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Equal Opportunity is University College Policy

The Advisory Council of the University College has responded to growing community awareness in the area of equal opportunity issues, by accepting that equal education and employment aims should be explicit in University College policy. By so doing, the University College acknowledges its responsibility to ensure that discrimination on the basis of colour, race, national origin, marital status, gender or disability, does not reside in its policies or procedures. The University College declares its readiness to comply with State and Federal legislation in the area of equal opportunity and affirmative action.

The University College will take a leadership role in promoting equality of opportunity.

The commitment of staff and students is important to the successful development of equal opportunity, and the Advisory Council and the Chief Executive Officer encourage all staff and students to support this initiative.

Steps are being taken to assist students with disabilities which may affect their studies including accommodation, study aids, and alternative examination formats.

Any student or applicant seeking further information should contact:

The Equal Opportunity Officer
Monash University College Gippsland
Switchback Road
CHURCHILL 3842

Freedom of Information Act

The Freedom of Information Act (FOI Act) is the law that gives you the right to see or obtain copies of documents of public authorities including tertiary institutions. Please note some documents are exempted from the provisions of the legislation by the Act.

FOI enquiries to be directed to:

The FOI Manager
Monash University College Gippsland
Switchback Road
CHURCHILL 3842
INTRODUCTION


The Monash University College Gippsland offers a range of associate diploma, diploma, degree, graduate certificate, graduate diploma and masters courses. Graduates and diplomates receive Monash University awards.

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

The Monash Gippsland Distance Education Centre is one of eight national distance education centres serving Australian and international students. The administrative centre is based at the University College, and the courses offered also include courses offered from the Clayton and Caulfield campuses of the University.

The Monash University College Gippsland comprises seven Schools which plan to offer in 1991 courses leading to the following awards:

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

School of Health Sciences
Diploma of Applied Science (Nursing)
Bachelor of Applied Science (Nursing)
Graduate Diploma of Health Science (Gerontics or Community Health)

School of Social Sciences
Associate Diploma of Arts (Koorie Studies)
Associate Diploma of Arts (Welfare Studies)
Bachelor of Arts
Graduate Diploma of Social Science (Counselling Psychology)
Graduate Diploma of Arts (Social Science)*
Graduate Certificate of Arts (Social Science)*
Master of Arts

School of Visual Arts
Bachelor of Arts (Visual Arts)
Graduate Diploma of Arts (Visual Arts)
Master of Arts (Visual Arts)

The Monash University College Gippsland also offers the award of:

Diploma of Tertiary Studies

* Subject to Accreditation.

** Offered in cooperation with Ballarat University College.
MEMBERS OF THE MONASH UNIVERSITY COLLEGE
GIPPSLAND ADVISORY COUNCIL

As at July 1990

Chief Executive Officer (Ex Officio)

KENNEDY, T., BSc, PhD, DipEd, CChem, FRIC, AFAIM, ARACI, MAIMM, MIEA, MITEA, MACE

Vice-Chancellor (or nominee) (Ex Officio)

PRITCHARD, A.L., BSc, DipEd(Melb), BEd(Qld)

Nominee of University Council

WILLIAMS, C.R., BCL(Oxon), BJuris, LLB(Hons)

Elected by the Academic Staff of the University College

ARKINSTALL, J.R., BSc, PhD
WALKER, P.J., BE(Melb), MEngSc(Melb), GradDipMunEng(WIAE), LGE(Vic), MIEAust, MITE(USA)

Elected by the General Staff of the University College

WARD, H.
MARTIN, J., BA(Syd), MLib(Monash), ALAA

Elected by the Internal Students of the University College

JOHNSON, L.

Elected by the Distance Education Students of the University College

PIZZI, R.

Chair - Academic Board of the University College

DUNSTAN, B.T., MSc, DipAppChem, TTTC, FRACI, FAIE

Co-opted Members

FERGUSON, S.M., MBE
HATSELL, C.L., DipCE, DipTCP, FIE(Aust), MASCE, AffRAPI (Chairperson)
HUTCHINSON, J.C., DipMechEng
MARSHALL, S.
McGOLDRICK, P.
MoLEOD, G.A., BComm
MEIERS, M., BA, DipEd, BEd, MED
SHANAHAN, P.K., AssDipBusStud(Local Govnt)
SHORE, D.J., BE, MEng, MIE(Aust)
Vacancy
SELECTED MONASH UNIVERSITY COLLEGE GIPPSLAND STAFF

As at August 1990

OFFICERS OF THE UNIVERSITY COLLEGE

Chief Executive Officer
KENNEDY, T., BSc, PhD, DipEd, CChem, FRIC, AFAIM, ARACI, MAIMM, MIEA, MITEA, MACE

Dean, Academic Affairs
DUNSTAN, B.T., DipAppChem(ASMB), MSc(Monash), TTTC, FRACI, FAIE

Director, Administration
JOYCE, G.M.W., BSc, DipEd(Melb), MEdSt

Director, Resources
KLOSE, R., AASA(Senior)

Chief Librarian
YOCKLUNN, J., KCVO, BA, MA, ALA, ALAA

Head, Distance Education Resources Centre
EVANS, J.L., BA, MEd, TPTC

Registrar
BREMNER, B.G.

Computer Manager
McINNES, B., BSc, MSc, PhD, GradDipCompStudies

Business Manager
Appointment Pending

Services Manager
KREITLOW, D.F., FAIPE, AAIM

Personnel Manager
BENNETTS, R.J., OCM, BEd, DipTeach, DipPA, MANZIES, AMIPM, MAITEA

Community Services Officer
HOMES, M.N., BA, TPTC

ACADEMIC STAFF

SCHOOL OF APPLIED SCIENCE

Head
DUNSTAN, B.T., DipAppChem(ASMB), MSc(Monash), TTTC, FRACI, FAIE

Principal Lecturers
HARRIS, J.A., BSc, MSc, DipEd(Melb), MRACI, MAIE
HOOPER, M.A., BSc, PhD(Qld), DipTertEd(NE), MRACI
RAYMENT, P.R., MSc, PhD(Melb), FSS

Senior Lecturers
ARKINSTALL, J.R., BSc, PhD(Adel)
BIGNALL, R.J., BSc(Hons), PhD(Flinders), GradDipFurtherEd, DipCompSc(Adel)
CARR, A.R., BSc(Hons), PhD(Melb), MAIP
HIGGINS, P.J., BSc, MSc, DipEd(Melb), MAIP, MISES, MAXAA, MAIE
HODGES, R.J., BSc(Ncle,NSW), PhD(NSW), FRACI, MAIE
McALLAN, C.G., DipAppChem, DipEd, MSc(Mon), MRACI, MAIE
MAKIN, L.K., BSc, DipEd(Monash), MSc(Essex), MSc(Oxon), MACS, MACM
NATH, G.B., MA(Panj), PhD(Qld), GradDipBusSus(Mon), MIASC, MASOR, MACS, MTIMS, MAPICS
PANTER, C., MSc(Agr)(Alberta), BSc(Agr)(Alberta), BA(Hons)(Alberta), MAIE
TOWNS, A.P., BAgrSc, PhD(Melb), MRACI

Lecturers
BENYAH, F., A TeachCert, BA(Hon), DipEd(Cape Coast), MSc(Ile)
EDIRISINGHE, K.N., BSc(Eng)(Moratuwa), MEng(AsianInstTech), MIEAust
EGUDO, R.R., BSc(Dar-es-Salaam), MSc(Lond)
FREEMAN, P., BSc(Hons)(Monash), MSc(Melb)
HARRIS, K.J.G., BA, MA(Cambridge)
HEWSON, J., DipElecEng(Yallourn), Dip.Mathematics(RMIT)
LAU, C.F., BSc, DipEd(Univ of Malaysia), MSc(Or Geo), MSc(Lond)
LYALL, R., FRMIT, CertBusStud, MAppSc(GIAE), MRACI
MAYES, R.E., BSc(Hons)(Qld), PhD(Qld), DipEd(Qld)
McENIERY, B.T., BAppSc(GIAE), HTCElect(RMIT), IREEA
MOSSE, J.A., BSc(Hons)(Melb), BEd(Monash)
MOSS, P.R.L., BSc, PhD(Melb)
NATH, H.B., MA(Panj), MSc(Qld), FSS
PATTI, A.T., BSc, PhD(Melb), GradDipEd, MRACI
RICHARDS, D.K., BSc(Melb), MSc(Melb)
ROSEN, J., BAppSc(BACAE)
SMITH, L., DipAppChem(SCT), TTTC, BEd, GradDipComp(Deakin), MACS
THOMSON, D., BSc(Monash)
Senior Tutors

KIRSTINE, W., BSc(Hons)(McMaster), HSSC
MARKIEWICZ, A., MSc(Wroclaw), PhD(Monash), GAIP
STEEL, R.P., BSc, BEd(Melb), MEd(Melb)

Administrative Officers

Assistant to Head of School
INGER, M.

Student Support

WILLIAMS, A.S., TSTC, BAppSc(GIAE)

SCHOOL OF BUSINESS

Head

THORNE, E.L., BSc(Aston), BSc(Hons)(Lond), MA(Warwick), AIMM, MPIMA, FICM

Senior Tutors

AXTON, C.F., BBSc(LaT), GradDipAud(Melb)
FULTON, J.B., BSc(Monash), GradDipFin&MngtControl(Southampton), TPTC, CPA, AIMM
HUN, L.J., BBus(FIT), CPA
MOORE, A.L., BA, DipEd(Syd), LLB(Melb), GradDipDistEd(SACAE)
PULLIN, L.J., BA(Ealing), GradDipIndRel(Wollongong), AIMM, MPIMA
VENTURINI, V.G., BA, Blitt, DipSocSc, SJF(Ferrara), LLM(Northwestern)
VERTIGAN, M.J., BCom(Tas), ASA

Lecturers

COONEY, J.H., BA, BEd(NE), MCom(Deakin), CPA
HARTSHORN, R.J., BBus(GIAE), MEC(NE), FCPA
HOEFER, P.D., BBus(RMIT), DipEd(Melb), ASA
HORSFIELD, L., BCom(Melb), ACA
MATHALY, S., BSc(Hons)(U.Tenn), MBA(PSU)
RICHARDSON, S.A., BA, GradDipEd(GIAE) MLLit(NE)
SHARP, K.J., BCom(Melb), TSTC, CPA
TUCKER, M., BBus(CIT), GradDipMgt(Swinburne), AIMM
YAMIN, S., BTech(Hon)(Brunel), MBA(Newcastle), DipEd(SydCAE), MIPMA, MTD(Aust), AIMM, MIMCA, AMIBF(UK), MAIFA, MAM(US)
YU, T.F.L., BA(Union), MS(Iowa), MPhil(UK), CertEd(HKP)

Senior Tutors

DOUGHERY, J., BBus(GIAE)
HALABI, A., BBus(Bend), GradDipEd(MCAF)
RANASINGHE, D., LLB(Lond), LLM(Vic)

Tutors

CABRERA, M.R., BBus(GIAE)
DE BRUYN, E., BA(GIAE)

School Secretary

WARD, H.

Administrative Officer (Student Affairs)
EERENS, I., DipT(Eindhoven), BA(Monash)

Administrative Officer (Tourism Project)
VAN DER STEEN, J.

Administrative Officer (Projects Co-ordinator)
WARREN, C.

SCHOOL OF EDUCATION

Head

CARRNS, L.G., PhD(Sydney), BCom(Ind(UNSW)), TCert(NSW), MEd(Hons)(Sydney), MEd(Arizona)

Senior Lecturers

DETTRICK, G.W., BA, BEd(Qld), MS, PhD(Iowa), TPTC
HARVEY, D.H.P., BA(Cant), MA(Well), PhD(Monash), DipT(NZ), MAPeS
STEAD, K.E., BA, BSc(Hons), MSc(Well), DipEd(Massey), DipT, DPhil(Waikato), MNZPS
TAYLOR, A.I., BA(Hons)(Exe), MEd(Bristol), PhD(Camb), PGCertEd(Birm), AcDipEd(Lond)

Lecturers

BOX, A.L., BEd(SCV), TPTC
COPE, A.J., GDOS(Chisholm), BEd(PE)(SCV), DipT(BTC)
EDWARDS, J.C.P., BA(Hons), PGCE(Lond), MA(Hons)(Melb), MACE
GOUGH, J.H., BSc(Hons), MSc, PhD(Qld), MEd(UNE), DipEd(UNE), ARACI
PASCOE, E.M., BA(Massey), BEd, MEdSt(Monash), DipT(NZ), TPTC, MACE
PEARSON, H.J., BA(Hons), BEd(Monash), MEd(Melb), MEd(Stirling), TPTC
PHILLIPS, J.L., BA(Monash), MEd(Melb), TPTC, TTL, ALIA
POOL, M., DipT(Phillip), BEd(GIAE)
RICHARDSON, J., BA(Melb), DipEd(SCV), GradDipLang(SCV), MEdSt(Monash)
RICHARDSON, P.W., BA(Hons), DipEd(Ncle,NSW), MA(Hons)(Syd)
ROSEWARNE, J.A., DipT(SCV), DipFineArts, GradDipFineArts, MEd(Lat)
SINGH, H., BSc, GCEd(SPac), MLib(Monash), DipLib(Lond), ALA, ALIA, MACE
SOUTHCOTT, J.E., BMus(Hons), DipEd(Adel), MA(Lond)
YEE, H.M., BA(ChengKung,Taiwan), DipLib(NSW), DipEd(Syd), BEdSt(Ncle,NSW), MEdSt(Monash)
McADAM, H.E., BSW(Melb)
MENZIES, E.M., MA, DipEd(Edinburgh)
MUNRO, L.P., BA(Qld), LittB(ANU), MA(ANU)
RAHMAN, A.K.A., MA(Rajsh&McG), PhD(McG), MAPsS, MBPA
ROBINSON, A.M., BA(Monash)
SCHMITT, D.J., BAppSc(RMIT), BA(with Dist)(GIAE), AAIMLS
WILSON, K.P., MA(Cant), DipEd(Massey), DipT(Christchurch), PhD(LaT)

Senior Tutors

PEASE, L., BA(GIAE), COSW(Bucks), CertEd(Lond)
WELLER, C., BA(GIAE)

Tutors

BERTACCHINI, D., BA,
GradDipArts(CounsPsych)(GIAE)
BONNEY, E., ADAS(GIAE)
DENT, L., ADAS(GIAE)
FRAUDER, V.E., BA(GIAE)

Community Liaison Officer - Koorie Studies
MORRISON, P.

Preparatory Programme Co-ordinator - Koorie Studies
LUKIES, N., ADAS(GIAE)

Executive Officer, Centre for Gippsland Studies
FLETCHER, M., BA, DipEd(Melb), MA(Monash)

Administrative Officer, (Academic)
HIND, H.M., ADWS(GIAE)

Administrative Officer (Welfare Studies/Aboriginal Studies)
ABRAHAM, B.

SCHOOL OF VISUAL ARTS

Head
CREIGHTON, N.A., FRMIT, BEd(LaT), TSTC

Senior Lecturers
BENSLEY, K.E., MA(Auck), MACE
HENG, E.L., BA(Dundee)
POTTS, H.T., FRMIT, TACTCP, SATC, TPTC

Lecturers
ADAMS, J., DipArt&Design(FA)(CIT), DipEd(SCVH), GradDip(GIAE)
COVENTRY, C.L., MFA(Tas)
GREEN, K.L., BA(Tas), MA(NewMexico), TTC
MODESTI, A., BA(Hons)(Monash),
MA(Hons)(Melbourne)
MURRAY-WHITE, C., DipArt(PIT), TTTC
PURDY, S., BEd(Rusden)
RYE, O.S., BSc, PhD(NSW)
SUGGETT, C.A., DipFineArt(RMIT), TTTC
WOLLMERING, D.P., BA(SJJohns), MA(RMIT)

Bairnsdale Campus
BREHENVY, K., DipArt, TTSC
LARKINS, C., DipArt&Design, DipEd

Wodonga/Albury Campus
BALDING, B., BFA(Painting), DipEd
GRIGGS, M.J., BA(FineArt), DipEd

SELECTED STUDENT SUPPORT SERVICES STAFF

Academic Registry
Academic Registry - Bruce Bremner
Student Administration - Kaye Saunders,
DipT(Primary)(SCV)
Steven Barling, BAppSc(BACAE)

Amenities
Amenities Manager - Andrew Winter,
DipHotel&CatOps(WACFS), House of Seppelt Awd.

Computer Centre
Computer Operator - Ruth Rickell

Educational Development and Research
Head - Michael Parer, EdD(Indiana), MSc(Indiana),
MTh(Corpus Christi), BA(Corpus Christi)

Distance Education Resources Centre
Head - John Evans, BA, MEd(Melb), TPTC
Manager Operations - Elizabeth Veno, BA(UniQld)
Liaison Officers - Paul Barrance, BA(GIAE), Helen Fletcher, BA(GIAE)

Student Union
Executive Officer - Anthony Benn

Library
Deputy Librarian - Janet Martin, BA(Syd),
MLib(Monash), ALAA
Users Services Librarian - Marie Therese Van Dyk,
BA(Hons)(NcleNSW), ALAA
Distance Education Librarian - Malcolm Home,
DipArts(Bendigo), GradDipLib(Ballarat), BA(GIAE)

Student Counselling
Student Counsellors - Moira Egan, BA(Melb),
DipEd(MSC), GradDipCounsPsy(GIAE);
Lyn Baskin, ADWS, BA(GIAE)
ADMISSION, FEES, ENROLMENT

ADMISSION REQUIREMENTS

The general entrance requirements for admission are stated in section 2.2 Admission (General) of the University College Regulations which are printed in this Handbook.

Course Admission Requirements

Most courses at this University College have specific admission requirements (prerequisites). These specific requirements are stated in section 2.3 Admission (Course Requirements) of the University College Regulations which are printed in this Handbook.

Special Admission

The University College operates a Special Entry Scheme for prospective students who do not meet the requirements for normal admission to a course due to some disadvantage in their past educational opportunities. Applicants for full-time study under this scheme must, in addition to lodging an application with the Victorian Tertiary Admissions Centre (VTAC), complete a form available from the University College's Registrar. The Scheme is normally only available to school leavers. Applicants who have attained the age of 21 years may apply for admission under mature age entry provisions.

Such applicants may be required to attend the University College for interview at an appropriate time.

A quota applies to Special Entry and applications received by the preferred date of 10 December 1990 will receive priority. However, late applications may be considered if places remain.

ADMISSION PROCEDURES

Applicants are advised that lodgement of an application does not indicate automatic acceptance. Quotas operate on courses and some individual units, and it will only be possible to consider late applications if quota places remain. Applicants with overseas qualifications are advised to contact the Council on Overseas Professional Qualifications (COPQ), P.O. Box 25, Belconnen, ACT 2616, before lodging an application.

Full-time Students - Undergraduate Courses

All prospective new students seeking entrance to any degree, diploma or associate diploma course for full-time internal studies at this University College - other than the Associate Diploma of Arts (Aboriginal Studies) - must apply through the Victorian Tertiary Admissions Centre (VTAC). The only exceptions are students transferring, or applying for entry with advanced standing or credit for previous study. These applicants may apply direct to Monash University College Gippsland but may subsequently be advised to apply through VTAC.

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

Prospective new students who are not in their final year of secondary schooling in the year preceding the intended year of tertiary study should obtain a copy of the VTAC Guide to Courses in Colleges and Universities from the Executive Officer of VTAC, 40 Park Street, South Melbourne, Victoria, 3205.

A late application fee will be charged by VTAC for applications lodged after the set closing date in September 1990.

Full-time Students - Graduate Diploma of Education

All applicants wishing to undertake the Graduate Diploma of Education (Secondary) course on a full-time internal basis must apply through VTAC in accordance with the special scheme operated by VTAC for the co-ordination of entry to "Diploma of Education" courses throughout Victoria.

Application forms are available from the Executive Officer of VTAC. A late fee is payable to VTAC for applications lodged after the set closing date in October 1990.

Part-time and Distance Education Students

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

Applications should be lodged by 19 October 1990. Quota restrictions could apply to some courses and units, and it may not be possible to consider applications received after that date.

Complementary Studies Students

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

Single Subject (Non-Award Studies) Students

Applications for Single Subject enrolment must be made on the appropriate admission form available on request from the Registrar. Successful applicants will not occupy a government funded course place. Applications may be made up until the commencement of the academic year (although early applications are less likely to be affected by unit sub-quotas).
Single Subject admission is not intended for applicants wishing to enrol in an award course. This option is mainly exercised by applicants who wish to take advanced studies for the purpose of upgrading their existing qualifications for recognition by a professional body. In some cases, however, students may wish to apply to undertake a unit which is surplus to meeting the requirements of the course in which they are already enrolled.

Returning Students

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

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

FEES

Higher Education Contribution Scheme (HECS)

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

Contributions will not be required from:

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

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

Students may elect to pay "up-front" or via a deferred payment option which allows payment of part, or all of the contribution for a semester, to be deferred until their taxable income meets a minimum threshold level - $23,583 for 1990. The "up-front" payment option requires payment of 85% of the contribution only, with the balance to be paid by the Commonwealth.

More detailed information may be obtained from the Academic Registry.

Student Fees - Guide

For 1990 the course contribution was set by the Government at $1,882.00 for a standard full-time study load for a year. Proportional amounts applied to lesser study loads. As an example, distance education students who enrolled for the normal half load of 2.00 units per semester incurred a liability of $470.00 per semester (or $399.50 if the "up-front" option was used); minor variations applied to some courses. Indexation of the course contribution and taxable income threshold will occur for 1991.

In 1990 the total student fees were:

- Full-time: liability for payment of HECS contribution of $1,882 plus $100 Union Fee
- Part-time: proportion of HECS contribution plus $50 Union Fee
- Distance Education: Virtually all distance education students will be part-time
- Complementary Studies: Proportion of HECS contribution plus Union Fee (if not paid at home institution for the year).

Some increases in fees may be anticipated for 1991.

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

Single Subject Fees - Guide

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

Payment of Fees

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

Special Assistance Program

Limited loan grant funds are available for students who can demonstrate considerable financial hardship. Enquiries should be directed to the Student Counsellor.
ENROLMENT

Enrolment Procedures

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

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

Deferred Entry

Any applicant who has been offered a place in a course and does not wish to take up an offer is eligible to apply for a deferment. Application for deferment must be made as a written request to the Registrar, for consideration by the Head of School, and must be supported by a clear statement of the reason for seeking deferral together with any supporting evidence. Approval of deferments is not automatic and may only be granted in exceptional circumstances for some courses.

Deferment will not normally be approved for more than two successive semesters and only for entry to the particular course for which the original offer was approved. Applicants who have been granted deferment will be informed in writing by the Registrar and enrolment material will be forwarded in September.

Credits and/or Exemptions

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

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

Re-enrolment

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

Applications for re-enrolment are required to be lodged with the Registrar no later than 15 January 1991. Quota restrictions mean that continuing students' places at the University College cannot be guaranteed after the priority closing date of 15 January 1991. For some courses quota places remaining after the closing date will be immediately re-allocated for offer to new students. A late fee may be applied to applications received after the priority date.

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

Student Identification

All students are issued with an Identity Card and a Certification of Enrolment slip on enrolment. Continuing students retain their Identity Cards and upon re-enrolment are issued with only a Certification of Enrolment slip to accompany the Identity Card.

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

Confirmation of Enrolment

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

Amendment of Enrolment Details

Name and Address Details

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

Unit Details

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

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

Approval of an application for withdrawal without penalty from a unit is at the discretion of the Head of School responsible for the course.
However, as a guide, the following criteria and procedures are normally applied:

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

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

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

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

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

Course Details

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

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

Deferred Studies

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

Deferral will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters. Students who have been granted deferral will be informed in writing by the Registrar.

Time Limit

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

Refund of Fees

A full or pro-rata refund of the Union fee may be obtained in the event of deferral of studies or withdrawal from course. Tuition fees for "single subject" studies and "up-front" HECS payments will be refundable until 30 March for Semester 1 and 30 August for Semester 2. Current information will be provided in offer letters and re-enrolment application sets.
ASSESSMENT, EXAMINATIONS, AWARDS

ASSESSMENT

A student's final assessment result awarded for each unit shall be reported as follows:

A = outstanding level of achievement
B = high level of achievement
C = sound pass
D = pass
S = satisfactorily completed (ungraded)
N = fail
W = withdrawal without penalty approved
I = incomplete (still be to assessed)
E = extended assessment period

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

Special Consideration

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

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

Appeals

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

Students wishing to appeal against final assessment in any unit should refer to regulation 2.6.10 of the University College Regulations for the procedures to follow.

EXAMINATIONS

Examinations at Approved Outside Centres

Students will receive a list of approved examination centres with their timetable, and must inform the Registrar immediately of the centre at which they wish to sit for the examination, and the units for which an examination is required.

A student will need to demonstrate an abnormal difficulty in attending an approved centre before a request to sit at an alternative centre will be considered.

Examination arrangements are quite complex and any student who fails to supply the requested examination details within the specified time may not be permitted to attend for examination.

Notification of Results

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

AWARDS

Students who have satisfactorily completed all the requirements of the course for which they are enrolled, or who are reasonably confident that as a result of their performance in the end-of-year examinations they will satisfactorily complete all the requirements of the course for which they are enrolled, must complete a special application form in order to be invited to attend the Graduation Ceremony and to receive their awards.

Application forms are available on request from the Academic Registry, and must be submitted to the Registrar no later than 15 January.

Academic Transcripts

Students requiring special certification of course and unit enrolments, examination results and academic records should apply to the Registrar on the prescribed form available from the Academic Registry. Charges may be levied for the issue of such statements, and, in such cases, prepayment is required.
ACADEMIC REGISTRY

The Academic Registry provides a centralised information service for current and intending students and is open from 9.00 am to 4.00 pm in the main building, first floor, room 1S204.

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

All written enquiries should be directed to the Registrar. Telephone enquiries may be made direct to the Academic Registry on (051) 220287.

ACCOMMODATION

In 1990, the University College provided on-campus accommodation in residential units and a referral service for students seeking private accommodation. It also acted as a "clearing house" for students interested in sharing privately rented accommodation with other students.

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

Information is also available to students with problems associated with private rental accommodation.

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

On-campus Residences

In 1990 the University College had residential accommodation for 320 students on-campus, comprising units of six or twelve students per unit, with each student having their own furnished room and sharing other common facilities.

For the South Residence and West Houses (no meals provided) the fee was $986 per semester (approximately $58 per week). For students in the North Residence (four evening meals plus five breakfasts Monday to Thursday) the fee was $1,657 per semester (approximately $97 per week).

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

Given the communal nature of the University College's residential units and houses, many students opt to contribute to a food kitty. Generally the weekly contributions range from $20 - $25 and provides the added advantage of enabling students to save by bulk buying.

Application Procedure

Students seeking accommodation for the 1991 academic year should apply to the Amenities Manager on the application form for admission to the University College's accommodation.

Applications received on or before 30 November 1990 will be given a higher priority for available places, with special preference given to Gippsland students living outside a 30 km radius from the University College. Half of the available places will be allocated to new students and half to returning students.

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

Other Accommodation

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

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

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

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

All enquiries regarding student accommodation should be directed to:

The Amenities Manager
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842
Telephone: (051) 220236
BANKING

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

An Automatic Telling Machine - Flexiteller - is located at Morwell and Traralgon branches for the convenience of their customers.

The bank is located adjacent to the Cafeteria area.

BOOKSHOP

The on-campus bookshop is a branch of the University Co-operative Bookshop Ltd, which originated at the University of Sydney in 1957.

Membership of the Co-operative is unrestricted; and it entitles members to most favourable rebates on purchases.

The normal daily business hours are 9.00 am to 5.00 pm with additional opening times for all weekend schools. Distance education students are also offered the facility of mail order service, the arrangements for which should be made in advance.

In addition to providing for students’ course requirements the bookshop offers a wide range of general books, ranging from light reading to academically oriented titles. Because some sister branches of the Co-operative operate exclusively for specialised schools and colleges, there is also ready access to specialised books in the medical, legal and agricultural fields.

Enquiries about the bookshop should be made directly to:

The Manager
University Co-operative Bookshop
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842
Telephone: (051) 221771

CAFETERIA AND DINING FACILITIES

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

Enquiries and reservations for the use of the cafeteria or private dining room should be made to:

The Amenities Officer
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842
Telephone: (051) 220236

CAREER GUIDANCE

A careers adviser is available for consultation. For appointments telephone (051) 220657.

CHAPLAINS

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

COMPUTER FACILITIES

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

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

Another HP 9000/825 is the UNIX based computer in the Computer Centre. It has 32 terminal ports, 32 megabytes of memory, 1400 megabytes of disc storage, and a 600 lpm printer. The UNIX system provides mail and news services to and from the rest of the world.

Other UNIX peripherals include an eightpen digital plotter, and a number of letter quality and laser printers. Two terminal laboratories, one containing approximately twelve terminals, and the other approximately thirty terminals are located within the University College each having its own 600 lpm printer shared between the HP computers.
Access to the University College's computer is via a MICOM Port Selector. This device acts as an automatic switch and makes connections between the users terminal and the available computer ports. If no computer port is available, the user is offered a place in the WAIT queue until a port becomes available.

The MICOM is connected to a MICOM at RMIT and forms part of the VICNET terminal network. Up to sixteen users may connect to the University College's HP3000/950 from any remote site in the network. Students owning a micro-computer and an acoustic coupler and residing in the Melbourne local call area may dial in to the RMIT MICOM and gain access to the Monash University College Gippsland HP3000/950 and HP 9000/825. Access is also available via remote login using AARNet facilities. Students in remote areas can get access via an AUSTPAC connection.

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

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

For specialised software and access to more powerful computing facilities, students can submit jobs via a remote job entry system on the HP3000 to a CYBER 188-635 at RMIT using a synchronous communication link over a leased Telecom line. Jobs for the CYBER may be initiated interactively via VICNET, or submitted via a local batch system. Other smaller mini- and micro-computers are available to students on a more restricted basis.

