate Studies

Admission Requirements for Undergraduate Courses

This University makes the following general statement regarding its entrance requirements:

Applicants with the following qualifications are eligible for consideration for admission:

1. Successful completion of a Year 12 course of study accredited by VCE or VCE. This includes VCE (HSC) subjects (can be grouped one or two), VCE (TOP) accredited or recognised by Monash, VCE (ITE) VCE Accredited Composite Course, Intermediate or Open level qualifications or enrolled by VCB as equivalent.
2. Any other qualification recognised by the Academic Board (e.g. Certificates of Distance Education).
3. Qualifications and/or experience acceptable to the Academic Board.

Special provisions exist for students with outstanding ability who may not have the required qualifications for entry.

When seeking places at universities intending applicants usually do through the Victorian Tertiary Admissions Centre VACCA, however, the students are strongly advised to become familiar with the VTAC system and with the importance of the preference they will be asked to make.

Bachelor of Arts (Ceramic Design)

Course Code: BC

Content

This four year course is intended to provide a distinctive professional education emphasizing individual statement within the major studies of clay, glass and architectural ceramics. This first year of the course is designed to provide a basis in the three major study areas with support studies in drawing, design, history of art and the visual arts. In the final three years students concentrate on their major study making work on design and conceptually sound projects.

Enrolment Procedure for New Students

Applicants will be required to attend an interview and present a folio. All applicants must complete the office of the School of Art and Design by the end of October to arrange an interview (telephone 375 2241 or 573 2250). Applicants will be notified of interview arrangements by mail.

Selection of Students

At the end of the first year students in consultation with their lecturers select their preferred major study. Selection is based not only on the students' performances of coping with all parts of the course but also on their future direction.

Assessment

1. An eighth per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to approval by the Head of the Department.
2. There will be two assessments by the examination panel — one at mid-year and one at the end of the year. Progressive assessments will be made by the lecturers in charge of each subject.
3. Each year must be passed as a whole. If a student fails in a single subject, the examination panel will decide at indication, whether that student has failed or completed the year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel.
4. In the final year of the degree candidate will be recognised for work on a subject where they must meet the requirements of the School. Students are encouraged to work on a subject where they want to work on a subject where they want to work on a subject where they want to work on a subject where they want to work on a subject where they want to work on a subject where they want to work on a subject where they want to work on a subject. The candidate is expected to present the final work in a form acceptable to the School.

Assessment Policy

A large proportion of the subjects in this course are of a practical nature and require assessment by the presentation of a folio at the end of each year. In all cases evaluation of overall performance is made by a panel consisting of lecturers in the subject, the subject coordinator and the year coordinator. Grades are reviewed by the Head of Department, Ceramic Design.

In the final semester of the course this work is assessed by the panel above as outlined with the addition of an external assessor in the relevant area of expertise.

Progression Through the Course

Progression through the course will depend on the successful completion of courses in each year. Only in exceptional circumstances will a student who fails 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 Head, School of Art and Design.

Course Structure

In the first two semesters students gain a basic understanding of glaze, clay and architectural ceramics. In the second year students move on to the more advanced area of study. Throughout the course support studies are undertaken which include History of Art, Drawing and Design, Materials and Technology to prepare for the major studies.
Bachelor of Arts (Fine Art)

Course Code: BP

Content
The Department of Fine Art offers a three year full-time Bachelor of Arts degree in painting, printmaking, sculpture, and typography. The course provides a professional education for fine-art students. 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 future personal development.

Enrolment Procedure for New Students
Applicants are required to attend an interview and present a folio. All applicants must contact the Office of the School of Art and Design by the end of October, to arrange an interview (telephone: 573 2241/2256). Interviews and folio presentations will be held in December. Applicants will be notified of interview arrangements by mail.

Bachelor of Arts (Craft)

Course Code: BQ

Content
The course offers students the initial opportunity to explore a range of different crafts or alternatively to specialise at the beginning of the course. This choice reflects the differing needs and backgrounds of students who seek entry to the course. Major studios in Ceramics, Glass and Jewellery and Silversmithing (metal) are included in these studios which is specialised instruction in design and the materials and technologies associated with the relevant craft being studied. The major studios are supported for the entire course by Drawing and History of Art. Professional Practice is included from the second year and is intended to assist students towards a sound understanding of Business Practice, Studio Management, Marketing and Art Law as it applies to the crafts.

Enrolment Procedure for New Students
Applicants will be required to attend an interview and present a folio. Applicants must contact the office of the School of Art and Design by the end of October, to arrange an interview (telephone: 573 2241/2256). Interviews and folio presentations will be held in December. Applicants will be notified of interview arrangements by mail.

Progression Through the Course
Progression through the course will depend on the successful completion of each subject by each student. If a student fails in a single subject, the examination panel will decide, at its discretion, whether the student has failed in the module as a whole or whether the student has failed only in one subject. If the student has failed in more than one subject, the examination panel will decide, at its discretion, whether the student has failed in the module as a whole or whether the student has failed in one subject. 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 Head, School of Art and Design.

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

Course Structure
Subjects have the opportunity to edit a special edition in a single subject study or choose a major and sub-major craft in the first year. Second and third year students may continue the same major or sub-major study.

Drawing is taught in each year of the course and specialisation in Computer Technology is included in the major craft studios of second and third year. History of Art in second year is a mandatory subject and Professional Practice is a second and third year subject.

Materials and Processes in Photography are single semester subjects studied in the first year.

Bachelor of Arts (Graphic Design)

Course Code: IG

Content
There is a growing recognition of the importance of design and the visual role it plays in helping Advanced Technological societies achieve international competitiveness. Innovation, communication and the marketing process are also major aspects of graphic design. Therefore, Graphic Designers need to be effective and creative communicators, able to analyse problems with the command of the skills necessary to visualize concepts.

Over the past years there has been a marked increase in the number of applications for the Graphic Design course which has created a highly competitive situation for prospective students. The three year Bachelor of Arts (Graphic Design) course demands commitment from both staff and students at the highest level, if degree standards are to be achieved.

The course offers knowledge and experience in the basic elements of the design process: Computer Technology, Typography, Drawing, Design Theory, Illustration, Photography and communication language skills, culminating in the production of a wide range of applied projects of both two and three dimensions.
The academic subjects offered are History of Art, Marketing, Advertising Management, Communication Studies and Professional Practice.

Enrolment Procedure for New Students

Applicants will be required to attend a preliminary enrolment day in mid-January for an interview to present a portfolio. All applicants must contact the office of the School of Art and Design by the end of December to arrange an interview—telephone 573.2241 or 573.2286. Applicants will be notified of interview arrangements by mail.

Progression Through the Course

Progression through the course will depend on the successful completion of each year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed the year as a whole. However, the failed subject must be satisfactorily completed as recommended by the panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to recommence the appropriate subject. Examinations will be assessed by the Head of Department in consultation with the Head of School of Art and Design.

Assessment

An eighty per cent attendance record is required before a student may progress to the next level of the course. Students will be assessed on the basis of five themes during each year. Examinations will be by written examination and may also include an oral presentation or a portfolio of work.

Bachelor of Technology (Design) Course Structure

Bachelor of Arts (Graphic Design) Honours

Course Code: BB

Content

This is a one year full-time Honours course which can be studied part-time over one or two consecutive years. It is available only on the Canfield campus. The course is suited to those who wish to pursue, at a higher level, a special area of study taken in their undergraduate course.

Applicants may undertake a program in one of the following areas: Typographic Graphic Design Illustration Advertising Design Sign Publication Design

In developing knowledge and understanding of their specialization, students will be required to have completed Bachelor of Arts (Graphic Design) from Monash University with a credit grade of at least 45% in Graphic Design Theory and 45% in Graphic Design Practice.

Admission Requirements

To be admitted into the Bachelor of Arts (Graphic Design) program, a student must have completed Bachelor of Arts (Graphic Design) from Monash University with a credit grade of at least 45% in Graphic Design Theory and 45% in Graphic Design Practice.

Graduates will require a similar academic record in graphic design or another tertiary institution to be admitted. The selection panel will include the Head of Department and a lecturer in graphic design. Candidates are expected to present a portfolio of work as part of the selection process.

Bachelor of Technology (Design) Programme

Course Code: ID

Prerequisites: English and Mathematics A or equivalent. Recommended: Art, Graphic Communication and a branch of Science.

Course Leader: E. Leo Boretti, Head of Department.

Content

The Department of Industrial Design has been established to provide an innovative degree specialisation in design and design technology, with an associated design consultancy arm located within industry. These design practices are joint initiatives of the Schools of Industrial Design and Graphic Design (Canfield campus) and the production and promotion of design work is essential to the success of innovative, effective and market-oriented manufacturing industry. Product Design is a creative activity which aims to determine the function of objects to be produced through industrial systems. In this context 'form' means the implementation of functional, structural, productive, aesthetic, sociocultural and economic factors. Students are admitted to the course in small groups at regular intervals (March, July, November). The full-time course of study covers six academic semesters, each of fourteen weeks' duration, including two summer semesters, to be completed in two calendar years. The course may be taken part-time but only on a semester basis. Students undertaking the part-time mode must be able to complete the full semester of study along with the full-time students.

Enrolment Procedure for New Students

Applicants must contact the Department of Industrial Design by 30 June to arrange a personal interview and examination of a portfolio—telephone 573.2072 or 573.2087. Applicants will be notified of interview arrangements by mail.

Progression Through the Course

Progression through the course will depend on the successful completion of each semester. Only in exceptional circumstances, the student will be assessed by the Head of School of Art and Design.

Assessment

1. An eighty per cent attendance record is required before a student may progress to the next level of the course. Examinations will be assessed by the Head of Department.

2. An eighty per cent submission record is required for assignment material and for any subject before a student may progress for assessment. Major project submissions are all compulsory; exceptions will be subject to approval of the Head of Department.

Bachelor of Technology (Design) Course Structure

Year 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES100: Creative Design Studio 1</td>
<td>DES102: Creative Design Studio 2</td>
</tr>
<tr>
<td>DES110: Principles of Design and Drawing 1</td>
<td>DES112: Principles of Design and Drawing 2</td>
</tr>
<tr>
<td>DES120: Design Communications 1</td>
<td>DES122: Design Communications 2</td>
</tr>
<tr>
<td>DES130: Technical Design</td>
<td>DES132: Technical Design</td>
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<tr>
<td>Descriptive Design</td>
<td>Principles 1 (Mechanics)</td>
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<tr>
<td>DES140: Design Prototyping and Modeling</td>
<td>DES142: Design Prototyping and Modeling</td>
</tr>
<tr>
<td>DES150: Culture, Creativity and Critique 1</td>
<td>DES152: Culture, Creativity and Critique 2</td>
</tr>
<tr>
<td>DES160: Materials and Manufacturing Technology 1</td>
<td>DES162: Materials and Manufacturing Technology 2</td>
</tr>
<tr>
<td>TOTAL</td>
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Year 2

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES200: Creative Design Studio 3</td>
<td>DES202: Creative Design Studio 4</td>
</tr>
<tr>
<td>DES210: Advanced Drawing Techniques</td>
<td>DES212: Photographic Techniques</td>
</tr>
<tr>
<td>DES220: Design Communications 3</td>
<td>DES222: Audio-Visual Techniques</td>
</tr>
<tr>
<td>DES230: Technical Design</td>
<td>DES232: Computer Aided Design (CAD)</td>
</tr>
<tr>
<td>Principles 2 (Mechanics)</td>
<td>Principles 3 (Electronics)</td>
</tr>
<tr>
<td>DES240: Prototype Development 1</td>
<td>DES242: 3D Modelling and Prototyping</td>
</tr>
<tr>
<td>DES230: Culture, Creativity and Critique 2</td>
<td>DES232: 3D Modelling and Prototyping</td>
</tr>
<tr>
<td>DES260: Materials and Manufacturing Technology 3 (CAD)</td>
<td>DES262: Materials and Manufacturing Technology 4 (CAM)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100 24</td>
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</tbody>
</table>

Year 3

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES300: Creative Design Studio 5</td>
<td>DES302: Creative Design Studio 6</td>
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<tr>
<td>DES310: Surface and Colour 5</td>
<td>DES312: Photographic Techniques</td>
</tr>
<tr>
<td>DES320: Technological Design</td>
<td>DES322: Audio-Visual Techniques</td>
</tr>
<tr>
<td>Principles 4 (Electronics)</td>
<td>Principles 5 (Computer Aided Design)</td>
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<tr>
<td>ACC330: Business and Accounting Practices</td>
<td>MCC330: Business and Accounting Practices</td>
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<tr>
<td>Professional Studies (Electronic)</td>
<td>Professional Studies (Electronic)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100 24</td>
</tr>
</tbody>
</table>

* Select one from the list

**If a Host for each semester
Graduate Diploma in Fine Art

Course Code: PF

This is a one year full-time course which can be studied part-time over two consecutive years. It is available on the Caulfield and Frankston campuses. 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 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 Glass, Glass, Concrete, or Architectural Ceramics. Application should be made on the form provided.

Admission Requirements

To qualify for entry, the applicant should hold one of the following diplomas or an equivalent qualification from another tertiary college:
1. Dip. of Art and Design (Ceramic Design); or
2. 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.

Graduate Diploma in Ceramic Design

Diploma of Applied Science (Nursing)

Course Code: DQ

Course Leader: Dorothy Angel

Content

The Diploma of Applied Science (Nursing) will be awarded on the completion of the course and will lead to enrolment with the Victorian Nursing Council. The qualifications will be recognised nationally by the Australian Council on Tertiary Awards. The aim of the course is to produce a graduate with the personal and professional qualities to serve as a basic sounds for future nursing practice. To achieve this, a student will develop competency in the assessment, planning, implementation and evaluation of nursing care for individuals, groups and families within the community and in hospital settings. The emphasis of the course will be on the promotion of health as well as the care of the sick.

At the end, the student will have a presence in the nursing as a caring person, and there will be given special prominence throughout the course.

Areas of study in the course include nursing theory, health education, basic sciences, social and behavioural sciences, information technology, applied medical microbiology, research methodology and clinical practice.

Prerequisites

Passes in at least four subjects (Group 1 subjects for HSC applicants) including English are required. A pass in Year 11 Mathematics is compulsory. Admission may also be granted by Special Entry on the basis of a Special Entry Test held in October each year.

Year With regard to Special Entry Tests, this method may be available to those who have completed an alternative approved study structure and are recommended by tertiary study, or who pass a VCE Year 11 course of study which includes fewer than four Group 1 subjects including English, or those who have not attended secondary school or made a full attempt at VCE (HSC or TDP) within the last three years prior to 1991.

Application Procedure for New Students

Applicants seeking entry on the basis of the VCE qualifications must complete both a VTAC application form and a School of Nursing form. The School of Nursing form is available from the Caroline Chisholm School of Nursing, Frankston campus. Applicants seeking entry on the basis of a Special Entry Test must contact the Caroline Chisholm School of Nursing before 27 August 1991.

Deferrals

The School does not permit the deferment of places.
Diploma of Applied Science (Nursing) — Clinical Practicum Dates

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>1st year</th>
<th>2nd year</th>
<th>3rd year</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>4</td>
<td>11</td>
<td>18</td>
</tr>
<tr>
<td>March</td>
<td>4</td>
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<tr>
<td>October</td>
<td>2</td>
<td>11</td>
<td>18</td>
</tr>
<tr>
<td>November</td>
<td>2</td>
<td>9</td>
<td>16</td>
</tr>
</tbody>
</table>

President Through the Course

Years one and two of the course may be taken by part-time students. Progression through year one by part-time studies must follow the sequence: Subjects NSG121, NSG141, NSG161, NSG171, NSG122, NSG162 and NSG172 must be completed in the first year of the subject. Year three of the course may be taken only full-time study.

School of Social & Behavioural Sciences — Outline of Undergraduate Studies

Bachelor of Arts (Social Sciences)

Course Code: BD

Students must select either two major strands or one major and two minor strands, together with sufficient subjects to make up twenty semester subjects to be studied over a period of at least 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, Political Studies, and Literature. Minor strands are available in Cinema Studies, Labour Studies and Business Japanese and Chinese.

Minor strands are also available in Statistics (taught by the Department of Mathematics) and in Economics, Administrative Studies (taught by the Davidson-Syme Faculty of Business). Statistics may also be undertaken as a co-major in any semester subject in conjunction with one of the major strands offered by the School of Social and Behavioural Studies.