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

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

Conditions for Use of Monash University College Gippsland Computer Facilities

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

In the Conditions of Use of the University College's computing facilities, listed hereunder the following definitions apply:
(a) "user" means a person who uses the computing facilities.
(b) "work" means each job undertaken by the University College in fulfilment of an order for work.
(c) "internal work" means work in support of the teaching research and administrative functions of the University College.
(d) "external work" means work other than internal work.

General Conditions of Use

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

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

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

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

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

(d) The user will not record or process information which might be regarded as confidential without prior consultation with the Computer Centre Manager.
The University College will endeavour to protect the confidentiality of information and material furnished by the user and will instruct all personnel engaged in the Computer Centre to protect the confidentiality of such information and material, but the University College shall be under no liability whatsoever in the event of improper disclosure.

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

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

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

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

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

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

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

(i) was in possession of confidential information obtained improperly;
(ii) was responsible for wilful destruction of information;
(iii) was responsible for deliberate interruption of normal services provided by the Computing Centre; or
(iv) is likely to take action which would result in wrongful use of computing facilities as specified in (i), (ii), (iii), or (iv) above.

Conditions Relating to External Use

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

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

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

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

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

(f) Work is undertaken by the University College on condition that except as provided by Clause (g) neither the University College nor any member of its staff shall in any circumstances be under any liability for breach of contract or in tort or for any matter or thing whatsoever nature arising out of or in connection with its undertaking the work including but not limited to:

(i) Any loss or damage arising whether by reason of negligence or otherwise howsoever out of or in connection with the University College's undertaking and/or handling the work;
DISTANCE EDUCATION

Student Liaison

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

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

The Distance Education Liaison Area is open from 8.30 am to 5.00 pm on weekdays and during weekend and extended weekend schools. The Liaison Officers can be contacted by telephone on (051) 220274 or for the cost of a local call for Melbourne students on (03) 6023861, or in person in the Distance Education Office, Room 1S140 (access is from 1S corridor opposite the Council Room).

Print Materials Production Unit

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

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

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

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

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

At weekend and extended weekend schools study material may be collected in the central corridor of the ground floor of building 1S. The sections of the Unit are located off this corridor.

Educational Media Services Unit

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

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

Educational Development and Research Unit

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

LIBRARY

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

The Library is housed on two floors of the multipurpose wing of the University College. The library collection now includes approximately 88,500 monographs, 20,500 serial volumes and 8,000 microforms and it holds over 1,600 serial titles. Also included is a collection of non-book materials, including maps, posters, video recordings, audiotapes and recordings, slides, and motion pictures. The library also contains a curriculum resources collection of model school library materials including children’s literature, games, kits, models and pictures. Seating is provided for about 91 readers.

In 1987 the Library implemented the URICA library automation system as a member of the LBNET consortium of six Victorian academic libraries. The consortium uses the URICA system which provides a computer-based program with automatic loan and discharge operations, reservations and overdues.

Also included in the automated system is the provision of On-line Public Access Catalogues (OPACs) for fast location of library materials.

The Library supplements its reference and research materials such as printed bibliographies and indexes by using CD-ROM indexes ranging across the fields of social and health sciences, education and science. On-line information retrieval is also available. Currently the library has access to the U.S. based DIALOG and the three Australian data banks - AUSINET, Australis and Ozline. For more information on computerised information retrieval contact the library’s Information/Research staff.

The Library is a member of the consortium CAVAL (Co-operative Action in Victorian Academic Libraries). CAVAL administers a reciprocal borrowing scheme which allows students and staff access to the services of other libraries within CAVAL. In 1983 the Library joined the Australian Bibliographic Network; while used predominately as a shared automated cataloguing program, the Network also facilitates inter-library loan, book identification through its national union database. Electronic mailing via Ilianet provides networking for inter-library loans and other co-operative library ventures.

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

A postal service is provided for distance education students who do not live in the vicinity of the University College, and a microfiche catalogue of the Library’s holdings is available in a library near each off-campus Student Centre.

STUDENT COUNSELLING

The primary function of this section is to provide counselling services for both on-campus and off-campus students.

The Student Counsellors are readily available to assist all students with the following services:

1. Counselling of students and referral where necessary;
2. Austudy and advice on other Government assistance;
3. Student Loan Fund administration;
4. Vacation and part-time employment where available;
5. Counselling on study problems;
6. Careers Counselling;
7. Advice on employment interview and application procedures.

The Student Counsellors can be contacted on (051) 220232 and 220657.

STUDENT UNION

Role of the Student Union

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

(a) To create opportunities for and to encourage the development of social, cultural, intellectual and sporting activities for Union members;

(b) To provide facilities for the refreshment, entertainment, recreation and convenience of members;

(c) To provide and maintain for its members a common meeting ground and social centre;

(d) To secure the co-operation of University College people and University College organisations and bodies in furthering the interests of the University College and Union members;

(e) Generally, to organise and direct such activities as may be deemed appropriate for giving expression to the common interest of members.

Membership

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

Fees

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

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

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

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

The Union Board

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

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

New Student Facility

The union office is located in an extension to the amenities wing and provides facilities such as student lounge, TV/video lounge, kitchen/shop, media office and toilets. This location will enable the introduction of new services, alternative caf with cappuccinos, healthy snacks, cheap smokes etc, a video lounge, venue for small social functions (weekend schools), general passive lounge area and indoor active leisure activities (pool/table tennis). This facility is part of a 1/2 million dollar expansion/refurbishment of which students contributed $200,000 from past/present/future building fund levies, which are a component of the Union fee.

Union Activities

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

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

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

Union Services

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

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

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

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

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

The Union Office is located in the Amenities Building and is open throughout the year and at weekend schools from 9.00 am to 5.00 pm and members should feel free to drop in any time for assistance, advice, problems, etc. The Union telephone number is (051) 221225, or for internal callers, ext. 248. The Union employs a full-time Executive Officer, full-time Administrative Services Officer, and Child Care Assistants to assist in the Union’s functions.
FINANCIAL ASSISTANCE, AWARDS AND PRIZES

AUSTUDY

The prescribed forms and information booklet are available from either:

Commonwealth Employment Services Offices

or,

Ms M. Egan
Student Counsellor
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842

Telephone: (051) 220232

Application forms should be available in December, and when completed submitted at CES offices.

STUDENT LOANS

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

Further information may be obtained from the Student Counsellors.

POSTGRADUATE AWARDS

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

Allowances under the award consist of a living allowance, and in some circumstances, special allowances for dependants, travel to take up an award, establishment allowance and a thesis allowance. Award benefits are continued for the duration of the course, subject to satisfactory progress and the University College recommending renewal of the award. It is possible for an Award-holder to hold concurrently with this award other awards of up to a value of $1000 in one category and up to a value of $5000 in another category.

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

SCHOLARSHIPS FOR STUDY OVERSEAS

The Winston Churchill Memorial Trust offers scholarships for study overseas. The Department of Education also offer scholarships for study in individual countries overseas.

A comprehensive list of Awards for Postgraduate Study Overseas may be obtained from the Student Counsellors.

LOCAL AWARDS

Application forms for local area awards are available from the Student Counsellors at the commencement of the second semester. Awards are determined from the student's mid-year and previous year examination/assessment results. It is a condition of the award that the holder shall hold no other scholarship.

The following local awards are currently offered -

Australian Paper Manufacturers

The Australian Paper Manufacturers awards six scholarships of $1,000 each to a full-time student at the completion of the first, second and third year, provided that they are proceeding to a further year of full-time study.

State Electricity Commission of Victoria

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

ALPHA DELTA KAPPA

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

AUSTRALIAN SOCIETY OF ACCOUNTANTS

The Australian Society of Accountants awards three prizes for students of accounting. The adjudged best first year student and second year student each receive a medallion plus the amount of $125. The best graduating student in the Bachelor of Business majoring in Accounting is awarded two years free membership of the Society plus a certificate.
CLARENCE CLAUDE FISHER

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

COAL CORPORATION OF VICTORIA

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

COMMONWEALTH BANK

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

DUESBURY PRIZES

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

INSTITUTE OF ENGINEERS, AUSTRALIA

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

WJ TAYLOR FURTHER EDUCATION FUND

This is bequest to the Yooralla Society of Victoria, to assist people with physical disabilities in their education.
INTRODUCTION

The Monash Gippsland Distance Education Centre is one of eight national distance education centres serving Australian and international students. The administrative centre is based at the Monash University College Gippsland which is a constituent of Monash University. The degree, diploma and postgraduate courses involve academic staff from the Clayton, Caulfield, Frankston and Gippsland campuses of Monash University. Graduates receive Monash University Awards.

The University College provides a distance education option in most courses making them available to adults who are not able to fit into the usual patterns of regular attendance and study established for on-campus students.

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

(a) course material especially designed for independent study;
(b) opportunities for effective lecturer-student and student-student interaction;
(c) access to any necessary facilities, e.g. library, computer, audio-visual material, etc.

COURSES OFFERED

In 1991, the Monash University College Gippsland plans to offer, via distance education, courses leading to the following awards:

APPLIED SCIENCE
* Associate Diploma of Applied Science (Computing)
* Bachelor of Applied Science

BUSINESS
Associate Diploma of Business (General Administration)
Associate Diploma of Business (Productivity Management)
* Bachelor of Business
  Major studies in Accounting, Economics, Management, Marketing and Tourism
Graduate Diploma of Business (Accounting)
Graduate Diploma of Business (Labour Management Relations)
Graduate Diploma of Business (Management)
Graduate Diploma of Business (Tourism Management)
Graduate Certificate of Business (Tourism Operations)

EDUCATION
* Diploma of Teaching (Primary)
* Bachelor of Education (Primary, Secondary, School Librarianship)
Graduate Diploma of Education (Computers in Education)
* Graduate Diploma of Education (Secondary)
Graduate Diploma of Education (School Librarianship)
Graduate Diploma of Education (Professional Development Studies) +
Graduate Certificate of Education (Professional Development Studies) +

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

HEALTH SCIENCES
Bachelor of Applied Science (Nursing)
Graduate Diploma of Health Science (Gerontics or Community Health)

SOCIAL SCIENCES
* Associate Diploma of Arts (Welfare Studies)
* Bachelor of Arts (Social Science)
  Major studies in English, Psychology, Sociology and History/Politics
* Graduate Certificate of Arts (Social Science) +
* Graduate Diploma of Arts (Social Science) +

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

+ These courses are also offered on an internal basis.

The following courses are offered on an internal basis only:

Associate Diploma of Arts (Koorie Studies)
Diploma of Applied Science (Nursing)
Diploma of Tertiary Studies
Graduate Diploma of Social Science (Counselling Psychology)

In 1991, Monash University plans to offer via the distance education mode the following courses:

CLAYTON CAMPUS

Bachelor of Social Work

CAULFIELD & FRANKSTON CAMPUSES

Bachelor of Business (Banking & Finance)
Bachelor of Business (Retail Management)
ENTRY LEVEL

Monash University College Gippsland admission policy is flexible enough to accommodate applicants with a variety of academic and work experience backgrounds.

In general, courses are open to applicants who have passed four Year 12 subjects including English or who hold comparable academic qualifications and have had two years work experience or vocational training since completing their studies. For some courses, and for individual units, passes in specific Year 12 subjects are required. The individual course descriptions in this book give some further details of entry requirements, and the Table of Units shows specific prerequisites for enrolment in certain units.

Applications are also invited from mature age people (21 years and over) who, although they may not hold the required academic qualifications, can demonstrate that they might reasonably be expected to successfully complete the course they are applying for. This would include any evidence of academic, work or vocational training after leaving school together with a personal statement/resume and employer references attesting to the applicant’s general maturity and motivation (i.e. references must accompany applications made on the basis of Mature Age entry).

ATTENDANCE REQUIREMENTS

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

STUDYING BY DISTANCE EDUCATION

Tuition Methods

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

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

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

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

Weekend and Extended Weekend Schools

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

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

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

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

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

Study Loads

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

The success of past students demonstrates that persons in full-time employment can achieve high standards and satisfy the demanding requirements of many courses offered. However, distance education students will find that they must devote a considerable number of off-duty hours to reading, research and the preparation of written assignments. Most students will need to make sacrifices in order to fulfill their study programs. You should carefully consider at the outset what is involved in distance education study and weigh this against your established priorities.
The recommended study load for distance education students with job and family commitments to consider is the equivalent of two full units each semester (i.e. four full units per year), which is about half the normal study load of a full-time student. Most distance education students who work consistently can do good work at this rate. As a rough guide to the time required, expect to put in up to ten hours a week on each full unit.

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

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

Orientation Program

A one day Orientation Program for new distance education students will be held at the Monash University College Gippsland early in February. This program has proved valuable to new distance education students in previous years. All new distance education students whose enrolment has been approved by 15 January 1991 will receive an invitation and details in late January.

Off-Campus Student Centres

Six Off-Campus Student Centres are operating - at Bairnsdale, Leongatha, Sale and Warragul in Gippsland, and at Toorak and Monash in the metropolitan area.

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

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

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

Facilities may also be available to distance education students through a number of TAFE Colleges and Adult Education Centres. Full details of these facilities will be made available early in 1991.

HOW TO APPLY FOR ENROLMENT

If you decide to apply for enrolment in 1991 then the sooner you act the better. Quotas operate on courses and some individual units. Instructions included with application forms tell you quite clearly the steps to follow to complete an enrolment.

New applicants for distance education should lodge applications complete with evidence of entry qualifications, with the Registrar, by 19 October 1990. Quota restrictions apply to courses and it will only be possible to consider late applications if quota places remain.

FURTHER INFORMATION

The 1991 Guide to Distance Education booklet gives details of courses and units available by distance education.

To obtain a free copy:

Write to: The Registrar
Monash University College Gippsland
Switchback Road
CHURCHILL VIC 3842

or

Phone: Academic Registry - (051) 220287
Distance Education Resources Centre - (051) 220274
or

(03) 6023881
INTRODUCTION

The School of Applied Science offers the following awards:

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

GENERAL INFORMATION

Credits and Exemptions

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

Course Approval

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

Associate Diploma of Applied Science (Computing) Dr Bob Bignall
Bachelor of Applied Science - Applied Chemistry Dr Martin Hooper
- Applied Biology Dr Peter Towns
- Computing Mr Len Makin
- Operations Research and Information Management Dr Balkunth Nath
- Applied Physics Mr Phillip Higgins
- Mathematics Dr Philip Payent
- Multidisciplinary Program Mr John Harris

Numbering Systems for Applied Science Units

The unit code is a four digit sequence.

(a) Those with a 1 prefix are the responsibility of the Physical and Biological Sciences Group, those with a 7 prefix are the responsibility of the Mathematical Sciences Group.

(b) The second digit generally indicates the level at which the unit is normally taken.

(c) Generally the third digit indicates the area of study.

(i) For 1 prefix units (Physical & Biological Science) the code is:
   1 is Bioscience
   2 is Microbiology

3 is Cross Disciplinary Studies or Technology Studies
4 is Biochemistry
5 is Chemistry
6 is Scientific Thought and Methods
7 is Applied Chemistry
8 is Physical Science and also Chemistry, Physics and Biology at first level
9 is Physics

(ii) For 7 prefix units (Mathematical Sciences) the code is:
   1 or 2 is Computing
   5 is Business Computing
   6 is Mathematics
   7 is Statistics
   8 is Operations Research
   9 is Management Techniques

(d) The fourth digit distinguishes units.

Scheduling of Units

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

1. The following units are offered in even years only:
   1291, 1372, 1391, 7261, 7264, 7266, 7361, 7363, 7371.
2. The following units are offered in odd years only:
   1292, 1371, 1392, 7364, 7365, 7366, 7367.
3. The following units are offered internally every year, by distance education every year:
   1183, 1184, 1189, 1241, 1242, 1251, 1252, 1321, 1322, 1381, 1382.
4. The following units are offered internally every year, by distance education every odd year:
   1181, 1182, 1221, 1222, 1281, 1282, 1341, 1342, 1351, 1352.
5. The following units are offered internally in even years and by distance education in odd years:
   1271, 1273.
6. The following units are offered internally in odd years and by distance education in even years:
   1272, 1274.
7. The School reserves the right to withdraw an offered unit if demand is insufficient.

Assessment Policy Statement

The final assessment for each unit is reported on a letter scale of A, B, C or D (with A representing the highest level of achievement) or by S (satisfactory ungraded); an unsatisfactory final assessment is indicated by N.

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

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

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

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

Attention is drawn to the general University College Policies, Regulations and Procedures which relate to assessment.

ASSOCIATE DIPLOMA OF APPLIED SCIENCE (COMPUTING)

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

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

Entry Requirements

An applicant must satisfy the general entrance requirements for admission to degree and diploma courses offered by the University College, and should normally have satisfactorily completed a mathematics subject at Year 11 level. Applicants may be required to present for a programming aptitude test to indicate their suitability for admission.

Course Requirements

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

Level One
Semester One
1163 Human Communication
3140 Introductory Accounting A
3161 Introduction to Management
7111 Computer Programming 1D
Semester Two
7112 Mathematics for Computing
7114 Computer Programming 2D
7115 Computer Organisation
7116 Information Systems 1

Level Two
Semester One
7211 Introduction to Systems Programming
7212 File Operations
7213 Commercial Programming
Semester Two
7214 Information Systems 2
7217 Operating Systems
7218 Database Management Systems
Full Year
7215 Computer Applications
7216 Computing Project

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

Year One
Semester One: 3140 and 7111
Semester Two: 7112 and 7114

Year Two
Semester One: 1163 and 7115
Semester Two: 3168 and 7116

Year Three
Semester One: 7211 and 7212
Semester Two: 7214 and 7217

Year Four
Semester One: 7213
Semester Two: 7218
Full Year: 7215 and 7216

Computing Resource Requirements

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

Additionally, those students with access to a university, institute or tertiary college campus may use terminals at their local site to access University College computers via AARNet. Remote (e.g. interstate or northern and western Victoria) students can use the AUSTPAC network to access University College computers. Contact the Distance Education Resources Centre or your Course Adviser for details.
Some computing units require access to the University College or other suitable timesharing computers, for use of software which is not available in the microcomputer environment.

**BACHELOR OF APPLIED SCIENCE**

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

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

**Major Studies**

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

**Multidisciplinary Program**

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

**Entry Requirements**

Year 12 studies in Mathematics, Science and English provide the normal basis for entry. Full details of entry requirements are included in Sections 2.2 and 2.3 of the University College Regulations. For those who are disadvantaged by lack of background in either science or mathematics some preparatory units are available. Details are given in the unit outlines for unit 1160 Physical Science and unit 7160 Basic Mathematics.

**Degree Regulations**

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

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

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

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

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

(b) Other than the units 1162 Scientific Thought and Methods and two units of Crossdisciplinary Studies, a maximum of eight other units of credit at the first level may be included.

(c) At least 2.00 units of credit from the Mathematical Sciences group must be included in all Majors; currently the units 7121, 7122, 7123, 7160, 7161, 7163, 7164, 7171, 7182 are available.

(d) The units 1162 Scientific Thought and Methods and 1262 Scientific Thought and Methods must be included. Students admitted with advanced standing may be allowed credit for part of units 1162 and 1262, equal to one unit of credit. Such students shall undertake unit 1264 Scientific Thought and Methods in place of units 1162 and 1262.

B.App.Sc.(Computing) students may take unit 1163 Human Communication in place of unit 1162.

(e) A student undertaking an approved Major shall include a project based unit as follows:
    For the Applied Biology, Applied Chemistry or Applied Physics Majors:
    Unit 1362 Applied Research Project
    For the Mathematics Major:
    Unit 7388 Mathematics Project
    For the Operations Research and Information Management Major:
    Unit 7389 Operations Research Project
    For the Computing Major:
    Unit 7329 Computing Project

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

   Group 1: 1130, 5190
   Group 2: 2193, 2194, 3140, 3150, 3161, 3190, 3192, 4113, 6113, 6114, 6125, 6185, 6186, 6190, 6191, 6231, 6233. Other units may be added to Group 2 from time to time.
Schedule of Approved Majors

Computing
Level One: 7111, 7114, 7116, 7123
Level Two: 7213, 7214, 7218, 7223
Level Three: 7323 plus at least three units of credit from the group 7322, 7324, 7325, 7326, 7327

In addition, the Computing major requires the following supporting units:
3140, 3161 and either 7112 or 7161; an approved four unit minor sequence is also required (contact the Course Adviser for details of possible minors).

Applied Biology
Level One: 1181, 1182, 1183, 1185, 1186
Level Two: 1221, 1222, 1241, 1242, 1273, 1274
Level Three: 1321, 1322, 1341, 1342

Applied Chemistry
Level One: 1181, 1182, 1183 plus at least one of 1184, 1185, 1186
Level Two: 1251, 1252 plus at least two of 1271, 1272, 1281, 1282
Level Three: 1351, 1353 plus at least two of 1371, 1372, 1381, 1382

Applied Physics
Level One: 1181, 1183, 1184 plus at least one of 1182, 1185, 1186
Level Two: 1281, 1282, 1291, 1292
Level Three: 1381, 1382, 1391, 1392

Mathematics
Level One: At least two units of credit from the group 7161, 7163, 7164, 7171, 7182 plus required supporting units 7121, 7122
Level Two: At least two units of credit from the group 7261, 7262, 7264-7268, 7271, 7282, 7285
Level Three: At least four units of credit from the group 7361, 7363-7367, 7371, 7373, 7382 and 7391

Operations Research and Information Management
Level One: 7114, 7116, 7121, 7122, 7161, 7171, 7182
Level Two: 7214, 7282, 7284, 7285
Level Three: 7351, 7381, 7382, 7383, 7391

Schedule of Unit Sequences in the Multidisciplinary Program

Biological Science
Biochemistry or Microbiology Sequences

Unit No. | Unit Name | Unit Value
--- | --- | ---
1185 | Biological Science | 1.0
1186 | Biology | 1.0
1241 | Biochemistry | 1.0
1242 | Biochemistry | 1.0
1341 | Applied Biochemistry | 1.0
1342 | Applied Biochemistry | 1.0

Requires units 1181 and 1182 as supporting units.

Chemical Science
Chemistry or Applied Chemistry Sequences

Chemistry:
1181 | Chemical Science | 1.0
1182 | Chemistry | 1.0
1251 | Chemistry | 1.0
1252 | Chemistry | 1.0
1351 | Chemistry | 1.0
1352 | Chemistry | 1.0

Applied Chemistry:
1181 | Chemical Science | 1.0
1182 | Chemistry | 1.0
1271 | Applied Chemistry | 1.0
1272 | Applied Chemistry | 1.0
1371 | Applied Chemistry | 1.0
1372 | Applied Chemistry | 1.0

Computing
Computing Studies Sequence

Computing Studies:
7121 | Introduction to Computers | 0.5
7122 | Computer Programming 1A | 0.5
7123 | Computer Organisation | 1.0
7222 | Computer Programming 3A | 1.0
7223 | Operating Systems | 1.0
7321 | Computer Applications | 1.0
7351 | Database Management Systems | 1.0

Mathematics
Pure Mathematics, Applied Mathematics or Statistics Sequences

Pure Mathematics:
7161 | Calculus | 1.0
7163 | Vectors and Matrices | 0.5
7164 | Mathematical Modelling A | 0.5
7261 | Real Analysis | 0.5
7262 | Functions of More than One Variable | 0.5
7264 | Linear Algebra | 0.5
7267 | Mathematical Structures | 0.5
7361 | Philosophy of Mathematics | 0.5
7363 | Applied Modern Algebra | 0.5
7366 | Combinatorics | 1.0

Note: Students commencing the Pure Mathematics sequence from 1989 onwards will take unit 7267 Mathematical Structures in place of unit 7263 Complex Analysis 1 at second level. In special circumstances, students may replace either unit 7361 or unit 7363 by unit 7365 Complex Analysis.
<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>7161</td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors and Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>7164</td>
<td>Mathematical Modelling A</td>
<td>0.5</td>
</tr>
<tr>
<td>7262</td>
<td>Functions of More than One Variable</td>
<td>0.5</td>
</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
<td>0.5</td>
</tr>
<tr>
<td>7266</td>
<td>Vector Field Theory</td>
<td>0.5</td>
</tr>
<tr>
<td>7268</td>
<td>Integral Transforms</td>
<td>0.5</td>
</tr>
<tr>
<td>7364</td>
<td>Differential Equations</td>
<td>1.0</td>
</tr>
<tr>
<td>7367</td>
<td>Mathematical Modelling B</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Requires units 7121 and 7122 as supporting units.

**Statistics:**

<table>
<thead>
<tr>
<th>Unit No.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7161</td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors and Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>7171</td>
<td>Probability and Statistics</td>
<td>0.5</td>
</tr>
<tr>
<td>7264</td>
<td>Linear Algebra</td>
<td>0.5</td>
</tr>
<tr>
<td>7271</td>
<td>Distributions and Inferential</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Techniques</td>
<td></td>
</tr>
<tr>
<td>7285</td>
<td>Applied Probability Models</td>
<td>0.5</td>
</tr>
<tr>
<td>7371</td>
<td>Statistical Inference</td>
<td>1.0</td>
</tr>
<tr>
<td>7373</td>
<td>Applied Statistics</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Requires unit 7121 as a supporting unit.

**Operations Research**

**Applied Operations Research Sequence**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7161</td>
<td>Calculus</td>
<td>1.0</td>
</tr>
<tr>
<td>7171</td>
<td>Probability and Statistics</td>
<td>0.5</td>
</tr>
<tr>
<td>7182</td>
<td>Introduction to Operations Research</td>
<td>0.5</td>
</tr>
<tr>
<td>7282</td>
<td>Linear Programming</td>
<td>1.0</td>
</tr>
<tr>
<td>7284</td>
<td>Integer Programming and Networks</td>
<td>1.0</td>
</tr>
<tr>
<td>7381</td>
<td>Inventory Management</td>
<td>1.0</td>
</tr>
<tr>
<td>7391</td>
<td>Forecasting</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Requires unit 7121 as a supporting unit.

Under special circumstances, students may replace unit 7161 Calculus by unit 7160 Basic Mathematics.

**Physical Science**

**Physical Science or Applied Physics Sequences**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>1184</td>
<td>Physics</td>
<td>1.0</td>
</tr>
<tr>
<td>1281</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>1282</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>1381</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>1382</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Applied Physics:**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>1184</td>
<td>Physics</td>
<td>1.0</td>
</tr>
<tr>
<td>1281</td>
<td>Physics</td>
<td>1.0</td>
</tr>
<tr>
<td>1282</td>
<td>Physics</td>
<td>1.0</td>
</tr>
<tr>
<td>1391</td>
<td>Applied Physics</td>
<td>1.0</td>
</tr>
<tr>
<td>1392</td>
<td>Applied Physics</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Technology Studies**

**Technology Studies Sequence**

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1131</td>
<td>Introduction to Technological</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Development</td>
<td></td>
</tr>
<tr>
<td>1132</td>
<td>Working with Materials</td>
<td>1.0</td>
</tr>
<tr>
<td>1232</td>
<td>Working with Systems 1</td>
<td>0.5</td>
</tr>
<tr>
<td>5181</td>
<td>Understanding Materials</td>
<td>0.5</td>
</tr>
<tr>
<td>5281</td>
<td>Understanding Materials</td>
<td>0.5</td>
</tr>
<tr>
<td>5245</td>
<td>Working with Systems 2</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Course Structure**

First level studies have been designed so that students, although having to decide between the physical/biological sciences and the mathematical sciences, usually do not have to commit themselves to a particular Major study or the Multidisciplinary Program until the end of their first year. Those intending to proceed to a major in Applied Biology, Applied Chemistry or Applied Physics should take units 1181, 1183, 1185 and 1162 in first semester, making up the balance of their loads with units chosen from Cross Disciplinary Studies and the Mathematical Sciences (7160, 7161, 7121, 7122, 7163 and 7171 are available). Those whose interests lie in the mathematical sciences including mathematics, statistics, operations research and information management should take units 7161 (7160 may be credited towards an Operations Research major in place of 7161), 7121, 7163, 7171 and 1162 in first semester together with units from Crossdisciplinary Studies and the Physical and Biological Sciences (1180, 1181, 1183, 1185 are available). A unit which is offered on a full-year basis is most suitable in this case because it will even out the work load for the year. Students enrolled on a full-time basis generally are advised to attempt four units of credit each semester.

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

**MASTERS OF APPLIED SCIENCE**

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

Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research". Further details are available from the Head of School.

**UNIT OUTLINES**

**1102 Chemistry (BS)**

Unit Adviser: Dr R. Mayes

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

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

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

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

Teaching Methods: Lectures, tutorials, laboratory classes. A comprehensive set of study guides is provided. (Students will undertake their studies in common with students in units 1181 and 1182 where possible.)

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

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

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

Prescribed Texts:

1104 Physics
(BS)

Unit Adviser: Mr P. Higgins

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

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

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

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

Teaching Methods: Lectures, tutorials, laboratory classes. A comprehensive set of study guides is provided. (Students will undertake their studies in common with students in units 1183 and 1184.)

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

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

Prescribed Texts:

Recommended Reading:

1113 Science I
(BU)

Unit Adviser: Mr P. Higgins

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

Prerequisite: Nil

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

Unit Outline: This unit is the first of two sequential science units (1113 and 1123) and covers basic Physics, Chemistry and some Bioscience.

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

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

Prescribed Texts:
1114 Bioscience 1

(DN)

Unit Adviser: Mr P. Freeman

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

Prerequisite: Nil

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

Unit Outline: This unit is the first in a sequence of four units (1114, 1115, 1214, 1215). Topics covered include terminology, levels of organisation, introductory surface anatomy, the integument, digestive and respiratory systems.

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

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

Teaching Methods: Lectures, tutorials and laboratory sessions.

Prescribed Text:


1115 Bioscience 2

(DN)

Unit Adviser: Dr P. Mosse

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

Prerequisite: 1114

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

Unit Outline: This unit is the second in a sequence of four units (1114, 1115, 1214, 1215). Topics covered include neuromuscular function, musculoskeletal system and cell function, metabolic bio-chemistry, energy metabolism, nutrition and endocrinology.