Credit Transfer

Applicants who have completed studies at tertiary level may apply for credit for equivalent subjects in the Bachelor of Arts (Social Sciences). No credit is allowed in a subject which forms part of the final year of the Bachelor of Arts, Application for credit transfer is made on form SBS, available 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. To qualify for award of the Bachelor of Arts (Social Sciences), applicants admitted with advanced standing are required to complete at least six semester subjects offered by the University and must complete in total at least one major and one minor strand, together with prerequisites specified for the subjects completed, where these do not form part of the applicant's major and minor strands.

Class Hours

Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions and are an average of four hours of class time for each subject. Full-time students are expected to undertake four subjects per semester during first year, and a total of three per semester thereafter. All other subjects listed in the handbook are available in any given semester.

Part-time students are expected to undertake two subjects per semester.

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. Marks of assessment are described in subject synopses. Subjects are graded on the following scale:

HD = High Distinction
D = Distinction
C = Credit
P1 = Pass (Higher Division)
P2 = Pass (Lower Division)
F = Fail
NA = Not Assessed

Major Strands

Applied Psychology

The Applied Psychology major requires the completion of eight semester subjects in Psychology, together with two semester subjects in Statistics (MAT111 and MAT231, or equivalent). Students (a prerequisite for entry into second year psychology, must be taken in the sequence PSY101, PSY102, PSY201, PSY302, (this course forms a minor). In third year, students may complete PSY401, PSY402, PSY403 and one of PSY430, PSY435, PSY436, PSY437, PSY438, PSY439). The details below limit the Psychology subjects required for minor and major studies.

PSY101 Psychology — Introductory
PSY102 Psychology — Introductory
PSY201 Psychology — Human Development
PSY202 Psychology — Personality and Interpersonal Behaviour
PSY301 Psychology — Psychology in the Industrial Setting
PSY302 Psychology — Vocational Development
PSY303 Psychology — Theory and Systems
PSY304 Psychology — Professional Development
PSY305 Psychology — Community Psychology
PSY306 Psychology — Psychiatry and the Law
PSY307 Psychology — Experimental Introduction to Counselling
PSY308 Psychology — Health Psychology
PSY309 Psychology — Introduction to Sport Psychology

Applied Sociology

A major in Applied Sociology consists of eight semester subjects, the first four of which should be SOC102 and SOC103, taken in that order. Students then select six further division sociology subjects to complete a major, or two in each minor. For a major, SOC210, SOC211 and SOC360 are required. Provided that prerequisites are satisfied, upper division subjects may be taken in any order, except that SOC350 must be one of the first two subjects in the major. SOC310 is a prerequisite for
POL154, plus two upper level subjects. Students should normally complete both POL153 and POL154 before proceeding to upper level subject; completion of a minor in Political Studies is a prerequisite for enrolment in POL153 and POL154.

1.3.4. Statistics

Statistics is available as a minor or as a cognate major and is taught by the Department of Economics. The first year subjects are structured so that students with different levels of mathematical background can be accommodated. Statistics MA111 and MA112 have been designed for students with a non-mathematical background. Statistics MA111 and MA112 have been designed for students with a non-mathematical background. Statistics MA111 and MA112 have been designed for students with a non-mathematical background.

1.3.5. Labour Studies

Labour Studies comprises four semester length subjects which also have the status of single subjects or electives. The subjects are offered in the following years:

Labour Studies MA111 Introduction to Labour Studies

Labour Studies MA212 Political Economy

Labour Studies MA213 Labour and Society

Labour Studies MA214 Industrial Relations

Labour Studies MA215 Employment Law

Labour Studies MA216 Labour Economics

Labour Studies MA217 Labour and Society

Labour Studies MA218 Industrial Relations

Labour Studies MA219 Employment Law

Labour Studies MA219 Labour Economics

Labour Studies MA220 Labour and Society

Labour Studies MA221 Industrial Relations

Labour Studies MA222 Employment Law

Labour Studies MA223 Labour Economics

Labour Studies MA224 Labour and Society

Labour Studies MA225 Industrial Relations

Labour Studies MA226 Employment Law

Labour Studies MA227 Labour Economics

Labour Studies MA228 Labour and Society

Labour Studies MA229 Industrial Relations

Labour Studies MA230 Employment Law

Labour Studies MA231 Labour Economics

Labour Studies MA232 Labour and Society

Labour Studies MA233 Industrial Relations

Labour Studies MA234 Employment Law

Labour Studies MA235 Labour Economics

Labour Studies MA236 Labour and Society

Labour Studies MA237 Industrial Relations

Labour Studies MA238 Employment Law

Labour Studies MA239 Labour Economics

Labour Studies MA240 Labour and Society

Labour Studies MA241 Industrial Relations

Labour Studies MA242 Employment Law

Labour Studies MA243 Labour Economics

Labour Studies MA244 Labour and Society

Labour Studies MA245 Industrial Relations

Labour Studies MA246 Employment Law

Labour Studies MA247 Labour Economics

Labour Studies MA248 Labour and Society

Labour Studies MA249 Industrial Relations

Labour Studies MA250 Employment Law

Labour Studies MA251 Labour Economics

Labour Studies MA252 Labour and Society

Labour Studies MA253 Industrial Relations

Labour Studies MA254 Employment Law

Labour Studies MA255 Labour Economics

Labour Studies MA256 Labour and Society

Labour Studies MA257 Industrial Relations

Labour Studies MA258 Employment Law

Labour Studies MA259 Labour Economics

Labour Studies MA260 Labour and Society

Labour Studies MA261 Industrial Relations

Labour Studies MA262 Employment Law

Labour Studies MA263 Labour Economics

Labour Studies MA264 Labour and Society

Labour Studies MA265 Industrial Relations

Labour Studies MA266 Employment Law

Labour Studies MA267 Labour Economics

Labour Studies MA268 Labour and Society

Labour Studies MA269 Industrial Relations

Labour Studies MA270 Employment Law

Labour Studies MA271 Labour Economics

Labour Studies MA272 Labour and Society

Labour Studies MA273 Industrial Relations

Labour Studies MA274 Employment Law

Labour Studies MA275 Labour Economics

Labour Studies MA276 Labour and Society

Labour Studies MA277 Industrial Relations

Labour Studies MA278 Employment Law

Labour Studies MA279 Labour Economics

Labour Studies MA280 Labour and Society

Labour Studies MA281 Industrial Relations

Labour Studies MA282 Employment Law

Labour Studies MA283 Labour Economics

Labour Studies MA284 Labour and Society

Labour Studies MA285 Industrial Relations

Labour Studies MA286 Employment Law

Labour Studies MA287 Labour Economics

Labour Studies MA288 Labour and Society

Labour Studies MA289 Industrial Relations

Labour Studies MA290 Employment Law

Labour Studies MA291 Labour Economics

Labour Studies MA292 Labour and Society

Labour Studies MA293 Industrial Relations

Labour Studies MA294 Employment Law

Labour Studies MA295 Labour Economics

Labour Studies MA296 Labour and Society

Labour Studies MA297 Industrial Relations

Labour Studies MA298 Employment Law

Labour Studies MA299 Labour Economics

Labour Studies MA300 Labour and Society

Labour Studies MA301 Industrial Relations

Labour Studies MA302 Employment Law

Labour Studies MA303 Labour Economics

Labour Studies MA304 Labour and Society

Labour Studies MA305 Industrial Relations

Labour Studies MA306 Employment Law

Labour Studies MA307 Labour Economics

Labour Studies MA308 Labour and Society

Labour Studies MA309 Industrial Relations

Labour Studies MA310 Employment Law

Labour Studies MA311 Labour Economics

Labour Studies MA312 Labour and Society

Labour Studies MA313 Industrial Relations

Labour Studies MA314 Employment Law

Labour Studies MA315 Labour Economics

Labour Studies MA316 Labour and Society

Labour Studies MA317 Industrial Relations

Labour Studies MA318 Employment Law

Labour Studies MA319 Labour Economics

Labour Studies MA320 Labour and Society

Labour Studies MA321 Industrial Relations

Labour Studies MA322 Employment Law

Labour Studies MA323 Labour Economics

Labour Studies MA324 Labour and Society

Labour Studies MA325 Industrial Relations

Labour Studies MA326 Employment Law

Labour Studies MA327 Labour Economics

Labour Studies MA328 Labour and Society

Labour Studies MA329 Industrial Relations

Labour Studies MA330 Employment Law

Labour Studies MA331 Labour Economics

Labour Studies MA332 Labour and Society

Labour Studies MA333 Industrial Relations

Labour Studies MA334 Employment Law

Labour Studies MA335 Labour Economics

Labour Studies MA336 Labour and Society

Labour Studies MA337 Industrial Relations

Labour Studies MA338 Employment Law

Labour Studies MA339 Labour Economics

Labour Studies MA340 Labour and Society

Labour Studies MA341 Industrial Relations

Labour Studies MA342 Employment Law

Labour Studies MA343 Labour Economics

Labour Studies MA344 Labour and Society

Labour Studies MA345 Industrial Relations

Labour Studies MA346 Employment Law

Labour Studies MA347 Labour Economics

Labour Studies MA348 Labour and Society

Labour Studies MA349 Industrial Relations

Labour Studies MA350 Employment Law

Labour Studies MA351 Labour Economics

Labour Studies MA352 Labour and Society

Labour Studies MA353 Industrial Relations

Labour Studies MA354 Employment Law

Labour Studies MA355 Labour Economics

Labour Studies MA356 Labour and Society

Labour Studies MA357 Industrial Relations

Labour Studies MA358 Employment Law

Labour Studies MA359 Labour Economics

Labour Studies MA360 Labour and Society

Labour Studies MA361 Industrial Relations

Labour Studies MA362 Employment Law

Labour Studies MA363 Labour Economics

Labour Studies MA364 Labour and Society

Labour Studies MA365 Industrial Relations

Labour Studies MA366 Employment Law

Labour Studies MA367 Labour Economics

Labour Studies MA368 Labour and Society

Labour Studies MA369 Industrial Relations

Labour Studies MA370 Employment Law

Labour Studies MA371 Labour Economics

Labour Studies MA372 Labour and Society

Labour Studies MA373 Industrial Relations

Labour Studies MA374 Employment Law

Labour Studies MA375 Labour Economics

Labour Studies MA376 Labour and Society

Labour Studies MA377 Industrial Relations

Labour Studies MA378 Employment Law

Labour Studies MA379 Labour Economics

Labour Studies MA380 Labour and Society

Labour Studies MA381 Industrial Relations

Labour Studies MA382 Employment Law

Labour Studies MA383 Labour Economics

Labour Studies MA384 Labour and Society

Labour Studies MA385 Industrial Relations

Labour Studies MA386 Employment Law

Labour Studies MA387 Labour Economics

Labour Studies MA388 Labour and Society

Labour Studies MA389 Industrial Relations

Labour Studies MA390 Employment Law

Labour Studies MA391 Labour Economics

Labour Studies MA392 Labour and Society

Labour Studies MA393 Industrial Relations

Labour Studies MA394 Employment Law

Labour Studies MA395 Labour Economics

Labour Studies MA396 Labour and Society

Labour Studies MA397 Industrial Relations

Labour Studies MA398 Employment Law

Labour Studies MA399 Labour Economics

Labour Studies MA400 Labour and Society

Labour Studies MA401 Industrial Relations

Labour Studies MA402 Employment Law

Labour Studies MA403 Labour Economics

Labour Studies MA404 Labour and Society

Labour Studies MA405 Industrial Relations

Labour Studies MA406 Employment Law

Labour Studies MA407 Labour Economics

Labour Studies MA408 Labour and Society

Labour Studies MA409 Industrial Relations

Labour Studies MA410 Employment Law

Labour Studies MA411 Labour Economics

Labour Studies MA412 Labour and Society

Labour Studies MA413 Industrial Relations

Labour Studies MA414 Employment Law

Labour Studies MA415 Labour Economics

Labour Studies MA416 Labour and Society

Labour Studies MA417 Industrial Relations

Labour Studies MA418 Employment Law

Labour Studies MA419 Labour Economics

Labour Studies MA420 Labour and Society

Labour Studies MA421 Industrial Relations

Labour Studies MA422 Employment Law

Labour Studies MA423 Labour Economics

Labour Studies MA424 Labour and Society

Labour Studies MA425 Industrial Relations

Labour Studies MA426 Employment Law

Labour Studies MA427 Labour Economics

Labour Studies MA428 Labour and Society

Labour Studies MA429 Industrial Relations

Labour Studies MA430 Employment Law

Labour Studies MA431 Labour Economics

Labour Studies MA432 Labour and Society

Labour Studies MA433 Industrial Relations

Labour Studies MA434 Employment Law

Labour Studies MA435 Labour Economics

Labour Studies MA436 Labour and Society

Labour Studies MA437 Industrial Relations

Labour Studies MA438 Employment Law

Labour Studies MA439 Labour Economics

Labour Studies MA440 Labour and Society

Labour Studies MA441 Industrial Relations

Labour Studies MA442 Employment Law

Labour Studies MA443 Labour Economics

Labour Studies MA444 Labour and Society

Labour Studies MA445 Industrial Relations

Labour Studies MA446 Employment Law

Labour Studies MA447 Labour Economics

Labour Studies MA448 Labour and Society

Labour Studies MA449 Industrial Relations

Labour Studies MA450 Employment Law

Labour Studies MA451 Labour Economics

Labour Studies MA452 Labour and Society

Labour Studies MA453 Industrial Relations

Labour Studies MA454 Employment Law

Labour Studies MA455 Labour Economics

Labour Studies MA456 Labour and Society

Labour Studies MA457 Industrial Relations

Labour Studies MA458 Employment Law

Labour Studies MA459 Labour Economics

Labour Studies MA460 Labour and Society

Labour Studies MA461 Industrial Relations

Labour Studies MA462 Employment Law

Labour Studies MA463 Labour Economics

Labour Studies MA464 Labour and Society

Labour Studies MA465 Industrial Relations

Labour Studies MA466 Employment Law

Labour Studies MA467 Labour Economics

Labour Studies MA468 Labour and Society

Labour Studies MA469 Industrial Relations
Bachelor of Arts (Social Sciences)/ Bachelor of Business

BA/BBus (Accounting)
Course Code: IM
BA/BBus (Banking and Finance)
Course Code: JU
BA/BBus (Business Administration)
Course Code: JP
BA/BBus (Human Resource Management)
Course Code: JH
BA/BBus (International Trade)
Course Code: JT
BA/BBus (Management)
Course Code: JK
BA/BBus (Marketing)
Course Code: JM
BA/BBus (Office Administration)
Course Code: JY
Course Coordinator: Christiie Flitner/Clare Holland.

The Course
Each Double Degree program is designed to provide a broadly based business education together with a major study in one specialized area. This could be Accounting (Accounting, Banking and Finance, Human Resource Management, International Trade, Management, Marketing), one of the Arts areas of Applied Psychology, Applied Sociology, Literary or Political Studies).

Minor studies for the Social Sciences are available in these disciplines as well as Labour Studies, Cinema Studies, Japanese and Chinese. Graduates of either the Bachelor of Arts (Social Sciences) major a minor will have eight subjects in an approved sequence and a major in one subject.

Recognition
By selecting appropriate subjects in the degree a student may progress towards qualifications recognized by one or more of the Australian Institute of Accountants, the Institute of Chartered Accountants in Australia, the Institute of Professional Secretaries (Australia), the Banks Institute of Australia and the 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 the Caulfield campus. For information on evening classes at Frankston campus, contact the School Administration Office (Frankston campus). For information about the availability of business subjects at the Frankston campus see the appropriate sections of the Bachelor of Business course.

Admission Requirements
For a general statement regarding admission requirements for undergraduate courses, see beginning of Undergraduate Courses section.

Recommended Subjects
Paves in particular subjects at Year 12 level is stipulated in individual Bachelor of Business stand entries.

Credit Transfer
Applicants who have undertaken studies at tertiary level may apply for credit in equivalent subjects in the course. Applicants wishing to pursue studies should provide full documentation on prior tertiary studies including a copy of their academic record and subject synopsis from the handbook of the years in which the subjects were passed to enable credits to be considered. The School of Social and Behavioural Sciences and the David Syme Faculty of Business. Applicants should obtain from the Admission Office (Level 7 NSM 2000), a copy of the application form, Application for Credit Transfer (CSR), to forward to the Admissions Office at the Caulfield campus.