Teaching Methods: Lectures, tutorials and laboratory sessions.

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

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

Prescribed Text:


1121 Microbiology for Health Care 1

(DN)

Unit Advisers: Mr C. Panter, Mrs D. Richards

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

Prerequisite: Nil

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

Unit Outline: Introduction to micro-organisms; the morphology and biochemical characteristics of bacteria, fungi, protozoa and viruses, metazoan parasites and vectors of disease with emphasis on causation of disease; factors influencing growth and reproduction; laboratory culture; concepts of microbiology; ecology; indigenous flora of man; micro-organisms in the nursing environment.

Teaching Methods: Lectures and laboratory classes.

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

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

Prescribed Text:

Recommended Reading: To be advised.

1122 Microbiology for Health Care 2

(DN)

Unit Adviser: Mrs D. Richards

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

Prerequisite: 1121

Aims: On completion of this unit the student should be able to: explain the characteristics of the immune response; understand how microbes cause disease; discuss the principles of disease transmission and apply this knowledge to the performance of basic nursing techniques to maintain sterility and to prevent or reduce the incidence of infection; use the knowledge and understanding gained to solve problems that arise during the nurse caring process.
Unit Outline: Pathogenicity: how microbes cause disease, patterns of disease. Control of microorganisms: factors affecting microbial control, physical and chemical control methods, antimicrobial drugs. Epidemiology: disease frequencies and measurement, factors associated with the outbreak of disease, control and prevention of disease in the community and the hospital environment. Immunology: basic concepts, the immune system, immunopathology, serology in microbiological diagnosis.

Teaching Methods: Lectures and laboratory classes.

Assessment:
Assignments (20%)
Laboratory Component (20%)
Tests (60%)
Satisfactory performance in written tests is required to pass the unit.

Prescribed Text:

Recommended Reading: To be advised.

1123 Science II (BU)

Unit Advisers: Mrs D. Richards, Mr C. Panter

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

Prerequisite: 1113

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

Unit Outline: This unit is the second of two sequential science units (1113 and 1123) and covers Microbiology. Introduction to Microbiology; nature of microbiology; structure, growth and metabolism of microorganisms; bacteria; fungi; protozoa, viruses and multicellular parasites. Host-parasite relationships - principles of disease; pathogenicity; non-specific host defences; immune system; immunopathology; epidemiology. Microbial Control: sterilisation and disinfection; antimicrobials, diagnostic microbiology.

Teaching Methods: Study guides are provided which direct the student to the relevant sections of the prescribed text. Solutions are provided for any self review questions suggested. Some lectures and laboratory demonstrations will be available during voluntary University College visits.

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

Prescribed Text:

1130 Science and Society (BS BE BN BB BT DT DE)

Unit Adviser: Dr M.A. Hooper

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

Prerequisite: Nil

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

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

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

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

Prescribed Text: Nil

Recommended Reading:

1131 Introduction to Technological Development (DE BS)

Unit Adviser: Mr W. Kirstine

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

Prerequisite: Nil

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

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

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

Assessment: Assignments and projects (100%)


1132 Working with Materials (BS)

Unit Advisers: Mr J.A. Harris, Mr J. Jowitt (Yallourn College of TAFE)

Full Year: 60 hours of practical workshop activity at the Yallourn College of TAFE; 40 hours of private study - unit value of 1.0 - distance education.

Prerequisite: Nil

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

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

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

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

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

Prescribed Text: Nil

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

1162 Scientific Thought and Methods (BS BE BT DT)

Unit Adviser: Mr P. Higgins

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

Prerequisite: Nil

Aims: The three units - 1162, 1262 and one of 1362, 7329, 7368 or 7389 as appropriate, form a sequence which aims to develop: the ability to think logically; the ability to use the literature and information of science in an intelligent and aggressive manner; some understanding of the process of thinking and thought communication; an understanding of the inter-relations present in the scientific community; and the ability to define and carry out scientific tasks in accordance with good scientific method.

Unit Outline: The main themes of 1162 are: Information - libraries, personal indexing systems, structure and components of the scientific literature, computerised information retrieval services, literature searching, technical reports and preparation and presentation of oral reports. Problem Definition and Solution - definition of scientific method, application to "real-world" problems.

Teaching Methods: Comprehensive study guides are provided. Lecture/Tutorials are conducted by a team of two teachers working together. Assignment work is a key part of the learning process.
Progressive Assessment: 100%
Every key topic covered has an Assignment Guide to build skill and confidence.

Prescribed Texts:
Campbell, M., Information Sources in Chemistry and Biochemistry. 2nd ed., Griffith University, 1983.
Campbell, M., Information Sources in Physics and Mathematics. 2nd ed., Griffith University, 1983.

Recommended Reading: Nil

1163 Human Communication
(AC)
Unit Adviser: Mr C.F. Lau
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: Nil
Aims: Students will be able to: communicate effectively, both orally and in writing, in a number of different settings and for different purposes; store and retrieve information efficiently both from publicly available sources and from personal records; analyse arguments in an objective way.

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

Teaching Methods: For internal students: two one-hour lecture and two one-hour tutorial/workshop sessions each week. For distance education students: Two hours lecture, two hours tutorial/workshop each weekend school. Attendance at one session at least is compulsory to comply with the oral presentation assessment requirement. Additional contact via telephone, mail or personal visits to the lecturing staff may be initiated by the student.

Assessment:
Assignment 1 (10%) Assignment 2 (20%) Assignment 3 (10%) Oral Presentation (20%) 1 x 2 hour Examination (40%)

Prescribed Text:

Recommended Reading: To be advised.

1180 Physical Science
(BS BE BT BB DE DT AE)
Unit Advisers: Dr M.A. Hooper, Mr W. Kirstine
Full Year: 42 hours lectures, 14 hours tutorials (for internal students) and 28 hours of Laboratory/fieldwork - unit value of 1.0 - internal and distance education study.
Prerequisite: Nil
Notes:
1. Enrolment in this unit will be accepted only after consultation with the Unit Adviser or Course Adviser.
2. This unit cannot be credited towards the Major Study in a Bachelor of Applied Science.
Aims: To introduce the student with limited scientific background to the physical sciences. To develop the student's scientific awareness, literacy, understanding, knowledge and skills. To develop an understanding of natural phenomena and technology in our everyday world.

Unit Outline: Areas of study include: Science & Technology; Scientific method; Measurement; Physical States of Matter; Motion; Work, Power & Energy; Structure & Properties of Matter; Electricity & Magnetism; Electronics; Chemical Periodicity & Bonding; Equilibria; and Reactivity.
Teaching Methods: Lectures, tutorials and laboratory activities are provided for internal students. For distance education students detailed study guides are provided and some tutorial, laboratory and field work are programmed. For the distance education student some of the experimental activities may be done at home; others may be done during on-campus periods or at some suitable off-campus location.
Assessment: Progressive assessment and semester examinations are used. Assignments (including Laboratory Work) - 50%; Semester Examinations - 50%. Satisfactory completion of laboratory work is required.

Prescribed Text:

1181 Chemical Science
(BS BE BT BB DT)
Unit Adviser: Dr R.E. Mayes
First Semester: 42 hours of lectures, 14 hours of tutorials, 14 hours of laboratory work - unit value of 1.0 - internal and distance education study.
Prerequisite: Normally, qualifications providing entry to course.
Aim: To provide a basis for further studies in the chemical and biological sciences.
Unit Outline: In combination with units 1183 and 1185, this unit provides a background of scientific knowledge appropriate for major studies in chemistry, physics or biology. The unit gives a
general introduction to the following areas: Fundamental chemical concepts; periodicity and molecular geometry; states of matter; chemical reactions and equilibria; water, solutions, osmosis; acids, bases, buffers; organic functional groups; organic stereochemistry and isomerism.

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

Assessment: Four unit tests assess the theory component of the unit (90%) with the remaining 10% of assessment being allocated to a laboratory component. This component consists of five experiments and their written reports. Satisfactory performances in both theory and laboratory components are required in order to pass the unit. Tutorial attendance (for internal students) and performance on feedback assignments (for distance education students) is taken into account in deciding a final grade for the case of students whose marks are "borderline".

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

Prescribed Texts:

Recommended Reading:

1182 Chemistry
(BS BE BT BB DT)

Unit Adviser: Dr R.E. Mayes

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

Prerequisite: 1181

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

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

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

Assessment:
Progressive Assessment with theory component (80%)
Laboratory component (20%)
Satisfactory performances in both theory and laboratory components are required in order to pass the unit.

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

Prescribed Texts:

1183 Physical Science
(BS BE BN BT BR BM BI BB DT)

Unit Adviser: Mr P. Higgins

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

Prerequisite: Entry to the course.

Aim: To provide (in conjunction with units 1181 and 1185) a basis for further studies in the chemical, physical and biological sciences.

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

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

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

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

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

Prescribed Text:
1184 Physics
(BS BE BT BB DT)
Unit Adviser: Mr P. Higgins
Second Semester: 42 hours of lectures, 42 hours of tutorial/laboratory work - unit value of 1.0 - internal study.

Prerequisite: 1183 or permission of the Unit Adviser.

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

Unit Outline: Topics covered will include an introduction to relativity, wave theory and physical optics; thermal and electrical properties of materials; x-rays and their applications; applied mechanics and hydrodynamics and the properties of real gases, a study of electrical conduction in the gaseous, liquid and solid states.

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

Assessment:
Progressive Assessment Laboratory Work
(70%) (30%)

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

Prescribed Text:

Recommended Reading:

1185 Biological Science
(BS BE BB BT DT)
Unit Adviser: Dr P. Mosse
First Semester: 42 hours of lectures, 15 hours of laboratory work, 14 hours of tutorials - unit value of 1.0 - internal study.

Prerequisite: 1181

Unit Outline: In combination with Units 1181 and 1183, this unit provides a background of scientific knowledge useful for major studies in chemistry, physics or biology. The unit continues the development of biological chemistry commenced in Unit 1181 with a consideration of the biological macromolecules; the carbohydrates, proteins, nucleic acids and lipids. This then forms the basis for the consideration of cell membranes, cell structure and function, the digestion of macromolecules and the immune system as examples of these macromolecules in action.

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

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

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

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

Prescribed Texts:

Recommended Reading:

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

1186 Biology
(BS BE BB BT DT)
Unit Adviser: Mr P.L. Freeman
Second Semester: 42 hours of lectures, 24 hours of laboratory work, 14 hours of tutorials - unit value of 1.0 - internal study.

Prerequisite: 1185

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

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

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

Assessment: Assessment consists of 2 unit tests and ongoing practical assessment. Theory constitutes 70% of the overall mark and practical work 30%. To obtain a pass in the unit a pass must be obtained in the theory component regardless of practical marks.
Prescribed Texts:

Recommended Reading:

1189 Physical Science for Engineers
(BN BR BM BI)

Unit Adviser: Mr P. Higgins
Second Semester: 3 hours of lectures and 3 hours of laboratory or associated activity per fortnight - unit value of 0.5 - Internal study.
Prerequisite: 1183 or permission of the Unit Adviser.

Aim: To extend the basic work in the Physical Sciences as applied to Engineering.

Unit Outline: This unit further develops fundamental science principles with an emphasis on exposure to modern technological concepts. Topics covered include - Introduction to relativity, wave theory and physical optics, x-rays and their applications, and the properties of real gases.

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

Assessment:
Progressive Assessment
Laboratory Work

Prescribed Text:

Recommended Reading:

1191 Physical Science for Health Care 1
(DN)

Unit Adviser: Mr R.J. Lyall
First Semester: 5 hours per week - unit value of 0.5 - internal study.
Prerequisite: Nil

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

Unit Outline: Measurement and units; chemical formulae and equations; structure and stability of matter; states of matter; chemical reactions of some common substances, organic functional groups, lipids, carbohydrates, proteins, nucleic acids, water, solutions, acids and bases, colloids.

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

Assessment:
Assignments
Laboratory Work
Unit Tests

Prescribed Texts:

1192 Physical Science for Health Care 2
(DN)

Unit Adviser: Mr P.J. Higgins
Second Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 1191

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

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

Teaching Methods: Lectures, tutorials and laboratory sessions.

Assessment:
Assignments
Laboratory Work
Unit Tests

Prescribed Texts:

1193 Physical Science for Health Care 3
(DN)

Unit Adviser: Mr B.T. McEniery
First Semester: 4 hours per week for 11 weeks - unit value of 0.5 - internal study.
Prerequisite: 1192 or permission of the Unit Adviser.

Aim: This unit completes the foundation studies in physical and chemical science for health care.

Unit Outline: Electricity, light and vision, radiation and matter, dynamism in science, technology and health care.

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

Assessment:
Assignments
Laboratory Work
Unit Tests
Prescribed Text:

1214 Bioscience 3
(DN BS)

Unit Adviser: Dr P. Mosse

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

Prerequisite: 1115

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

Unit Outline: This is the third in a sequence of four units (1114, 1115, 1214, 1215). Topics covered include the cardiovascular system and urinary system and their role in atherosclerosis, hypertension, and fluid and electrolyte balance.

Teaching Methods: Lectures, tutorials and laboratory sessions.

Assessment: Exam (70%); Laboratory (30% - to obtain a pass in the unit a pass must be obtained in the theory component, regardless of laboratory marks.

Prescribed Texts:

or


or


1215 Bioscience 4
(DN BS)

Unit Adviser: Mr P. Freeman

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

Prerequisite: 1214

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

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

Teaching Methods: Lectures, tutorials and laboratory sessions.

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

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

Prescribed Texts:

or


1221 Microbiology
(BS BE BT)

Unit Advisers: Mr C. Panter, Mrs D. Richards

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

Prerequisites: 1186 and 1182; or permission of Unit Adviser.

Aim: To introduce students to the basics of microbiology.


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

Assessment: Tests (60%); Laboratory Work and Assignments (40%) - satisfactory performance in both written tests and laboratory work is required to pass the unit.

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

Prescribed Text:

Recommended Reading:

Other references to be advised.
1222 Microbiology
(BS BE BT)

Unit Advisers: Mr C. Panter, Mrs D. Richards

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

Prerequisite: 1221

Aim: To continue the basic microbiology study commenced in unit 1221.

Unit Outline: Introduction to systematic identification. The genera of bacteria. Principles of microbial ecology and environmental microbiology; microbiology of air; aquatic microbiology; microbiology of domestic water and sewerage; indicator organisms; soil microbiology; and biogeochemical cycles; pollution microbiology; introduction to food microbiology; microbial genetics; introduction to virology; basics of immunology; aspects of biotechnology and industrial microbiology.

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

Assessment: Tests (55%); Laboratory Work and Assignments (45%) - satisfactory work in both written tests and laboratory work is required to pass the unit.

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

Prescribed Text:

Recommended Reading:

Other references to be advised.

1232 Working with Systems 1
(DE BS)

Unit Adviser: To be advised.

Full Year: 50 hours of practical activities and tutorial guidance - unit value of 0.5 - internal and distance education study.

Prerequisite: Nil

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

Unit Outline: Levers, linkages, pulleys, sprockets and chains, gears, cams, eccentrics and ratchets, crank/slider mechanisms and screw mechanisms, couplings and shafts, brakes and clutches, lubrication, bearings, steering mechanisms.

D.C. motors - permanent magnet, wound field, brushless; stepping motors.

Single-acting and double-acting pneumatic cylinders; push-button, roller-trip, plunger and solenoid operated 3-port and 5-port valves; flow regulators, pressure regulators, reservoirs, pneumatic counters; compressed air supplies; their use in circuits requiring piston speed control, air bleed circuits, pressure sensing circuits, time delay circuits.

Resistors, including light-dependent resistors and thermostors; transistors as switches; diodes, including light emitting diodes; reed switches, relays, electric motors and electromagnetic counters; capacitors; transistors as amplifiers; power supplies; logic levels and truth tables; AND, OR, NOT, NAND and NOR gates; Schmitt trigger inputs, bistable circuits, counters; clocks; their use in light-, noise-, and pressure-sensitive circuits; interface devices; temperature-switching circuits; multi-vibrator circuits; intercon systems, radio circuits and simple logic circuits. Component recognition and testing; circuit design, construction and testing.

Teaching methods: A kit for self-paced practical activity, together with all study guides, readers and videotapes, will be provided at the beginning of the year*. These materials may be used either by internal or distance education students. Optional practical activities and tutorial guidance will be available at weekend schools.

Assessment: Practical Assignments (50%), 3-hour Examination (50%), in which students must demonstrate mastery learning of the items examined.

* Students elect to be examined at the end of Semester 1 or at the end of the year, after consultation with the Unit Adviser.

Prescribed Texts:

To be advised for other topic areas.

1241 Biochemistry
(BS BE BT)

Unit Adviser: Ms J.A. Mosse

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

Prerequisites: 1182, 1186 (or permission of Unit Adviser)

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

Unit Outline: The relationship between structure and function of proteins. Physical and chemical techniques used to study proteins. The structures of DNA and RNA, and their roles in the storage, transmission and expression of genetic information. The use of recombinant DNA technology to construct novel genomes. The structure and function of oxygen-transporting and connective tissue proteins.
Enzymic catalysis - mechanisms and control. Biological membranes. The notion of biologically-useful energy and the role of ATP. The production of ATP from the oxidation of simple carbohydrates, via the glycolytic pathway, tricarboxylic acid cycle and electron transport. Fundamental techniques of biochemical separation and analysis.

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

Assessment:
Mid-semester Test (40%)  
Final Examination (40%)  
Practical Work (20%)  
A pass in both theory and practical work is mandatory.

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

Prescribed Text: To be advised.

1242 Biochemistry  
(BS BE BT)

Unit Adviser: Dr A.P. Towns

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

Prerequisite: 1241

Aim: A continuation of the aim of unit 1241.


Teaching Methods: Lectures, tutorials and practical work.

Assessment:
Mid-Semester Test (40%)  
Final Examination (40%)  
Practical Work (20%)  
A pass in both theory and practical work is mandatory.

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

Prescribed Texts: To be advised.

1251 Chemistry  
(BS BE BT DT)

Unit Adviser: Dr A. Patti

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

Prerequisite: 1182

Aim: To continue the study of the principles of chemistry begun in units 1181 and 1182. To present some key principles of organic, inorganic and physical chemistry.

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

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

Assessment:
Progressive Assessment (70%)  
Laboratory (30%)  
Progressive assessment involves topic tests, assignments and examinations. Students are required to pass both the theory and laboratory components in order to gain credit for the unit.

Prescribed Texts:

1252 Chemistry  
(BS BE BT DT)

Unit Adviser: Dr A. Patti

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

Prerequisite: 1251

Aim: To extend the study of principles of chemistry undertaken in unit 1251.

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

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

Assessment:
Progressive Assessment (70%)  
Laboratory (30%)  
Progressive assessment involves topic tests, assignments and examinations. Students are required to pass both the theory and laboratory components in order to gain credit for the unit.

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

1262 Scientific Thought and Methods
(BS BE BT DT)

Unit Adviser: Mr J.A. Harris

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

Prerequisite: 1162

Aim: This unit is part of a sequence of units, one at each level of the course. Aims of the sequence are given in the unit outline for unit 1162.

Unit Outline: The main themes of 1262 are: Information - construction of personal indexing system for retrieval references, conduct of a literature search, writing a critical review, writing job applications, oral presentations, job interviews, meetings, conferences and group interaction. Problem Definition and Solution - definition and application of scientific method, experiment design, problem definition and statement, development and examination of alternative solutions. Thinking and Thought Processes - learning theory, thinking and reasoning processes.

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

Assessment: Progressive Assessment (100%)

Prescribed Text:

1264 Scientific Thought and Methods
(BS BE BT DT)

Unit Adviser: Mr J.A. Harris

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

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

Aim: This unit forms part of a sequence of units. Aims of this sequence are given in the unit outline for unit 1162.

Unit Outline: The unit outlines for 1162 and 1262 should be read. The unit incorporates material on information retrieval from unit 1162 in place of some material on information presentation from unit 1262.

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

Assessment:
Progressive Assessment (100%)

Prescribed Texts:
Campbell, M., Reference and Information Sources in Chemistry and Biochemistry. 2nd ed., Griffith University, 1983.

or
Campbell, M., Reference and Information Sources in Physics and Mathematics. 2nd ed., Griffith University, 1983.

or

1271 Applied Chemistry
(BS BE BT DT)

Unit Adviser: Dr R.J. Hodges

Second Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - distance education study. (Next offered internally in first semester 1992.)

Prerequisite: 1182

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

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

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

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

Prescribed Text:

or

1272 Applied Chemistry
(BS BE BT DT)

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - internal study. (Next offered by distance education in second semester 1992.)

Prerequisite: 1182
Aims: To give the student a thorough grounding in the techniques and theory applicable to basic instrumental analysis. To illustrate the way in which certain combinations of components are chosen to make up each instrument. To emphasise accuracy and correct technique in practical work.

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

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

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

Prescribed Texts:

1273 Applied Chemistry (Biological)
(AS BE BT DT)

Unit Adviser: Dr R.J. Hodges

Second Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - distance education. (Next offered internally in first semester 1992.)

Prerequisite: 1182

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

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

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

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

Prescribed Texts:

1274 Applied Chemistry (Biological)
(AS BE BT DT)

Unit Adviser: Dr R.J. Hodges

First Semester: 7 hours per week of integrated lectures and practical work - unit value of 1.0 - internal study. (Next offered by distance education in second semester 1992.)

Prerequisite: 1182

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

Unit Outline: Theory and practice of UV-Vis, flame and atomic absorption spectroscopy; optics, electronic components, interference effects. Chromatography: theoretical considerations and practice in GLC, HPLC and TLC and paper chromatography. Water technology: from source to waste purification. Industrial and petroleum chemistry at an introductory level.

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

Prescribed Texts:
1281 Physical Science
(BS BE BT DT)

Unit Adviser: Dr M.A. Hooper

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

Prerequisites: 1183, and 1182 or 1184

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

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

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

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

Relevance of laboratory work to theoretical study: The laboratory program combines reinforcement of basic theory with practice in relevant skills, particularly in the spectroscopic area.

Prescribed Text:

Recommended Reading:

1282 Physical Science
(BS BE DT)

Unit Adviser: Mr B.T. McEnery

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

Prerequisite: 1281

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

Unit Outline: Resonance and other spectra are discussed in relation to instrumentation and chemical analysis. The basic principles of sources, detectors and their combination into spectroscopic instruments are studied. The third law of thermodynamics and statistical thermodynamics are covered. The study program will provide a thorough grounding for final year studies in chemistry and physics.

Teaching Methods: Detailed study guides and lecture/laboratory program materials are provided. Distance Education students are required to attend tutorial and laboratory sessions at weekend schools. Laboratory work is considered an essential method of reinforcing and illustrating the principles discussed in the theory section.

Assessment:
Progressive Assessment
(70%)
Laboratory Work
(30%)

Prescribed Text:

Recommended Reading:

1291 Physics (not offered until 1992)
(BS BE DT)

Unit Adviser: Dr A. Markiewicz

First Semester: 8 hours per week of integrated lectures and laboratory work - unit value of 1.0 - internal and distance education study.

Prerequisites: 1181 and 1184.

Aims: To consolidate and extend the fundamental physics of first level units and develop concepts and techniques of Applied Physics.

Unit Outline: The major part of this unit involves a study of Electronics for Instrumentation and Quantum and Radiation Physics.

The Electronics includes AC and DC circuit theory, input and output parameters of electronic devices, power supplies, transducer and operational amplifiers. The Quantum section includes Wave Particle Duality, Wave Mechanics and applications while the Radiation section includes Nuclear Physics, Detection, Shielding and Radiation Health Physics.

Teaching Methods: Study guides are provided which aim to integrate the topic into theoretical background, practice problems and laboratory/discovery sessions. The tutorial approach is emphasised rather than the lecture approach.

Assessment:
Unit Tests and Assignments
(75%)
Laboratory Work
(25%)

Relevance of laboratory work to theoretical study: As described above, laboratory work is considered an integral part of the learning experience.

Prescribed Texts:
1292 Physics
(BS BE DT)

Unit Adviser: Dr A. Markiewicz

First Semester: 8 hours per week of integrated lectures and laboratory work - unit value of 1.0 - internal and distance education study.

Prerequisites: 1183, 1181 or 1182 or 1184.

Aims: To consolidate and extend the fundamental physics of first level units and develop concepts and techniques in applied physics.

Unit Outline: The major parts of the unit are Waves and Acoustics and Solid State and Polymer Physics.

Waves and Acoustics includes electromagnetic and material waves with emphasis on acoustics. The Solid State and Polymer Physics section includes work on bond structure of intrinsic and extrinsic semiconductors and the electrical and optical properties of polymers.

Relevance of Laboratory Work to theoretical study: Laboratory work is considered an integral part of the learning experience in this unit.

Teaching Methods: Study guides are provided which aim to integrate the practical aspects of each topic with theoretical background, via practice problems and laboratory/discovery sessions. The tutorial approach is emphasised rather than the lecture approach.

Assessment:
Unit Tests and Assignments (70%)
Laboratory Work (30%)

Prescribed Texts:
Others to be advised.

Recommended Reading:

1321 Applied Microbiology
(BS BE DT)

Unit Adviser: Mr C. Panter

First Semester: 8 hours of integrated lectures and laboratory per week - unit value of 1.0 - internal study. (Next offered by distance education in 1992.) (Distance education study involves a 7 day laboratory block.)

Prerequisite: 1222

Aim: To continue applied studies in food, industrial and soil and water microbiology commenced in unit 1222.


Industrial microbiology: culturing and maintaining microorganisms in industry; industrial fermentations; aspects of genetic programming of industrial microorganisms; biological control using microorganisms.

Teaching Methods: Lectures and laboratory work. Laboratory work includes individual projects comprising a large proportion of the assessment.

Assessment: Tests (50%); Laboratory Work and Projects (50%) - satisfactory performance in both written tests and laboratory work is required to pass the unit.

Relevance of laboratory work to theoretical study: In this applied microbiology unit development of laboratory skills to a high level of competence is emphasised. Project work in the laboratory is used as a means of integrating the theoretical study topics and in developing student ability to analyse critically and discuss microbiological problems and data.

Prescribed Text:

Recommended Reading:
Other references to be advised.

1322 Applied Microbiology
(BS)

Unit Adviser: Mr G. Panter, Mrs D. Richards

Second Semester: 8 hours of integrated lectures and laboratory per week - unit value of 1.0 - internal study. (Next offered by distance education in 1992.)

(Distance education study involves a 7 day laboratory block.)

Prerequisite: 1321

Optional Study for this Unit: Students who are taking 1322 but who are not taking the B.App.Sci. (Applied Biology) course may opt to take the haematology package offered as part of the 1342 Applied Biochemistry in place of the diagnostic microbiology laboratory project in 1322.

Aim: To build upon principles provided in Units 1221 and 1222 and provide students with a grounding in applied medical microbiology.

Unit Outline: Microbiological laboratory safety. Non-specific host defence against infection.

Immunology and immunological techniques: immunopathology. Epidemiology of infectious disease. Laboratory diagnosis of infectious disease. Organisms of public health significance in food and water; microbial diseases of the digestive tract.
Infectious diseases of the skin, respiratory tract, nervous system, blood, lymph, muscle and internal organs. Chemotherapy of infectious diseases. Veterinary microbiology. Biotechnology in relation to production of vaccines and antibiotics.

Teaching Methods: Lectures, laboratory work and excursions to clinical and veterinary laboratories. The laboratory program includes individual projects in diagnostic microbiology.

Assessment: Tests (50%): Laboratory Work and Projects (50%) - satisfactory performance in both written tests and laboratory work is required to pass the unit.

Relevance of laboratory work to theoretical study: The laboratory work is closely related to the theoretical material. The diagnostic microbiology laboratory work is closely tied to, and run in cooperation with, local hospital microbiology laboratories.

Prescribed Text: Nil


Other references to be advised.

1333 Working with Systems 3 (not offered in 1991) (DE BS)

Unit Adviser: Mr B.T. McEnery

Second Semester: 2 hours per week lectures/tutorials - unit value 0.5 - distance education.

Prerequisites: 1232, 5245

Aim: To explain the essential features of the systems approach to dealing with problems, and to show how it should be part of any design activity. To explain what the words system means so that a problem can be properly specified in terms of system characteristics. To describe the operation of some specific technological and organisational systems, and to investigate in detail one technological system and one organisational system.

Unit Outline: Description of systems; Systems Analysis: block diagrams and systems diagrams, system boundaries, systems, subsystems and black boxes, inputs, outputs and feedback; Modelling: models and systems, dangers inherent in modelling; complex technological systems; organisational systems.

Teaching Methods: Lectures, tutorials and investigations (project work).

Assessment:
Mid-semester test (20%)
Assignments (40%)
Investigations (project work) (40%)

Prescribed Text: To be advised.

Recommended Reading: To be advised.

1341 Applied Biochemistry (BS BE)

Unit Adviser: Dr A.P. Towns

First Semester: 4 hours of lecture-tutorials and 4 hours of practical work per week. (These are average figures to permit inclusion of some lengthy experiments) - unit value of 1.0 - internal and distance education study.

Prerequisite: 1242

Aim: To understand the integration and control of cellular processes. To acquire proficiency in and familiarity with modern biochemical analyses and manipulations.

Unit Outline: Protein chemistry; principles of folding of polypeptide chains and maintenance of the folded shape; critical appraisal of the dogma of Anfinsen; the notion of ligand-induced conformational changes in proteins as a fundamental mechanism of regulation and control of cellular activities; catalysis and its control - allosterism, feedback inhibition, energy-dependent covalent modification of proteins, isozymes, multi-enzyme complexes. The dynamic biochemistry of membranes - Mechanisms of electron transport and oxidative phosphorylation in animals, plants and bacteria; transmembrane pumps and receptors; the role of the cell membrane in regulation; "second messengers". The biochemical of the cytoskeleton; contractility. Hormonal control of metabolism - adrenaline, noradrenalin, glucagon, vasopressin, steroids, with particular reference to the female reproductive system.

Teaching Methods: Lectures, tutorials and practical work.

Assessment:
Mid-Semester Test (35%)
Final Examination (35%)
Practical Work (30%)

A pass in both theory and practical work is mandatory.