In all cases at least eight equivalent semester subjects must be completed before a student may be eligible for the award of Bachelor of Arts (Social Sciences)/Bachelor of Business.

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

1. Holders of the AAB 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.

2. Holders of a recognised professional accounting body approved by the Faculty Board will be admitted to study ten of the course. A list of approved professional bodies is available from the David Syme Faculty of Business Administration Office. For further information and advice on all matters concerning transfer credit students should consult with the Course Coordinator.

Transfer Between Double Degrees
Permission to transfer between double degree strands depends on academic performance and availability of places. If a place in one course is occupied, additional places may be required to fill the structural requirements of the Bachelor of Arts and the Bachelor of Business. Students may transfer from the Business stream to the Arts stream but may not transfer from Arts to Science stream as an FR1 student.

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

Contact Hours
Tracing 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 part-time students are normally expected to undertake two subjects per semester, involving approximately eight hours 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 the student's personal and vocational needs. A list regarding possible combinations of subjects will be given to students by the Course Leader, or designated staff from both Schools. Different business stream require different numbers of subjects. The usual number of semester subjects required in each stream and the time normally required for a full-time student to complete a program is shown below.

1. BA/BBus (Accounting) Course Code: JG and Week (provided semester subjects are available)
   - Required: four years.
   - Required: four years.
   - Required: four years.
   - Required: four years.
   - Required: four years.
   - Required: four years.

2. BA/BBus (Banking and Finance) Course Code: JN
   - Required: four years.
   - Required: four years.

3. BA/BBus (Human Resource Management) Course Code: JH
   - Required: four years.
   - Required: four years.

4. BA/BBus (International Trade) Course Code: JT
   - Required: four years.
   - Required: four years.

5. BA/BBus (Management) Course Code: JK
   - Required: four years.
   - Required: four years.

6. BA/BBus (Marketing) Course Code: JM
   - Required: four years.
   - Required: four years.

Time required: four years.

Note: Slippage variation in the number of subjects required for each stream may occur because of different state curricula requirements for Arts subjects.

An example of a double degree program is shown below. Additional subjects are available from the course brochure and the Course Coordinator.

Example: BA/BBus (Marketing)/BSc - with major in Applied Psychology - 3 with minor in Applied Sociology within the Bachelor of Arts (Social Sciences) Semester 1
Year 1
- PSY101, SOC102, MAT106 (0.5).
- MAT111.
- PSY102, SOC103, ACC101 (FIN111).
- PSY201, SOC109, PSY202, SOC108, FIN212, FIN214.
- PSY201, SOC106, MAT112, FIN212, FIN212.
- PSY202, MAT249, MAT412, MAT746, MAT747, MAT748, MAT749, (Total: 32 full subjects).

Note: 0.5MAT106 and 0.5MAT111 are the state curricula requirements for the Bachelor of Applied Psychology and the minor in Applied Sociology.

Three years of Business Administration and two years of Social and Behavioural Sciences. See under Faculty of Business - Details of Subjects for details of ACC, ADM, COT, FIN, MAT and MKI subjects.

Awards
Students successfully completing a double degree will qualify for two degrees awards.

1. Bachelor of Arts (Social Sciences), and

Associate Diploma of Arts (Police Studies)

Course Code: CQ
Course Leader: Robert S. Smith

This course provides higher training in both academic and professional subjects for personnel concerned with the enforcement of police forces and can be completed in a minimum of two years full time or four years part time.

Admission Requirements
As listed at the beginning of the section on Undergraduate Courses, in the Order of a Certificate of Police Studies.

Course Structure
PCE101 Introduction to Police Organisation and PCE103 Introduction to Legal Studies are compulsory introductory subjects. The course is designed around a core of compulsory semester subjects plus four optional subjects. Students must select four additional subjects from the following to make a total of six of Police Studies and six Legal Studies subjects:

PCE102 Structure and Organisation of Policing
PCE104 Legal Regulation and Social Relationships
PCE201 Law and Society
PCE202 Comparative Policing
PCE221 Police Studies
PCE222 Legal Studies
PCE231 Resource Management in Police in Australia
PCE302 Applied Research Project

Students must have passed any two of the following four subjects prerequisites for PCE302: PCE201, PCE202, PCE221, PCE223.

In addition, four subjects must be taken from the departments of Applied Psychology, Politics, English and Anthropology.

Subject to approval from the Course Leader, optional subjects may be specified from a wide range to suit the personal needs and interests of students.

A wide in Traffic Police Studies may be taken, comprising any four of the following: subjects: PCE202, PCE221, PCE223, PCE230, PCE324, PCE327.

Successful completion of the Traffic Police Studies module in the Associate Diploma provides eligibility for membership of the Institute of Transportation Engineers as an Associate Member.

Associate Diploma of Arts (Welfare Studies)

Course Code: CW
Course Leader: George M. Clarke

This course is designed to provide academic and practical training for prospective welfare workers. The course will concentrate on the provision of services 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. Normally students complete the course in two years full time study. The course may be completed on a part-time basis over a longer period, normally not more than four years.

Admission Requirements
Applicants must have reached the age of nineteen years by January in the year to study this course begins.

Special Requirements
In addition to the University's Direct Application Form (SA1), applicants must complete a specific Welfare Studies Application Form. Application forms can be obtained from the Admissions Office and must be submitted by 30 October in the University, Caulfield campus, Admissions Office. On the basis of these applications specific applicants will be invited to attend a group discussion during November or December.

Course Structure
The courses for the Associate Diploma of Health-Domestic Science, of which are complimentary. The remaining subject list is normally chosen from a range of subjects offered by the School of Social and Behavioural Sciences, but may, with approval, be a subject offered by another Faculty in the University. Normally the course is taken in the following sequence:

Year 1, semester 1
- WEL111 Welfare Studies
- WEL131 Welfare Studies

Year 1, semester 2
- WEL111 Welfare Studies
- WEL131 Welfare Studies

WEL135 Welfare Law
- SOC102 Sociology

WEL135 Welfare Law

Year 2, semester 1
- WEL211 Welfare Studies
- WEL235 Welfare Practice

- WEL229 Welfare Psychology

Year 2, semester 2
- WEL211 Welfare Studies
- WEL235 Welfare Practice

- WEL229 Welfare Psychology

WEL241 Welfare Sociology

2. Portion of data at practical experience in each semester, and a two-month overseas study.
School of Social & Behavioural Sciences — Outline of Graduate Studies

Graduate Diploma of Arts in Applied Psychology

Course Code: P Y 1
Course Leader: Arthur E. Crook

Content
This course has been designed to:
1. Provide an advanced treatment of a range of issues central to the fields of Applied Psychology and develop some basic professional skills; and
2. Satisfy the requirements set by the Australian Psychological Society for accreditation as a fourth year of study in Psychology; and
3. Help students to explore various fields in applied Psychology with special references to further post-graduate training or professional employment.

Admission Requirements
A degree with an accredited major in Psychology.

Course Structure
The course comprises six semester subjects of study. These subjects may be completed in one year of full-time study or on a part-time basis, usually over two years. The sequence in which subjects are undertaken may be varied (within intractable 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:
- PSY01 Psychology (Psychological Assessment)
- PSY02 Psychology (Changing Behaviour)
- PSY03 Psychology (Multivariate Data Analysis)
- PSY04 Psychology (Professional Experience)
- PSY05 Psychology (Professional Experience)
- PSY06 Psychology (Applied Research Project)

Syllabuses for individual subjects are contained in subject sequences under the heading Psychology. Each of the subjects PSY01, PSY02 and PSY03 requires class attendance of six hours a week.
Each of the subjects PSY04 and PSY05 involves the equivalent of 25 days’ attendance in a psychology placement setting.
Each of the subjects PSY06 involves the equivalent of 100 days’ attendance in a psychology placement setting.

Graduate Diploma of Arts in Welfare Administration

Course Code: PW 1
Course Leader: Jim Ross

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

Admission Requirements
The normal entry level is a tertiary degree or diploma. Some places will be available to applicants whose training and experience are acceptable to the Admissions Committee of the Faculty. In addition to the above requirements, all successful applicants are expected to have some experience in social welfare or administration or both.

Course Structure
To obtain this diploma, a student must complete seven semester subjects. Two are normally studied concurrently per semester.

Year 1, semester 1
- SOC430 Sociology — Social Policy
- SOC431 Sociology — Program Planning, Implementation, Evaluation

Year 1, semester 2
- SOC412 Sociology — Research Methods for Welfare
- SOC413 Sociology — Resource Management

Year 2, semester 1
- SOC421 Sociology — Organisational Structures and Processes
- SOC423 Sociology — Welfare Administration: Principles and Practice

Year 2, semester 2
- SOC434 Sociology — Field Experience
CER151 Architectural Ceramics/Clay Studies

Study Area: Ten hours per week for two semesters.

Location: Syllabus:

Syllabus: This subject is an introduction to two major streams of the material for use in the study of Architectural Ceramics. The subject is designed to cover understanding and appreciation of ceramics and the qualities of clay as a raw material. The syllabus includes the development of skills in the manipulation of clay, preparation of glazes, and the application of glazes within the field of architectural design. Students are encouraged to develop a wide range of techniques, including wheel throwing and cutting, slab construction,Ionic slip, slip design, glazing, the use of inorganic forms in architectural design, and the study of architectural ceramics in the field of architectural design.

Assessment: Assessment is based on a range of inorganic forms and glazes.
CER259 Materials and Technology

Architectural Ceramics

Three hours per week for two semesters.

Prerequisite: Nil.

This subject is designed for students to understand the historical and cultural development of architectural ceramics. The focus will be on the technical aspects of ceramic production, including glazing, firing, and kiln construction. Students will be required to study practical assignments throughout the year. They will also present a final exhibition at the end of the semester.

CER351 Clay Studies

Studies in Ceramics: For two semesters.

Prerequisite: CER259.

This subject is designed to extend the student's understanding of ceramic materials and their potential practical applications. The focus will be on the development of individual projects that explore the relationship between materials and their technical and aesthetic qualities. Technical assistance and concept development will be encouraged.

CER352 Drawing and Design

Drawing and Design: For two semesters.

Prerequisite: Nil.

This subject is designed to develop the student's understanding of the relationship between drawing and design. The focus will be on the development of individual drawing projects that explore the relationship between materials and their technical and aesthetic qualities. Technical assistance and concept development will be encouraged.

CER357 Materials and Technology (Glass)

Studies in Glass: For two semesters.

Prerequisite: Nil.

This subject is designed to extend the student's understanding of the properties of glass and their technical and aesthetic qualities. Technical assistance and concept development will be encouraged.

CER358 Materials and Technology (Glass)

Studies in Glass: For two semesters.

Prerequisite: Nil.

This subject is designed to extend the student's understanding of the properties of glass and their technical and aesthetic qualities. Technical assistance and concept development will be encouraged.

CER359 Materials and Technology (Architectural Ceramics)

Architectural Ceramics: For two semesters.

Prerequisite: Nil.

This subject is designed to extend the student's understanding of the relationship between architectural ceramics and their technical and aesthetic qualities. Technical assistance and concept development will be encouraged.

CER455 Glass Studies

Glass Studies: For two semesters.

Prerequisite: Nil.

This subject is designed to extend the student's understanding of the properties of glass and their technical and aesthetic qualities. Technical assistance and concept development will be encouraged.

CER456 Architectural Ceramics

Architectural Ceramics: For two semesters.

Prerequisite: Nil.

This subject is designed to extend the student's understanding of the relationship between architectural ceramics and their technical and aesthetic qualities. Technical assistance and concept development will be encouraged.
CFT101 Ceramics
Study Area: Four hours per week for two semesters.
Prerequisite: Nil.
Syllabus: Introduces the properties of clay and associated ceramic materials and in the development of design and the technical procedures required for effective production and aesthetic achievement.
Assessment: Individual assessment is continuous throughout the year with constant dialogue between student and lecturer.

CFT102 Glass
Study Area: Twelve hours per semester.
Prerequisite: Nil.
Syllabus: To introduce students to glass to develop the creative possibilities of glass through the processes and understandings of the principles and elements of design and basic glass working techniques.
Assessment: Student progress is closely monitored throughout the year with constant dialogue between student and lecturer.

CFT103 Metal (Silver smithing and Jewellery)
Study Area: Six hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To introduce students to metals and techniques that are fundamental to the jeweller and silversmith. To lay a foundation for the acquisition of design skills and techniques that can be used in the development of the student as a major and be able to evolve, through the drawing process, the special skills necessary to create into three dimensional forms.
Assessment: Individual assessment is continuous throughout the year with constant dialogue between student and lecturer.

CFT120 Craft Drawing/Design
Study Area: Four hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To provide students with a basic knowledge of textile and materials and processes used by the metal smith, glass and ceramic industries.
Assessment: Students are required to complete major assignments which are assessed by the lecturer using the subject mark book (100 marks).

CFT121 Materials and Technology
Study Area: Three hours per week for one semester.
Prerequisite: Nil.
Syllabus: To provide students with a basic knowledge of the properties of glass and associated ceramic materials and in the development of design and the technical procedures required for effective production and aesthetic achievement.
Assessment: Individual assessment is continuous throughout the year with constant dialogue between student and lecturer.

CFT122 Glass
Study Area: Six hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To introduce students to glass to develop the creative possibilities of glass through the processes and understandings of the principles and elements of design and drawing process and be able to translate ideas into glass through basic glass working techniques.
Assessment: Individual assessment is continuous throughout the year with constant dialogue between student and lecturer.

CFT133 Metal
Study Area: Eighteen hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To introduce students to materials, processes and techniques that are fundamental to the jeweller and silversmith. To lay a foundation for the acquisition of design skills and techniques that can be used in the development of the student as a major and be able to evolve, through the drawing process, the special skills necessary to create into three dimensional forms.
Assessment: Individual assessment is continuous throughout the year with constant dialogue between student and lecturer.

CFT201 Ceramics
Study Area: Twelve hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To further develop skills acquired in the first year of the course, particularly with skills and processes consistent according to their talent, towards professional excellence in design and execution.

CFT202 Glass
Study Area: Twelve hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To develop advanced design skills, technology and techniques in glass with increasing emphasis on the professional approach to design and production of glass.

CFT203 Metal (Silver smithing and Jewellery)
Study Area: Twelve hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To broaden student awareness of the concepts and techniques of the jeweller and silversmith.

CFT211 Ceramics
Study Area: Eighteen hours per week for two semesters.
Prerequisite: Nil.
Syllabus: To introduce students to ceramics. To develop the creative possibilities of ceramics through the processes and understandings of the principles and elements of design and drawing.
CFT224 Professional Practice

Study Area: One hour per week for two semesters or its equivalent.
Preparation: NIL.
Assessment: For two students, the completion of a comprehensive assignment in consultation with two assessors.

CFT231 Ceramics

Study Area: Six hour per week for two semesters.
Preparation: A basic understanding of the history and development of ceramics.
Assessment: Projects presented during the year.

CFT223 History of Art

Study Area: Two hour per week for two semesters.
Preparation: Completion of the required first year program in humanities.
Assessment: A written essay on a topic of the student's choice, presented and discussed in a seminar setting.

CFT222 Glass

Study Area: Six hour per week for two semesters.
Preparation: A basic understanding of the history and development of glass.
Assessment: Projects presented during the year.

CFT221 Metal (Silversmithing and Jewellery)

Study Area: Six hour per week for two semesters.
Preparation: A basic understanding of the history and development of metalworking.
Assessment: Projects presented during the year.

CFT303 Ceramics

Study Area: Twelve hour per week for two semesters.
Preparation: Completion of the required first year program in humanities.
Assessment: A written essay on a topic of the student's choice, presented and discussed in a seminar setting.

CFT230 Drawing

Study Area: Nine hour per week for two semesters.
Preparation: Completion of the required first year program in humanities.
Assessment: A written essay on a topic of the student's choice, presented and discussed in a seminar setting.

CFT232 History of Art

Study Area: Two hour per week for two semesters.
Preparation: Completion of the required first year program in humanities.
Assessment: A written essay on a topic of the student's choice, presented and discussed in a seminar setting.

CFT233 Metal (Silversmithing and Jewellery)

Study Area: Six hour per week for two semesters.
Preparation: A basic understanding of the history and development of metalworking.
Assessment: Projects presented during the year.

CFT302 Glass

Study Area: Nine hour per week for two semesters.
Preparation: Completion of the required first year program in humanities.
Assessment: A written essay on a topic of the student's choice, presented and discussed in a seminar setting.
DES1252 Materials and Manufacturing Technology 2
Contact: One session, 42 hours.
Prerequisite: DES1251, (Credit: 30 points).
Syllabus: To develop a broad understanding of manufacturing processes suitable for mass production and to gain a feel for the behavior of materials and the tools used in materials processing. Students should become capable of understanding mass production methods so as to optimize productivity and component integrity; gaining an understanding of the relationship of the solutions to the problem and the possibilities and economics of alternative processes; acquiring a knowledge of the fundamental material properties of engineering materials and the properties of industrial and application processes; and understanding the importance of the role of manufacturing processes in the economy.
Assessment: Assignments, Design project and assignment, Presentations. (Credit: 30 points).
DES302 Creative Design Studio 6
Contact: One semester, 190 hours

Syllabus: To promote and reinforce design capabilities to the level of professional practice. Design concepts may be objectively validated and specified for production feasibility. To facilitate self-sufficiency, the student will gain experience in the application of design processes appropriate to the needs of individuals or groups of students and at the same time to extend the imaginations to the limits of design ideation and project presentation. Undergraduate, follow by appropriate critical analysis of the design concept.

DES312 Entrepreneurial Strategies
Contact: One semester, 28 hours
Reference: York 0323.40, 1980

Syllabus: To develop an understanding of the elements of entrepreneurship and the skills necessary to develop new business ventures. Students should become capable of assessing their own entrepreneurial potential and abilities.

DES330 Transportation Study 1
Contact: One semester, 42 hours

Syllabus: To introduce the subject of transportation design using the appropriate drawing and rendering techniques to present transportation concepts. Students should be able to sketch Wähler's transportation concepts using appropriate techniques.

DES332 Technological Design Principles 5
Contact: One semester, 42 hours

Syllabus: To develop an understanding of the scope, nature and economic characteristics of technological design. To apply the principles of technological analysis of product concepts to the systematic design of selected production tools. Students should become capable of appreciating the potentialities of the field of technological design, understanding the main economic and technical parameters and being familiar with the design process.

DES343 Advanced Computer Aided Design 1
Contact: One semester, 42 hours
Reference: York 0683.40, 1980

Syllabus: To develop the skills in the use of Computer Aided Design to gain an understanding of the technology of computer-aided design and computer-aided design tools and techniques. To develop new applications of design and computer-aided design tools and techniques. To develop new applications of design and computer-aided design tools and techniques. To develop new applications of design and computer-aided design tools and techniques.

DES344 Safety and Environmental Engineering 1
Contact: One semester, 42 hours
Reference: York 0703.40, 1980

Syllabus: To outline approaches to safety and engineering and current issues of environmental problems. Students should become capable of assessing the environment and the systems for hazardous materials in the industrial environment and the use of safety equipment in the industrial environment.
DES532 Safety and Environmental Engineering

Contact: One semester, 28 hours

Syllabus: To outline, at an advanced level, approaches to safety and environmental querying and current issues of environmental protection. Students should become capable of utilizing a thorough knowledge of safety and environmental issues currently in society, acquiring an appreciation of the regulatory legislation that relate to safety and environmental matters. Topics: Introduction: brief review of the principles of actions present and potential, pollution and waste; Noise and radiation: processing resources and harmful substances, their attenuation and health effects. Health effects to the community. Community methods of monitoring and analysis associated with waste disposal. Safety in the workplace, fire, air, noise, and radiation. Hazardous products and administrative approaches to pollution control. The control of processes for emission and treatment facilities. The control of processes for emission and treatment facilities. Regulations related to waste disposal. Environmental Protection Agency, Health, the environment, and the role of various agencies and organizations. Environmental Protection Authority, Environmental Protection Act, National Health and Hospital Research Council; setting of various pollution standards. The topics will be applied with pertinent case studies.

Assessment: Course work: 30% (Examination: 70% coursework).

References:

DES630 Architectural Products and Interior Space Design

Course Title: Architectural Products and Interior Space Design

Pre-requisites: DES632

Syllabus: To develop an appreciation of the design process requirements of architectural and interior spaces in the built environment for social, economic, and corporate. Students should become capable of conducting market surveys and identifying consumer needs, analysing and selecting the product area including design for tourism; developing design proposals for high-quality products in architectural and interior spaces, product design for new and existing spaces and external surfaces. Topics: Investigate and survey market requirements relating to the choice of furniture, equipment, and materials for office, lighting and the new materials available for selected manufacturing. The design of a particular architectural product or interior design for the tourism industry, for a public body, or a corporation, with consideration given to its market, economic and corporate factors, production requirements etc. Preparation of concepts and final proposals will utilise different forms of presentation such as photos, models, computer-generated drawings, and prototypes for presentation.

Assessment: Course work with major assessment of folio at the end of the semester: 100 percent.

DESE62 Architectural Products and Interior Space Design

Contact: One semester, 42 hours

Pre-requisites: DES630

Syllabus: To further enhance design appreciation and design skills related to architectural and interior spaces in the built environment. Students should become capable of understanding specific market requirements of the commercial environment.

Developing design proposals for high-quality products in the furnishings and related areas of design. Topics: marketing and sales, advertising, distribution, production and design, and product design for the commercial environment with consideration given to markets, ergonomics, production function, aesthetics, production marketing, etc., or the continuation of projects initiated in EE304. Investigate and survey market requirements relating to the choice of furniture, equipment, and materials for office, lighting and the new materials available for selected manufacturing. The design of a particular architectural product or interior design for the tourism industry, for a public body, or a corporation, with consideration given to its market, economic and corporate factors, production requirements etc. Preparation of concepts and final proposals will utilise different forms of presentation such as photos, models, computer-generated drawings, and prototypes for presentation.

Assessment: Course work with major assessment of folio at the end of the semester: 100 percent.

FNE101 Aesthetics

Study Area: Two years, two semesters

Pre-requisites: Nil

Syllabus: An explanation of the concepts of art will be conducted with emphasis on the artistic tradition of the 18th to the 20th century. The emphasis will be on the issues of aesthetics, the expression and form of various art forms, and the role of the artist in the creation of art. Topics: Introduction and creativity: an overview of the arts, the nature of art, and the role of the artist. Other topics: The creative process, the nature of art, and the role of the artist. The role of the artist in the creation of art.

Assessment: Written examination: 50 percent; Major project: 50 percent.

FNE171 Painting

Study Area: Six hours per week for two semesters

Pre-requisites: Nil

Syllabus: The course will cover the principles of basic painting and develop painting concepts through a study of modern and modernistic art movements. Topics: The role of the artist in the creation of art, the role of the critic in the creation of art, the role of the collector in the creation of art, the role of the public in the creation of art, the role of the teacher in the creation of art.

Assessment: Written examination: 50 percent; Major project: 50 percent.

FNE172 Painting

Study Area: Six hours per week for two semesters

Pre-requisites: Nil

Syllabus: The course will cover the principles of basic painting and develop painting concepts through a study of modern and modernistic art movements. Topics: The role of the artist in the creation of art, the role of the critic in the creation of art, the role of the collector in the creation of art, the role of the public in the creation of art, the role of the teacher in the creation of art.

Assessment: Written examination: 50 percent; Major project: 50 percent.

FNE181 Drawing

Study Area: Six hours per week for two semesters

Pre-requisites: Nil

Syllabus: The course will cover the principles of basic drawing and develop drawing concepts through a study of modern and modernistic art movements. Topics: The role of the artist in the creation of art, the role of the critic in the creation of art, the role of the collector in the creation of art, the role of the public in the creation of art, the role of the teacher in the creation of art.

Assessment: Written examination: 50 percent; Major project: 50 percent.

FNE201 Aesthetics

Study Area: Two years, two semesters

Pre-requisites: Nil

Syllabus: The course will cover the principles of basic painting and develop painting concepts through a study of modern and modernistic art movements. Topics: The role of the artist in the creation of art, the role of the critic in the creation of art, the role of the collector in the creation of art, the role of the public in the creation of art, the role of the teacher in the creation of art.

Assessment: Written examination: 50 percent; Major project: 50 percent.

FNE211 Tapestry

Study Area: Six hours per week for two semesters

Pre-requisites: Nil

Syllabus: The course will cover the principles of basic painting and develop painting concepts through a study of modern and modernistic art movements. Topics: The role of the artist in the creation of art, the role of the critic in the creation of art, the role of the collector in the creation of art, the role of the public in the creation of art, the role of the teacher in the creation of art.

Assessment: Written examination: 50 percent; Major project: 50 percent.

FNE218 Painting

Study Area: Eight hours per week for two semesters

Pre-requisites: Nil

Syllabus: The course will cover the principles of basic painting and develop painting concepts through a study of modern and modernistic art movements. Topics: The role of the artist in the creation of art, the role of the critic in the creation of art, the role of the collector in the creation of art, the role of the public in the creation of art, the role of the teacher in the creation of art.

Assessment: Written examination: 50 percent; Major project: 50 percent.
Syllabus: Further development of the basic skills obtained in first year, thus exposing students to the widest possible range of techniques and approaches within the field of the arts, including screenprinting, relief printing, lithography, as well as introduction to printmaking methods, photography, sculpture, etc. Assessment: A written report or a seminar or a question on the subject presented in the seminar will be assessed by the teacher and the student. The mark for this work represents the remaining 60 percent of the mark for this subject.

FNE219 Printmaking

Prerequisites: First year major study or equivalent.
Syllabus: Study of the major printmaking techniques and processes. Assessment: All work undertaken in first year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE247 History of Art

Syllabus: This subject provides a three main areas of study. Firstly, the history of art, art development in art, artistic and aesthetic styles, within the political and cultural context of 20th and 21st Century Europe – from the Classical Revival to Post- Impressionism and modernism. Secondly, the course explores the development of indigenous traditions in Australia – from Aborigines to the present day. Assessment: As a cumulative examination, students will be assessed on their overall performance in the subject. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE284 Drawing

Syllabus: Aims to develop a range of skills and techniques in the visual arts. Assessment: All work undertaken in first year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE294 Tapestry

Syllabus: Study of the major techniques and processes in tapestry. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE295 Sculpture

Syllabus: Focus on the major sculpture techniques in the visual arts. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE317 Painting

Prerequisites: Second year major study or equivalent.
Syllabus: Study of the major techniques and processes in painting. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE320 Printmaking

Syllabus: Study of the major printmaking techniques and processes. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE327 Painting

Syllabus: Study of the major techniques and processes in painting. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE330 Sculpture

Syllabus: Study of the major techniques and processes in sculpture. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE334 Tapestry

Syllabus: Study of the major techniques and processes in tapestry. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE346 History of Art

Syllabus: Study of the major techniques and processes in sculpture. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE351 Drawing

Syllabus: Study of the major techniques and processes in drawing. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.

FNE356 Drawing

Syllabus: Study of the major techniques and processes in drawing. Assessment: All work undertaken in second year will be assessed by the mark for the course. The mark for this work represents the remaining 60 percent of the mark for the subject.
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LIT270 Literature - Sources of Children's Literature: A Comparative Study
Contact: Five hours per week for one semester.
Prerequisites: LIT260 or LIT210, or approved equivalents.
Type: The study of the preoccupations of the authors of children's literature in different countries. Comparisons will be made through thematic approaches. Elements of realism and the literature and the historical and social contexts of works by various authors will be explored.
Assignments: Cumulative to include one major essay, one minor essay, a term paper, critical reading, and tests.
LIT350 Literature and Society - Poetry
Contact: Four hours per week for one semester.
Prerequisites: Completion of six subjects in the Literature Major, including LIT260 or LIT210 or approved equivalents.
Type: A study of the relationship between society, poetry, and practical society and politics of the present. Poetry, its definition, values, and social behavior are related to the study of the literature of the important movements and periods. The influence of poetry on the world and the other arts is explored.
Assignments: Cumulative by seminar and paper research.
MAT274 Statistics
Contact: Five hours per week for one semester.
Prerequisites: MAT210 or, in equivalent.
Interdisciplinary: A course in descriptive statistics for students with a non-mathematical background, looking at data collection, representation, and statistical analysis. It includes an introduction to sampling, tabular and graphical representation of data, measures of central tendency, and correlation. Emphasis is placed on application of probability and distribution. An introduction to the concept of significance involving z-square and correlation measures.
MAT273 Statistics
Contact: Five hours per week for one semester.
Prerequisites: MAT210 or, in equivalent.
Type: 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 other measures of variability of two populations. Comparison of parametric and non-parametric test procedures.
MAT272 Statistics
Contact: Five hours per week for one semester.
Prerequisites: MAT210 or, in equivalent.
Type: 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 other measures of variability of two populations. Comparison of parametric and non-parametric test procedures.
MKT3240 Marketing and Product Innovation
Contact: Councils: One course.
Prerequisites: DECO 3001
Type: To provide a basic understanding of the principles of marketing and of the application of marketing techniques in the business environment. To develop strategies necessary to market and sell technological products. Students should become experts in explaining these strategies to others in the business. Capitalization of the use of segmentation and market research techniques to identify product life cycles for design products; understanding the components of a market strategy; expanding the use of research and development to new strategies; demonstrating the use of sales force to new strategies; planning the introduction of new products.
Assignments: Assignments and presentations: 30 per cent. Tests: 30 per cent.
Reference: Councils: One course.
Prerequisites: MAT210 or, in equivalent.
Type: 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 other measures of variability of two populations. Comparison of parametric and non-parametric test procedures.
**NGS111 Health/Health Breakdown I – Health and Health Education**

**Course:** Health/Health Breakdown I – Health and Health Education

**Contact:** Two hours per week, total twenty hours.

**Prerequisites:** Nil.

**Aims:** To introduce students to the health breakdown concept. The aim is to develop knowledge and understanding of the health status of individuals, to foster health and health promotion skills among the students, to promote health-related behaviors that contribute to the overall health of individuals, and to develop health and health care programs that can be implemented in various settings. The course also aims to prepare students for a variety of careers in the health professions.

**Objectives:**
- To introduce students to the health breakdown concept.
- To develop knowledge and understanding of the health status of individuals.
- To foster health and health promotion skills among the students.
- To promote health-related behaviors that contribute to the overall health of individuals.
- To develop health and health care programs that can be implemented in various settings.
- To prepare students for a variety of careers in the health professions.

**Syllabus:**
- Introduction to health breakdown and the concept of health promotion.
- Health education and health promotion programs.
- The role of the health educator in community health programs.
- Health education and health promotion in various settings.
- Health education and health promotion in special populations.
- Health education and health promotion in the workplace.
- Health education and health promotion in schools.

**Assessment:**
- Participation in class discussions.
- Written assignments.
- A final examination.

**NGS121 Recreation Studies I**

**Course:** Recreation Studies I

**Contact:** Two hours per week, total twenty hours.

**Prerequisites:** Nil.

**Aims:** To introduce students to the field of leisure and recreation. The course aims to develop knowledge and understanding of the leisure and recreation industries, to foster skills and knowledge related to the planning and delivery of leisure and recreation programs, and to prepare students for careers in the leisure and recreation industries.

**Objectives:**
- To introduce students to the field of leisure and recreation.
- To develop knowledge and understanding of the leisure and recreation industries.
- To foster skills and knowledge related to the planning and delivery of leisure and recreation programs.
- To prepare students for careers in the leisure and recreation industries.

**Syllabus:**
- Introduction to leisure and recreation.
- The leisure and recreation industries.
- Planning and delivering leisure and recreation programs.
- Evaluation of leisure and recreation programs.
- Leadership and management in leisure and recreation.

**Assessment:**
- Participation in class discussions.
- Written assignments.
- A final examination.

**NGS131 Human Bioscience**

**Course:** Human Bioscience

**Contact:** Fifty hours for the course.

**Aims:** To provide a comprehensive introduction to the field of human biology. The course aims to develop knowledge and understanding of the basic principles of human anatomy and physiology, to foster skills and knowledge related to the delivery of human biology education, and to prepare students for careers in human biology education.

**Objectives:**
- To provide a comprehensive introduction to the field of human biology.
- To develop knowledge and understanding of the basic principles of human anatomy and physiology.
- To foster skills and knowledge related to the delivery of human biology education.
- To prepare students for careers in human biology education.

**Syllabus:**
- Introduction to human biology.
- Human anatomy and physiology.
- Human biology education.
- Human biology research.