Relevance of Practical Work to Theoretical Study: There is a deliberate close integration of lecture material and practical exercises.

Prescribed Text:

Recommended Reading:

Students considering the purchase of any of the above texts are strongly advised to consult the unit adviser. Frequent references will be made to advanced texts, reviews and research literature.

1342 Applied Biochemistry
(3rd BE)

Unit Adviser: Ms J.A. Mosse

Second Semester: 4 hours of lecture-tutorials and 4 hours of practical work per week. (These are average figures to permit inclusion of some lengthy experiments.) - unit value of 1.0 - internal and distance education study.

Prerequisite: 1341

Optional Study for this Unit: Students studying 1342 not as part of the B.App.Sc.(App.Biol) course may opt to study the immunology/immuno-pathology package offered in 1322 Applied Microbiology in place of the haematology package described below. Students who have strong reasons for studying both packages should consult the Unit Adviser.

Aim: As for unit 1341.


Teaching Methods: Lectures, tutorials, practical work and computer simulations.

Assessment:
Mid-Semester Test (35%)
Final Examination (35%)
Practical Work (30%)
A pass in both theory and practical work is mandatory.

Relevance of Practical Work to Theoretical Study: There is a deliberate close integration of lecture material and practical exercises.

Prescribed Text: As for unit 1341.

Recommended Reading: As for unit 1341.

1351 Chemistry
(3rd BE)

Unit Adviser: Mr R.J. Lyall

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

Prerequisite: 1252

Aim: To extend the studies of units 1251 and 1252 in inorganic, organic and physical chemistry.

Unit Outline: The unit includes selected topics from heterocyclic chemistry, thermodynamics, absolute rate theory, surface and colloid chemistry, phase equilibria, electrochemistry, natural products, organometallic chemistry.

Teaching Methods: Lecture/tutorials/laboratory work by a team of lecturers.

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

Relevance of laboratory work to theoretical study: The main emphasis of the laboratory course at this level is on development of a high level of competence in skills and techniques relevant to the professional industrial chemist.

Prescribed Texts:

1352 Chemistry
(3rd BE)

Unit Adviser: Mr R.J. Lyall

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

Prerequisite: 1351

Aim: To extend the studies of units 1251 and 1252 in inorganic, organic and physical chemistry.

Unit Outline: This unit includes selected topics from heterocyclic chemistry, thermodynamics, absolute rate theory, surface and colloid chemistry, electrochemistry, natural products, organometallic chemistry.

Teaching Methods: Lectures/tutorials/laboratory work conducted by a team of lecturers.

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

Relevance of laboratory work to theoretical study: The main emphasis of the laboratory course at this level is on development of a high level of competence in skills and techniques relevant to the professional industrial chemist.

Prescribed Text:

Recommended Reading:
1362 Applied Research Project
(BS BE)

Unit Adviser: Dr P. Mosse (Individual student's projects shall be supervised by appropriate members of the Physical and Biological Sciences Group.)

Full Year: 4-6 hours per week including one hour class contact and 3-5 hours individual work per week - unit value of 1.0 - internal and distance education study.

Prerequisite: 1262 or 1264 (Students will be required to have completed the first and second levels of their course before enrolling in this unit.)

Note: This unit is to be taken by all Bachelor of Applied Science students majoring in Applied Biology, Applied Chemistry, or Applied Physics. Students undertaking other areas of major study in the Bachelor of Applied Science degree shall undertake unit 7329 Computing Project, unit 7368 Mathematics Project or unit 7389 Operations Research Project, as appropriate.

Aim: This is the last unit of a sequence, the general aims of which are given in the unit outline for unit 1162. The aim of this unit is to involve the student in a research project.

Unit Outline: The three themes of 1162 and 1262, together with previous studies in the major area are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required. Students are required to maintain regular contact with their project supervisors.

Teaching Methods: Seminars, tutorials and supervised individual project work.

Assessment:
- Seminar Presentation (10%)
- Interim Project Reports (20%)
- Final Project Reports (70%)

Prescribed Text: Nil

1371 Applied Chemistry
(BS BE)

Unit Adviser: Dr R.J. Hodges

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

Prerequisite: 1272

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

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

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

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

Relevance of laboratory work to theoretical study: One to one correspondence, where equipment resources permit.

Prescribed Text:

Recommended Reading:

1372 Applied Chemistry (not offered in 1991, next offered in 1992)
(BS BE)

Unit Adviser: Dr R.J. Hodges

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

Prerequisite: 1271

Aim: To relate analytical methods to production requirements for finished materials.

Unit Outline: This unit covers a range of chemical topics related to final products such as polymers, air and water chemistry, waste management and monitoring, electrical methods of analysis, thermal analysis, metallurgy, industrial operations and process control.

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

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

Relevance of laboratory work to theoretical study: One to one correspondence where equipment resources permit.

Prescribed Texts:
Recommended Reading:

1381 Physical Science
(BS BE)

Unit Adviser: Mr P.J. Higgins

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

Prerequisite: 1282

Aim: To extend the range of spectroscopic studies of units 1281 and 1282.

Unit Outline: This unit continues the theme of spectroscopy using nuclear magnetic resonance, infra red and mass spectrometry to elucidate molecular structure. The basics of X-ray and vibrational spectra, mass spectrometry and quantitative XRF and EDX analyses are also studied.

Teaching Methods: A series of formal lecture/tutorial sessions is supported by individual laboratory “discovery/application” requirements. Detailed study guides are used to direct the student’s learning.

Assessment:
Unit Tests and Assignments (70%)
Laboratory Work (30%)

Prescribed Texts:

Recommended Reading:

1382 Physical Science
(BS BE)

Unit Adviser: Mr B.T. McEniery

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

Prerequisite: 1381

Aims: To extend the range of spectroscopic studies of previous units and to investigate the use of microprocessors and PC’s in instrumentation.

Unit Outline: X-ray studies are continued from 1381 to include the principles of X-ray Diffraction. The unit includes an introduction to the fundamentals of microprocessors, PC’s and commercial software for data acquisition and control of scientific equipment. Vacuum techniques and fluid flow are also considered.

Teaching Methods: A series of formal lecture/tutorial sessions is supported by individual laboratory "discovery/application" requirements. Detailed study guides are used to direct the student’s learning.

Assessment:
Unit Tests and Assignments (70%)
Laboratory Work (30%)


Recommended Reading:

1391 Applied Physics (not offered until 1992)
(BS BE)

Unit Adviser: Dr A. Markiewicz

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

Prerequisite: 1291

Aim: To extend the studies of units 1291/1292 and 1281/1282 by examining some specific applications of electronic instrumentation and radioisotopes in industry and the environment.

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

Teaching Methods: Depends greatly on the topic of study, e.g. for electronics much of the material is developed through the lecture/laboratory approach whilst for Radioisotope techniques an investigatory approach is used.

Assessment:
Progressive Assessment (70%)
Laboratory Work (30%)

Prescribed Text:

Recommended Reading:
1392 Applied Physics (BS BE)

Unit Adviser: Mr B.T. McEniery

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

Prerequisite: 1292

Aim: To extend the studies of units 1292 and 1281/1282 by examining some specific applications of physics in industry and the environment.

Unit Outline: This unit examines the techniques of measuring environment quality parameters together with a study of non-fossil energy sources as a contribution to a clean environment.

Teaching Methods: Very much an investigative approach using assignment, field work and mini-projects supported by tutorial sessions. The emphasis is on encouraging individual problem solving by background investigation, relevant data collection and analysis. This includes a thorough understanding of instrumental techniques.

Assessment:

- Unit Tests and Assignments (70%)
- Laboratory Work (30%)

Prescribed Text:


1481 Introduction to Master of Applied Science
1482 Master of Applied Science (MS)

Available for students with approved prerequisites including professional experience, and in areas in which the School of Applied Science is conducting ongoing research.

Prescribed Text: Nil

7111 Computer Programming 1D (AC BS)

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

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

Prerequisite: Nil

Note: Credit towards B.App.Sc. will be given for only one of the Units 7111, 7122.

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

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

Teaching Methods: Lectures, laboratory/tutorial, electronic mail.

Assessment:

- Assignments (50%)
- Examination (50%)

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

Prescribed Text:


Distance education students will require access to a computer (such as an IBM PC) and either a Pascal compiler (such as Turbo Pascal) or a modem. Access to the University College's electronic mail system (either directly for internal students or via modem for distance education students) is highly desirable for enabling effective communication between students and staff.

7112 Mathematics for Computing (AC BS)

Unit Adviser: Mr F. Benyah

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

Prerequisite: Nil

Note: Credit towards B.App.Sc. will be given for only one of the Units 7112, 7160.

Aims: Students will acquire the basic mathematical skills required to - express quantitative and logical relationships between variables in statements in programming languages; understanding how data is stored, compiled and manipulated within a computer; perform simple business and technical calculations; understand how errors may be propagated in calculations.

Unit Outline: Sets, Number Systems and Logic (2 weeks), Binary arithmetic and logic operators (2 weeks), Boolean Algebra: Switching Circuits, circuit design and representation of numbers in computers (3 weeks), Basic Algebra and graphical techniques (2 weeks), Quadratic equations, logarithmic functions (2 weeks), Error propagation (1 week), Iterative methods for solving equations (2 weeks).
Calculator: A calculator, with the common scientific functions \( e^x, \sin x, \cos x, \ln x \) is required for this unit.

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

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

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

Prescribed Text:

Recommended Reading:
Essential Computer Mathematics (Schaum series). 7115 Computer Organisation (AC) 7114 Computer Programming 2D (AC BS)

Unit Advisers: Mr K. Harris, Mr D. Thomson

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

Prerequisite: 7111 or 7122

Corequisite: 7112 or a suitable alternative mathematics unit.

Note: Credit towards B.App.Sc. will be given for only one of the Units 7114, 7222.

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

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

Teaching Methods: Lectures and tutorials.

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

Prescribed Texts:

However, if you have access to an IBM PC clone, but do not have a C compiler, then you should purchase the following book, which comes bundled with an educational version of Microsoft's Quick C on a 5 1/4 disc.

Houston, J., Looking into C. Merrill, 1989. Be sure to get the version with the software. (There is a slightly cheaper version without the compiler.) The ISBN of the correct version is 21-099-2.
7116 Information Systems 1 (AC BS)

Unit Adviser: Mr C.F. Lau

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

Prerequisites: 1163, 3144 or 3140 (AC), 1162, 3140 (BS)

Corequisites: 3168, 7114 (AC), 7114 or 7222 (BS)

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

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

Teaching Methods: Lectures and tutorials.

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

Prescribed Text:

7121 Introduction to Computers
(BS BE DT AE BT)

Unit Adviser: Dr R.J. Bignall

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

Prerequisite: Nil

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

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

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

Teaching Methods:
Internal Students - Two hours per week timetable allocation, consisting of a one hour lecture and a one hour tutorial, with additional contact time initiated by the student.

Distance Education Students - Four hours of formal class contact at each weekend and extended weekend school, coupled with comprehensive study guides, self paced tutorial guides, and provision for additional student contact through mail and by phone.

Assessment: Both assignments, and an examination will be used in the assessment of this unit. Students must obtain satisfactory marks for each of the assignments and the examination. A simple summing up of marks for individual assessments is not an indication of pass or fail over the unit.

Four compulsory assignments will be set to cover each of the four major topics in the unit.
Assignment 1 (Computers and Information, Word Processing) (10%); Assignment 2 (Algorithm Design) (15%); Assignment 3 (Spreadsheets) (15%); Assignment 4 (Information Management) (10%); Examination (3 hours) (50%).

Prescribed Texts:

7122 Computer Programming 1A
(AC BS BE BN BB BT BM BR BI DT DE)

Unit Advisers: Mr J.G. K. Harris, Mr L.F. Smith

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

Prerequisite: 7121 or permission of unit adviser.

Note: Credit towards B.App.Sc. will be given for only one of the units 7111, 7122.

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

Unit Outline: Introduction to structured program design: design structure diagrams, pseudocode, modules, programming slubs; the Pascal
programming language; syntax charts, program structure, data types and declaration statements, expressions, input and output, control structures, procedures and functions; Pascal Compiler - running programs, compiler, linking, debugging.

Assessment:
Assignments
Examination (three hours)

Teaching Methods: Lectures (2hrs per week) and tutorials (1hr per week).

Prescribed Text:
or

Students will require access to a computer (such as an IBM PC) and either a Pascal compiler (such as Turbo Pascal) or a modern.

7123 Computer Organisation
(BS BE BC BT DT)

Unit Adviser: Mr J.G.K. Harris

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

Prerequisite: 7122

Aims: To introduce the basic concepts of computer hardware, and its organisation into computer systems and networks.
To program in a low level language allowing access to base-level machine instruction.

Unit Outline: Components of a computer system; internal machine organisation; system architecture; data representation and manipulation; study of a low level language.

Assessment:
Assignments
Examination

Prescribed Texts:

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

7129 Computers in the Health Care Setting
(DN)

Unit Adviser: Mr L.K. Makin

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

Prerequisite: Nil

Aims: Students will learn the meaning of common computing technology; study the use of the computer as a tool for nursing practice and patient care delivery; consider some of the issues and implications of computer usage in health care systems.

Unit Outline:
1. Computer Jargon: Hardware and Software (30%)
   Hardware: Structure of computers; input/output devices, processor, memory, file storage; communication. Software: programs; operating system, word processing, databases, spreadsheets, documentation, security.

2. Using Computers in Health Care (50%)
   Designing systems for information processing - the systems analysis/design cycle; case studies from Patient Admissions/Accounting/Pharmacy Inventory. Patient information system. Nursing care data requirements: Admissions information, automated monitoring and lab testing.

3. Computers in Society (20%)
   Good systems and bad, the general picture; Resistance to change, ergonomics, job elimination and deskilling: Problems with humans; data privacy, security and accuracy. Health care issues: automation and artificial intelligence and medicine; dehumanisation and effective technology for health care.

Assessment:
Assignments
Examination

Prescribed Texts:

Recommended Reading:

7152 Computers in Business
(BB DE)

Unit Advisers: Mr L.F. Smith, Mr M. Lau

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

Prerequisite: Nil

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

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

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

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

Prescribed Texts: To be advised.

7159 Computer Applications in Business
(AG)

Unit Adviser: Mr L.F. Smith

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

Prerequisite: Nil

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

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

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

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

Prescribed Texts: To be advised.

7160 Basic Mathematics
(AE BS BE BT BB DT DE)

Unit Adviser: Mrs R. Steel

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

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

Note: Enrolment in this unit will only be accepted after consultation with the unit adviser or Group Leader: Mathematical Sciences.

Note: Credit towards B.App.Sc. will be given for only one of the Units 7112, 7160.

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

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

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

Prescribed Text: To be advised.

Recommended Reading: To be advised.

7161 Calculus
( BS BE BN BB BT BM BR BI DT DE)

Unit Adviser: Dr J.R. Arkinstall

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

Prerequisite: An appropriate Year 12 Mathematics or 7160.

Note: Credit will be given for only one of the units 7161, 7169.

Aim: To revise and enhance the students prior knowledge of calculus by extending Year 12 calculus in the context of a more thorough treatment, and introduce a diversity of applications.
Unit Outline: This unit aims to prepare students for the application of calculus methods in science and mathematics. Topics include: functions, 1-1 functions, inverse functions; sketching of rational functions; convergence of infinite sequences and series; review of differentiation with applications to approximations, the finding of local extreme points, rate problems and curve sketching; definite integration with application to areas, volume and centres of mass; hyperbolic functions and their inverses; systematic indefinite integration; first-order separable, homogeneous and linear ordinary differential equations; second-order ordinary differential equations of various simple types including second order linear equations with constant coefficients; Taylor's theorem with applications to the approximation of functions and integrals; partial differentiation and local extremes of functions of two variables.

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

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

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

Prescribed Text:

Recommended Reading:

7163 Vectors and Matrices
(BS BE BN BB BT BI BM BR DT)

Unit Advisers: Dr P.R. Rayment, Mr F. Benyah

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

Prerequisite: An appropriate Year 12 Mathematics or 7160.

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

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

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

Prescribed Text: To be advised.

Recommended Reading:

7164 Mathematical Modelling A
(BS BE BN BB BT DT)

Unit Adviser: Dr A.R. Carr

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

Corequisite: 7161 or 7169

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

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

Selected case studies drawn from areas such as population dynamics, animal and plant growth and planetary motion are discussed. The main emphasis, however, is on students' attempts at formulating their own models in assignment work. Therefore, general procedures and advice on model formulation are provided, and the case studies are intended to illustrate principles which students may apply in their own work. Some general concepts used in analysing physical systems, such as those of conservation laws, interactions, rate equations and stability are discussed. Simple methods from unit 7161 are used to solve and analyse many of the models introduced.

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

Assessment:
Three Modelling Assignments (60% total)
Examination (40%)

Prescribed Text: Nil

Recommended Reading:

7169 Engineering Calculus
(BN BM Bi BR)

Unit Adviser: Dr J.R. Arkinstall

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

Prerequisite: One Year 12 Mathematics or unit 7160.

Note: Credit will be given for only one of the units 7169, 7161.

Aim: To develop the theorems and techniques of the differential and integral calculus of functions of a single real variable, and to introduce a variety of problems amenable to such analytic methods.

Unit Outline: The unit prepares students for applications of calculus in the physical sciences and mathematics. Topics include: functions, inverse functions; sketching graphs of rational functions; boundedness and convergence or divergence of infinite sequences and series; differentiation and its applications to: approximation of functions; the finding of local extreme points, rate problems and graph sketching; definite integration with applications to: calculation of areas, volumes and the positions of centres of mass; hyperbolic functions; systematic indefinite integration; solution of first-order differential equations: simple types, including linear equations with constant coefficients; Taylor and Maclaurin series with applications to the approximation of functions and definite integrals; partial differentiation and the finding of local extremes of functions of two real variables.

Teaching Methods: Lectures, and at least one other hour per week for tutorial classes. The group is split in half for tutorials, doing tutorial exercises (some in small groups) or practice on assignment problems. Assignment work is corrected but does not count directly towards assessment grades.

Assessment:
Class Tests (40%)
Examination (60%)

Prescribed Text:

Recommended Reading:

7171 Probability and Statistics
(50% BE BN BB BT BM BI BR DT DE)

Unit Adviser: Dr P.R. Rayment

First and Second Semester: 3 hours per week - unit value of 0.5 - internal and distance education study first semester, internal study only second semester.

Prerequisite: An appropriate Year 12 Mathematics or 7160.

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

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

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

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

Prescribed Text:

Recommended Reading: To be advised.

7182 Introduction to Operations Research
(50% BE BT BN BB DT)

Unit Adviser: Mrs H.B. Nath

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

Prerequisite: One Year 12 Mathematics or 7160.

Note: Credit will be given for only one of the units 7182 or 7189.

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

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

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

Prescribed Text:

Recommended Reading:

7189 Operations Research for Engineering
(5R BM Bi)

Unit Adviser: Dr A.R. Carr

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

Prerequisites: 7163, 7171 (familiarity with unit 7121 or unit 7122 would be useful).

Note: Credit will be given for only one of the units 7189 or 7182.

Aim: The unit introduces students to a variety of decision problems, provides a variety of solution procedures for quantitative analysis including current LP computer packages.

Unit Outline: Operations research and areas of its potential applications. Relationship with computers and management science. Linear programming problems - solutions through graphical procedures, the simplex algorithm and use of computer packages. Decision analysis - under certainty, uncertainty and risk - including the value of information. Programming of resources - including network, assignment, and transportation problems. Introduction to inventory models. Simple simulation problems and an introduction to the Monte Carlo sampling technique.

Assessment:
Class Test (20%)
Assignment (30%)
Examination (50%)

Prescribed Text:

Recommended Reading: To be advised

7191 Quantitative Methods 1
(BB)

Unit Advisers: Dr G.B. Nath, Mrs H.B. Nath

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

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

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

Unit Outline: Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions. Solutions of systems of linear equations and inequations; The graphical solution method to linear programming problems, formulation of LP models and introduction to available computer packages; Arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; Simple calculations of index numbers.

Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; The sampling distribution of the sampling mean; Rules for calculation of probabilities: Decision making under certainty, uncertainty and risk; introduction to simple linear regression; Use of statistical package MINITAB.

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

Prescribed Text:

Recommended Reading: To be advised.

7192 Quantitative Methods 1D
(50%)

Unit Adviser: Dr G.B. Nath

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

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

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

Unit Outline: Management Mathematics: Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions (Weeks 1-2). Solutions of systems of linear equations and inequations. The graphical solution method to linear programming problems, sensitivity analysis, formulation of practical LP models and

Introduction to simple linear regression. Use of statistical package MINTAB (Weeks 27-28).

Teaching Methods: Three hours per week timetable allocation, consisting of one two hour lecture and one one hour tutorial session, with additional contact time upon request by students. Comprehensive study guides are provided to outline each topic and to direct students to relevant material.

Assessment: Four assignments will cover all aspects of the course content: Assignments 1.3 (10% each), Assignments 2.4 (15% each), End of Semester Examinations (25% each), (2 hours each).

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


Recommended Reading: To be advised.

7212 File Operations (AC BS)

Unit Adviser: Mr D. Thomson

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

Prerequisite: 7114 or 7222

Aims: On completion of the unit, students will have: an understanding of the most common file organisations, and the situations in which the use of each is appropriate; an appreciation of the algorithms used to manipulate these data structures; the ability to implement these algorithms in practical applications.

Unit Outline: Overview of files - operations which must be performed on files (create, modify, insert, delete, search), introduction to major file organisations, situations in which each organisation is appropriate, review of available hardware (tape and disk), review of programming language support for files and records; sequential file organisation - update algorithms, sorting algorithms; relative file organisation - direct access files, hash functions, collision handling algorithms; search trees - binary trees, height balanced trees, multiway trees, B trees (and variants): indexed sequential file organisation - principles, common implementations; review and overview of other issues - buffering, blocking, security (including encryption), file compression, introductory database concepts.

Teaching Methods: Internal Students - four hours per week, consisting of a two hour lecture and a two hour tutorial, with additional contact time initiated by the student. Distance Education Students - four hours per weekend school, coupled with skeletal study guides to complement the textbook, and provision for additional student contact through both mail and electronic mail, and by phone.

Assessment: Both assignments and an examination will be used in the assessment of this Unit. Students must obtain satisfactory marks for both the assignments and the examination. A simple summing up of marks for individual assessment is not an indication of a pass or fail over the unit. Assignments (50%): Examination (50%).

Prescribed Text: To be advised.
Access to the University College's electronic mail system (either directly for internal students or via modem for distance education students) is highly desirable for enabling effective communication between students and staff.

Recommended Reading: To be advised.

7213 Commercial Programming
(AC BS)

Unit Adviser: Mr L.F. Smith

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

Prerequisites: 7114, 7116

Aims: On completion of this unit, students will: have been introduced to a business oriented programming language (Cobol 74/85); have further enhanced their skills with developing data processing algorithms; have used Cobol 74/85 in both a minicomputer and a microcomputer environment.

Unit Outline: Overview of the Cobol Language introduction to the structure of a Cobol program, use of HP Cobol 85 compiler, basic elements of Cobol; Programming Process and Standards - use of hierarchy charts, Cobol coding standards (week 1). The Indentification, Environment and Data Divisions Identification Division, Environment Division, Data Division - file section, picture clause, level numbers, working storage section, value clause (week 2). The Procedure Division structured program design; arithmetic verbs, assumed decimal points, operators, if, perform, input/output, move; writing report programs - control breaks; debugging code; data validation (weeks 3-7). Tables and Table Processing concept of tables, occurs clause, redefines clause; table processing, Sequential/Binary table look up - Cobol search verb (weeks 8-9). Sorting collating sequences, the sort verb, merge (weeks 10-11). Other topics: Cobol report writer, sequential and non sequential file maintenance (weeks 12-13).

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

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

Prescribed Text:
Grauer, R.T., Structured COBOL Programming.

Recommended Reading:

7214 Information Systems 2
(AC BS BB)

Unit Adviser: Mr L.K. Makin

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

Prerequisite: 7116 or 7252

Aims: On completion of this unit, students will be able to: assess and use a structured design methodology for a system project; estimate costing, time, equipment and human resource requirements for a project; recommend suitable controls for a system; produce designs for online and distributed systems; prepare implementation and evaluation guidelines and outline the training requirements for a new system.


Teaching Methods: Lectures, workshop.

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

Prescribed Text:

Recommended Reading: To be advised.

7215 Computer Applications
(AC)

Unit Adviser: Mr L.K. Makin

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

Prerequisite: Completion of all first level units of the course.

Aims: To develop students' awareness of current trends in computer applications, software and equipment; social implications of the introduction of computers; and advantages and disadvantages of programming languages.

Unit Outline: Students will select a set of 3 from available study modules. Each module will take from 4-8 weeks to cover an introduction to a particular topic. Examples of current modules include: Computer Graphics; Computer Interfacing; FORTRAN 77 - a science/engineering language; Computers and Society. Further modules will be offered as resources permit. In addition, students will select a topic of their own choice and use field visits and/or literature search to prepare a written report and oral presentation to the remainder of the class.

Teaching Methods: Short lecture series, field visits, seminars by visiting speakers, staff members and other students.
Assessment:
Module Assessment assignments (60%)
Literature Search/Presentation (40%)

Prescribed Text: To be advised. Will depend on modules taken.

7216 Computing Project
(AC)

Unit Adviser: Mr J.G.K. Harris

Full Year: At least 150 hours over the year, including regular meetings with supervisor, other group members and/or system user representatives - unit value of 1.0 - internal and distance education study.

Prerequisite: Satisfactory completion of all first level units of the course.

Aim: To apply a variety of skills and techniques in the development of a computer based solution to a substantial problem.

Unit Outline: Each student will select a realistic project approved by the Unit Adviser, involving systems analysis and design, programming and implementation of a solution to user problems. Students may work independently but will be encouraged to work in groups where possible, under a supervising staff member. Requirements to be met will include presentation of and participation in two seminars, together with written reports on feasibility study, systems analysis, programming, implementation and evaluation.

Teaching Methods: Internal Students - weekly meetings with either academic supervisor, fellow project team members, system user representatives or some combination of these. Formal presentations for reporting and assessment purposes will be required. Additional contact as initiated by the student.

Distance Education Students - attendance at weekend schools for presentations will be required unless satisfactory alternatives can be arranged between supervisor, student team members and system users.

Assessment: To pass this unit, a student must successfully implement the system undertaken and prepare necessary user documentation. Grading of successful students will be based on the quality of the written reports and oral presentations. This grading process may take some account of the difficulty of the task undertaken.

Feasibility Study and Project Proposal Presentation (15%)
Systems Analysis and Project Design Presentation (30%)
Programming and Documentation Implementation (30%)
Final Presentation and Evaluation (15%)

Prescribed Text: Nil

7217 Operating Systems
(AC)

Unit Advisers: Dr R.J. Bignall, Mr D. Thomson

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

Prerequisites: 7211, 7212

Aims: On completion of this unit, students should know the most common functions of computer operating systems; understand the programming and hardware mechanisms used to provide such functions.

Unit Outline: Types of operating systems - single user, real-time, batch, multiple access; Processes and programs - communication between concurrent processes, semaphores, interrupts; Memory management - memory allocation, virtual memory; Input/output - device handling, buffering, spooling; File storage management - directories, security, file organisation, opening and closing files; Resource allocation and scheduling - allocation mechanisms, deadlock, scheduler algorithms, control and accounting; Other topics - job control languages and utilities, protection, reliability and error detection, performance monitoring.

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

Teaching Methods: Lectures, tutorials.


Recommended Reading:

7218 Database Management Systems
(AC BS)

Unit Adviser: Mr L.F. Smith

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

Corequisite: 7217

Note: Credit towards B.App.Sc. will be given for only one of the Units 7218, 7351.

Aims: On completion of this unit, students will have an understanding of the principles and terminology of database management systems; be able to design a database given a body of data; be able to use at least one commercial time sharing database Management System and a microcomputer DBMS; able to implement and manipulate a database using both interactive Structured Query commands and SQL commands in a programming environment, and be able to use a 4th Generation Language (Oracle on the HP9000) to manipulate a database; the major emphasis for this unit is programming in a Database Environment.
Unit Outline: Overview of Data Base Management Systems: data base definition; advantages; disadvantages; components of a data base system; data concepts and characteristics; data base planning (weeks 1-2). Data Base architecture; role of disk manager, file manager and DBMS; file organisation; data models; data base models - relational, hierarchical and network; (weeks 3-5). Data Base design and Administration: steps in data base design; normalisation; conceptual design; logical data models; data description language; schema; physical design; data base administration; data dictionaries (weeks 6-9). Data Base Implementation: DBMS functions and architecture, security, concurrency, recovery; hierarchical, network and relational DBMSs (week 10-12). Future Directions: the role of 4th generation languages; computer aided software engineering; distributed databases; intelligent data base systems. (weeks 13-14).

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

Assessment: Both assignments (50%) and a three hour examination (50%) will be used in assessment for this unit.


7221 Computer Programming 2A
(BS BE BN BB BT BM BR BI DT)

Unit Adviser: Mr J.G.K. Harris

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

Prerequisite: 7122

Aim: To introduce the FORTRAN language as one of the most widely used programming languages in scientific and technical applications.

Unit Outline: Structured flowcharting using design structure diagrams; algorithm design using simple examples (e.g. searching samples sorting); text editing and program compilation linking and loading procedures; representation of data; data types; arithmetic and logical expressions; arrays; strings; selection and loops; subprograms; parameter passing; I/O, sequential and random access files.

Teaching Methods: One two-hour lecture per week and one one-hour tutorial per week.

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

Prescribed Text:

Recommended Reading: Fortran 77. ANSI Standard.

7222 Computer Programming 3A
(AC BS)

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

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

Prerequisite: 7122

Note: Credit towards B.App.Sc. will be given for only one of the Units 7114, 7222.

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

Unit Outline: Review of Structured Programming; Pascal Data Structures: Records, Sets, Files, Pointers and Dynamic Allocation; Algorithm Design: Recursion; Data Abstraction and Data Structures: Linked lists, Stacks Queues, Tables, Trees, Priority Queues, Heaps; Algorithm Analysis: Order of Magnitude Analysis, Comparison of Sorting Algorithms.

Teaching Methods: Lectures, laboratory/tutorials, Study Guides to supplement text material.

Assessment:
3 Assessment Assignments: 1. Records, Sets and Files (15%) 2. Data Structures (20%) 3. Data Structures (25%) and 1 x 2 hr Examination (40%)

Prescribed Text:

Recommended Reading: To be advised.

7223 Operating Systems
(6S)

Unit Advisers: Dr R.J. Bignall, Mr D. Thomson

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

Prerequisite: 7123

Aims: On completion of this unit, students should know the most common functions of computer operating systems, understand the programming and hardware mechanisms used to provide such functions.

Unit Outline: Types of operating systems - single user, real-time, batch, multiple access (1 week); Process and programs - communication between concurrent processes, semaphores, interrupts (3 weeks); Memory management - memory allocation, virtual memory (2 weeks); Input/output - device handling, buffering, spooling (2 weeks); File storage management - directories, security, file organisation, opening and closing files (2 weeks); Resource allocation and scheduling - allocation.
mechanisms, deadlock, scheduler algorithms, control and accounting (2 weeks); Other topics - job control languages and utilities, protection, reliability and error detection, performance monitoring (2 weeks).

Assessment:
Assignments (50%)
Examination (50%)
Students must obtain satisfactory results for both the assignment work and their examination.

Teaching Methods: Lectures, tutorials, electronic mail.

Prescribed Text:

Recommended Reading:

Access to the University College's electronic mail system (either directly for internal students or via modem for distance education students) is highly desirable for enabling effective communication between students and staff.

7252 Business Systems
(BB)

Unit Adviser: Mr C.F. Lau

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

Prerequisite: 7151 or 7152

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

Unit Outline: Systems analysis - The Systems Lifecycle; systems methodologies. The Tools - information gathering techniques; systems design flowcharts; decision tables; forms design; report writing; file design. The Process - defining the problem; current system study; new system design; new system proposal; programming; debugging; testing; implementation; maintenance and evaluation. Case studies of systems in use.

Teaching Methods: Lectures and tutorials.

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

Prescribed Text:

Recommended Reading: To be advised.

7253 Programming for Business Applications
(BB DE)

Unit Adviser: Mr L.F. Smith

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

Prerequisite: 7152

Aims: Students will be able to use a fourth generation language approach to design and produce programs suitable for use in the business environment. Students will be able to evaluate software packages with regard to their potential use in business.


Teaching Methods: Internal Students will attend four hours of lectures/tutorials/workshop each week.

Distance education students will be offered a three hour lecture/workshop each weekend school. Comprehensive study guides will be issued.

Assessment:
Assignments (50%)
Examination (2 Hour) (50%)
Students must perform satisfactorily in both assessment components in order to obtain a pass in the unit.

Prescribed Texts:
Reference Manuals as appropriate.

Recommended Reading: To be advised.

7261 Real Analysis (not offered in 1991)
(BS BE BT DT)

Unit Adviser: Dr J.R. Arkinstall

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: 7161, preferably with a grade C or better

Corequisite: 7267 is desirable.

Aim: To introduce Mathematical rigor, through a development of analysis up to uniform continuity, uniform convergence and the Riemann integral. There is strong emphasis upon rigor in proof and its application in critical cases.

Unit Outline: Introduction to proof in axiomatic systems; an axiom system for the real numbers; convergence of sequences and series, decimal representation, power series; limits of functions, continuity, differentiability, the mean value theorem and its consequences; uniform convergence,
continuity of the limit function, differentiation and integration of infinite series term by term, application to power series; The Reinmann integral; improper and infinite integrals, Cauchy principal value.

Teaching Methods: Internal - 1 two hour class each week for 14 weeks. Distance Education - To supplement the textbook, skeletal class notes and exercises, 4 two hour expository and discussion classes are held over the semester.

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

Prescribed Text: Nil

Recommended Reading:

7262 Functions of More Than One Variable
(BS BE BN BB BT BM BR BI DT)

Unit Adviser: Mr F. Benyah

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

Prerequisite: 7161 (and unit 7163 is desirable).

Aim: To provide students with the techniques of multivariable calculus, in differentiation, optimisation and integration. Its emphasis is upon manipulative skills, with an awareness of technical difficulties.

Unit Outline: Continuity and differentiability of functions of more than one variable; Taylor’s theorem for several variables and its consequences; extreme values; the method of Lagrange multipliers; multiple integrals; change of variable techniques; introduction to partial differential equations.

Teaching Methods: Internal - 1 two hour lecture/tutorial class each week for 14 weeks. Distance education - To supplement self-contained notes, tutorial exercises and assignments; 5 two hour problem solving and expository classes are held over the semester.

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

Prescribed Text:
Adams, R.A., Calculus of Several Variables.

Recommended Reading:
Buck, R.C. & Wilcox, A.B., Calculus of Several Variables.

7264 Linear Algebra
(not offered in 1991)
(BS BE BT DT)

Unit Adviser: Mr F. Benyah

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: 7163

Corequisite: 7267 is desirable

Aim: To continue the study of linear algebra beyond unit 7163, emphasising the general concepts of a vector space and the particular case of an inner product space as unifying threads in mathematics.

Unit Outline: Linear spaces - general concepts, basis and dimension, linear transformations, inner product spaces; orthogonalisation and projection; matrix algebra-diagonalisation theorems for real symmetric matrices, quadratic forms, applications to analytical geometry, numerical methods of eigenvalue analysis for real symmetric matrices.

Teaching Methods: Lectures and tutorials. Detailed study guides are provided.

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

Prescribed Text:

Recommended Reading: To be advised.

7265 Numerical Methods
(BS BE BN BB BT BM BR BI DT)

Unit Adviser: Dr A.R. Carr

Second Semester: 2 hours per week - unit value of 0.5 - internal and distance education study.

Prerequisites: 7122, 7163, 7161 or 7169

Aims: To introduce some of the methods commonly used in numerical computations; to develop the theoretical basis of the algorithms, as well as assessing their likely accuracy and difficulties.

Unit Outline: Numerical methods suitable for: solving non-linear equations; solving systems of linear equations; estimation of derivatives and integrals; interpolation, least squares fitting, orthogonal polynomials; solving ordinary differential equations with initial and/or boundary conditions. Comparisons of methods by operations count, order of convergence, error bounds, and empirical error estimates. Introduction to the use of computer packages for numerical analysis.

Teaching Methods: Lecture/tutorial sessions, supplemented by a textbook, Study Guides and readings. Ordinary assignments are corrected but do not count directly towards assessment.

Assessment:
Two Assessment Assignments (40%)
Examination (60%)
Prescribed Text: To be advised.

Recommended Reading:

**7266 Vector Field Theory** (not offered in 1991)  
(BS BE BT DT)

Unit Adviser: Mr F. Benyah

Second Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: 7262

Aim: To develop the basic results and methods in the differential and integral calculus of vector functions through physical applications, and to introduce Cartesian tensors.

Unit Outline: Vector functions of a single variable and their derivatives; integrals of vector functions along curves and over surfaces; vectors in three dimensions; gradient of a scalar field and divergence and curl of a vector field; orthogonal curvilinear co-ordinates; Stokes’, Gauss’, and Green’s theorems; applications to electromagnetism; tensor algebra, four-vectors in special relativity.

Teaching Methods: Lectures and tutorials. Study guides present the basic material, with illustrations and notes on further reading. Some assignment work provides exercises which are corrected but do not count directly towards assessment grades.

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

Prescribed Text:

Recommended Reading: To be advised.

**7267 Mathematical Structures**  
(BS BE BT BN BB BT DT)

Unit Adviser: Dr J. Arkinstall

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

Prerequisite: 7161, 7163 is useful.

Note: This unit is not available to students who have previously passed unit 7162.

Aims: This unit is a first course in abstract algebra, which seeks to unify students prior mathematical experience. It aims to demonstrate the roles of conceptual precision, deductive reasoning and creative thinking in mathematics. It provides background knowledge needed for unit 7363

Aim: Applied Modern Algebra, and unit 7366 Combinatorics.

Unit Outline: Fundamental material on sets, proof and logic. Relations, including equivalence relations, mappings and order relations. Binary operations and Semigroups. Groups including subgroups, cyclic groups, cosets and Lagrange’s theorem. Rings and Fields, including finite fields and field extensions (quadratic).

Teaching Methods: Internal class - A single 2 hour class, a hybrid of lecture/tutorial, each week for 14 weeks.

Distance Education class - To supplement a full set of notes, with tutorial activities and exercises, 5 two hour problem solving and expository classes are held over the semester.

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

Prescribed Text:
Fraleigh, J.B., *A First Course in Abstract Algebra*.

Recommended Reading: To be advised.

**7268 Integral Transforms**  
(BS BE BN BT BR BM DT)

Unit Adviser: Dr A.R. Carr

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

Prerequisite: 7161 or 7169 (and unit 7262 is desirable)

Aim: To introduce techniques and applications of several integral transforms, Fourier series, and the Z-transform.

Unit Outline: Variation of parameters, and solution by power series, for ordinary differential equations; separation of variables for partial differential equations; Laplace transforms: properties, and applications to ordinary and partial differential equations and to certain integral equations; the Dirac and Heaviside functions; Fourier series, including half-range expansions and convergence properties; Fourier transforms: properties, and applications to ordinary and partial differential equations; Fourier cosine and sine transforms; Mellin and other integral transforms; the Z-transform and its use for solving linear difference equations and for summing infinite series.

Teaching Methods: Lectures and tutorials, supplemented by study guides and five assignments. The latter are corrected but the work does not count directly towards assessment grades.

Assessment:
Internal - Class Tests;  
Distance Education - Assessment Assignments (40%)  
Examination (60%)
Aims: To develop the ability to formulate problems as linear programming models. To introduce mathematical solution procedures that seek the determination of the best course of action in a LP model under the restriction of limited resources. To study the effect of changes to certain LP parameters on the optimal solution.

Unit Outline: Characteristics and formulation of linear programming problems; Review of the graphic solution method; The simplex method - including negative variables and artificial variables, the two-phase method, the dual simplex method; Duality and the primal-dual relationship; Post-optimality analysis - including change in objective function coefficients or constraint resources, addition of a new constraint or a new decision variable; Parametric linear programming; LP formulation and solution methods of transportation and trans-shipment models. Linear goal programming and methods of solutions; Applications and use of available computer packages to solve LP problems.

Assessment:  
Assignments  
Examination  

Prescribed Text:  

Recommended Reading: To be advised.

7284 Integer Programming and Networks  
(BS BE BN BT DT)

Unit Adviser: Mr K.N. Edirisighe

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

Prerequisites: 7171, 7282

Aims: To develop the ability to formulate management decision problems as discrete mathematical programming problems. To introduce a spectrum of solution procedures and the use of computer software. To develop a basis for interpreting solutions and to emphasise the need for sensitivity analysis and flexibility of models.

Unit Outline: Building integer programming models; use of discrete variables; logical conditions and simplifying integer models; Economic interpretation of solutions, sensitivity analysis and stability of a model; Solution methods: Branch and Bound and Cutting plane methods. Use of computer packages for solutions of integer programming models; Network Models: Shortest path and minimal spanning tree problems, maximal flow and minimum cost network flows, Travelling Salesman and Chinese Postman problems, location and distribution problems; Project planning and scheduling with unlimited resources (CPM-PERT methods) with limited resources. Job sequencing and operations scheduling. Use of computer software for solutions of network models.

Teaching Methods: For internal students the program will usually involve three hours of lectures...
plus a two hour workshop per week. The workshop will involve case studies, problem solving, use of computer software and group work. For distance education students detailed study guides will be issued. Once a month during semester, for distance education students weekend schools will be organised that will provide the opportunity for enrichment exercises via the lecture/workshop mode.

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

Prescribed Text: To be advised.
Recommended Reading: To be advised.

7285 Applied Probability Models
(BS BE BN BT DT)

Unit Adviser: Mrs H.B. Nath

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

Prerequisite: 7171 (and unit 7161 is desirable)

Aims: To develop the ability to build models with probability distributions. To study different queuing models. To build a basis for design and control of queues. To introduce Markovian decision models and their applications in management decision making.

Unit Outline: Introduction to probability distributions; Markov Chains; Single and multiple server models under infinite and finite population, infinite and finite capacity requirements; Advanced Markovian queuing models - Bulk input, Bulk Service, Erlangian models, priority queue disciplines; Network, series and cyclic queues; Introduction to models with general arrival and service patterns; Applications to renewal, maintenance and replacement policies.

Teaching Methods: For internal students the program will usually involve three hours of lectures plus a two hour workshop per week. The workshop will involve case studies, problem solving and group work. For distance education students detailed study guides will be issued. Once a month during the semester, distance education weekend schools will be organised that will provide the opportunity for enrichment exercises via the lecture/workshop mode.

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

Prescribed Text: To be advised.
Recommended Reading:

7291 Quantitative Methods 2
(BB)

Unit Adviser: Dr G.B. Nath

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

Prerequisites: 7191, and one computing unit is desirable.

Aims: To develop the ability to formulate and solve complex business problems as linear programming models. To discuss deterministic inventory models for establishing optimal economic policy. Introduce widely used methods of statistical analysis. Present an overview of time-series analysis and forecasting techniques.

Unit Outline: Linear programming - review of the graphical solution procedure, introduction to the simplex method, dual simplex method, LP applications and use of computer packages; Deterministic inventory models and business applications; Time series - components, trend analysis, smoothing by moving averages, exponential smoothing; Introduction to forecasting.

Statistics - Point and interval estimation; Hypothesis testing involving two independent and matched samples; Non-parametric tests based on ranks; Chi-squared test for independence; Simple treatment of analysis of variance; Review of simple linear regression, correlation analysis, multiple linear regression, curvilinear regression and exponential regression, using available computer packages.

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

Prescribed Texts:

Recommended Reading: To be advised.

7321 Computer Applications
(BS)

Unit Adviser: Mr L.K. Makin

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

Prerequisite: 7123

Corequisite: 7351

Aims: To develop the student’s awareness of current trends in computer applications, software and equipment; the social impact of computers and programming language developments.

Unit Outline: Student will select a set of 3 from available study modules. Each module will take from 4-8 weeks to cover an introduction to a particular topic. Examples of current modules include: Computer Graphics, Computer Interfacing,
Computers and Society. Further modules will be offered as resources permit. In addition, students will select a topic of their own choice and use field visits and/or literature search to prepare a written report and oral presentation to the remainder of the class.

Teaching Methods: Lectures, tutorials, seminars, and field visits.

Assessment:
Module Assessment Assignments (60%)
Literature Search/Presentation (40%)

Prescribed Text: To be advised, will depend on modules taken.

7323 Software Engineering (BS)

Unit Adviser: Dr R.J. Bignall

Full Year - 3 hours per week class contact for internal students - unit value 1.0 - internal and distance education study.

Prerequisite: 7214

Aim: To produce familiarity with a range of tools and methods used in the development of large software systems, and to provide an introduction to software project management and software engineering.

Objectives: On completion of this unit students will understand the software development life cycle; be able to carry out the requirements analysis for a software development project and produce formal software specifications; be familiar with a range of software development tools and techniques; be able to use methods for validating, testing and evaluating software; be able to discuss team leadership and team management issues; understand the roles and responsibilities of the members of a project team; be able to use techniques for the scheduling and control of large projects; be aware of the nature and causes of problems which may beset software development projects.

Unit Outline: Software engineering principles, software requirements specification, software lifecycle (4 weeks); software development tools, program structures, modular decomposition, data abstraction, deriving programs from formal specifications (6 weeks); prototyping, role of prototyping, prototyping tools and resources, prototyping methods (2 weeks); program validation and verification, software reliability, human factors in software reliability, software testing and evaluation, quality assurance (6 weeks); project management, team and personnel management issues, sizing, estimation and scheduling, problems of large projects, documenting projects and programs, software maintenance (10 weeks).

Assessment:
Assignments (50%)
Examination (50%)
Students must obtain satisfactory results for both the assignment work and their examination.


Recommended Reading: To be advised.

7325 Artificial Intelligence (BS)

Unit Adviser: Mr D. Thomson

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

Prerequisite: 7218

Corequisite: 7323

Aims: To introduce the student to key concepts in the field of artificial intelligence; to expose the student to some of the more common practical applications of AI techniques.

Objectives: On completion of this unit, students will be able to evaluate a problem to determine whether or not AI techniques would be appropriate; be able to use some of the more common AI techniques to solve typical problems; understand how AI techniques differ from standard software engineering techniques, and also how the two overlap; understand the role of domain experts and knowledge engineers.

Unit Outline: Concepts: Knowledge Representation - facts, queries, rules, numbers, lists, meta-rules (treating rules and facts as data), uncertainty, frames (3 weeks); Search Techniques: depth first, breadth first, heuristics (3 weeks); Learning (self-modifying systems) (1 week);

Applications: Inference (complex database queries), planning, expert systems, natural language processing, machine learning (outline only), machine vision (outline only), robotics (outline only) (7 weeks).

Teaching Methods: Lectures, tutorials, electronic mail.

Assessment:
Assignments (50%)
Examination (50%)
To pass the unit, students must perform satisfactorily in both the assignment work and the exam.

Prescribed Text: To be advised.

Access to the University College's electronic mail system (either directly for internal students or via modem for distance education students) is highly desirable for enabling effective communication between students and staff.

Recommended Reading:

7351 Database Management Systems
(BS BE BB BT DT)

Unit Adviser: Mr L.F. Smith

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

Prerequisite: 7114 or 7222, or both 7252 and 7253

Note: Credit towards B.App.Sc. will be given for only one of the Units 7218, 7351.

Aims: On completion of this unit, students will: have an understanding of the principles and terminology of data base management systems; be able to design a data base given a body of data; be able to use at least one commercial time sharing Data Base Management System and a microcomputer DBMS; be able to implement and manipulate a data base using both interactive Structured Query Language commands and SQL commands in a programming environment, and be able to use a 4th Generation Language (Oracle on the HP9000) to manipulate a data base;

Unit Outline: Overview of Data Base Management Systems: data base definition; advantages; disadvantages; components of a data base system; data concepts and characteristics; data base planning (weeks 1-2). Data Base architecture: role of disk manager, file manager and DBMS; file organisation; data models; data base models - relational, hierarchical and network (weeks 3-5). Data Base design and Administration: steps in data base design; normalisation; conceptual design; logical data models; data description language; schema; physical design; data base administration; data dictionaries (weeks 6-9). Data Base Implementation: DBMS functions and architecture, security, concurrency, recovery; hierarchical, network and relational DBMSs (weeks 10-12). Future Directions: the role of 4th generation languages; computer aided software engineering; distributed databases; intelligent data base systems (weeks 13-14).

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

Assessment:
Assignments (50%)
Examination (3 hours) (50%)

Prescribed Texts:

7361 Philosophy of Mathematics (not offered in 1991)
(BS BE BT DT)

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisites: At least four units of Mathematics (unit 7267 (formally 7162) and/or unit 7261 are useful).

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

Unit Outline: A mainly informal consideration of philosophical problems centred on mathematics, with emphasis on the opinions of influential philosophers (e.g. Plato, Kant, Aristotle, Russell) on the nature of mathematics; Main topics are: ancient Greek philosophy and mathematics, the history of infinitesimal concepts, the influence of the axiomatic method, formalism, some history of logic, logicism, intuitionism from Aristotle to Brouwer, Lakatos's fallibilist approach.

Teaching Methods: Internal - 1 two hour class each week for 14 weeks. The unit is assessed solely by written work.

Distance education - To supplement class notes, textbook and readings, 4 two hour expository and discussion classes are held over the semester.

Assessment:
Assignments (60%)
Long Essay (40%)

Prescribed Text:

Recommended Reading:
Baum, R.J., Philosophy of Mathematics. Freeman, Cooper, 1973.

7363 Applied Modern Algebra (not offered in 1991)
(BS BE BT DT)

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (even numbered years only).

Prerequisite: 7267

Aims: To continue the development of Group theory from unit 7267. To introduce students to a variety of applications of modern algebra, particularly in switching circuits, chemical symmetry groups, combinatorics, statistics and data transmission/retrieval.

Unit Outline: Boolean algebra and the design and analysis of switching circuits; Groups, quotient groups, morphism theorems, three-dimensional symmetry groups, crystallographic groups, Polya-Burnside enumeration; Introduction to algebraic coding theory. Construction and use of Latin Squares.
Teaching Methods: Internal - 1 two hour class, which may be lecture, tutorial or workshop each week for 14 weeks. Distance education - To supplement the textbook, and class notes which vary from skeletal to full notes, 4 two hour expository and discussion classes are held over the semester.

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

Prescribed Text: Nil

Recommended Reading:

7364 Differential Equations
(BS BE BN BT DT)

Unit Adviser: Dr A.R. Carr

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (odd numbered years only).

Prerequisites: 7163, 7262, 7265, 7268 (and unit 7266 is desirable)

Aims: To treat several advanced methods for solving ordinary and partial differential equations, with physical applications, and the use of numerical approximations where appropriate.

Unit Outline: Review of techniques for solving ordinary differential equations; power series method and Frobenius solutions; Bessel functions and Legendre polynomials; Sturm-Liouville theory: separation of variables and use of integral transforms for linear partial differential equations in two or more independent variables; Green's functions for ordinary differential equations; phase plane and analysis of critical points for linear and non-linear systems; introduction to numerical methods for partial differential equations.

Teaching Methods: Lectures and tutorials. Study guides are provided, and these give suggestions for further reading. Assignment exercises also supplement this reading. Some assignment work is corrected but does not count directly towards assessment grades. One of the assessment assignments is a long essay on a technical, historical or "applications" topic.

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

Prescribed Text:

Recommended Reading:


7365 Complex Analysis
(60%)

Unit Adviser: Dr J.R. Arkinstall

First Semester: 2 hours per week - unit value of 0.5 - internal and distance education study (odd numbered years only).

Prerequisite: 7161

Note: This unit is not available to students who have previously passed Unit 7263 (previously named Complex Analysis 1).

Aim: To present fundamental material in the calculus of functions of a single complex variable, and investigate some applications of complex variable theory. The emphasis is not on the proofs of theorems in complex variable theory but on applying these results in computations.

Unit Outline: Complex sequences and series, functions of a complex variable, limits, continuity, points of discontinuity. Differentiation of functions of a complex variable, singular points, the Cauchy-Riemann equation, harmonic functions. Contours, line integrals, contour integration, Cauchy's Theorem, Cauchy's integral formulas and related results. Power series, Taylor series, Laurent series, Taylor's Theorem, Laurent's Theorem, residues, the real integrals, inversion of Laplace transforms using the Bromwich integral formula. Transformations, the bilinear transformation, conformal mapping: the Joukowski aerofoil. Laplace's equation in two independent variables, boundary value problems, Poisson's integral Formulae for the circle and half-plane.

Teaching Methods: Internal - One two-hour lecture/tutorial class each week for 14 weeks. Distance education - to supplement full notes, textbook, and assignments, four two-hour problem solving and expository classes are held over the semester.

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

Prescribed Text:

Recommended Reading:
7366 Combinatorics  
(BS BE BN BT DT)

Unit Adviser: Dr J.R. Arkinstall

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (odd numbered years only).

Prerequisites: 7163, 7267

Aims: To introduce combinatorics, beginning with the simplest counting arguments, and ending with the student's choice of topics from graph theory, theory of designs and codes, and combinatorial optimisation. The unit aims to demonstrate the diversity of applications of combinatorial argument, and its relationship with other areas of mathematics.


Teaching Methods: Internal Class - 2 two-hour classes per week for 14 weeks. Classes vary through the semester, with tutorial and workshop sessions later in the course. Distance Education Class - to supplement an almost complete set of notes for the unit, with extensive problem sets for which full solutions are provided, 4 two hour expository and discussion classes are held over the semester.

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


7367 Mathematical Modelling B  
(BS BE BT DT)

Unit Adviser: Dr A.R. Carr

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (odd numbered years only).

Prerequisites: 7163, 7164, 7262; and 7111, or 7122 or 7221 (7171, 7265 are desirable)

Aims: To extend the student's knowledge of, and skill in, mathematical modelling techniques, beyond the introduction provided in Units 7164 and 1262/64.

To introduce several techniques of classical and modern applied mathematics, and to extend the student's knowledge of applications of techniques encountered in previous mathematics, statistics and computing units.

Unit Outline: Mathematical discovery and analysis; questions of representation, reductionism, precision, generality, and fertility of models; proof, hypothesis testing, exploratory data analysis; styles of modelling, e.g. empirical versus theoretical, discrete versus continuous, stochastic versus deterministic; sub-models and global models.

Modelling using: variational methods, conservation laws, criteria for stability, asymptotic approximations, numerical quadrature, gradient search methods, Fourier analysis, limit cycles.

An introduction to modern dynamic modelling, including: systems thinking, feedback, cycles and bifurcation, chaotic behaviour, complexity, stability, catastrophe; simulation, and critical analysis of software.

Teaching Methods: Lectures and workshop, providing both exposition of techniques and experience within a group of tackling modelling tasks. Study materials will include several Study Guides, supplemented by reprinted readings and a videotape.

Assessment: Three Assessment Assignments (worth 10%, 30% and 30%), three-hour examination (worth 30%). Students must pass both the Assignment work and the Examination in order to receive a passing grade.


7368 Mathematics Project  
(BS BE BT DT)

Unit Adviser: Dr A.R. Carr (Individual student projects shall be supervised by appropriate members of the Mathematical Sciences Group.)

Full Year: 4-6 hours per week including one hour class contact and 3-5 hours individual work per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 1262 or 1264, and students will be required to have completed the first and second levels of their course before enrolling in this unit.

Note: This unit is to be taken by all Bachelor of Applied Science students majoring in Mathematics. Students undertaking other areas of major study in the Bachelor of Applied Science degree shall undertake unit 1362 Applied Research Project or unit 7389 Operations Research Project, as appropriate.

Aim: To develop skills in research work, and experience in applying mathematics to a practical problem and pursuing theoretical studies directed towards that end.

Unit Outline: This is the final unit of a sequence, the aims of which are given in the unit outline for unit 1162. The three themes of 1162 and 1262, together with previous studies in the major area, are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required. Students are required to maintain regular contact with their project supervisor(s).

Teaching Methods: Supervised individual project work with occasional seminars and tutorials.

Assessment:
Initial Presentation (5%)
Interim Seminar Report (20%)
Final Written Project Report (75%)

Prescribed Text: Nil

Recommended Reading:
Individual literature search and reading program related to the project topic.

7371 Statistical Inference (not offered in 1991) (BS BE BT DT)
Unit Adviser: Dr P.R. Rayment

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study (even numbered years only).

Prerequisites: 7264, 7271, 7373

Aims: To continue the study of statistical inference beyond unit 7271. In particular, the unit develops inferential techniques for the general linear model, and introduces the decision theory and Bayesian approaches to inference. Non-parametric inference and inference for finite population models and are also covered.

Unit Outline:

(i) The general linear model: the method of least squares, estimability, the Gauss-Markov Theorem; hypothesis-testing - the likelihood ratio test for the case of normal disturbances. Analysis of Variance for experimental design models - including the balanced incomplete block design. The analysis of covariance.

Introduction to components of variance models.

(ii) Non-parametric methods: theory and application of simple tests based on ranks and runs; the goodness-of-fit problem - Kolmogorov-Smirnov statistics.

(iii) Sample Survey Theory: theory of simple and stratified random sampling; brief consideration of other sampling methods.

(iv) The Decision Theory Viewpoint: basic framework, the Bayesian approach to estimation and tests.

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

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

Prescribed Text: Nil

Recommended Reading:

7373 Applied Statistics (BS BE BT DT)

Unit Adviser: Mrs H.B. Nath

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

Prerequisites: 7121, 7171

Aim: To develop an understanding of some of the most widely used methods of statistical data analysis, from the viewpoint of the user, with an emphasis on planned experiments. Students will become familiar with some of the standard statistical packages.

Unit Outline: Parametric and non-parametric procedures to compare two independent and matched samples; review of simple linear regression; multiple linear regression - analysis of residuals, choice of explanatory variables; non-linear relationships; basic principles of experimental design; one-way and two-way analysis of variance models; multiple comparison techniques; Kruskal-Wallis test; basic sampling techniques - including simple random sampling and stratified random sampling; usage of some available statistical packages including MINITAB, data preparation, interpretation of output.

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

Assessment:
Assignments (50%)
Examination (50%)
7381 Inventory Management
(BS BE BN BT DT)

Unit Adviser: Dr G.B. Nath

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

Prerequisites: 7171, 7182 (and unit 7121 is desirable)

Aim: To study inventory control systems and their
impact on efficient management of materials.

Unit Outline: Forecasting and Market analysis;
Independent Demand Systems: Deterministic and
Probabilistic Models; Discrete Demand Systems:
Deterministic Models; Inventory System changes and
limitations; Dependent Demand Systems: Materials
Requirements Planning (MRP), Just-In-Time and In-
Process Inventory; Distribution Inventory Systems;
Aggregate inventory control.

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

For distance education students detailed study
guides will be issued. Once a month during the
Semester, weekend schools will be organised that
will provide the opportunity for formal lectures and
tutorials.

Assessment:
Assignments (60%)

Prescribed Text:
Tersine, R.S., Principles of Inventory and Materials

Recommended Reading: To be advised.

7382 Simulation
(BS BE BT DT)

Unit Adviser: Mr K.N. Edirisinghe

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

Prerequisites: 7122, 7285

Aims: To study simulation methods for solving
problems for which analytical and iterative methods
are inappropriate. To make students aware of the
need for statistical analysis of input data and
simulation output. To introduce students to a variety
of simulation languages.

Unit Outline: Systems modelling and simulation, a
variety of modelling approaches, sampling of
probability distributions using pseudo-random
number generators. Discrete event systems

modelling. A variety of computer simulation
languages: GPSS, SIMSCRIPT II.5, SLAM II, SIMON
(Draft II). Verification and validation of simulation
models, Analysis of input and output data,
comparison and evaluation of alternative system
designs. Application of simulations and case
studies.