**Assessment:**
- Participation in class discussions.
- Written assignments.
- A final examination.

**NGS141 Applied Basic Physics and Chemistry I**

**Course:** Applied Basic Physics and Chemistry I

**Contact:** Three hours per week, total twelve hours.

**Prerequisites:** Nil.

**Aims:** To provide a comprehensive introduction to the field of basic physics and chemistry. The course aims to develop knowledge and understanding of the basic principles of physics and chemistry, to foster skills and knowledge related to the delivery of basic physics and chemistry education, and to prepare students for careers in basic physics and chemistry education.

**Objectives:**
- To provide a comprehensive introduction to the field of basic physics and chemistry.
- To develop knowledge and understanding of the basic principles of physics and chemistry.
- To foster skills and knowledge related to the delivery of basic physics and chemistry education.
- To prepare students for careers in basic physics and chemistry education.

**Syllabus:**
- Introduction to basic physics and chemistry.
- Basic principles of physics and chemistry.
- Basic principles of physics and chemistry education.
- Basic principles of physics and chemistry research.

**Assessment:**
- Participation in class discussions.
- Written assignments.
- A final examination.
NSG213 Health/Health Breakdown III – Inability to Cope with Environmental Demands
Contact: Two hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To introduce the student to nursing orientation for moderately severe health breakdown, as distinct from the medical approach. It is intended to provide the student with the ability to identify a set of problems which may be encountered in the different fields of nursing practice and across the age continuum, each of which demand certain nursing primary skills.
Objectives: As a result of participating in its completion, the student will be able to apply the framework to questions related to patients and those which may involve patients in health breakdown and those processes may benefit from the activities of daily living; apply relevant theoretical concepts and principles from the various studies of mental and clinical learning experiences in the exploration of selected problems; develop a basic knowledge in relation to a nurse's role in health-and-illness processes and consequences; determine the amount of stress which is appropriate to the breakdown processes by meeting various patients, and individualize the skills developed in the exploration of the selected problems for new but similar situations encountered in various practice contexts.
Synopsis: In the terms of the health breakdown process, the focus here is on the problems encountered by the nurse. Because these problems are the consequences of the breakdown processes, and the consequences of the patient's capacity to engage in the activities of daily living, an examination of the patient's situation in the patient will be the initial simplification of the problem. The problems to be examined by the student are: a) those which include as a characteristic problem, the withdrawal associated with depression, excessive anxiety and drug dependence and is associated with acute abstinence. Problems associated with communicative distance.

Teaching Method: Lectures, tutorial and self-directed modes of study.
Assessment: Assignment associated with patient learning guide 50 per cent, exam 50 per cent.
Reference
Tate, K. Psychiatric Nursing, Lippincott, 1984.

NSG222 Recreation and Special Populations
Contact: Two hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: The purpose of recreation among various special population groups is to cultivate an awareness of the needs and interests of selected special groups in the community. Fieldwork exists under related special population groups.
Assessment: Literature review 40 per cent; textbook report 60 per cent.
Reference
Association for Living Centers for Psychiatric Care, Recreation and Service: Activities, Baltimore, 1982.

NSG223 Human Bioscience IV
Contact: Three hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To introduce students to the basic concepts of digestion, metabolism, nutrition and growth in health and disease.
Objectives: To develop a knowledge of the structure and function of the nervous system, and the digestion and absorption of food.
Teaching Method: Lecture and laboratory work.
Assessment: Laboratory examination 50 per cent, written and oral examination 50 per cent.
Reference

NSG224 Human Bioscience IV
Contact: Three hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To introduce students to the regulation of the body's internal environment, reproductive structures and function, the nervous system, and the structure and function of the musculoskeletal system.
Objectives: To demonstrate to the student the role of the nervous system in the regulation of body functions and across the age continuum, each of which demand certain nursing primary skills.
Teaching Method: Lecture and laboratory work.
Assessment: Case studies 50 per cent; written and oral examination 50 per cent.
Reference

NSG225 Enquiry and Processing Skills III – The Epidemiological Process
Contact: Two hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To apply the principles of epidemiological approach to the exploration of two groups of commonly related health problems and hospital epidemiology. The major group of problems involve the illness of "living's body," and the other group of problems involve the illness of "living's soul," and both will be examined by the limitation of the hospital setting. The student will be able to identify and describe features of the study of disease and other intervention in the community and the distribution and environmental setting.
Objectives: As a result of participating in its completion, the student will be able to demonstrate knowledge of the potential and use of the study group and their uses in the nursing field.
Teaching Method: Lecture and laboratory work.
Assessment: Practical work 30 per cent; written test 70 per cent.
Reference

NSG225 Applied Medical Microbiology
Contact: Three hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To give students some understanding of basic knowledge related to disease caused by human pathogens and disease mechanisms; and diagnosis and control of the role of the microbial control and prevention of infection in hospitals and the community.
Objectives: As a result of participating in the subject the student should be able to demonstrate knowledge of the characteristics of microorganisms and microorganisms involved in human disease, and microorganisms, invasion and destruction of bacteria, and microorganisms, invasion and destruction of viruses. Microorganisms, invasion and destruction of fungi, and microorganisms, invasion and destruction of protozoa. Microorganisms, invasion and destruction of viruses. Microorganisms, invasion and destruction of fungi, and microorganisms, invasion and destruction of protozoa.
Teaching Method: Lecture and laboratory work.
Assessment: Laboratory examination 50 per cent, written and oral examination 50 per cent.
Reference

NSG226 Psychosocial Studies III
Contact: Three hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To introduce the student to the basic concepts of death, bereavement, metabolism, nutrition and growth in health and disease.
Objectives: To develop a knowledge of the structure and function of the nervous system, and the digestion and absorption of food.
Teaching Method: Lecture and laboratory work.
Assessment: Laboratory examination 50 per cent, written and oral examination 50 per cent.
Reference

NSG227 Psychosocial Studies IV
Contact: Three hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To introduce the student to the basic concepts of death, bereavement, metabolism, nutrition and growth in health and disease.
Objectives: To develop a knowledge of the structure and function of the nervous system, and the digestion and absorption of food.
Teaching Method: Lecture and laboratory work.
Assessment: Laboratory examination 50 per cent, written and oral examination 50 per cent.
Reference

NSG228 Medication Administration
Contact: Three hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To give students some understanding of basic knowledge related to disease caused by human pathogens and disease mechanisms; and diagnosis and control of the role of the microbial control and prevention of infection in hospitals and the community.
Objectives: As a result of participating in the subject the student should be able to demonstrate knowledge of the characteristics of microorganisms and microorganisms involved in human disease, and microorganisms, invasion and destruction of bacteria, and microorganisms, invasion and destruction of viruses. Microorganisms, invasion and destruction of fungi, and microorganisms, invasion and destruction of protozoa. Microorganisms, invasion and destruction of viruses. Microorganisms, invasion and destruction of fungi, and microorganisms, invasion and destruction of protozoa.
Teaching Method: Lecture and laboratory work.
Assessment: Laboratory examination 50 per cent, written and oral examination 50 per cent.
Reference

NSG229 Medication Administration
Contact: Three hours per week is nineteen times this. Also, require
Prerequisites: NSG111, NSG112.
Aims: To give students some understanding of basic knowledge related to disease caused by human pathogens and disease mechanisms; and diagnosis and control of the role of the microbial control and prevention of infection in hospitals and the community.
Objectives: As a result of participating in the subject the student should be able to demonstrate knowledge of the characteristics of microorganisms and microorganisms involved in human disease, and microorganisms, invasion and destruction of bacteria, and microorganisms, invasion and destruction of viruses. Microorganisms, invasion and destruction of fungi, and microorganisms, invasion and destruction of protozoa. Microorganisms, invasion and destruction of viruses. Microorganisms, invasion and destruction of fungi, and microorganisms, invasion and destruction of protozoa.
Teaching Method: Lecture and laboratory work.
Assessment: Laboratory examination 50 per cent, written and oral examination 50 per cent.
Reference
FACULTY OF PROFESSIONAL

STUDIES

TUTORIAL

Reference

Aims: To introduce students to the major sociological factors associated with health care from a general focus on the health workforce. The course will demonstrate an understanding of the major sociological factors affecting the organization and delivery of health care and the roles of health care workers in this process.

Syllabus: Sociological perspectives on health, illness, and society. The social organization of health care; the distribution of health and illness; health care as a social control mechanism; the development and social structure of health care; the medical profession; auxiliary and alternative health occupations; the division of labour in health care; social class, gender, ethnicity; the role of ideology; occupational responsibilities; professionalism, trade unionism; issues in occupational health for health care workers.

Teaching Methods: One lecture and one tutorial per week.

Assessment: Essay 60 percent, seminar presentation 10 percent, orientation test 10 percent.

Reference:


NGS281 Legal Studies

Two lectures and one tutorial per week, for one semester.

Preparatory: Nil.

Aims: To introduce nurses to the legal processes which underpin the practice of nursing and health care generally. The course aims to instil an awareness of the needs of the patient and the patient's legal rights and responsibilities, and to equip nurses in the area of conflict resolution and legal issues.

Syllabus: Introduction to the laws of legal and medical ethics and the place of social and professional ethics; the role of the professional in clinical practice and in conflict resolution; and to the legal rights and responsibilities of patients in relation to conflict resolution, and to the area of legal practice and process.

Teaching Methods: Lectures, tutorials, case studies.

Assessment: Assignments 40 percent, examination 60 percent.

Reference:

Hayes, K. and Menz (Recreation) Law, Policy and Administration, Law Books.


NGS283 Clinical Practice III

Thirty hours per week for six weeks, total 210 hours. Full attendance is compulsory.

Preparatory: NGS231 and NGS232.

Aims: To consolidate the students' understanding of the principles of safety and quality in the delivery of health care. The course will be carried out under the guidance and supervision of the clinical supervisor of the student's workplace, and will provide the student with the opportunity to work as a member of the health care team, and to develop competencies and skills in the safe and effective delivery of health care.

Syllabus: Practice scenarios will be evaluated concurrently with the problems identified in Health/Health Breakdown III. Comparative and critical analysis will be carried out of the effectiveness of the nurse's role and the impact of the incidence of adverse events. Teaching Methods: Case-based learning.

Assessment: Three major assessments, 10 percent each; class participation, 20 percent; final exam, 40 percent.

Reference:


NGS284 Clinical Practice IV

Thirty-five hours per week for six weeks, total 210 hours. Full attendance is compulsory.

Preparatory: NGS210 and NGS211.

Aims: To provide an opportunity for the student to begin to work as a health care professional. The course will allow the student to develop knowledge and skills in acquiring and delivering patient care. The course will also provide the opportunity for the student to become familiar with the principles of patient care and the delivery of nursing care; effective communication as a health care professional; and increasing awareness of the need for legal and ethical standards to be applied in practice.

Syllabus: At the completion of the course the student should be able to: select, record and interpret data relevant to the health care needs of individuals and groups; demonstrate competence and confidence in the skills acquired in previous courses; perform care plans in a professional manner; and perform self-care, rest, and recovery.

Teaching Methods: Tutorial, seminar, individual and group case studies, and practical sessions.

Assessment: Assignments 40 percent, examination 60 percent.

Reference:

Hayes, K. and Menz (Recreation) Law, Policy and Administration, Law Books.


NGS292 Nursing Theory II - Bioethical Issues in Nursing

One hour per week in seminars three and four, total six hours.

Preparatory: Nil.

Aims: To introduce the student to the ethical dimensions of nursing practice. The course will focus on the nurse's role in ethical decision making and professional practice in nursing.

Syllabus: At the completion of the course, the student should be aware of the ethical dimensions of decision making in the practice of nursing. The course will provide the opportunity to develop personal approaches to ethical decision making and encourage the student to reflect upon the ethical dimensions of clinical practice. Teaching Methods: Case-based learning.

Assessment: Three major assessments, 10 percent each; class participation, 20 percent; final exam, 40 percent.

Reference:


NGS306 Practice Principles and Skills V

Three sessions per week for six weeks. Full attendance is compulsory.

Aims: To provide an opportunity for the student to begin to work as a health care professional. The course will allow the student to develop knowledge and skills in the safe and effective delivery of health care.

Syllabus: Practice functions will be explored concurrently with the problems identified in Health/Health Breakdown III. Comparative and critical analysis will be carried out of the effectiveness of the nurse's role and the impact of the incidence of adverse events. Teaching Methods: Case-based learning.

Assessment: Three major assessments, 10 percent each; class participation, 20 percent; final exam, 40 percent.

Reference:

NSG335 Human Bioscience V
Contact: Four hours per week for one semester. Prerequisite: NSG215.
Objective: To gain a knowledge of anatomy and physiology, particularly in the area of human reproduction and development.
Teaching Methods: Reading such as text, lectures, and group activities.
Assessment: Written examination.

NSG374 Sociology IV – The Political Science of Health Care
Contact: Four hours per week for one semester. Prerequisite: NSG324.
Objective: To analyze the political aspects of health care delivery and utilization.
Teaching Methods: Lectures and group discussions.
Assessment: Written examinations.

NSG384 Enquiry and Processing Skills IV – Investigating Health
Contact: One hour per week in seminars in weeks six and five. Prerequisite: NSG153, NSG154, and NSG155.
Goal: To develop skills in critically evaluating information, data collection, and analysis, and to design research studies to provide new information for the research process.
Objective: To enable students to evaluate the evidence and conclusions of health care issues and to design research studies.
Teaching Methods: Lectures, seminars, and group discussions.
Assessment: Written assignments and presentations.

NSG385 Psychosocial Studies V
Contact: Two hours per week for one semester. Prerequisite: NSG254.
Objective: To examine the impact of psychosocial factors on health and illness.
Teaching Methods: Lectures, seminars, and group discussions.
Assessment: Written assignments and presentations.

NSG387 Clinical Practicum V
Contact: Forty hours per week for six weeks. Prerequisite: NSG325.
Objective: To provide students with an opportunity to apply theoretical knowledge and skills in clinical settings.
Teaching Methods: Clinical supervision and feedback.
Assessment: Written assignments and clinical evaluations.

NSG389 Nursing Theory IV – Nurse as Change Agent
Contact: Two hours per week in semester one and six. Prerequisite: NSG320.
Goal: To develop skills in critically evaluating information, data collection, and analysis, and to design research studies to provide new information for the research process.
Objective: To enable students to evaluate the evidence and conclusions of health care issues and to design research studies.
Teaching Methods: Lectures, seminars, and group discussions.
Assessment: Written assignments and presentations.
Reference
Ritzer, G. Contemporary Social Theory, Routl, 1983.

SOC212 Sociology of Youth
Course: Four hours per week (one lecture, two tutorials) for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: Sociology of youth. Identity crises in adolescence; Perspectives on adolescent socialization; Socialization of young people; Socialization and modern social problems. Group life in adolescence; Youth unemployment and unemployment, and the school-work relationship; Consumers and counter cultures; Theories of juvenile delinquency and delinquent sub-cultures. Assessment: Cumulative, based on seminar presentations, an essay or major project, and two tests.
Reference

SOC214 Sociology of Education
Course: Four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: SOC202 and SOC104.
Syllabus: Sociology of Education. An outline of the main theoretical orientations as exemplified by research in this field, including functional, social interactionist, and conflict-oriented perspectives. Examples from Marx, Durkheim, and Giddens, are used to illustrate the relationship between the education system and society. Themes include: the social organization of educational systems, the role of education in society, and the social consequences of education. Assessment: Cumulative, based on an essay, a seminar paper, a project paper, and two tests.
Reference

SOC216 Sociology of Industrial Society
Course: Four hours per week (one lecture, one seminar, one tutorial) for one semester.
Prerequisites: SOC202 and SOC102.
Syllabus: Historical summary of the origins of industrialism, development patterns of industrial growth and conflict, consumer revolution, the growth and power of the corporation, organizational development, the effects of technology, environmental issues, energy crisis, and the future of industrial society. Assessment: Cumulative, consisting of two essays, one seminar paper, and two tests.
Reference

SOC217 Sociology of Work
Course: Four hours per week (lecture, tutorial, seminar) for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: Historical and current perspectives on the relations of work and society. Theoretical approaches to urbanisation and the role of cities; class, class, and ethnic relations. Work and society in urban society; class and ecology of urban society; power and the distribution of urban resources: Harvey; Darnell, Solidarity or conflict? Theoretical approaches for modern urban planning and urban policy, focus on urbanism in Australia. Assessment: TBA. Assessment: TBA. Assessment: TBA.
Reference
Harvey, D. Social Justice and the City, Edward Arnold, 1982.