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

Assessment:
Assignments (100%)

Prescribed Text:
Banks, J. & Carson, II, J.S., Discrete-Event System

Recommended Reading: To be advised.

7383 Nonlinear and Dynamic Programming
(BS BE BT DT)

Unit Adviser: Mr K.N. Edirisinghe

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

Prerequisite: 7284

Aims: To study formulation of management decision
problems using nonlinear functions. To introduce
the sequential decision processes. Introduce
different solution methods of nonlinearly structured
problems. To use computer software for the solution
of nonlinearly posed problems.

Unit Outline: Introduction to nonlinear programming.
Formulating management decision problems as
nonlinear programming problems. Solution
techniques for nonlinear programs. Quadratic
programming, Geometric programming. Typical
applications of nonlinear programming. Use of
computer packages (eg. MINOS) in solving nonlinear
models. Interpretation of computer packages
solutions in terms of management decision
requirements. Introduction to Dynamic
programming, the principle of Dynamic
programming, separable functions and programs,
Recursive equations, linear and nonlinear integer
programs (the Knapsack problem). Probabilistic
Network problems. Limitations of Dynamic
programming (Dimensionality Curse). Typical
applications (Networks, inventory models,
maintenance and replacement policies) case studies.

Prescribed Texts: Nil

Recommended Reading: To be advised.

7384 Reliability and Life-Testing (not offered in
1991)
(BS BE BT BN DT)

Unit Adviser: Dr G.B. Nath

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

Prerequisites: 7284, 7285
Aims: To introduce and discuss the basic concepts of reliability theory. Develop quantitative techniques necessary for reliability analysis, including applications in maintenance and replacement models.

Unit Outline: Failure distributions and estimation of parameters; life distributions based on ageing; maintenance and replacement models; systems reliability; accelerated life-test experiments and analysis; reliability study of complex structures using birth and death processes; practical industrial applications.

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

Prescribed Text: To be advised.

Recommended Reading: To be advised.

7389 Operations Research Project
(BS BE BT DT)

Unit Co-ordinator: Dr G.B. Nath (Individual student projects shall be supervised by appropriate members of the Mathematical Sciences Group.)

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

Prerequisites: 1262 or 1264, and students will be required to have completed the first and second levels of their course.

Note: This is to be taken by all B.App.Sc. students majoring in Operations Research and Information Management. Students undertaking other areas of major study in the B.App.Sc. degree shall undertake unit 1362 Applied Research Project or 7368 Mathematics Project, as appropriate.

Aims: This is the final unit of the course sequence. It aims to develop the necessary expertise to perform applied research and consultancy, to provide foundations to apply developed skills to practical problems.

Unit Outline: This is the final unit of scientific thought and methods sequence, the aims of which are given in unit outline for the unit 1162. The three themes of units 1162 and 1262, together with previous studies in the major area are brought together in the form of an individual research project. Project topics shall relate to the area of major study. Requirements to be met include reviewing relevant literature, seminar presentation and participation, and submission of a detailed final report. Where necessary for a particular project, attendance at short seminar programs may also be required.

Assessment:
Seminar presentation (20%)
Interim project reports (10%)
Final project report (70%)

Prescribed Text: Nil

Recommended Reading: Individual literature search and reading program related to the project topic.

7391 Forecasting
(BS BE BB BT DT)

Unit Adviser: Mrs H.B. Nath

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

Prerequisites: 7171 or 7291 and 1 computing unit is desirable.

Aims: The unit is designed to introduce a range of quantitative and qualitative forecasting techniques. The main emphasis is on the application and evaluation of forecasting methodologies rather than their theoretical formulation and verification.

Unit Outline: Characteristics and essentials of forecasting. Introduction to time-series analysis; forecasting techniques - choice and applicability; Casual techniques of forecasting moving average and exponential smoothing methods, decomposition methods of forecasting, Delphi method, subjective probability method; technological forecasting techniques and applications; an overview of advanced forecasting techniques - adaptive filtering, Box-Jenkins method, econometric models. Use of computer packages to compare forecasting techniques and to prepare forecasts.

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


Recommended Reading: To be advised.

7392 Marketing Research Methods
(BS BE BB BT DT)

Unit Adviser: Dr G.B. Nath

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

Prerequisite: 7171 or 7291 (and unit 7391 is desirable.)

Aims: Introduce concepts and tools for effectiveness of marketing planning; Formulate marketing problems in mathematical terms; Construct quantitative techniques for marketing analysis and decision making.

Unit Outline: Marketing research role, definition and organisation. Problem formulation; Bayesian, prior and preposterior analysis. Marketing systems - predictive and normative theory; Fundamental role of economics and operations research in marketing programming. Macromarketing and micromarketing decision making -including distribution, price, sales and advertising models. Brand share models and sales models for established and new products. Marketing information systems - including major approaches to gathering information, processing information and utilising information; Statistical tools for analysing data.
Assessment:
Assignments (60%)
Examination (40%)

Prescribed Text: To be advised.

Recommended Reading: To be advised.
BUSINESS

INTRODUCTION

The School of Business offers the following awards:

- Associate Diploma of Business (General Administration) - By distance education only.
- Associate Diploma of Business (Productivity Management) - By distance education only.
- Bachelor of Business (Multidiscipline) - Three year full-time course, or equivalent part-time distance education.
- Bachelor of Business (Multidiscipline) - Three year full time course, or equivalent part-time distance education.
- Graduate Certificate of Business (Tourism Operations) - By distance education only.
- Graduate Diploma of Business (Accounting) - By distance education only.
- Graduate Diploma of Business (Labour Management Relations) - By distance education only.
- Graduate Diploma of Business (Management) - By distance education only.
- Graduate Diploma of Business (Tourism Management) - By distance education only.
- Master of Business - By research only.

ASSOCIATE DIPLOMA OF BUSINESS (GENERAL ADMINISTRATION)

This course is primarily for persons occupying supervisory positions in industry and government e.g. office manager, credit manager, factory manager or section head. The aim of the course is to enable such persons to be better equipped to perform the functions required of them in their chosen employment.

The course consists of eight units of study over two years by distance education. It is expected that those wishing to undertake such a course will probably be in employment already and will undertake the course outside normal working hours. The distance education mode is particularly appropriate for such people.

Entry Level

Admission to the course will be open to applicants who possess an appropriate post-secondary qualification. A limited number of applicants who lack the formal qualification but who have extensive and relevant work experience may also be admitted.

Course Outline

To qualify for the award students must successfully complete a minimum of eight one-semester units of study, which include six compulsory units and a minimum of two elective units.

A student will be exempted from any unit where an equivalent unit has already been completed at post-secondary level. In such cases a student must select an additional elective unit(s) in substitution for the unit(s) so exempted.

Level One

Semester One
- 3168 Principles of Administration
- 3171 Economic Analysis
Semester Two
- 3149 Financial Management
- 7159 Computer Applications in Business

Level Two

Semester One
Two of the following electives (not all electives are offered each year):
- 3164 Office Administration
- 3165 Public Administration
- 3167 Farm Administration
- 3172 Health Administration
- 3180 Markering
- 5690 Production and Operations Management
Semester Two
- 3169 Personnel Management
- 3181 Business Applications

Students are expected to complete the level one units before proceeding to level two. Students who have not completed the four level one units may only proceed to second level units with the express permission of the Head of School.

For further information on the course please contact the Course Co-ordinator, Mr Peter Townsend.

ASSOCIATE DIPLOMA OF BUSINESS (PRODUCTIVITY MANAGEMENT)

The Associate Diploma of Business (Productivity Management) was instigated by initiatives from the Prime Minister's Department and the Australian Productivity Council and reflects the current emphasis on Australia's competitiveness in international markets.

The course is appropriate to marketing orientated public and manufacturing organisations. It is primarily for persons occupying managerial and supervisory positions who wish to improve their workplace effectiveness and occupational professionalism.
Entry Level

Admission to the course will be open to applicants who possess an appropriate post-secondary qualification. A number of applicants who lack formal qualification but who have extensive and relevant work experience may also be admitted.

Duration of the Course

The course is only offered by distance education and is based on a minimum of five semesters. It also involves a practical project.

Credits and Exemptions

A student may be credited with a unit where an equivalent unit has already been completed at appropriate tertiary level. In such cases the student must select an additional substitute unit available from Public Administration, Farm Administration, Health Administration and Office Administration, or other agreed unit.

Course Outline

To qualify for the award students must successfully complete a minimum of eight one-semester units of study and provide a written project report (two units) making a total of ten one-semester units.

Level One

Bridging Units as required

Level Two

3120 Productivity Improvement 1
3124 Management Practices
3149 Financial Management
7159 Computer Applications in Business

Level Three

3121 Productivity Improvement 2
3123 Human Resource Management
3180 Marketing
5690 Production and Operations Management

Level Four

3122 Research Project

For further information on the course please contact the Course Co-ordinator, Mr Shahid Yamin.

BACHELOR OF BUSINESS (MULTIDISCIPLINE)

The course provides an opportunity for both school leavers and those already in employment to undertake a Business course that is flexible and adaptable, not only to the specific needs of each individual but also to a constantly changing economic and industrial environment.

To qualify for the Degree:

(a) A candidate must complete at least twenty-four semester units from units approved for the degree including a compulsory "core" comprising:

(b) A candidate must complete:

(i) A major study of at least six semester units in at least one business teaching area, and two sub-majors of at least four semester units in two other business teaching areas, or

(ii) Two major studies of at least six semester units in two business teaching areas.

The business teaching areas are:

- Accounting
- Management
- Economics
- Marketing
- Tourism Management
- Law
- Computing
- Banking and Finance
- Local Government

Accounting, Economics, Management, Marketing and Tourism (subject to accreditation) are available as majors and/or sub-majors whilst Law and Computing are available as sub-majors. Banking and Finance and Local Government are available as specialised streams of units.

(c) A candidate may include up to six semester units, offered at degree level by other schools at the Monash University College Gippsland.

Distance Education

Most of the units in the Bachelor of Business course will be offered by distance education. Details can be found in the Unit Outlines section.

Prerequisites

A student may normally not enrol in any unit for which prerequisites have not been successfully completed.

Academic Progress

Students should select their program of studies with guidance from academic staff and subject to the approval of the Head, School of Business. This guidance will extend to counselling concerned with meeting the requirements for membership of professional bodies.

Business Teaching Areas

Accounting (Major)

The course includes an Accounting Major with a minimum of six units. Additional accounting units are also provided for students who wish to obtain membership of the professional accounting bodies.
The following Accounting units are available to students undertaking the Bachelor of Business degree:

3140 Introductory Accounting A
3141 Introductory Accounting B
Local Government Accounting 1
Local Government Accounting 2
3242 Accounting for Management Information
3244 Budgeting and Management Techniques
3245 Financial Accounting
3246 Accounting Theory and Current Issues
3242 Auditing
3343 Accounting Research Project
3344 Project Planning and Control
3345 Business Finance I
3348 Advanced Financial Accounting
3349 Investment and Portfolio Analysis

Units Local Government Accounting 1 and 2 will be provided by complementary studies through Deakin University.

To major in Accounting, the first two units are compulsory. Students seeking membership of the professional accounting bodies in Australia must complete the Bachelor of Business degree with the nine accounting units specified by the professional bodies.

Students who wish to obtain Associate status and CPA status with the Australian Society of Certified Practising Accountants are able to select elective units from law, finance and computing to meet the criteria for advancement.

Admission to the Professional studies of the Institute of Chartered Accountants may be obtained by completion of the accounting units plus specified law and computing units.

Admissions to Senior Associate Status with the Australian Institute of Bankers requires satisfactory completion of units:

3355 Banking Law and Lending Practice
3395 Financial Institutions Management

With the following units strongly recommended for completion of the specialised Banking and Finance stream:

3291 International Trade and Finance
3345 Business Finance I
3349 Investment and Portfolio Analysis
3393 Money and Banking

Management (Major)

Rationale and Objectives

The aim of the course is to develop conceptual understanding and basic skills in a vocationally oriented academic discipline relevant to the full spectrum of professional, business and governmental occupations. Wherever possible, the course will build upon the previous experience of students, many of whom will be part-time and distance education students with a background of management skills and responsibility. The course is designed, first, to provide students with basic management skills; second to equip students with the basic knowledge, concepts, tools and techniques necessary to appraise problems and make decisions within complex organisational contexts and to take account of a wide variety of social, economic, and political factors; third, to provide a rigorous academic framework for the development of leadership skills based upon human relations training; fourth, to establish a sound basis for the subsequent assimilation of management study and experience.

The major is designed as a broad-based course to meet the changing needs of practising professionals as well as providing an academic framework for personnel involved in more general fields of people-management and business decision-making. As such, it recognises that increasingly the professions are practised by salaried employees working within the context of small, medium or large organisations. In acknowledging the shift of most professional settings away from the single practitioner model towards corporate employment, the course attempts to come to terms with the way in which professionals today are acquiring increasing managerial responsibility as well as widening obligations not just to individual clients but to society at large.

Structure of the Management Major

To complete the major a student would be required to satisfy the examiners in six of the following units. Those units which are marked with an asterisk are compulsory.

Level One
3161 Introduction to Management*
3162 Management Theory and Functions*
3163 Introduction to Local Government

Level Two
3265 Organisational Theory and Practice*
Optional Units available in Levels Two and Three:
3266 Management Methods and Decision Making
3268 Case Studies in Local Government
3269 Comparative Local Government
3360 Organisational Change and Development
3362 Industrial Relations
3363 Public Enterprise
3364 Research Project in Management
3365 Personnel Management
3367 Business Planning and Policy
3368 Training and Development
3369 Introduction to Small Business

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

3161 Introduction to Management
3162 Management Theory and Functions
Plus two of the other units listed above.

Students who plan a Management Major will find it useful to undertake studies in Law, Economics and Accounting, whilst other units such as Organisational Psychology and Politics may well be complementary. On completion of the major in Management students are, depending on course structure design, eligible for membership of the Institute of Personnel Management of Australia to whom application should be made. Membership of the Australian Institute of Management is also available.
Economics (Major)

Students enrolling in the Bachelor of Business degree may elect to complete a major of at least six units of Economics, or may select fewer Economics units as electives to support their chosen majors.

Units available are:

3190 Introduction to Economics
3191 Macroeconomics
3192 Economy and Society
3290 Microeconomics
3291 International Trade and Finance
3390 Economic Development
3391 Labour Economics
3392 Public Sector Economics
3393 Money and Banking
3396 Financial Institutions Management
3399 Industry and Government

Students enrolling in Economics at the University College for the first time will normally take 3190 Introduction to Economics in first semester and 3191 Macroeconomics in second semester of their first year, and 3290 Microeconomics in first semester and 3291 International Trade and Finance in second semester of second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at secondary school are not prerequisites for the study of Economics at the University College.

Marketing (Major)

As from 1989, a major in Marketing has been established within the Bachelor of Business degree. The primary objective of this major is to provide students with an understanding of the role, scope, concepts and theories of marketing. It also emphasises an applied approach with practical applications to give students a workable understanding of marketing principles. As future business executives and entrepreneurs, the major is designed to teach students how marketing can help meet the needs of the public and assist organisations in successfully competing in an environment which is already intensely competitive.

To complete the major a student would be required to satisfy the examiners in six of the following units or to complete a sub-major four of the following units:

3100 Introductory Marketing Management*
3101 Consumer Behaviour*
3200 International Marketing
3201 Marketing Research Methods
3300 Marketing Strategy
3301 Marketing Research Project
3302 Promotion Management
3303 Sales Management
3304 Export Management

*Prerequisites for second and third year units.

A Bachelor of Business with a major in Marketing will satisfy the requirements for affiliate membership to the Australian Marketing Institute.

Tourism Management (Major) (subject to accreditation)

The major in Tourism Management provides a broad overview of the industry, progressing to more detailed studies from a business-operations and management viewpoint in major components of the industry followed by tourism project studies and evaluation at the third level of the course. Allied with compulsory core units of the degree and the choice of other major or sub-major streams of study, a graduate with this major will be well fitted to be of sound value for entry to highly diverse sectors of the Tourism Industry and will be ready to develop rapidly and specific knowledge required in a chosen or allocated area of employment activity.

The major stream in Tourism Management comprises six compulsory units as follows:

3110 Tourism - Social Environment
3111 Tourism - Policy and Regulations
3210 Travel Services Management
3211 Hospitality Services Management
3310 Tourism - Management Processes
3311 Tourism Management Projects

Law (Sub-Major)

Law is offered as a sub-major in the Bachelor of Business degree. Students who major in Accounting will need to complete 3150 Introduction to Business Law.

The following units may be taken for professional studies in accounting:

3151 Contract Law
3250 Law of Business Organisations
3251 Taxation Law and Practice

Students majoring in other areas may wish to take a law sub-major by a number of law units which will support their area of major study. In addition to the four units mentioned above, a number of optional units are available to internal and distance education students. Availability depends on the other commitments of the members of staff and the number of students opting for a unit. Subject to that, the following units will be available as options:

Local Government Law 1
Local Government Law 2
3350 Administrative Law
3351 Industrial and Labour Law
3352 Advanced Taxation
3355 Banking Law and Lending Practice

In addition to supporting areas of major studies, the law component in the Business degree is designed to acquaint students with the legal problems they might encounter in their careers, and to equip accountancy students for professional practice. Units Local Government Law 1 and 2 will be provided by complementary studies at Deakin University.

Computing (Sub-Major)

Business computing is offered as a sub-major in the Bachelor of Business degree, and may be used to gain advanced status as a member of the Australian Society of Certified Practising Accountants. The units available in the computing sub-major are:

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GRADUATE DIPLOMA OF BUSINESS
(Accounting)

This course has been designed to provide an entry to professional accounting bodies for graduates of non-business courses. Successful completion of the course will satisfy the educational requirements for admission to the qualifying studies of either the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants.

Entry Requirements

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

(a) A degree from a recognised University or College of Advanced Education, or
(b) A three year (post Year 12) Diploma from a College of Advanced Education, or
(c) Tertiary qualifications deemed equivalent to the above.

In all cases, the first qualification must be in a non-accounting area.

The key selection criterion will be an assessment of whether the applicant possesses the experience and ability likely to lead to successful completion of the course as indicated by previous academic achievement and work experience.

Duration of the Course

The course will only be offered by distance education. The course consists of fourteen one-semester units normally expected to be taken over a period of five or more semesters.

Credits and Exemptions

Credits up to a maximum of five units may be granted for equivalent units completed in previous study.

Course Outline

A suggested study program to meet the requirements of the Graduate Diploma is as follows:

Level One
Semester One
3810 Introductory Accounting
3812 Quantitative Methods
3814 Business Law
Semester Two
3811 Economic Policy
3815 Computers in Business
3830 Accounting Theory and Current Issues

Level Two
Semester One
3813 Accounting for Management Information
3824 Business Finance
Semester Two
3820 Budgeting and Management Techniques
3821 Financial Accounting
3822 Law of Partnerships, Trusts and Companies

Level Three
Semester One
3823 Advanced Financial Accounting
Semester Two
3825 Taxation Law and Practice
3831 Auditing

This program may be varied where students take less than three units each semester.

For further information on the course contact the Course Co-ordinator, Mr J. Fulton.

GRADUATE CERTIFICATE OF BUSINESS (Tourism Operations)
GRADUATE DIPLOMA OF BUSINESS (Tourism Management)

The course is intended to develop in students an entrepreneurial business approach allied with a high level of social awareness in promoting successful economic activity and growth in Tourism business and enterprises in both the private and public sectors.

Course participants will be exposed throughout the compulsory units of the course to the current and future challenges and opportunities facing the Tourism Industry, with a major emphasis on the Australian scene. Elective units in the Graduate Diploma will also complement previous studies, training and experience by the involvement of students in selected formal study units from chosen applicable management streams.

The Graduate Certificate course is aimed at providing a feasible means of successfully engaging in advanced level business-oriented Tourism Studies for the rather mobile personnel at, near or aspiring to middle management level in the Tourism industry.

Although the Graduate Certificate of Business (Tourism Operations) is sought for those successfully completing this specialisation in Tourism units the course has been deliberately constructed to be non-terminal at the Graduate Certificate Stage. Successful students will be encouraged by the School of Business and by the Tourism Industry to proceed on into the Graduate Diploma, which will require a further five units of study.

The course is subject to quota restrictions. Selection of candidates for admission to the course will take into account not only their previous academic qualifications but will aim to achieve a blend of those with current tourism industry experience and those wishing to enter the industry.

An interview, arranged by the Head of School of Business, may be required as one of the methods to select individual candidates for the course.
Course Outline

The Graduate Certificate course comprises four compulsory units. The Graduate Diploma course comprises a further two compulsory units and three elective units.

Graduate Certificate

Year One
Semester Two 1991
3840 Introduction to Tourism
3841 Tourism Management A
Semester One 1992
3842 Tourism Operations A
3843 Tourism Operations B

Graduate Diploma

Year Two
Semester Two 1992
3844 Tourism Management B
Elective
Semester One 1993
3845 Tourism Projects - Evaluations
Elective

Year Three
Semester Two 1993
3845 Tourism Projects - Proposals
Elective

GRADUATE DIPLOMA OF BUSINESS (LABOUR MANAGEMENT RELATIONS)

The Graduate Diploma is designed primarily for graduates employed or seeking to be employed in labour management relations and those with substantial personnel and/or industrial relations experience, e.g. trade union officers. Labour management relations may be one of the responsibilities of applicants.

The course is available by distance education only. It consists of eight one-semester units and two one-week compulsory residential schools per year. Students study seven compulsory units and one elective unit which is taught in second semester in the second year. In addition first year students are encouraged to attend the weekend schools for the similar units in the Associate Diploma of Business (General Administration) or Bachelor of Business. In second year, students specialise in either personnel management or industrial relations.

The residential schools in 1991 will be held from Monday, 11 February 1991 to Friday, 15 February 1991 (inclusive), and Monday, 8 July 1991 to Friday, 12 July 1991 (inclusive), and during the schools students are required to live on campus. Students may arrive on campus the evening prior to the first day of the residential school. A charge will be made for accommodation, meals and light refreshments.

Entry Level

The admission requirements are:

(i) (a) work experience in personnel or industrial relations role, e.g. as a trade union organiser/researcher or personnel officer, or
(b) an approved degree or diploma with at least four years work experience other than in an area of industrial relations or personnel management, or
(c) an approved degree or diploma with work experience directly in personnel management or industrial relations.

(ii) A letter from the applicant's employer confirming that the employer is aware of the course requirements and specifically, the requirement of the student to attend residential schools. (This requirement will be waived if the applicant is self-employed, or in other exceptional circumstances.)

(iii) A written statement from the applicant setting out:
(a) the perceived value of the course to the intending student's employment or other endeavours,
(b) that the intending student is aware of time demands of distance education,
(c) an acknowledgement that the "live-in" facility during the compulsory residential schools has been strongly encouraged by the academic staff and earlier student groups.

Application for admission into the course will not be considered unless accompanied by the letter from the employer and the written statement from the intending student. In addition, graduates or students who have partially completed other tertiary courses should forward certified copies of their previous studies. "Non-graduates" may be required to have an interview with the course co-ordinator prior to the offer of a place.

Course Outline

Students will be required to complete eight one-semester units. Where a student has completed an equivalent subject elsewhere, the student may be awarded a credit on the basis that another unit is studied in lieu, towards the Graduate Diploma. A maximum of two units may be granted.

Level One
Semester One
3901 Management Theory and Practice
3902 Industrial Relations
Semester Two
3903 Personnel Management
3905 Industrial Law

Level Two
Semester One
3912 Organisational Theory and Functions
3906 Industrial Relations Policy and Practice
or
3908 Personnel Management Policy and Practice
Semester Two
3909 Research Project in Labour/Management Relations
PLUS One elective

Those students electing to study the industrial relations stream study 3906 Industrial Relations Policy and Practice and those opting for the
personnel management stream study 3908
Personnel Management Policy and Practice.
The electives offered to students are:
3904 Issues in Labour Economics
3910 Contemporary Issues in Labour/Management Relations
or in some instances, a complementary subject from the Bachelor of Business.

For further information on the course please contact the Course Co-ordinator, Mr Len Pullin.

GRADUATE DIPLOMA OF BUSINESS (MANAGEMENT)

This course is designed primarily for graduates who are already working in a professional capacity and seeking to enhance their management skills and knowledge. It provides students with a broad range of management techniques and theory and the conceptual, analytical and interpersonal skills necessary for effective management.

The course is available by distance education only. In addition to weekend schools, the course includes a compulsory one week residential school each year.

Entry Level

Admission to the course will be open to applicants who possess a degree, or equivalent tertiary qualifications and who have had at least three years full time appropriate experience or employment.

However, in exceptional circumstances, the Head of School of Business may admit candidates not possessing the above formal qualifications, if
(a) they have had at least five years experience in a management, executive or senior supervisory capacity,
and
(b) they complete an appropriate aptitude test selected by the Head of School to a satisfactory level of performance;
(c) they are considered suitable by the Head of School of Business.

Normally applicants without the formal prerequisites will not exceed 20% of the total enrolment each year.

Course Outline

The course comprises six compulsory units and two elective units.

Level One
Semester One
3701 Human Resource Management I
3703 Management Processes and Systems I
Semester Two
3702 Human Resource Management II
3704 Management Processes and Systems II

Level Two
Semester One
3711 The Management Environment
Elective Unit
Semester Two
3712 Management Strategy Project
Elective Unit

Elective units can be chosen from a broad range of units offered within and outside the School of Business.

For further information on the course please contact the Course Co-ordinator, Mr Shahid Yamin.

UNIT OUTLINES

3100 Introductory Marketing Management
(BB BE DT BS BT)
Unit Adviser: Mr S. Muthaly
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: Nil

Unit Outline: The unit is aimed at providing an understanding of the marketing concept; what it involves and its relationship to society as a whole. It has been designed to serve the needs of both students majoring in marketing and students majoring in other fields but wishing to devote one or more of their optional studies to marketing.

Prescribed Text:

3101 Consumer Behaviour
(BB BE DT BS BT)
Unit Adviser: Mr S. Yamin
First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: 3100

Unit Outline: The study of consumer behaviour is seen as one of the most important areas in Marketing. An understanding of the psychological and behavioural aspects of consumers' search and choice process is vital to an in-depth appreciation of later subjects such as Marketing Research, Marketing Strategy, etc.

Prescribed Texts:
3110 Tourism - Social Environment (BB BE DT BS BT DE)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: Nil

Aim: This unit is designed to introduce students to the tourism industry, and its environment, and to select diverse issues pertinent to the industry. Both theory and practical elements will be used to develop relevant issues.

Unit Outline: This unit provides students with an appreciation of the scope, nature and community environment of the tourism industry and an understanding of the structure and processes of tourism development and the role of public and private sector providers. It also examines the factors appropriate in evaluating the overall community benefits of tourism projects and provides an understanding of the major planning, policy and management issues in the industry.

Prescribed Texts:

3111 Tourism - Policy and Regulations (BB BE DT BS BT DE)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 3110, 3150

Aim: This unit introduces students to the legal environment and regulations in which tourism organisations make their market, financial and operational strategies. It outlines the policy and statutory framework applicable to operations in the tourism industry.

Unit Outline: This unit provides students with an understanding of the role of the law in the tourism industry and an appreciation of the application of significant legal requirements and regulations specific to the tourism industry. It also examines the various tourism policies, plans and strategies and provides understanding of public policies for control and promotion of regional development and balance between urban and rural tourism development.

Prescribed Texts:

3120 Productivity Improvement 1 (AP AE)
Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil

Aims: To relate the basic principles of management to productivity and competitiveness.
To introduce the total process of productivity improvement.
To develop an understanding of the detailed techniques of productivity measurement and control, and of quality control.

Unit Outline: Management Functions: organisation and staffing, planning, organising, leading, controlling; Overview of an approach toward managing productivity improvement: management planning and training, staff commitment and training; Organisational structure and management style. Communications as related to performance and to the creation of a quality climate: productivity measurement and control, basic statistical methods, what is being measured - utilisation, efficiency, effectiveness, cost, competitiveness, quality, profit; Total factor productivity; Productivity measurement techniques - work study, value analysis, objectives matrix, computer applications - other case studies; Productivity control techniques - production planning and control, maintenance planning and control, inventory planning and control, cost planning and control; Productivity and quality inter-relationships: establishing and controlling objectives, decision making methods, product planning and development, competitiveness, product costing and quality, quality control.

Prescribed Texts:

3121 Productivity Improvement 2 (AP)
Unit Adviser: Mr S. Yamin
First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: 3120

Aims: To develop the student's practical understanding of productivity techniques. To relate specific productivity improvement techniques to work based situations, investigating and formulating practical applications. To identify a specific work-based productivity improvement project to establish aims and objectives and to justify the significance of the project within the student's organisation.

Unit Outline: Problem solving: specific techniques of improvement - including linear programming applications, quality circles, computer applications; Institutionalising productivity into the organisation: development of strategies, specification of action plans, implementation techniques, management and
monitoring; Case analysis; Research methodology and report writing; Research project identification, establishment of objectives, evaluation of significance to the organisation, presentation and defence of the project.

Prescribed Texts:

3122 Research Project
(AP)

Unit Adviser: To be advised.

First Semester: 8 hours per week - unit value of 2.0 - distance education.

Prerequisites: 3120, 3121

Aims: The unit seeks to expose students to a range of research techniques and information gathering mechanisms; develop skills in the use of investigative methods of research to clarify research methods and topics; develop presentational techniques for oral reports and defence to written submissions; ensure the subject matter under investigation is related to the students' own employment as part of their self-development; allow students to integrate issues from more than one study unit into a research program. Specifically, each student will be required to apply these broad aims in a practical form in the initiation of an economically significant productivity improvement project in their own workplace; in the submission and defence of a substantial report on the research, investigation and implementation procedures and outcome of the selected productivity improvement project.