SOC218 Sociology of Social Control
Course: Four hours per week (one lecture, one tutorial, one seminar) for one semester.
Prerequisites: SOC102 and SOC104.
Syllabus: The relationship between welfare ideology, models, welfare practice and its political and organizational context; approaches to social policy, including the Welfare State; analysis of poverty from three major perspectives, the micro-level analysis of poverty, the macro-level analysis of poverty; child care, old age, child care, unemployment, domestic violence, alcoholism and drug abuse and homelessness. Assessment: Cumulative, consisting of one major essay, one seminar paper, and one book review.
Reference

SOC220 Sociology of Ageing
Course: Four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: SOC202 and SOC104.

SOC221 Sociology of the Family
Course: Four hours per week (one lecture, two tutorials) for one semester.
Prerequisites: SOC202 and SOC104.
Syllabus: The family as a social institution and a social phenomenon. The family as a source of social control. Introduction of the field of family and family life, the definition and function of the concept of social control. Traditional and modern family life. Assessment: TBA. Assessment: TBA. Assessment: TBA.
Reference

SOC222 Sociology of Modern Urban Society
Course: Four hours per week (two lectures, two tutorials) for one semester.
Prerequisites: SOC202 and SOC104.
Syllabus: Historical and current perspectives on the social organisation of modern urban society; the role of cities. Assessment: TBA.
Reference

SOC312 Sociology of Social Stratification
Course: Four hours per week (lecture, tutorial, workshop) for one semester.
Prerequisites: SOC202 and SOC104.
Syllabus: Historical and current perspectives on social stratification. Theorizing social stratification; the role of race, social mobility, and social integration. Social stratification and social inequality; social stratification and social mobility; social stratification and social integration. Assessment: TBA. Assessment: TBA. Assessment: TBA.
Reference
Syllabus: The sources of Australian Law; the role of the courts; sentencing and the role of the welfare worker; the law relating to families and children, tenancy, consumers, employees, mental health and hospitals, citizens' rights, policing and bail, imprisonment and community corrections, administrative and appeals to tribunals and the processes available for enforcement of welfare rights, death and inheritance, special groups, eg aborigines, women, migrants. Sources of legal assistance.
Assessment: Cumulative, by means of seminar papers and a major assignment.

WEL.231 Welfare Studies
Contact: Four hours each week for one semester.
Prerequisites: WEL.131.
Syllabus: The subject provides students with techniques and knowledge applying to welfare work with individuals and small groups and the recording processes involved in this. Interviewing, verbal and non-verbal communication, listening, clarifying, establishing needs and resources. The welfare worker as counsellor, broker, agent, advocate. Referring, recording, case histories, case discussions. Confidentiality and ethics. Group dynamics, working with task-centred groups.
Assessment: Cumulative, by means of a major case study, class exercises and participation.
Reference

WEL.233 Welfare Studies
Contact: Four hours per week for one semester.
Prerequisites: WEL.133.
Syllabus: The course aims to prepare the welfare work student for employment in an organisational setting, and provides the basic groundwork for expertise in one or two specialised areas of welfare practice. General Systems Theory as a framework for agency practice. Guest lecturers cover welfare practice in a number of welfare areas. Workshops concentrate on the development of skills appropriate to team approaches to intervention and decision making. The conduct of meetings and case conferences.
Assessment: Cumulative, by means of a major essay, class exercises and participation.
Reference

WEL.235 Welfare Field Work and Practice
Contact: Thirty-eight days of practical experience, plus a two hour workshop each week.
Prerequisites: WEL.131 and WEL.133.
Syllabus: The subject enables the student to experience a real work situation and, under supervision, to integrate this experience with the theoretical aspects of the course and with increased awareness and understanding of personal issues which affect students as welfare workers. Students are encouraged to take responsibility for their own learning and evaluation in conjunction with field teachers and staff members.
Assessment: Satisfactory completion of fieldwork and presentation of a report on this.

WEL.237 Welfare Field Work and Practice
Contact: Thirty-eight days of practical experience, plus a two hour workshop each week.
Prerequisites: WEL.23.
Syllabus: The subject enables students to experience a different and new learning situation in which opportunity is provided to reinforce previously acquired skills and work on learning gaps recognised as a result of WEL.235. A greater theoretical sophistication and level of self-awareness is expected of students than for WEL.235. Students are encouraged to undertake the second placement in an area conducive to future employment aspirations.
Assessment: Satisfactory completion of fieldwork and presentation of a report on this.
Faculty Information

Officers of the Faculty

Dean
Dr I. D. Rae

Associate Dean
Professor D. G. Ramsay

Executive Officer
Mr G. Tamhane

Results of the Merger

The Faculty of Science conducts courses on the Caulfield and Clayton campuses, but it is important to note that despite the merger, courses and subjects offered on both campuses remain distinct. The course titles listed are the same as those offered prior to the merger, and the subject codes are denoted to indicate which campus the course is offered on.

FACULTY OF SCIENCE

Faculty Regulations

Certain courses offered by the University in this Faculty are taught by Chisholm Institute of Technology at the Caulfield and/or Frankston campuses. The courses are listed in the course catalogues for the relevant campuses.

Outline of Undergraduate Studies

Bachelor of Applied Science

Course Code: BIS
Course Leader: Ian McKelvie

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

Recommended
Preference will be given to students with a strong background in Mathematics (preferably Mathematics A and Mathematics B) plus one other Science subject (preferably Physics, Chemistry, or Computer Science).

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 facilities within Monash allows them to enter a wide range of careers. Further advice on appropriate subject selections and career opportunities are sought from the Administrative Officer, Faculty of Science, Monash University, Caulfield campus.

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

Diploma to Degree Conversion
Students wishing to convert a diploma 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.

Physics Subjects
Acceptable Physics subjects in the Bachelor of Applied Science course include some Physics and Materials Science subjects offered on the Clayton campus. Subject details are available in volume one (Clayton campus) of the 1991 Monash Calendar. For further information, students should seek advice from the Department of Physics on either the Clayton or Caulfield campus.

Course Structure
First Year
The first year comprises four subjects from the table below. Students must undertake the compulsory MAT100 Mathematics and Scientific Computing plan three other subjects. Advice should be sought from the Administrative Officer as to appropriate subject selections suitable for various career options (see Career section above).

Subject | Hours per week
--- | ---
Year 1
MAT120 Mathematics and Scientific Computing | 7
CHE111 Chemistry | 7
CHE181 Biology | 5
PHV120 Physics | 7
PHV130 Computer Science | 5

Second and Third Years
To successfully complete a degree, a student must undertake either a double major (a major being defined as a study and including, where relevant, one or two specializations in a variety of areas) or a single major supported by two minor areas (each of which is defined as a study and including, one or two specialization areas). In addition, a student must complete two projects of electives from the Elective table below, or from the list of minor and major studies, or other subjects within the Faculty of Science, or subjects from other Faculties as approved by the course leader. Normally one point of electives is undertaken in each of second and third year. (See examples of alternative course structures below.)

Minor Studies
Subject | Hours per week
--- | ---
Year 2
CHE225 Basic Chemistry | 8
CHE229 Applied Chemistry | 8
CHE282 Aquatic Science I | 8
PHV225 Physics | 10
PHV286 Computer Vision | 8
MAT301 Applied Mathematics | 6
MAT302 Statistics and Operations Research | 6
MAT304 Computational Mathematics | 6
RDT201 Computer Science | 6

Major Studies
Subject | Hours per week
--- | ---
Year 3
CHE335 Basic Chemistry | 8
CHE339 Applied Chemistry | 10
CHE392 Aquatic Science II | 8
PHV310 Physics | 10
MAT301 Applied Mathematics | 6
MAT302 Statistics and Operations Research | 6
RDT301 Computer Science | 6

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7/2

7/3
Outline of Graduate Studies

Graduate Diploma in Applied Polymer Science

Course Code: PL1
Course Leader: Kevin R. Chynoweth

Content
This is a two-year part-time course which provides a scientific basis for understanding the unique properties and behaviour of polymers, both during processing and in use. Students therefore pursue studies in the disciplines of polymer physics, chemistry, engineering and technology.

The course comprises lectures, laboratory work, plant visits and project work. Lectures and seminars make up approximately fifty per cent of the course, laboratory and project work approximately forty-five per cent and plant visits approximately five per cent.

The course is directed mainly at scientists and engineers employed in the polymer and supporting industries, however, it is particularly suitable for recent graduates seeking to improve their career opportunities.

Admission Requirements
Applicants will be considered only if they fall into one of the following categories:
1. Having a degree in science or engineering, or
2. Having significant scientific experience and/or training in a polymer or polymer-related industry for at least three years.

Rank Order
Applicants will be short-listed by rank order which will be decided by:
1. Motivation and likelihood of completing the course;
2. Work history, length and nature of relevant work experience;
3. Suitability of the tertiary qualification as a basis for the successful completion of the course.

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

Graduate Diploma in Water Science

Course Code: PK1
Course Leader: Tom Davies

Content
This interdisciplinary course employs the resources of the various departments within the Faculty of Science as well as other schools within the University. It provides specialist training in fields concerned with the maintenance of the quality of fresh, marine and seawater 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.

Master of Applied Science

Course Code: MS1
The Faculty of Science offers a Master of Applied Science program by research thesis. Enquiries should be directed in the first instance to the Administrative Officer.

Areas for Master's research include:
Chemistry: water sciences, aquatic biology, applied electrochemistry, manufacture of synthetic drugs, polymer chemistry and surface chemistry.
Details of Subjects

CHE111 Chemistry
Contact: Three hours of theory and five hours of practical work for two semesters.
Prerequisites: HSC Chemistry or equivalent.
Assessment: Written examination, assignments, practical work.

CHE181 First Year Biology
Contact: Four hours of lectures and three hours of practical work per week.
Prerequisites: HSC biology or equivalent.
Syllabus: Principles of biology (seven hours): basic biological principles, cell structure and function, genetics, evolution, ecology. Environmental issues (seven hours): environmental problems, conservation, pollution, sustainable development.
Assessment: Written examination, assignments, practical work.

CHE190 Environmental Science
Contact: Four hours of lectures and two hours of practical work per week.
Prerequisites: Nil.
Syllabus: Environmental issues (seven hours): energy and the first law of thermodynamics, energy and the environment, renewable and non-renewable resources, environmental impact assessment, environmental policy.
Assessment: Written examination, assignments, practical work.

CHE225 Basic Chemistry II
Contact: Four hours of lectures and four hours of practical work per week.
Prerequisites: CHE111.
Assessment: Written examination, assignments, practical work.
CHE368 Pollution Control Technology

Course: Three hours per week for one semester.


MAT122 Mathematics

Course: Three hours per week for two semesters.

Prerequisite: MAT 109.


MAT205 Mathematical Methods

Course: Three hours per week for two semesters.

Prerequisite: MAT 204.


MAT320 Statistics and Operations Research

Course: Three hours per week for one semester.

Prerequisite: MAT 205.


MAT423 Technology

Course: Three hours per week for three semesters.

Prerequisite: MAT 320.


MAT505 Data Structures and Algorithms

Course: Three hours per week for two semesters.

Prerequisite: MAT 423.


MAT620 Numerical Computing

Course: Three hours per week for two semesters.

Prerequisite: MAT 423.

MAT228 Mathematics II
Content: Two hours per week for two semesters.
Prerequisite: MAT227.


Assessment: By exam, quizzes, assignments and formal exam.

References:

MAT229 Numerical Methods
Content: Two hours per week for two semesters.
Prerequisite: MAT227.

Syllabus: Formulation and implementation of numerical methods for solving differential equations, systems of linear equations, interpolation, linear and non-linear systems of equations, optimization, random variables and their applications; confidence intervals and hypothesis testing; correlation and curve fitting; use of numerical methods in computer software.

Assessment: By exam, quizzes, assignments and formal exam.

References:

MAT301 Applied Mathematics
Content: Six hours per two semesters.
Prerequisite: MAT227.

Syllabus: Further compulsory units for the student to take. These units are: Partial differential equations, linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods. Topics include: Linear algebra, numerical analysis, boundary value problems, numerical analysis, and advanced numerical methods.

MAT328 Statistics and Operations Research
Content: Six hours per two semesters.
Prerequisite: MAT227.

Syllabus: Four compulsory units and two elective units can be taken. These units include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science. Topics include: Statistical decision theory, mathematical programming, computer science, and management science.

Assessment: By exam, quizzes, assignments and formal exam.

References:
PHY813 Image Generation and Processing
Contact: Four hours per week for one semester.
Prerequisite: Normal progression through the Computer Graphics Graduate Program.
Syllabus: The place of imaging and image processing in graphics, image acquisition and display systems. Problems of image correction and restoration. Mapping—intensity and spatial transformation, motion detection and deblocking. Applications to modern image processing systems in technology and medicine.
Assignment: Practical work, assignments, examination (written paper).

PHY971 Digital Machine Vision Systems
Contact: Two hours per week for one semester.
Prerequisites: R7281 and R7290.
Assignment: Written tests and assignments.

R7281 Computer Science II
Contact: Six hours of classes per week for two semesters.
Prerequisites: PHYS113.
Syllabus: This subject is divided into a number of compulsory and optional units.
Compulsory Units: Microprocessor architecture and programming; four hours per week for one semester. Architecture of the 68000 microcomputer, hardware configurations, assembler programming, interrupt management, algorithm design techniques, Systems software (two hours per week for one semester). Modes of operating computer, job flow, storage and file management, compilers, linkers, loaders, debugging systems. Operating systems (two hours per week for one semester) multiprogramming, memory management, peripheral mechanisms, concurrent processors, diskfiles. Optional units: to complete the subject at least four semester hours (four hours per week for one semester, or two hours in each of two semesters) of optional units must be taken. A list of subjects which may be taken to provide the optional unit is below. Students are strongly advised to take one full course computer science elective subject in addition to this subject.
Optional Units: The following subjects can be used either to fulfill the minor and major subjects (R7281 and 181), or as free standing electives. See the individual subject syllabi for details: Artificial Intelligence (R7282), Programming and Unix (R7291), Computer Graphics (R7291), Compiler Design (R7290), Operating Systems (R7290), Digital Signal Processing (R7290), Introduction to Artificial Intelligence (R7290), Numerical Computing (MAT2131), Real Time Systems Programming (R7310), Robotics (R7310), System Analysis and Design (S7520).
Assignment: Practical work and examinations.

R7282 Artificial Intelligence
Contact: Two hours per week for one semester.
Prerequisites: R7291.
Assignment: Examinations and assignments.

R7283 C Programming and Unix
Contact: Four hours per week for one semester.
Prerequisites: R7291.
Syllabus: Unix operating system, user interface, System programming language, C. Advanced programming techniques in C. Unix device programs, data devices, and device drivers. Experimentation: Compilation, execution and debugging techniques.
Assignment: Examinations and assignments.

R7284 Introduction to Computer Communications
Contact: Two hours per week for one semester.
Prerequisites: R7291.
Assignment: Examinations and assignments.

R7285 Introduction to Instrumentation
Contact: Two hours per week for one semester.
Prerequisites: R7291.
Syllabus: Fundamentals principles for conversion of important physical variables into electrical analog signals. Sensor characteristics and applications. Practical considerations, linearization, signal conditioning, filtering, measurement techniques in noisy environments. Analog to digital conversion technology, interfacing with digital computer for signal processing.
Assignment: Written work and written exam.

R7310 Real Time Systems and Programming
R7315 Computer Graphics
R7325 Robotics
Details for these subjects, under Faculty of Computer Science and Information Technology — Details of Subjects.

R7381 Computer Science III
Contact: Six hours of classes per week for two semesters.
Prerequisites: R7291.
Syllabus: This subject consists of a compulsory project, Software Engineering unit, and a number of optional units. Projects major software project in language studied in the course. If appropriate, some hardware development may be included. Lecturer-determined projects in project definition, planning, scheduling and evaluation. Software Engineering (one hour per week for two semesters). Requirements definition, software specification and design, software tools and programming methodologies, program portability. Testing and debugging, quality assurance. Documentation and maintenance, software management, scheduling and cost estimation. Chief programmer teams, team dynamics. The psychology of managing projects. To complete the subject at least eight semester hours (an average of four semester hours in each of the two semesters) of optional units must be taken. See under R7281 for descriptions of the optional units. Students are strongly advised to take more Computer Science Elective subjects in addition to this subject.
Assignment: Practical work and examinations.