Unit Outline: The primary emphasis within this unit is to give students an insight into various research methods applicable to a chosen project through field work practice. The methods and skills include research design, literature searching and analysis, analysis of statistical and survey data, analysis of work-place policies relating to the research project, oral and written presentation and defence of the research project, practical application and implementation of the research project in the workplace.

Prescribed Texts:

3123 Human Resource Management
(AP AE)

Unit Adviser: To be advised.

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

Prerequisite: Nil

Objectives:
1. To outline the role of the Human Resource Management function.
2. To consider the functions of Human Resource Management.

Content:
1. Functions of the Personnel Department, Organisation of Personnel, Staff v. Line activities; respective responsibilities.
3. Contemporary issues in Australian personnel practice, e.g. Occupational health and safety, industrial relations and equal employment opportunity.

Prescribed Texts:

3124 Management Practices
(AP)

Unit Adviser: Mr M. Tucker

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

Prerequisite: Nil

Objectives: To integrate the academic and practical work of students in the Associate Diploma of Business (Productivity Management).

Content: The unit is broken into four sections:
1. The Management Theories;
2. Employment Problems: Grievances and Discipline;
3. Organisational Change;

Prescribed Text:
Detailed reading lists will be provided for each section of the course.

3140 Introductory Accounting A
(BB BS BE DT BT DE AC)

Unit Advisers: Mr K. Sharp, Mr P. Hoefer

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

Prerequisite: Nil

Unit Outline: Introductory Accounting A is aimed at developing a broad perspective of the concepts of business and accounting. Students will be introduced to a wide range of issues which affect users of accounting information. These will include underlying principles of accounting, final reports, characteristics and measurement of various types of assets, liabilities, proprietorship, income and
expenses, analysis of financial reports, introduction to company reporting and business systems.

Prescribed Text: To be advised.

3141 Introductory Accounting B  
(AB BS BE DT BT DE)

Unit Advisers: Mr K. Sharp, Mr P. Hoefer

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

Prerequisite: 3140

Unit Outline: Introductory Accounting B emphasises the "preparer's" role in accounting and complements the "user" approach of Unit 3140. Students will be introduced to the accounting processes and controls which lead to the final reports of sole traders, partnerships and companies. The theoretical base of accounting and the implication of accounting standards will be extended.

Prescribed Text: To be advised.

3149 Financial Management  
(AG AP AE)

Unit Adviser: Mr P. Hoefer

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

Prerequisite: Nil

Unit Outline: The course will cover the following topics:

1. Overview of business environment and financial management.
2. Capital Investment Analysis - time value of money; techniques for capital investment analysis and introduction to risk concepts.

Prescribed Text: To be advised.

3150 Introduction to Business Law  
(AB BS BE DT BT DE AE)

Unit Adviser: To be advised.

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

Prerequisite: Nil

Unit Outline: This unit aims to provide the student with an insight into the operation of our legal system. It is designed both to provide a basis for the study of future law subjects or for the student with a general interest in law only who will not be doing further law units. The unit is a prerequisite for most other law units. Specific topics include the nature of law, the function of law, understanding the operation of our legal process, the Commonwealth Constitution, Statutory interpretation and the precedent system.

Prescribed Texts:
Maher, Waller & Durham, An Introduction to Law. Law Book Co.

3151 Contract Law  
(AB BS BE DT BT DE)

Unit Adviser: To be advised.

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

Prerequisite: 3150

Unit Outline: This unit, as the name suggests, involves a study of contractual law. The subject commences by examining what a contract is and the general principles of contractual law. It then moves on to examine specific types of contracts such as agency, sale of goods, insurance, negotiable instruments.

Prescribed Texts: To be advised.

3161 Introduction to Management  
(AB BS BE DT BT DE AC)

Unit Adviser: Mr L. Pullin

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

Prerequisite: Nil

Unit Outline: This unit provides students with an overview of core concepts in behavioural sciences and their applications to administrative studies, as well as an understanding of the relationship between psychological and sociological issues in explaining organisational behaviour. The unit is also designed to develop basic skills in communication, analysis and evaluation.

Prescribed Text:

Recommended Texts:

3162 Management Theory and Functions  
(AB BS BE DT BT DE)

Unit Adviser: Mr P. Townsend

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

Prerequisite: 3161
Unit Outline: Students will examine the development of management thought and the contribution of major theorists. Through an examination of the functions of management students will be introduced to the characteristics of formal organisations, management of organisational change and the management of the human resources. An opportunity will be taken to examine contemporary issues in management development.

Prescribed Texts:

3163 Introduction to Local Government (BB)

Unit Adviser: Mr. M. Collings

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

Prerequisite: Nil

Unit Outline: Students will be provided with an introduction to the role of Local Government, the structure of Local Government in Australia and the roles and functions of Local Government members and officers. Relations with other levels of Government will be examined along with limits placed on the powers of and services provided by Local Governments.

Prescribed Texts: To be advised.

3164 Office Administration (AG)

Unit Adviser: To be advised.

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

Prerequisite: 3168

Objectives:

1. To concentrate on the processing of information and the inter-relationships among employees, equipment and work processes.

2. To consider selected aspects of the process of office management.

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

Prescribed Texts:

3165 Public Administration (AG)

Unit Adviser: Mr. D. Kimberley

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

Prerequisite: 3168

Aims/Unit Outline: This unit will focus on public enterprise, its organisation and characteristics.

1. To review the fundamental theoretical principles of the management function.

2. To apply those functions, i.e. planning, organising, staffing and direction to public administration.

3. To examine the changing role of management in the public sector.

4. Provide an overview of the structure and trends in industrial relations policy in the public sector.

Equal weight and attention will be given to areas 2 to 4 inclusive.

Prescribed Texts: To be advised.

3167 Farm Administration (AG)

Unit Adviser: To be advised.

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

Prerequisite: 3168

Objectives:

1. To introduce the student to farm recording systems, both physical and financial.

2. To provide an understanding of the uses of records to aid farm management decision making.

3. To provide an appreciation of the applications of financial analysis, budgeting and control to administration of the farm business.

Content:

1. The role and function of the farm office;

2. Records for management and tax;

3. Physical records - types and uses;

4. Financial records - types and uses;

5. Using records as management aids;

6. Farm business planning and financial control, Physical farm planning, Financial analysis, Farm budget; partial, whole farm, cash flow, financial control.

Prescribed Texts:

3168 Principles of Administration (AG AC BS)

Unit Adviser: Mr P. Townsend

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

Prerequisite: Nil

Objectives:

1. The unit is designed to introduce the student to management theory and to relate the theory to public and private organisations.

2. To provide a framework in which management functions and issues can be examined.

Content: Students will be introduced to the development of management thought, the functions of management and specific issues in management practice. Case studies will be examined to resolve administrative problems.

Prescribed Texts:


3169 Personnel Management (AG)

Unit Adviser: To be advised.

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

Prerequisite: 3168

Objectives:

1. To outline the role of the personnel function.

2. To consider the functions of the personnel function.

Content:

1. Functions of the Personnel Department, Organisation of Personnel, Staff v. Line activities; respective responsibilities.


3. Contemporary issues in Australian personnel practice, e.g. Occupational health and safety, industrial relations and equal employment opportunity.

Prescribed Texts:


3171 Economic Analysis (AG)

Unit Adviser: Mrs S. Richardson

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

Prerequisite: Nil

Objectives: The objective of the unit is to specifically meet the needs of course participants, which were seen to be as follows:

To provide a broad and general introduction to Economics, which concentrates on pragmatic issues rather than conceptual rigour.

To be as well-rounded as a single semester unit permits.

To concentrate on the application of simple economic tools towards an understanding of current economic issues.

Content:

1. A brief introduction to the existing business structure, tracing the history of industrial concentration and the advent of the multinationals.

2. An introduction to the basic micro-economic concepts of supply and demand, elasticity, costs of production and marginality, monopolistic and oligopolistic behaviour.

3. An introduction to the Australian economic system and its increasing interdependence with the international economy. An examination of the use of wages, monetary, fiscal, protection and exchange rate policies as economic tools for the achievement of the economic objectives of growth/development and stability, "full" employment, income distribution and balance of payments equilibrium.

Prescribed Text:


3172 Health Administration (AG DE)

Unit Adviser: To be advised.

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

Prerequisite: 3168(AG), 3161(DE)

Objectives: This unit is designed to:

1. Provide students with an overview of the social and economic environment of health care in Australia and the structures, functions and processes which occur in the health care delivery system.
2. Examine major themes and issues in health administration and develop appropriate and relevant management knowledge and skills.

Content: The content of the unit will use a simple organisational systems model as the framework for the themes and topics introduced to students. The model is derived from the work of Leavitt (1964) and uses the following categories for organising the content of the course:

1. The Environment of Health and Health Care Provision;
2. The Institutional and Organisational Structures in Health Care Provision;
3. Task Systems and Processes in Health Care;

In addition to the above categories there will be a segment designed to provide an introduction and overview and a final segment designed to provide students with a review of their learning and suggestions about ways in which they might further develop and apply their ideas.

Prescribed Texts:
Wellard, R., Health Administration: A Primer, Lincoln Institute, 1984.

3180 Marketing
(AG AP)

Unit Adviser: Mr S. Muthaly

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

Prerequisite: 3168

Objectives:
1. This unit serves to identify marketing as a function of management and to differentiate this from sales, advertising, etc.
2. The unit will identify particular aspects of the marketing function and integrate these aspects to give a full picture.
3. The unit will encompass restrictions on "open" marketing by reference to certain legislation including the Trade Practices Act.

Content: Marketing and its place in the firm; Distribution channels; Identifying the market; Market research; Packaging; Pricing; Sales promotion and advertising; Legislative and other restrictions on free marketing.

Prescribed Text:

3181 Business Applications
(AG)

Unit Adviser: Mr S. Yamin

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

Prerequisite: 3168

Objectives: To integrate the academic and practical work of students in the Associate Diploma of Business (General Administration).

Content: The unit is broken into four sections:
1. Management Theories;
2. Employment Theories: Grievances and Discipline;
3. Organisational Change;

Prescribed Text: Detailed reading lists will be provided for each section of the course.

3190 Introduction to Economics
(BB BS BE DT BT AW DE)

Unit Advisers: Mr W. Battersby, Mr J. Doughney, Mrs S.A. Richardson, Mr T. Yu

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

Prerequisite: Nil

Unit Outline: This unit introduces a range of approaches to economic theory. The basic principles of orthodox microeconomics and macroeconomics are covered, together with a number of alternative approaches to economic analysis.

Prescribed Text: To be advised.

3191 Macroeconomics
(BB BE DT BT BS AW)

Unit Advisers: Mr W. Battersby, Mr J. Doughney, Mr T. Yu

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

Prerequisite: 3190

Unit Outline: An introductory course in macroeconomics which considers the determinants of the level of production, employment and income in the economy. The theory developed provides a basis for consideration of the effectiveness of policy aimed at achieving economic stability. Consideration will be given to the performance of the Australian economy.

Prescribed Text: To be advised.
3192  Economy and Society  
(BB BE BN BS BT DT AW)  
Unit Advisers: Mr J. Doughney, Mrs S. Richardson  

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

Unit Outline: The unit will be concerned with looking at the way in which ethical behaviour and moral values are established in society and how they are reflected in the social, economic and political practices in a variety of cultural and environmental backgrounds. Attention will be given to three broad categories of societies, primitive, underdeveloped and developed. Within these broad categories an endeavour will be made to explore a variety of approaches to economic and social questions. Alternative economic management will be investigated, not from a statistical performance criteria but from the human aspect.  

Prescribed Text: To be advised.  

3200  International Marketing  
(BB BE DT BS BT)  
Unit Adviser: Mr S. Yamin  

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisite: 3100  

Prerequisite or corequisite: 3101  

Unit Outline: This unit will provide students with a knowledge of various ways of assessing and entering international markets. The emphasis will be on the planning function and the development of international marketing strategy. Students will be expected to understand the differences between domestic and international marketing approaches and techniques.  

Prescribed Text: 

3201  Market Research Methods  
(BB BE DT BS BT)  
Unit Adviser: Mr S. Muthaly  

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisites: 3100, 3101  

Unit Outline: The unit is designed to introduce students to market research methods. Upon completion of this unit, students will be able to show skill in defining problems, the generating and testing of solutions, designing the research and integrating these steps to form a coherent project; show appreciation of the nature, functions and difficulties inherent in selected marketing research techniques; show recognition of the degree of expense and effort required to gather primary data as compared with the ease of acquiring secondary data; examine critically and to evaluate the data gathered and the methods employed; show some ability in data analysis, processing and interpretation, together with respect for the complexities, challenges, and pitfalls faced; show knowledge of what it means to draw sharp conclusions, identify the limitations in data, apply them to the chosen problem and communicate findings effectively; show appreciation of the need for careful organisation, co-ordination and dependability of each project team member.  

Prescribed Texts: 

3210  Travel Services Management  
(BB BS BE DT BT DE)  
Unit Adviser: To be advised.  

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisite: 3110  

Aim: This unit is intended as an introduction to travel and tour operation and students will: 
- learn various methods and techniques used in the devising of travel itineraries and how to carry out an effective tour;  
- gain a practical knowledge of how to design and develop an effective tourism product;  
- understand how an initial tour or travel concept can be assessed, communicated to business partners and presented to the client in a professional manner.  

Unit Outline: This unit provides students with the ability to market travel services, cost and price the product, communicate the product to interested groups, deal effectively with clients and business partners, apply effective techniques of tour monitoring and take into account the special needs and interests of foreign nationals.  

Prescribed Text: To be advised.  

3211  Hospitality Services Management  
(BB BS BE DT BT DE)  
Unit Adviser: To be advised.  

First Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.  
Prerequisite: 3110  

Aim: This unit is directed to developing management skills in the areas of accommodation, hospitality and facilities, and will be sufficiently flexible in approach and content to address the primary interests of students in both the public and private sectors of the industry.  

Unit Outline: This unit involves the application of management skills appropriate to the tourism hospitality and accommodation sector and the application of skills appropriate to the management of a tourist attraction.
3242 Accounting for Management Information
(BB BS BE DT BT)

Unit Advisers: Mr M. Vertigan, Ms L. Horsfield

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

Prerequisite: 3141

Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting for materials, labour and overheads, job costing, process costing, standard costing and budgeting, joint and by-product costs, absorption and direct costing, relevant costs and evaluating alternatives, gross profit analysis, relevant costs for decision making.

Prescribed Text: To be advised.

3243 Engineering Finance
(AE)

Unit Adviser: Mr M. Vertigan

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

Prerequisite: Nil


Prescribed Text: To be advised.

3244 Budgeting and Management Techniques
(BB BS BE DT BT)

Unit Advisers: Mr M. Vertigan, Ms L. Horsfield

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

Prerequisite: 3242

Unit Outline: Decision theory, management information systems, management by objectives, setting corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, long range planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.

Prescribed Text: To be advised.

Recommended Reading:
Readings will be prescribed from time to time during the course. Use will be made of current articles where appropriate.

3245 Financial Accounting
(BB BS BE DT BT)

Unit Advisers: Mr R. Hartshorn, Ms L. Horsfield

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

Prerequisite: 3141

Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity.

Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, and a detailed analysis of relevant accounting standards.

Prescribed Text: To be advised.

3250 Law of Business Organisations
(BB BS BE DT BT)

Unit Adviser: Dr V.G. Venturini

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

Prerequisite: 3151

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).

Prescribed Texts:
The partnership legislation in force in your jurisdiction.
State or Territory Companies Code or Act.

3251 Taxation Law and Practice
(BB BS BE DT BT)

Unit Adviser: Mr L. Moore

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

Prerequisites: 3141, 3151

Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students who wish to go into Advanced Taxation. Specific topics include The Scheme of the Act; Assessable Income; Derivation of Income; Exempt Income; Deductions; Taxation of Partnerships, Companies, Trusts and Superannuation Funds, Objections and Appeals.

Prescribed Text: To be advised.
3256 Industrial Law (Engineering)
(Engineering)

Unit Adviser: Mr L. Moore

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: 3362

Unit Outline: Historical development of trade unions and growth of trade union law; Individual employment law - employer's duty of care; Industrial welfare - liability for industrial injury; Occupational health and welfare legislation; Workers Compensation; Industrial warfare - breach of the contract of employment - common law and statutory remedies; Australian 19th century labour history and the Commonwealth constitutional background - Constitution Act 51 (XXXV).

Assessment:
Progressive Assessment (60%)
Final Examination (40%)

Prescribed Text: To be advised.

3265 Organisational Theory and Practice
(BB BS BE DT GL BT)

Unit Adviser: Mr P. Townsend

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

Prerequisite: 3162

Unit Outline: This unit examines the behaviour and social groupings, including classes, in organisational contexts. This involves the study of such topics as motivation, worker satisfaction and alienation, informal organisation, the implications of technology, post-industrialism, instrumentalism, de-skilling and white collar work, managerialism, women and work. As well as providing students with an understanding of organisational behaviour, this unit seeks to develop the student's ability to use that understanding to predict, influence and control organisational activities and events.

Prescribed Texts:

3266 Management Methods and Decision Making
(BB BS BE DT BT)

Unit Adviser: To be advised.

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

Prerequisite: 3162

Unit Outline: This unit is designed to provide the student with the necessary skills to make decisions and solve problems with complex business organisations. Topics examined include statistical methods for decision-making, qualitative and quantitative forecasting techniques, decision-making and problem solving processes, the evaluation of group performance and effectiveness in decision-making, and management decisions by objectives.

Prescribed Texts:

3268 Case Studies in Local Government
(BB)

Unit Adviser: Mr M. Collings

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

Prerequisite: 3163

Unit Outline: Students are required to undertake a Local Government case study project. The project must be designed in consultation with the unit adviser and will involve the development and presentation of a case study report of about 10,000 words.

Prescribed Text:

3269 Comparative Local Government
(BB)

Unit Adviser: Mr M. Collings

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

Prerequisite: 3163

Unit Outline: This unit is primarily concerned with the diversity of environments/settings of local government systems in various countries and some of the common themes that emerge. Topics covered will include - Government and the Urban Phenomenon, The Urban Political System, Public Participation, Urban and Rural Models and the Major Types of Municipal Governments.

Prescribed Texts: To be advised.

3290 Microeconomics
(BB BS BE DT BT AW)

Unit Advisers: Mr J. Doughney, Mr T. Yu

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

Prerequisite: 3190

Unit Outline: This unit is an intermediate course in microeconomics, which develops the microeconomic theory introduced in 3190 Introduction to Economics. The aim of the unit is to provide training in the use of economic theory and tools of analysis in helping to elucidate and solve the problems involved in the allocation of resources to meet society's material wants.
Prescribed Text: To be advised.

3291 International Trade and Finance (BB BE BS BT DT)

Unit Adviser: Mrs S. Richardson

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

Prerequisites: 3191, 3290

Unit Outline: This unit involves a study of the theory and practice of international trade and finance in an environment of managed and floating exchange rates. Major emphasis will be given to balance of payment problems and exchange rate determination in the context of the Australian economy.

Prescribed Text: To be advised.

3300 Marketing Strategy (BB BE DT BS BT)

Unit Adviser: Mr S. Yamin

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

Prerequisite: 3201

Unit Outline: This unit is an advanced marketing unit, and being primarily strategically-oriented, will focus on decision-making from a corporate and marketing strategy viewpoint.

Students in undertaking this unit will be required to use knowledge gained from previous marketing units in making strategic decisions.

Prescribed Texts:

3301 Marketing Research Project (BB BE DT BS BT)

Unit Adviser: Mr S. Muthaly

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

Prerequisite: 3300

Unit Outline: Professional marketers invariably become involved with the creation and/or output of marketing research. This unit is designed to allow students to combine their knowledge of marketing with their previously acquired research skills to attempt to solve a nominated management problem. That approved problem can emanate from any company and from any industry. Thus the unit is essentially "hands on experience" in the solving of real world marketing problems.

Prescribed Texts:

3302 Promotion Management (BB BE DT BS BT)

Unit Adviser: Mr S. Muthaly

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

Prerequisite: 3100

Prerequisite or corequisite: 3101

Unit Outline: This unit is designed to give students the kind of knowledge needed by an executive whose company is involved in advertising and practice in the skills involved in mounting a promotional campaign. The unit is "people oriented" - recognising that effective promotion is understanding people's needs, and how these needs are manifested and "netted" by the advertiser through effective communication techniques.

Prescribed Texts:

3303 Sales Management (BB BE DT BS BT)

Unit Adviser: Mr P. Townsend

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

Prerequisite: 3100

Prerequisite or corequisite: 3101

Unit Outline: This unit is aimed at developing skills in analysing issues and problems faced by practising sales managers. However, the knowledge of skills alone is not enough - one should also be able to know when and how to use them. For this reason, students will be required to participate in the analysis and discussion of various selected case studies.
Prescribed Texts:

3304 Export Management
(BB BE DT BS BT)

Unit Adviser: Mr. S. Muthaly

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

Prerequisite: 3100

Prerequisite or corequisite: 3101

Unit Outline: The unit enables students to understand the pragmatic essentials of the paperwork, communications, organisation and planning of the export venture. This unit is seen as a valuable practical supplement to such units as International Marketing.

Prescribed Texts:

3310 Tourism Management Processes
(BB BE DT BS BT DE)

Unit Adviser: To be advised.

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

Prerequisite: 3110

Aim: This unit is devised so that students may gain a greater understanding of the importance and processes of integration between management functions in the tourism industry. They will be able to accomplish this by establishing the objectives of an organisation through answering comprehensively the question “What business are we in?” Having established the goals, and the “mission of the company”, students will then be able to examine how each management function - customer/ marketing/sales/product quality, finance, budgets and control, human resources and employee relations; and integration through operations management, contributes to the objectives of the whole.

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

Prescribed Texts:

3311 Tourism Management Projects -
(Evaluations & Proposals)
(not offered until 1992)
(BB BE DT BS BT DE)

Unit Adviser: To be advised.

First and Second Semesters: 2 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisite: 3110

Aim: This unit is intended to equip students with the skills and techniques to analyse and to plan strategically for tourism enterprises. Emphasis will be given to the evaluation and proposal of tourism project feasibility.

The aims are:
- to acquaint students with the various techniques both manual and automated for evaluating tourism business propositions;
- to instil principles and methodologies which lead to professional report preparation and presentation.

Unit Outline: This unit involves the preparation of a feasibility study incorporating both market analyses and financial viability for new projects in both the private and public sector, assessment of the economic feasibility and viability of existing projects and evaluation of the conditions necessary to achieve success in a specific project, including the application of funds and environmental and physical constraints.

Prescribed Text: To be advised.

3341 Accounting Theory and Current Issues
(BB BS BE DT BT)

Unit Adviser: Mr. J. Cooney

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

Prerequisite: 3141

Unit Outline: This unit examines accounting theory and some current issues confronting the profession. Topics include the development of accounting thought and literature, the social context of accounting, the objectives of financial statements, an examination and assessment of four accounting models namely historical cost, index accounting, current cost accounting and continuously contemporary accounting. In the final part of the unit an examination is made of some current issues in accounting.

Prescribed Text: To be advised.

Recommended Reading:
The Prescribed reading will be supplemented by other relevant reading during the course of the unit.
3342 Auditing
(BB BS BE DT BT)

Unit Advisers: Ms L. Horsfield, Mr K. Sharp

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

Prerequisite: 3245

Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the Companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

Prescribed Text: To be advised.

3343 Accounting Research Project
(BB BS BE DT BT)

Unit Advisor: An appropriate supervisor will be appointed for each project.

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

Prerequisite: 3245

Distance education students will be required to consult regularly with the supervisor of the project.

Enrolment in the Unit: Students should note that, before enrolment in the unit, a submission must be made to the Accounting teaching team describing the proposed study and the problem to be examined. The submission should specify the source of data, the methodology to be used, and the supervisor of the project. The required submission should reach the Accounting teaching team not later than two weeks before the enrolment date each semester.

Unit Outline: The unit involves the application of skills gained on the course to the researching and reporting on specific problems in accounting and business. Although a literature-based project is possible, it is expected that most projects will be industry-based. Industry-based projects may involve the identification of a specific problem and the development of suggestions or systems to meet the problem. The completed project will be of an appropriate level of presentation and expression, technically sound and relevant to the problem defined in the submission.

Assessment: Completed projects will be assessed by the supervisory staff member, and a second staff member appointed by the Accounting teaching team.

3344 Project Planning and Control
(BB BS BE DT BT)

Unit Adviser: Mr M. Vertigan

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

Prerequisite: 3244

Unit Outline: The aim is to further develop this topic as introduced in 3244 Budgeting and Management Techniques. Teaching will be based on techniques currently used by industry to ensure the successful implementation of projects. The attributes of the approach in each industry will be closely examined. Particular attention will be paid to the function of the accountant in the planning and control of projects. Each example will be considered with a corresponding appreciation of the physical work involved. Specific attributes to be investigated include; the use of estimates, methods of estimate preparation, authorisations to proceed, variations from estimates, revision of estimates, escalations, calculation of work completed and the extent of the use of critical path methods.

Instruction will be through normal course work but some investigations will be carried out by students. All students will be required to present their findings in class.

Prescribed Text: To be advised.

3345 Business Finance I
(BB BS BE DT BT)

Unit Adviser: Mr R. Hartshorn

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

Prerequisite: 3245

Unit Outline: Major sources of corporate and non-corporate finance, capital market in Australia, the short term money market, debt and equity issues, short term debt and bills financing, securities legislation and the Campbell Report, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.

Prescribed Text: To be advised.

Recommended Reading: Students will be referred to relevant journal articles, government statistical reports and supporting text material where applicable.

3348 Advanced Financial Accounting
(BB BS BE DT BT)

Unit Advisers: Mr J. Cooney, Mr P. Hoefer

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

Prerequisite: 3245
Unit Outline: This unit is an extension of 3245 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital, Current Cost Accounting, and Advanced Consolidations.

Prescribed Text: To be advised.

3349 Investment and Portfolio Analysis (BB BS BE DT BT)

Unit Advisers: Mr R. Hartshorn, Mr J. Fulton

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

Prerequisite: 3345


Prescribed Text: To be advised.

3350 Administrative Law (BB BS BE DT BT)

Unit Adviser: Mr A. Moore

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

Prerequisite: 3150

Unit Outline: A study of that body of rules which relates to the exercise of power by governmental and semi-governmental authorities, including delegation of the law making authority and the legal constraints on this process, the remedies available to the citizen when adversely affected by an administrative decision, ultra vires, the place of natural justice, the role of the Ombudsman and the operations of administrative tribunals.

Prescribed Text: To be advised.

3351 Industrial and Labour Law (BB BS BE DT BT)

Unit Adviser: Mr A. Moore

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

Prerequisite: 3151

Unit Outline: This unit is a study of basic industrial law within the common law and statutory framework. It examines the constitutional basis and sources of the labour powers of the Commonwealth and the States; the Conciliation and Arbitration Act; the history and legal status of Australian trade unions; the relationship between State and Federal industrial law systems and resultant problems; industrial torts and workers health, safety and welfare.

Prescribed Text: Conciliation and Arbitration Act. C.C.H. Other texts to be advised.

3352 Advanced Taxation (BB BS BE DT BT)

Unit Adviser: Mr A. Moore

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

Prerequisite: 3251

Unit Outline: The aim of this unit is to equip students for tax practice and to provide an opportunity for students majoring in other areas within the Bachelor of Business degree to study taxation in greater depth. Specific topics covered include: objections and appeals, examined examination of specific types of taxpayers such as companies, trusts, primary producers and superannuation funds. A brief study of international agreements and other forms of taxation is included. Legislation will also be considered.

Prescribed Text: To be advised.

3355 Banking Law and Lending Practice (BB BS BE DT BT)

Unit Adviser: To be advised.

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

Prerequisite: 3150

Unit Outline: This unit encompasses the law of credit and lending and of the legal relationships in banking.

Prescribed Text: To be advised.

3360 Organisational Change and Development (BB BE DT BS BT)

Unit Adviser: To be advised.

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

Prerequisite: 3162

Unit Outline: This unit will examine the nature of change and how it affects organisations. It will examine organisational change from different standpoints and assess the impact of change on organisations, people and the environment. It will provide students with the ability to design and redesign organisations in light of change, and understand the process of organisational renewal.

Prescribed Texts:


3362 Industrial Relations  
(BB BE DT AE BS BT)  
Unit Adviser: Mr L. Pullin 
First Semester: 4 hours per week - unit value of 1.0 
- internal and distance education study.  
Prerequisite: 3162  
Unit Outline: This unit is an introduction to the 
study of employer/employee relationships in the 
employment setting. Topics include: models of 
industrial relations systems, industrial conflict, labour 
movement theories, union and employer 
associations, industrial law, establishing and 
administering the rules of the work place, with 
special reference to conciliation, arbitration, and 
collective bargaining at the State and Federal level. 

Prescribed Texts: 
Ford, G.W., Hearn, J.M. & Lansbury, R.D., Australian 
Labour Relations: Readings. 4th ed., Macmillan, 
1987.  
Deery, S. & Plowman, D. et al., Australian Industrial 

3363 Public Enterprise  
(BB BE DT BS BT)  
Unit Adviser: Mr D. Kimberley 
Second Semester: 4 hours per week - unit value of 
1.0 - internal and distance education study.  
Prerequisite: 3162  
Unit Outline: This unit seeks to introduce students 
to a range of literature, and to engender attitudes of 
query, about the conduct of public enterprise 
organisations in contemporary society. The content 
of the course covers such topics as the origins and 
types of public enterprise; the relationship between 
public bodies and private enterprise; changes in 
public perception of the role and position of public 
enterprise; the privatisation debate; legislation for 
control of public bodies; and changing modes of 
public enterprise. 

Prescribed Texts: 
Chandler, A.D., Strategy and Structure. M.I.T. Press, 

3364 Research Project in Management  
(BB RE DT BS)  
Unit Adviser: Mr J. Wrathall 
First and Second Semester: 4 hours per week - unit 
value of 1.0 - internal and distance education study.  
Prerequisite: 3265  
Note: Students may not enrol in this unit without 
prior consultation with Unit Adviser and also should 
be majoring in Management.  
Unit Outline: Students are required to undertake a 
research project which is designed in consultation 
with Management staff.  