S7290 COBOL Programming
Contact: Four hours per week for one semester.
Prerequisites: R7291.
Syllabus: Commercial computer programming, program design, development, documentation, testing and debugging. The COBOL language: four divisors per week, purpose of each, file, named field definition, prepared elementary elements, processed class condition. Procedural statements, block, common. Programming for change, quality of good programs, coupling and cohesion. Simple file handling, handling multiple record types. Sequential updating. Validation. File processing, sequential, relative and indexed. Array processing. Use of COBOL concepts, subprocessing including parameter passing and mixed language processing. Internal data representation and efficiency considerations.
Assignment: Examinations, assignments and practical work.

SYS200 Systems Analysis and Design
Contact: Four hours per week for one semester.
Prerequisites: R7291.
Syllabus: Overview: The nature of analysis, the systems development life cycle, system development methods, typical information systems. Planning: corporate information systems planning, project management. Information gathering: science and search techniques. System analysis techniques and methods: Entity relationship modeling, function modeling, data flow diagrams, data models. Process control methods (structured analysis), data control methods (information engineering). System design and implementation techniques: dialogue flows, screen design, input design, output presentation, system documentation, user documentation and training, system testing and tuning.
Assignment: Examinations, assignments and practical work.

Fields, C. An Introduction to Information Engineering, Addison-Wesley, 1980.
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General Information
Enrolment, Re-enrolment and Fees Information

New Students

Enrolment Procedure
Form: Student Enrolment Form SR2
Collect from: Faculty staff in enrolment centre.
Return to: Student Administration Office.

Students must enrol on the day specified for enrolment in their letters of offer. A new student is not considered to be enrolled until the following steps have been completed:
1. submission of the appropriate application form (VTAC, Direct Application, Full Fee Application);
2. acceptance of an offer of a place;
3. completion of an enrolment form, payment options form, DEETF questionnaire and submission of these forms to Student Administration Office staff;
4. payment of fees;
5. approval of a student visa where appropriate.

Deferment of an Offer
Students who wish to defer an offer in a course must attend on the specified enrolment day and apply to their Faculty for deferment. Deferment may be granted for one or two semesters only. Please gather all course enrolment documents—check with the Faculty Administration Office to confirm that deferment is available.

Failure to Enrol
A new student who fails to enrol for the semester specified in the letter of offer will be considered to have forfeited the offer of a place.

Identification Cards/Student Numbers
Students are issued with identification cards at the time of their first enrolment. This card is updated annually at the Student Administration Office and allows students to borrow books from the Library, use the Computer Centre facilities and obtain travel and other concessions.

Replacement identification cards cost $5 and are available at the Student Administration Office.

Continuing Students

Re-enrolment
Form: Enrolment Form SR2.
Collect from: Faculty Administration Office.
Return to: Student Administration Office.

Students enrolled in Semester 2 and who will not complete their course in that semester will be mailed notification of re-enrolment dates and times for the following year. A continuing student is not considered to be re-enrolled unless the following steps have been completed:
1. completion of an enrolment form, DEETF questionnaire and payment options form (if the payment option is changed from the previous semester) and submission of these forms to the Student Administration Office;
2. payment of fees.

Late Re-enrolment
A late re-enrolment day will be held for continuing students on Friday, 7 January 1994—continuing students enrolling on this date will be charged a $40 late fee. A second late re-enrolment day will be held on Friday, 1 March 1994—continuing students enrolling on this date will be charged a $40 late fee.

Summer Semester Enrolment
Form: Summer Semester Enrolment Form SR2.
Collect from: Faculty Administration Office.
Return to: Faculty Administration Office.

Summer semester enrolment is available in some Faculties and the teaching period varies between seven and twelve weeks. Students should contact their Faculty Administration Office in July each year to find out about enrolment details.

Enrolment After Leave of Absence/Deferral
Form: Enrolment Form SR2.
Collect from: Student Administration Office.
Return to: Student Administration Office.

Return to: Student Administration Office.

Students returning to study after approved leave of absence or taking up their course after an approved deferment will be notified by mail of the date to enrol and must follow the enrolment/enrolment procedures outlined above.

Failure to Enrol/Re-enrol
Continuing students who fail to enrol/re-enrol on the specified day will be considered to be no longer enrolled and their place at the University will be forfeited.

Penalties for Not Completing Re-enrolment Procedures
Students who do not complete the re-enrolment procedures outlined above may be denied access to the Library and Computer Centre, have their examination results withheld and will not be allowed to graduate until all fees have been paid.

All Students

Confirmation of Enrolment
Form: Confirmation of Enrolment and HECS Liability.
Collect from: Mailed to students.
Return to: Faculty Administration Office.

Students are sent a record of their enrolment and HECS liability twice each semester. The confirmation of enrolment and HECS liability form must be checked and returned to the Faculty Administration Office by the date specified on the form.

Changes to Subject Enrolment
Form: Enrolment Amendment—Scholastic Details SR7.
Collect from: Faculty Administration Office or Faculty Administration Office.
Return to: Faculty Administration Office.

Changes to subject enrolments must be made by 20 March 1994 for students enrolled in Semester 1 and 30 August 1994 for Semester 2. Students with leaves of absence or deferments after seven weeks will have a full grade entered on their records.

Please note that subject changes can only be added during the first two weeks of semester.

Students should also note that in order to avoid incurring a Higher Education Contribution Scheme liability, changes to subject enrolments must be made by 20 March 1994 for Semester 1 and 30 August 1994 for Semester 2 subjects. A HECS liability for Semester 1 will be incurred if students withdraw from a full-year subject after 28 March.

Change of Name/Address
Form: Enrolment Amendment—Personal Details SR7P.
Collect from: Faculty Administration Office.
Return to: Faculty Administration Office.

Students must notify the Student Administration Office immediately of any change of name or address. Current and permanent students must notify the Student Administration Office if they are unable to receive University correspondence and notices. Changes must be accompanied by documentary evidence (eg marriage certificate). The University is not responsible for official communications if a student who has not notified a change of address.

Change of Campus
Students wishing to change their place of study from one campus to another should contact their Faculty Administration Office. If approved, Faculty staff must complete and authorize the change of campus using an SR7S form.

Change of Course
Students wishing to change courses should contact the Student Administration Office for information about procedures.

Termination of Studies
Form: Enrolment Amendment—Scholastic Details SR7S.
Collect from: Faculty Administration Office or Faculty Administration Office.
Return to: Faculty Administration Office.

Enrolment, Re-enrolment & Fees

Fees

Higher Education Contribution Scheme (HECS)
Levied by: Federal Government.
Paid by: All students either through the tax system or by up-front payment.
Frequency: Once per semester as advised by the Student Administration Office.
Amount: To be advised.
Paid at: To be advised.

Postgraduate Course Fee
Levied by: Faculty.
Paid by: Students who opt to pay fees in a postgraduate course.
Frequency: Once per semester as advised by the Faculty Administration Office.
Amount: To be advised.
Paid at: To be advised.

Facilities Development Fee
Levied by: Student Union.
Paid by: All students, whether full-time or part-time, who are enrolling at the University for the first time.
Frequency: Once only, at the time of first enrolment at the University.
Paid at: To be advised.

General Service Fee
Levied by: Student Union.
Paid by: All students.
Frequency: Paid annually.
Amount: $150 (full-time); $50 (part-time); $75 (full-time mid-year entry); $50 (part-time mid-year entry).
Paid at: To be advised.

Non Award subjects
Levied by: University.
Paid by: Students enrolling in non-credit subjects.
Frequency: Each session if enrolling in semester subjects; annually if enrolling in full-year subjects.
Amount: To be advised.
Paid at: To be advised.

Late Fees
Levied by: Student Administration Office.
Paid by: Students who do not pay their fees by the specified re-enrolment date.
Financial Assistance

Austudy

Information about Austudy and application forms can be obtained from Counselling Services or the Student Administration Office. Applications should be submitted by 31 March each year to ensure full payment of benefits.

Student Loans

At the time of printing, the previous Chisholm Student Loan Funds and the Monash University Student Loan Funds were operating separately. The two funds merged on 1 January 1991 and the guidelines printed below may change. Please check with the Student Administration Office for current guidelines.

Refunds of Fees

General Service Fee

Students who accept an offer from another educational institution within the VTAC system are eligible for a full refund of the General Service Fee, provided that the student applies for refund and lodges the application with the Student Union within 14 days of accepting the other offer.

The policy for refunding the General Service Fee is subject to change, and students are advised to contact the Student Administration Office for information about refunds.

Cancellation of Courses

Students enrolled in a course cancelled by the University are eligible for a full refund of the General Service Fee.

Excluded Students

Students excluded for unsatisfactory academic performance are eligible for a full refund of the General Service Fee.

Leave of Absence

Students who apply for leave of absence by the specified date will be eligible for a full refund of the General Service Fee. See the Student Administration Office or the Student Union for further information.

Non Award Study

Fees paid for non-award study are not refundable. Applications for refunds in exceptional circumstances will be considered up to the last date for discontinuing subjects.

Late Fees

Late Fees are non-refundable.

Student Administration Office Services

Fees for services provided by the Student Administration Office are generally non-refundable.

Prizes and Scholarships

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Prizes and Scholarships

Details of prizes and scholarships available to students are listed by Faculty. Unless otherwise indicated, students are nominated by the Faculty for prizes.

University

David Lowe offered to students educated in Victoria for the past five years preceding the award and who are qualified to undertake a degree study in 1991. Payment of fees and a living allowance (means tested). City of Geelong: award based on first year results of students enrolled for the second year of a degree course. $35 (two awards).

City of Melborne: award based on first year results of students enrolled for the second year of a degree course. $100.

David Syne Faculty of Business

School of Accounting

Accounting Alumni: awarded to the top student in ACC268 Corporate Taxation, $200.


Australian Society of CPA: awarded to top students in First Year (Bachelor of Business Accounting) - $500; Second Year (Bachelor of Business Accounting) - $300; Graduating (Bachelor of Business Accounting) - $500 and two years membership, framed certificate and medals for all awardees.

BP Australia: awarded to the top student in ACC365 Advanced Financial Modelling, $200.

Coopers and Lybrand: awarded to the top student in ACC363 Auditing, $400.

Deidre Hutton and Seth: awarded to the top student in ACC3103 Financial Modelling, $300.

Ernst and Young: awarded to the top third year accounting student, $250.

Frank Jones and Associates: awarded to the top student in second year Bachelor of Business (Accounting/Bachelor of Applied Science (Computing)) - $250 awarded to the top student in third year Bachelor of Business (Accounting/Bachelor of Applied Science (Computing)) - $300.

Herbert Boice and Foster: awarded to an outstanding student in the Bachelor of Business (Accounting) course. Book.

General Motors Holden's Automobiles: awarded to the top student in ACC242 Predictive Systems and Accounting, $200.

IBM Australia: awarded to the top student in ACC261 Financial Management, $250.
Student Administration

This section details general information about the Student Administration Office and the rights and responsibilities of students while enrolled at the Cañada and Franciscan campuses of the University. It also details the types of services provided by the Student Administration Office, as well as providing some information about examinations and academic progress. Note: The Student Regulations are not printed in this Manual as they are undergoing review as a result of the merger of Chico State and Mendocino University in 1990. Students should contact the Student Administration Office for information about regulations that are currently applicable.

Responsibilities of Students

It is the responsibility of students to familiarize themselves with the information in this Manual and to take necessary action to ensure they comply with the University's rules, regulations and deadlines concerning enrollments, withdrawals, examinations and related activities. Students should also check the official bulletin regularly throughout the year for information about enrollments, examinations and changes to regulations. Official bulletins are located at the following places:

Cañada Campus
Building A, level 2, adjacent to the Student Administration Office

Franciscan Campus
Building A, level 2

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

Administration Offices

Student Administration Office
The Student Administration Offices are located on Level 1 of the Buena Vista Building on the Cañada campus and on Level 2 of the Administration Building on the Franciscan campus. Students should contact the Student Administration Office if they have any questions about correct administrative procedures to follow, enrollments, examinations, leave of absence, transport concessions etc. liability and academic penalty.

Hours of Operation

Cañada Campus
Monday-Thursday: 10 am - 6 pm
Friday: 10 am - 4 pm
Franklin Campus (Centennial)
Monday-Friday: 8:45 am - 5 pm

Faculty Administration Offices

Quotes about enrollment, examinations and courses may also be directed to the appropriate Faculty Administration Offices. The locations of the offices and their hours of operations are listed opposite.

Equal Opportunity

Mendocino College is committed to equal opportunity for students and staff in accordance with relevant State and Federal legislations. The University upholds the rights of students and staff to be free from discrimination on the grounds of sex, marital status, race, religion, or political belief, sexual preference or age.

For further information and advice about equal opportunity legislation and equal opportunity policy contact: Ann Reiner, Equal Opportunity Officer, 20960 E. Avenue, Cañada Campus, telephone 752-5633.

If you are concerned that you may have been treated unfairly on any of the grounds listed above, you may make an appointment for a confidential discussion with the Equal Opportunity Officer, a counselor at Community Services or the Student Rights Office at the Student Union.

Disadvantaged Students

The University supports Government policies commitments to removing barriers to full participation of disadvantaged groups in higher education, and will recognize appropriate representation of disadvantaged groups in its student population. Educational opportunities may be limited to a number of factors including sex, race, ethnic origin, social or economic circumstances, residence in a rural or isolated area or disability.

Special services and assistance will be made available where possible to people with disabilities to enable them to pursue their studies.

Applicants are encouraged to contact the Administration Office to obtain advice on appropriate procedures for consideration of the grounds of disadvantage. You may also contact the Equal Opportunity Office (752-2080) or Student Community Services (752-2500 Cañada, 784-4223 Franklin).

Please note that applicants are not compelled to identify their disabilities. However, accommodation is recommended if special

revised or services may be required or for consideration in the selection process.

Sexual Harassment

Mendocino College recognizes and will uphold, as students the right of individuals, staff and students alike to be free from sexual harassment while engaged in activities undertaken as part of the individual's employment or enrollment as a student at the University. Consequently, each student and member of staff is required to report the rights of others to be free from sexual harassment while engaged in activities associated with employment or, by reason of sex, are a student of the University.

Definition

Sexual harassment covers a range of verbal or physical behaviour of a sexual nature which is unwelcome, unwanted and non-reciprocated.

The range of this behaviour covers non-verbal acts like hazing, displays of offensive pictures, sexual body language, verbal comments, sexual innuendos, physical contact such as pinching, patting, hugging and breaking against another person's body, intimidation, through to explicit violence such as rape.

It may occur:
1. among peers or counselors, and in subordinate-supervisor, supervisory-subordinate or staff-student-staffification, where a person uses, implicitly or explicitly, coercive sexual behavior to control, influence or affect the career, salary, job, academic prospects or performance of another person over whom they exert actual or perceived authority.
2. in a single incident or a series of incidents.
3. through the creation of a hostile or unwelcoming or intimidating environment.
4. through the creation of a hostile or unwelcoming or intimidating environment.

Sexual harassment does not arise in the context of mutual sexual attraction and flirtation which is based on choice and consent.

If you have any concerns in this area you should arrange for a confidential discussion with a Sexual Harassment Counsellor.

Conclisures are:
Cañada campus: Sarah Ross, Women, Community Services, 752-2500, 784-4223
Franciscan campus: Cath Collin, Community Services, 784-4223, Sue Fennam, Community Services, 784-4223, Elaine Duffy, School of Nursing, 784-4382

Faculty Administration Offices

Campus Location Hours of Operation

Business

Accounting
Cañada
C block, level 4
Mon-Wed 9:00 am - 5:30 pm (teaching weeks)

Busing & Finance
Cañada
C block, level 3
Mon-Wed 9:00 am - 5:00 pm (non-teaching weeks)

Management
Cañada
C block, level 5
Mon-Wed 9:00 am - 5:30 pm (teaching weeks)

Marketing
Franklin
D block, level 3
Mon-Thurs 9:00 am - 5:00 pm (teaching weeks)

StuCo Faculty Office
Cañada
C block, level 3
Mon-Wed 9:00 am - 5:00 pm (non-teaching weeks)

Education
Franklin
A block, level 3
Mon-Fri 8:45 am - 5:00 pm

Engineering
Cañada
B block, level 2
Mon-Fri 8:45 am - 5:00 pm

Professional Studies
Art and Design
Cañada
B block, level 5
Mon-Fri 8:30 am - 5:00 pm

Social & Behavioral Sciences
Cañada
B block, level 2
Mon-Fri 8:45 am - 5:00 pm

Science
Cañada
P block, level 2
Mon-Fri 8:45 am - 5:00 pm

Competing & Info. Tech.
Cañada
P block, level 6
Mon-Fri 8:45 am - 5:00 pm

Engineering
Cañada
B block, level 2
Mon-Fri 8:45 am - 5:00 pm

Nursing
Cañada
B block, room 52A
Mon-Fri 9:00 am - 12:15 pm

Psychology
Franklin
A block, level 4
Mon-Fri 8:45 am - 5:00 pm

Social & Behavioral Sciences
Franklin
A block, level 4
Mon-Fri 8:45 am - 5:00 pm

Science
Cañada
P block, level 2
Mon-Fri 8:45 am - 5:00 pm

8/8
Student Services

Careers and Employment Service

If you are a student at Monash the chances are high that you are fairly educated and trained for a professional career or a job with a happy and interesting job in one or more areas. Monash accepts that it has an obligation to give you the best possible vocational education and to develop your awareness of the resources and range of available positions available to you for making realistic and informed career decisions, and to assist you in meeting these decisions.

Monash has established a strong co-operative careers service which is staffed on both campuses. The major services offered are:

- **Careers Counselling**
  - Personal discussions with a qualified educational counsellor can be arranged on a drop-in or appointment basis between 9 am and 5 pm Monday to Friday. Special arrangements can be made for part-time students unable to attend during normal business hours. Typical career problems currently being handled by the Service include:
    - "What sort of job will be open to me if I choose?"
    - "I'm stuck in a course I'm not enjoying — what else can I do?"
    - "I've decided I don't want to be a... what else is there?"
    - "I'm in a course because it was the only VTAC offer I received. What are my career prospects?"

- **Employment Services**
  - An important function of the Student Employment Services is an active placement service that places part-time students in college from work. This involves making job-seeking skills, arranging contacts with potential employers and encouraging employers to provide suitable work opportunities for Monash students.

- **Services**
  - Textbooks for all courses at the Caulfield and Frankston campuses can be ordered for custom courses from the course planning office.
  - Textbooks can be ordered for any course at the Caulfield and Frankston campuses.
  - Textbooks can be ordered for any course at the Caulfield and Frankston campuses.

- **Counselling Services**
  - The aim of the Counselling Services is to provide a service to students who feel free to confide in and discuss their worries, questions, and concerns. Counsellors are available to assist students with their fears, problems, or with personal or family difficulties, as well as issues arising from the general life stress of study. The service is non-directive in nature, problem solving and short-term support. Students and staff are given information and advice about who is available to them and how to contact those services.

- **Study Skills**
  - Competent students and those experiencing difficulties can be helped to acquire more effective study methods. Learning skills are offered by the Counselling Services to students.

- **Health Service**
  - The Health Service is responsible for health care and education and the organization of medical services for students and staff. Services are available on both campuses.

- **Appeals, Complaints and Grievances**
  - Students who experience problems with the University are encouraged to discuss their problems with the University's grievance officer. The University's grievance officer is available to assist students with their grievances.

- **Small Groups**
  - Small groups of students can be formed with the interest of a particular problem or issue. Each group decides on its own terms and way of working.

- **Part-time Students**
  - As well as the pressures common to all students, part-time students often have additional stresses concerning their careers and families which affect their studies. Our staff are experienced in family and marriage counselling. We encourage part-time students to make an appointment to clarify any of these difficulties in the early years. After hours appointments can be arranged to meet the needs of students and staff on 573-2290. The Caulfield and Frankston offices are open until 6 pm on Tuesdays and Other School days.

- **Childcare**
  - A child care service is available for the children of Monash students and staff and as for parents in the community. Contact details are available from the Child Care Centre.

- **Legal Services**
  - Information and advice on legal matters including tenancy agreements, purchase or sale of property, family and other matters are available from the counsellor on the Caulfield and Frankston campuses.

- **University Community Services**
  - Offers various programs and services to students and staff, including a legal clinic, a counseling service, and other social and cultural activities.

- **Further Information**
  - Further information about any of the services listed above can be obtained from the University Community Services Office.
Facilities for connection to central computing equipment are available via:

1. Computer center terminal rooms, B1.04, B1.05, B1.06, B1.12, B2.01, B3.03, B3.04.
2. Computer center terminal rooms A1.00, A1.01, A1.02, A1.03.

In the conditions of use of the Computer Center facilities the following definitions apply:

1. Definitions

1.1 University means Monash.
1.2 User means any user of the computing facilities.
1.3 Internal Work means work performed by users in support of the administration of the University, which is not work in the computing facilities for pay. Any person using the teaching or study of accredited courses shall be regarded as an external user and the provisions of section 3 shall apply to that person.
1.4 External Work means work other than Internal Work.
1.5 Computer Centre means the Computer Centre or nominee.

2. General Conditions of Use for Internal and External Work

2.1 In an dispute as to whether work carried out on the computing facilities is internal or external work, the decision of the User shall be final.
2.2 The user shall prevent unauthorized access to his computer accounts by ensuring that his password is not divulged to unauthorized persons.
2.3 The user shall not permit unauthorized access to his work in the computer system.
2.4 The user shall restrict the physical security of the computer system such that unauthorized access is not permitted.
2.5 The user is responsible for ensuring that the user is not permitted access to any confidential information.
2.6 The University will be under no liability to reissue an error in error which has resulted from an error of judgment on the part of the user, or if his user account is not maintained by the Computer Centre personnel.

3. Conditions Relating to External Use

3.1 External work shall include all work which is not included in the above definitions and which is not performed in connection with any research conducted in any department of the University, or work which is performed in connection with any research conducted in any department of the University.
3.2 The University reserves the right to require any user to make any additional systems or operating procedures and to refund any work which is performed in connection with the computer facilities of the University.
3.3 The University will provide to any user all software which may be required.
3.4 The University will be under no liability to reissue an error in error which has resulted from an error of judgment on the part of the user, or if his user account is not maintained by the Computer Centre personnel.

4.0 Contracts

4.1 Notice of this regulation shall be provided by the University to any user in connection with any software which may be required by the University or any user of its software, and shall be in connection with any software which may be required by the University or any user of its software.
4.2 The user shall provide such services as required by the University and the user shall provide such services as required by the University.
4.3 The University will be under no liability to reissue an error in error which has resulted from an error of judgment on the part of the user, or if his user account is not maintained by the Computer Centre personnel.

5. Computer Center

5.1 Any loss or damage arising from a user's use of the Computer Center facilities shall be the responsibility of the user.
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5.3 Any loss or damage arising from a user's use of the Computer Center facilities shall be the responsibility of the user.
The Teaching Services Unit (TSU) is located on level 2 of the Memorial Library, Rooms 218, 219, 220, 221, and 222. It is staffed by both Callendar and Frankfort and aims to advise members of staff on issues related to teaching and research with their implementation, including the application of educational media and computer technology. TSU services are directed mainly to members of staff, but some facilities are available for use by students. As part of this service, a range of publications dealing with aspects of teaching and learning is available. Material designed to assist students to improve their study skills and exam performance have been developed. The Director of TSU for the University is Mr. John Julian, extension 2370.

Media Service Section

The Media Service Section of the TSU is responsible for the provision of audio-visual services and the production of educational media and public information on both campuses. They also support the academic teaching and research programs of the University. Contact: Byrn Nicholas, Manager, extension 2204.

It is involved in the planning design, development, production and evaluation of educational software in various media and in the production of support script presentation and production evaluation and evaluation.

The Service Section also provides equipment and technical support for lectures, seminars, conferences and short courses. Among the media services provided is the printing of programs, sound recordings, production of support script presentation and production of educational materials.

Library

The Callendar/Frankfort Branch Library is part of the Memorial Library on the Callendar campus. There are libraries on both campuses. They provide a wide range of services catering for the staff and students who are located on both campuses. If you need assistance, you may also use the library at the Callendar campus. Details of the services available from the Callendar campus may be obtained from the Callendar/ Frankfort Branch Library. The following information relates to the Callendar/ Frankfort Branch Library only.

Location

The Library on the Callendar campus is located on levels 2 and 3 of building A. The library on the Frankfort campus is located on levels 3 and 4 of building A. Entry to both libraries is on level 3.

Resources

The collection of the Callendar/ Frankfort Branch Library consists of 25,000 monograph volumes and 60,000 serial volumes. These resources are divided into five main sections:

1. Reference collection, which includes dictionaries, encyclopedias, handbooks, atlases, periodicals, etc.
2. Periodical collection, which includes journals, magazines, and pamphlets.
3. Main collection, which consists of books for general reading at the call numbers: (a) under the call numbers, section, and subtopics, etc.
4. Reserve collection, which consists of high-use journal articles and books on course reading lists for use in the library only.
5. Circulation section, which includes high-use journal articles and books, and which, unlike the reserve collection, are available for loan to students.

The Library at Frankfort also has a Teaching Materials Collection. This main collection contains some non-book materials such as audio and video cassettes, slides, computer software, etc. There is a space to accommodate work for processing and the use of library-owned computers. Books available at the Callendar and Frankfort Libraries are listed in the Library's main catalog.

Services

All library staff are trained to help you find the information and materials you need for your studies. As well as library information, librarians are specialists in providing people with information and helping users to become skilled in retrieving information for themselves.

The Enquiries Desk at Callendar Campus Library handles loans of audio-visual equipment, bookings for films, seminar room and discussion rooms and help users with microfilm and microfiche equipment. Similar functions are performed from the Circulation Desk at the Callendar Campus Library. Information and Reference Resources are available for the Branch Libraries and are associated with specific facilities and are located on the main campus of the University and other libraries.

The Frankfort campus contains a number of sections at the Callendar Campus Library. Information and Reference Resources are available to library users on the main campus of the University and other libraries.

Loan Rules

All Loans Must Be Registered

1. They register the loan at the circulation counter.
2. They make entries in listing an authorized officer and the library is registered.
3. Identity Card Must Be Produced to Borrow Library Materials

A student or member of staff must not borrow any library materials from the Library unless he/she has produced his/her identity card for noting by an authorized officer.

Owner of Identity Card Responsible for All Items Borrowed

The owner of the identity card is responsible for all items borrowed by means of that card. In the case of loss of an identity card, the owner is responsible for informing the Library of the loss and for returning the card to the Library. Any person using an identity card for which the holder is responsible is liable for any damage to materials or equipment caused by that person.

Reference/Catalogue and Other Special Collections

For Loan

Books or periodicals held in the Reference Collection and other special collections must not be taken out from the Library with the authorization of the person in charge of the relevant collection.

Books on Overnight Loan

Overnight borrowing is based on use of existing overnight loans as follows. Each night a book or book not returned to the library by the following day after 12:00 a.m. may be returned to the library on the following day after 12:00 a.m. but only if the required book is available.

Loan Period for Non-Borrowing Students

The loan period for non-borrowing students will be extended by the library in a notice displayed at the circulation counter.

Penalties for Late Return of Library Materials

Penalties for late return of library materials may be imposed for the late return of library materials.

Reserve Collection

A Reserve collection may be made in the Reserve Collections in the Library only for such maximum period as stated by the Reserve Desk.

Borrowing

A person who is not a member of the Library must not take a book out from the Library.

Identity Card

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Penalties for late return of library materials may be imposed for the late return of library materials.

Reserve Collection

A Reserve collection may be made in the Reserve Collections in the Library only for such maximum period as stated by the Reserve Desk.

Borrowing

A person who is not a member of the Library must not take a book out from the Library.

Identity Card

A person who is not a member of the Library must not take a book out from the Library.

Reference/Catalogue and Other Special Collections

For Loan

Books or periodicals held in the Reference Collection and other special collections must not be taken out from the Library with the authorization of the person in charge of the relevant collection.

Books on Overnight Loan

Overnight borrowing is based on use of existing overnight loans as follows. Each night a book or book not returned to the library by the following day after 12:00 a.m. may be returned to the library on the following day after 12:00 a.m. but only if the required book is available.

Loan Period for Non-Borrowing Students

The loan period for non-borrowing students will be extended by the library in a notice displayed at the circulation counter.

Penalties for Late Return of Library Materials

Penalties for late return of library materials may be imposed for the late return of library materials.

Reserve Collection

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Books on Overnight Loan

Overnight borrowing is based on use of existing overnight loans as follows. Each night a book or book not returned to the library by the following day after 12:00 a.m. may be returned to the library on the following day after 12:00 a.m. but only if the required book is available.
Prohibition Against Smoking, Drinking or Eating in the Library

No person is to:
1. Smoke in any part of the Library; or
2. Eat or drink in any part of the Library.

Contraventions

Penalties for the late return of library materials may include loss of borrowing privileges and/or a late fee (see below).

When a borrower fails to return an item taken on loan from the Library, within the period nominated by the Library, such period to include the standard loan period together with a period of at least six weeks during which the item is overdue, then the borrower will be liable to pay a fine representing the full replacement cost of the item together with a fee for the cost of materials used to replace the item in the Library.

Persons whose actions in the Library or with respect to library materials amount to misconduct, including damage to library materials or the unauthorised removal of library materials may incur the penalties laid down previously:
1. Appearance before a Discipline Committee
2. Loss of borrowing privileges; or
3. Exclusion from the Library.

No person shall be entitled to receive a transcript or to be granted any diploma or other award of the University while any monies, whether by way of fines or payment for lost or damaged materials, are still outstanding.

External borrowers: failure to return library materials by due date will incur the same charges and penalties as for Monash University users. Failure to pay due charges will incur cancellation of borrowing privileges.

Monash University Student Union Inc.

All Caulfield and Frankston students are automatically members of the Monash University Student Union through payment of their General Service Fee upon enrolment.

The Student Union consists of four bodies: the Union Board, the Student Association, the Activities Committee and the Sports and Recreation Committee. These four bodies are elected annually and are the representative bodies for students. The Student Union communicates with students through the student newspaper, the Naked Wasp.

The Student Union provides a number of services and facilities to students. Those available on only the Caulfield or Frankston campus are marked (C) or (F) accordingly; the remainder are available on both campuses: a dental service; student lounge; discount travel; the Naked Wasp student newspaper; information on political, community and welfare issues; CITSU Bookshop including second-hand book exchange; a photocopy service, five cents per copy; information on the National Union of Students; noticeboards; student diaries; Student Union Coffee Shop (C); Child Care Worker; accommodation service; part-time employment service; financial advice; student lounges, meeting rooms; Union nights and other activities; a range of clubs and societies; binding facilities for assignments and essays; professional staff to advise, counsel and advocate for students; a fully equipped gymnasium (C); sporting events and facilities; Student Travel Office (C); Orientation; BBQ facilities; Equipment lending; pool table (F); table-tennis tables; Part-time and Mature Age Students Lounge (F); Women’s Room (C).

One of the most important functions of the Student Union is to represent students on various academic and administrative boards and committees of the University as well as in the wider community. The Student Union always welcomes the involvement of students.

Enquiries can be made at the Student Union offices on either campus. Telephone 571 1066 (Caulfield) and 783 4555 (Frankston).
### Chapter Numbers

2  David Syre Faculty of Business
3  Faculty of Engineering and Information Technology
4  Faculty of Education
5  Faculty of Health Sciences
6  Faculty of Professional Studies
7  School of Social and Developmental Sciences
8  School of Science

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Tanner was already a practising engineer when he took up painting at the age of 30. As a structural and consulting engineer he oversaw some of the most important and innovative building developments in the country, most notably Melbourne's Sidney Myer Music Bowl. A man with many diverse interests, Tanner, after having completed courses in Carpentry and correspondence courses in Mathematics and Engineering, enrolled in 1951 for a Diploma of Art at Hobart Technical College. He began to exhibit paintings as early as 1953. His love of literature and music prompted him to pursue an academic career in 1954 attending the University of Tasmania where he majored in English and Philosophy.

*Philosopher King*, 1954 is a product of that time, being a satirical view of Professor S.T. Orr whose philosophy lectures Tanner attended. Tanner first became known for his painting *The Public Servant*, 1953 which like *Philosopher King* casts a sceptical eye on the world of bureaucracy and institutions which he distrusted. The Monash University Collection has three works by Edwin Tanner which span his iconographic development.