3365 Personnel Management  
(BB BE DT BS BT)  
Unit Adviser: To be advised.  
Second Semester: 4 hours per week - unit value of 
1.0 - internal and distance education study.  
Prerequisite: 3162  
Unit Outline: The aim of this unit is to give students 
an understanding of problems and practice in the 
administration of employment relationships. Topics 
examined include manpower planning; recruitment 
and selection; job design; training and development; 
occupational health and safety; wage and salary 
administration; and performance appraisal. In 
addition, contemporary issues in labour-management 
relations such as the impact of technological change 
and equal employment opportunity will be 
discussed. 

Prescribed Texts: 
McCarthy, T.E. & Stone, R.J., Management in 
Schular, R.S., Dowling, P.J. & Smart, J.P., 
Personnel/Human Resource Management in 
Gilbertson, D.W. & Stone, R.J., Human Resource 
Management: Cases and Reading. 2nd ed., 

3367 Business Planning and Policy  
(BB BE DT BS BT)  
Unit Adviser: Mr S. Yamin 
Second Semester: 4 hours per week - unit value of 
1.0 - distance education.  
Prerequisite: 3162  
Unit Outline: This unit involves the study of basic 
theoretical concepts associated with business 
planning and policy and the nature of strategic 
planning and business policy formulation in an 
uncertain and rapidly changing environment. It also 
examines current methods and techniques used in 
the formulation and implementation of human 
strategy. 

Prescribed Text: 
Thompson, Arthur A. Jnr., & Strickland A.J., Strategy 
Formulation and Implementation. Business 

3368 Training and Development  
(BB BE DT AE BS BT)  
Unit Adviser: To be advised.  
First Semester: 4 hours per week - unit value of 1.0 
- internal and distance education study.  
Prerequisite: 3162  
Unit Outline: The unit aims to set training and 
development within the broader context of business 
and organisational planning. It avoids the 
conventional skills-based approach to the subject but 
emphasises the strategic importance of training 
within the corporate planning process. The unit also 
aims to raise issues of the contemporary debate over

Prescribed Texts:

3399 Introduction to Small Business
(BB BE DT AE BS BT)

Unit Adviser: Mr L. Pullin

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

Prerequisite: 3162

Unit Outline: Identify and examine the size and nature of small businesses in Australia and overseas, with specific reference to: distinctions between small and large businesses, problems experienced by groups within the small business sector; Relate the roles of government at a Federal, State and local level to the small business community, and evaluate the effectiveness of various government initiatives in terms of their economic impact; Develop an awareness and sensitivity to special issues and problems that are peculiar to small business owner managers; Know the various components of a small business operation in terms of business plans; examine the future development of the small business sector in Australia, its role and impact.

Prescribed Texts:

3390 Economic Development
(BB BE DT BS BT)

Unit Adviser: Mr M. Crowley

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

Prerequisites: 3191, 3290

Unit Outline: This unit involves the study of a number of aspects of development economics, including the causes of under-development, trade and aid, development strategies and population problems.

Prescribed Text: To be advised.

3391 Labour Economics
(BB BE DT BS BT)

Unit Adviser: Mr W. Battersby

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

Prerequisites: 3191, 3290

Unit Outline: Topics to be considered include the supply of and demand for labour as a factor of production; wage determination; labour market policy; wage policy. The unit looks not only at the economic theory of labour markets but at the role of institutions, e.g. trade unions in the wage determination process. Close consideration is given to the operation of the Australian labour market.

Prescribed Text: To be advised.

3392 Public Sector Economics
(BB BE DT BS BT)

Unit Adviser: Mr T. Yu

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

Prerequisites: 3191, 3290

Unit Outline: Topics to be considered include the appropriate role of government in a market economy, organisation of public sector activities in Australia, main aspects of public finance in a federal system and the impact of expenditure decisions and revenue raising on the allocations of resources and the distribution of wealth and income.

Prescribed Text: To be advised.

3393 Money and Banking
(BB BE DT BS BT)

Unit Adviser: Mr M. Crowley

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

Prerequisites: 3191, 3290

Unit Outline: The unit involves a study of the financial markets and institutions of the Australian Economy. Major emphasis is given to the nature and role of monetary variables and the way in which they influence the level of economic activity.

Prescribed Text: To be advised.

3395 Financial Institutions Management
(BB BE DT BS BT)

Unit Adviser: Mr M. Crowley

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

Prerequisites: 3191, 3290

Unit Outline: Topics covered include: the changing commercial banking environment; the conceptual, analytical and decision-making skills used in policy formulation and implementation areas in commercial banking and finance functions; liquidity management and lending policy and practice functions in commercial banking.

Prescribed Text: To be advised.
3399 Industry and Government
(BB BE DT BT BS)
Unit Adviser: Mr W. Battersby
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 3191, 3290
Unit Outline: Topics include: an understanding of the structure of Australian Industry; an understanding of the extent of, and the reasons for, government regulation of industry in Australia; the effects of regulation on the efficient use of resources and the distribution of income; and the debate about the costs of regulation and the arguments for deregulation.
Prescribed Text: To be advised.

3701 Human Resource Management I
(GB)
Unit Adviser: Mr J. Wrathall
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Objectives:
To provide an appreciation of management theory and organisational behaviour and the appropriate skills to apply that knowledge to the management of people in organisations.
Content:
The evolution of management and its implications for current management practice; leadership and motivation theory and its application in an organisational context; managing groups in organisations; organisational structure and design; perception, decision making, communications and conflict; technology and its behavioural implications; organisational change and development; contemporary issues in management.
Prescribed Text:

3702 Human Resource Management II
(GB)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: 3701
Objectives:
To provide an appreciation of the Personnel Management function and the appropriate skills to apply that knowledge to the line and corporate management activities, functions and processes.
Content:
Planning, identifying and meeting human resource requirements; developing effectiveness in human resources through training and evolution of performance; creating a productive work environment; industrial relations at the micro and macro level; compensation and security.
Prescribed Texts:

3703 Management Processes and Systems I
(GB)
Unit Adviser: Mr S. Yamin
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Objectives:
To provide an appreciation of the inter-relationship between operations and marketing management and the quantitative business techniques that they use.
Content:
The roles of marketing and operations management and their inter-relationships; the operations/production function; external influences on the operations role; processes in mechanistic and organic organisations; production management techniques; marketing management; productivity measurement.
Prescribed Texts:

3704 Management Processes and Systems II
(GB)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Objectives:
To provide an understanding of the financial reporting function and the management techniques employed in analysis and evaluation of investment projects.
Content:
Basic financial functions, development and basis of financial reports; analysis of financial reports and funds statements; capital investment appraisals; cost behaviour; budgeting technique and implications for management; organisational and internal controls.
Prescribed Texts: No text as prescribed; students will be directed to a range of resource material.
3711 The Management Environment (GB)

Unit Adviser: Mr S. Yamin

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

Corequisites: 3701, 3702, 3703, 3704

Objectives:
To provide an insight into the factors affecting managerial activity and performance particularly with regard to external economic and technological aspects of organisational activity.

Content:
Economic factors including an analysis of the international and Australian economies; consideration of internal and external economic factors influencing business decisions; analysis of relevant Australian and Foreign Government economic policies; legal factors influencing business and Government operations; technological factors, future trends of technological development, and implications for organisations.

Prescribed Texts:

3712 Management Strategy Project (GB)

Unit Adviser: Mr S. Yamin

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

Prerequisites: 3701, 3702

Corequisite: 3703

Objectives:
To develop an effective understanding and application of project methodology in the identification, appraisal and strategy proposal with respect to a significant corporate management problem or opportunity associated with the student's work organisation, or selected industry or profession.

Content:
Strategy, formulation and implementation. Specific content will be determined by the nature of the project selected. All projects must be approved by the Course Co-ordinator.

Prescribed Text:

3713 Human Resource Management III (GB)

Unit Adviser: To be advised.

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

Prerequisite: 3702

Unit Outline: This unit will place special emphasis on the development of understanding and skills in the administration of employment relationships. By means of case work, exercises and experiential learning activities a range of personnel management functions and topics will be examined in detail. These will include manpower planning and forecasting; job analysis procedures, performance appraisal techniques, selection and staffing methods, training and development programs, wage and salary administration; motivation theories.

Prescribed Texts:

3714 Human Resource Management IV (GB)

Unit Adviser: Mr L. Pullin

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

Prerequisite: 3702

Unit Outline: The emphasis in this course will be on the operational aspects of industrial relations. Teaching will be by the case study approach and will include industrial relations policy development; collective bargaining, collective agreements, negotiation, wages and incomes policies; Australian Conciliation and Arbitration Commission; dispute resolution: current issues.

Prescribed Texts:

3715 Human Resource Management V (GB)

Unit Adviser: To be advised.

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

Prerequisite: 3702

Unit Outline: The unit aims to set training and development within the broader context of business and organisational planning. It avoids the conventional skills-based approach to the subject but emphasises the strategic importance of training within the corporate planning process. The unit also aims to raise issues of the contemporary debate over training and skills formation at the national level. The place of training and development in the organisation. The training process. Productivity through people. Training and development interventions. New training perspectives. Training resources. New training technologies.
Prescribed Texts:

3716 Marketing Management I
(GB)
Unit Adviser: Mr S. Muthal
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: 3703

Unit Outline: The unit is aimed at providing an understanding of the marketing concept; what it involves and its relationship to society as a whole. It has been designed to serve the needs of both students majoring in marketing and students majoring in other fields but wishing to devote one or more of their optional studies to marketing.

Prescribed Text:

3717 Marketing Management II
(GB)
Unit Adviser: Mr S. Muthal
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: 3716

Unit Outline: The unit is designed to introduce students to market research methods. Upon completion of this unit, students will be able to show skill in defining problems, the generating and testing of solutions, designing the research and integrating these steps to form a coherent project; show appreciation of the nature, functions and difficulties inherent in selected marketing research techniques; show recognition of the degree of expense and effort required to gather primary data as compared with the ease of acquiring secondary data; examine critically and to evaluate the data gathered and the methods employed; show some ability in data analysis, processing and interpretation, together with respect for the complexities, challenges, and pitfalls faced; show knowledge of what it means to draw sharp conclusions, identify the limitations in data, apply them to the chosen problem and communicate findings effectively; show appreciation of the need for careful organisation, co-ordination and dependability of each project team member.

Prescribed Texts:

3718 Human Resource Management VI
(GB)
Unit Adviser: Mr L. Pullin
Second Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: 3702

Unit Outline: The aim of this unit will be to introduce students to contemporary issues in labour/management relations. The course will be taught via visiting lecturers, case studies, excursions, as well as via the normal distance education mode. Seminars will include: Approaches to Industrial Relations; Union and Management Ideology; Industrial Conflict: Its Relevance and Meaning; Industrial Relations: Contemporary Issues - occupational health & safety, - the law, - redundancy; Case Studies: e.g. 35 hour week, Live Sheep Export Issue, Tax Free Housing, Loy Yang Strike, Occupational Health and Safety.

Prescribed Text:
Reading lists will be issued throughout the course.

3719 Research Project in Management
(GB)
Unit Adviser: Mr L. Pullin
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisites: 3701, 3702, 3703, 3704

Unit Outline: Students are required to undertake a research project in Labour/Management Relations. The project must be designed in consultation with the appropriate staff member and will involve the presentation of a final report of about 10,000 words.

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

3810 Introductory Accounting
(GO)
Unit Adviser: Mr J. Fulton
First and Second Semester: unit value of 1.0 - distance education.
Prerequisite: Nil

Unit Outline: This unit assumes no prior knowledge of accounting. It aims to establish basic bookkeeping skills and introduce functional accounting systems with an emphasis on computerised accounting systems. Topics covered include necessary assumptions, basic accounting procedures, design and operation of records and systems, treatment of cash, debtors, creditors, wages, inventory and fixed assets, end of period procedures, reporting format, internal control and the audit function, the computerised accounting system, partnership and company accounts, fund statements, analysis and interpretation of financial statements.

In the course of studying this unit students will become familiar with the use of computers.

Prescribed Text: To be advised.
Economic Policy (GO)

Unit Adviser: Mr T. Yu

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit assumes no prior knowledge of economics. The units represents a broad introduction to economics and the Australian economy. It is divided into three sections. The first section is a brief introduction to the economy and the study of economics and an overview of the Australian economy. The second section is concerned with how a society makes decisions about the use of productive resources. The final part looks at the role of governments in the economy.

Prescribed Text: To be advised.

Quantitative Methods (GO)

Unit Adviser: Dr G. Nath

First Semester: unit value of 1.0 - distance education.

Prerequisite: The unit assumes a mathematical background at about year 11 (Fifth Form) level. Students lacking this background should consult with the unit adviser.

Aim: To introduce students to the basic mathematical concepts and solution procedures for business decision problems, including commercial DP computer packages. Discuss the process of collecting, analysing and interpreting statistical data.

Unit Outline: Basic mathematical concepts, functions and their graphical representation, exponential and logarithmic functions; Solutions of systems of linear equations and inequations; the graphical solution method to linear programming problems, formulation of LP models and use of computer packages; Arithmetic and geometric progressions; Financial calculations relating to interest rates, premiums, bank discounts, annuities, amortization and sinking funds; Simple calculations of index numbers.

Statistics - nature of statistical investigations; Collection, presentation and interpretation of data; Measures of centrality and dispersion; Population distributions, the normal distribution; the sampling distribution of the sampling mean; Rules for calculation of probabilities; Decision making under certainty, uncertainty and risk, value of sample information; Introduction to simple linear regression; Use of MINITAB Statistical package.

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

Prescribed Text:

Accounting for Management Information (GO)

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

First Semester: unit value of 1.0 - distance education.

Prerequisite: 3810

Unit Outline: The nature of cost and management accounting, cost classification, behaviour and prediction, cost accounting systems, accounting for materials, labour and overheads, job costing, process costing, standard costing, absorption and direct costing, relevant costs and evaluation of alternatives, gross profit analysis, relevant costs for decision making.

Prescribed Text: To be advised.

Business Law (GO)

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: This unit involves an introduction to legal systems and a study of the general theory of contract embodying necessary elements of specific contracts such as agency, bailment, negotiable instruments, consumer credit, insurance and suretyship and guarantee.

Prescribed Text: To be advised.

Computers in Business (GO)

Unit Adviser: Dr R. Bignall

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: Computer data processing equipment - historical development of data processing techniques and equipment, the components of installation; computer programming - flow charts, nature of programming language, programming concepts, use of packages, business systems - elements of systems analysis and design, commercial applications, e.g. payroll, inventory control, accounts receivable.

Recommended Reading:
While undertaking this unit, students will gain "hands on" experience with the computer equipment at the University College.

Prescribed Text: To be advised.

3820 Budgeting and Management Techniques
(GO)

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

Second Semester: unit value of 1.0 - distance education.

Prerequisite: 3813

Unit Outline: Decision theory, decision tree analyses, linear programming, network analyses, management information systems, management by objectives, setting corporate objectives, compiling budgets to facilitate planning towards attainment of objectives, master budget control, discretionary cost, forecasting, long range planning, flexible budgets, zero based budgeting, responsibility accounting, segment reporting and interdivisional transfer pricing.

Prescribed Text: To be advised.

3821 Financial Accounting
(GO)

Unit Advisers: Mr R. Hartshorn, Ms L. Horsfield

Second Semester: unit value of 1.0 - distance education.

Prerequisite: 3810

Unit Outline: This unit examines the legal status, rights, the effect on accounting records and the form and content of published financial reports of an incorporated business entity. Topics examined include the influences of the Companies Code, Accounting Standards and Stock Exchange Listing Requirements on financial reports, consolidation of group accounts and accounting for combinations.

Prescribed Text: To be advised.

3822 Law of Partnerships, Trusts and Companies
(GO)

Unit Adviser: Dr V.G. Venturini

Second Semester: unit value of 1.0 - distance education.

Prerequisite: 3814

Unit Outline: This unit aims to give students a basic understanding of the Law of Trusts, Partnerships and Companies (excluding official management and winding up, but including a special and in-depth treatment of the legal aspects of accounts and audit).

Prescribed Text: To be advised.

3823 Advanced Financial Accounting
(GO)

Unit Advisers: Mr J. Cooney, Mr P. Hoefer

First Semester: unit value of 1.0 - distance education.

Prerequisite: 3821

Unit Outline: This unit is an extension of 3821 in that it continues to examine the effect of individual Accounting Standards and Exposure Drafts on corporate accounting and reporting. Other areas covered include Liquidations, Reorganisation of Share Capital and Current Cost Accounting.

Prescribed Text: To be advised.

3824 Business Finance
(GO)

Unit Adviser: Mr R. Hartshorn

First Semester: unit value of 1.0 - distance education.

Prerequisite: 3810

Corequisite: Students are recommended to take this unit concurrently with 3822 Law of Partnerships, Trusts and Companies.

Unit Outline: Major sources of corporate and non-corporate finance, Capital market in Australia, the short term money market, debt and equity issues, short term debt and bills financing, securities, legislation and the Campbell Report, management of liquidity, cash flow planning, working capital management and finance of trade, capital investment decisions and uncertainty, lease financing, small business finance, capital structure decisions, financial statement analysis, funds analysis and financial forecasting.

Prescribed Text: To be advised.

3825 Taxation Law and Practice
(GO)

Unit Adviser: Mr A.L. Moore

Second Semester: unit value of 1.0 - distance education.

Prerequisites: 3810, 3814

Unit Outline: This unit has a twofold purpose, to provide students with a working knowledge of the current law of taxation and to give students an insight into taxation to cope with changes. The course is also designed to prepare the way for those students who wish to go into Advanced Taxation. Specific topics include the Scheme of the Act; Assessable Income; Derivation of Income; exempt income; deductions; Taxation of Partnerships, Companies Trusts and Superannuation Funds, Objections and Appeals.

Prescribed Text: To be advised.
3830 Accounting Theory and Current Issues (GO)
Unit Adviser: Mr J. Cooney
Second Semester: unit value of 1.0 - distance education.
Prerequisite: 3810
Unit Outline: This unit examines the history and development of accounting theory and re-examines basic concepts. It then looks at the problems associated with accounting for inflation and discusses four alternative accounting methods. The unit then looks at some current problems facing the profession such as accounting for goodwill, cash flow forecasts and government accounting.
Prescribed Text: To be advised (other selected readings chosen by lecturer of unit).

3831 Auditing (GO)
Unit Adviser: Ms L. Horsfield
Second Semester: unit value of 1.0 - distance education.
Prerequisite: 3821
Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as the statements and standards laid down by the professional accounting bodies. Topics include: the basic objectives of auditing, the various types of audit requirements under the common law and the Companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.
Prescribed Text: To be advised.

3840 Introduction to Tourism (PU GU)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Aims: This unit is designed to introduce students to the tourism industry, and to select diverse issues pertinent to its management. Both theory and practical elements will be used to develop relevant issues.
Unit Outline: This unit provides students with an appreciation of the scope, nature and industrial environment of the tourism industry and an understanding of the structure and process of tourism development and the role of public and private sector provides. The unit also involves the development of evaluation techniques and provides an understanding of some of the major planning, policy and management issues in the industry.

3841 Tourism Management A (PU GU)
Unit Adviser: To be advised.
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Aims: This unit is designed to provide students with an understanding of the various tourism policies, plans and strategies and an appreciation of the role of law in the tourism industry.
Unit Outline: This unit analyses policy issues in the public and private sectors, and introduces students to the legal environment in which tourism organisations make their market, financial and operational strategies. It complements Tourism Management B, in the Diploma, by providing the necessary policy and statutory framework for tourism operations.

3842 Tourism Operations A (PU GU)
Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisites: 3840, 3841
Aim: The unit is designed to provide students with the ability to market tourism and travel services, cost and price the product, deal effectively with clients and business partners and apply effective tour monitoring techniques.
Course Outline: This unit is intended as an introduction to travel and tour operation. Students will:
a) learn various methods and techniques used in the devising of travel itineraries and how to carry out an effective tour;
 b) gain a practical knowledge of how to design and develop an effective tourism product;
c) understand how an initial travel idea can be assessed, communicated to business partners and presented to the client in a professional manner;

3843 Tourism Operations B (PU GU)

Unit Adviser: To be advised.

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

Prerequisites: 3840, 3841

Aims: This unit is designed to enable students to apply management skills appropriate to the tourism, hospitality and accommodation sector and to apply skills appropriate to the management of a tourist attraction.

Unit Outline: This unit is directed to developing management skills in the areas of accommodation, hospitality and facilities, and will be sufficiently flexible in approach and content to reflect the primary interests of students in both the public and private sectors of the industry.

Prescribed Texts:

3844 Tourism Management B (GU)

Unit Adviser: To be advised.

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

Prerequisite: 3842

Aims: This unit is designed to provide students with an appreciation of the importance of the customer, the role of finance and the importance of good human resource management and the integrating role of operations management.

Unit Outline: This unit is devised so that students may gain a greater understanding of the importance and processes of integration between management functions in the tourism industry. A major objective is that they will be able to evaluate the success of their own organisations in integration. They will be able to accomplish this by establishing the objectives of their organisation through answering comprehensively the question "What business are we in?" Having established the goals, and the "mission of the company", students will then be able to examine how each management function - customer/marketing/sales/product quality, finance, budgets and control, human resources and employee relations; and integration through operations management, contributes to the objectives of the whole.

Prescribed Texts:

3845 Tourism Projects (Evaluation and Proposals) (GU) (not offered until 1992)

Unit Adviser: To be advised.

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

Prerequisite: 3843

Aims: This unit is designed to acquaint students with the various techniques, both manual and automated, for evaluating tourism business propositions and to instil principles and methodologies which lead to professional report preparation and presentation.

Unit Outline: This unit is intended to equip students with the skills and techniques to analyse and to plan strategically for tourism enterprises. Emphasis will be given to the evaluation and proposal of tourism project feasibility.

Prescribed Texts:

3901 Management Theory and Practice (GL)

Unit Adviser: Mr P. Townsend

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

Prerequisite: Nil

Unit Outline: This unit provides an introduction to management theory and contemporary issues. It examines the development of management thought and the contributions of the major theorists. The characteristics of formal organisations, organisational change and organisational behaviour are studied.

Prescribed Texts:

3902 Industrial Relations (GL)

Unit Adviser: Mr L. Pullin

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

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

Prescribed Texts:  

3903 Personnel Management  
(GL)

Unit Adviser: To be advised.  
Second Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisite: Nil

Unit Outline: The aim of this unit is to give students an understanding of problems and practice in the administration of employment relationships. Topics examined include manpower planning; recruitment and selection; job design; training and development; occupational health and safety; wage and salary administration; and performance appraisal. In addition, contemporary issues in labour-management relations such as the impact of technological change and equal employment opportunity will be discussed.

Prescribed Texts:  

3904 Issues in Labour Economics  
(GL)

Unit Adviser: Mr W. Battersby  
Second Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisite: Nil

Unit Outline: This unit gives an introduction to Labour Economics and its significance for industrial relations in the economy and the organisation. A descriptive rather than an analytical and theoretical approach will be used. The following areas will be considered: The economy, trade unions and organisations. Inflation, wages policies and their effects. Labour market policy - the effect of government action. Employment levels and the effect on trade unions - supply and demand for labour. Wage determination - market forces, trade unions and relativities.

Prescribed Text:  

3905 Industrial Law  
(GL)

Unit Adviser: Mr A. Moore  
Second Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisite: Nil

Unit Outline: This unit is designed to examine in more depth some of the legal issues which were raised in Industrial Relations. The principal topics to be covered will be the individual employment relationship (including the implied duties of employer and employee, discipline and termination, common law and statutory remedies for arbitrary dismissal); the law relating to occupational health and safety, with special emphasis upon the prevention of work-related death and injury; the law and industrial conflict, including the "industrial" torts, and statutory provision such as s.45D of the Trade Practices Act; the Commonwealth conciliation and arbitration system (this would include an examination of the industrial power in the Commonwealth Constitution; dispute resolution under the Conciliation and Arbitration Act; registered organisations, and the relationship between State and Federal systems); the law relating to equal opportunities in the employment situation.

Prescribed Texts:  

Other texts to be advised.

3906 Industrial Relations Policy and Practice  
(GL)

Unit Adviser: Mr L. Pullin  
First Semester: 4 hours per week - unit value of 1.0 - distance education.  
Prerequisite: 3902

Unit Outline: The emphasis in this course will be on the operational aspects of industrial relations. Teaching will be by the case study approach and will include industrial relations policy development; collective bargaining, collective agreements, negotiation, wages and incomes policies; Australian Conciliation and Arbitration Commission; dispute resolution: current issues.

Prescribed Texts:  
3908 Personnel Management Policy and Practice
(GL)

Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: 3903

Unit Outline: This unit will place special emphasis on the development of understanding and skills in the administration of employment relationships. By means of case work, exercises and experiential learning activities a range of personnel management functions and topics will be examined in detail. These will include manpower planning and forecasting; job analysis procedures, performance appraisal techniques, selection and staffing methods, training and development programs, wage and salary administration; motivation theories.

Prescribed Texts:

3909 Research Project in Labour/Management Relations
(GL)

Unit Adviser: Mr L. Pullin

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

Prerequisites: 3902, 3903

Unit Outline: Students are required to undertake a research project in Labour/Management Relations. The project must be designed in consultation with the appropriate staff member and will involve the presentation of a final report of about 10,000 words.

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

3910 Contemporary Issues in Labour/Management Relations
(GL)

Unit Adviser: Mr L. Pullin

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

Prerequisites: 3902, 3903

Unit Outline: The aim of this unit will be to introduce students to contemporary issues in labour/management relations. The course will be taught via visiting lecturers, case studies, excursions, as well as via the normal distance education mode. Seminars will include: Approaches to Industrial Relations; Union and Management Ideology; Industrial Conflict: Its Relevance and Meaning; Industrial Relations: Contemporary Issues - occupational health & safety; - the law; - redundancy; Case Studies: e.g. 35 hour week, Live Sheep Export Issue, Tax Free Housing, Loy Yang Strike, Occupational Health and Safety.

Prescribed Text:
Reading lists will be issued throughout the course.

3912 Organisational Theory and Functions
(GL)

Unit Adviser: To be advised.
First Semester: 4 hours per week - unit value of 1.0 - distance education.

Prerequisites: 3901, 3902

Unit Outline: The content of this unit enables all students to acquire an ability to understand behaviour in organisations. More specifically, the study program aims to link, both sequentially and concurrently, major issues in organisational analysis. Consequently, the study program includes the following topic areas which are treated with roughly equal attention depending on the concerns and interests of the unit adviser. Theories of industrial psychology from classical to contemporary. The impact of innovative technology on work relations and processes. Managerialism and decision making processes. Women and work. Organisational stability and change.

Prescribed Texts:
EDUCATION
The Diploma of Tertiary Studies is a vocationally oriented course involving a combination of academic studies and supervised work experience. The duration of the course (including work experience) is three years full-time, or the equivalent part-time, study.

The course is much broader in scope than most degree or diploma courses. At the first level of study students will undertake units in Science/Technology, Business, English, Computing and Mathematics. In later years students will specialise in one of the following areas:

- Business
- Community Services
- Science/Technology

The second and third levels of study will also involve the student in supervised employment. The University College will assist students in finding suitable employment. As a general rule students will work part-time and study part-time during the second and third years of the course. In some cases students may, if they wish, complete the academic requirements of the course in two years and then spend the third year in full-time employment.

Students undertaking the Diploma of Tertiary Studies may at any stage apply for transfer to other degree or diploma courses offered by the University College, e.g. Bachelor of Arts, Bachelor of Business, Bachelor of Applied Science, Bachelor of Engineering. Maximum possible credit, consistent with the course being applied for, will be given for studies completed in the Diploma of Tertiary Studies. This course will therefore be of interest to students who have not decided what their ultimate study goals are, or who have been unable to gain admission directly to the course of their choice.

Entry Requirements

Successful completion of any of the recognised Year 12 courses - VCE Group 1, Group 2, STC, TOP or a TAFE Certificate. There are no prerequisite subjects although study of mathematics at Year 11 level is desirable. Mature age entry and special entry provisions apply.

Credit for Previous Tertiary Study

Credit/Exemption will be considered for previous study at tertiary level. Any such credit will be limited to a maximum of seven (7) semester units.

Course Structure

Level One

1131 Introduction to Technological Development
1180 Physical Science
3140 Introductory Accounting A
3161 Introduction to Management
6113 Introduction to English A
6130 Australian Studies
7152 Computers in Business

one of
7160 Basic Mathematics
7161 Calculus
7192 Quantitative Methods 1D

Level Two

Common to all Strands:
7253 Programming for Business Applications

Business Strand:
3141 Introductory Accounting B
3182 Management Theory and Functions
3150 Introduction to Business Law

Community Services Strand:
Any three units chosen from
6125 Introduction to Sociology A
6126 Introduction to Sociology B
6142 Welfare Issues
6190 Introduction to Psychology A
6191 Introduction to Psychology B

Science/Technology Strand:
1233 Systems
5245 Working With Systems 2
5181 Understanding Materials
5281 Understanding Materials
7161 Calculus, or
7122 Computer Programming 1A, and
7171 Probability and Statistics

Level Three

Business Strand:
3151 Contract Law
3190 Introduction to Economics

Community Services Strand:
Any two units chosen from
3172 Health Administration
6143 Welfare Services and Administration
6231 Media Studies

Science/Technology Strand:
1130 Science and Society
5366 Design

Supervised employment to be taken in conjunction with second and third level studies is the equivalent of 10 semester units of study.

UNIT OUTLINES

For details of each unit consult the appropriate section of the Handbook as follows:

Applied Science
1130 Science and Society
1131 Introduction to Technological Development
1180 Physical Science
1233 Systems
7122 Computer Programming 1A
7152 Computers in Business
7160 Basic Mathematics
7161 Calculus
7171 Probability and Statistics
7192 Quantitative Methods 1D
7253 Programming for Business Applications
Business
3140 Introductory Accounting A
3141 Introductory Accounting B
3150 Introduction to Business Law
3151 Contract Law
3161 Introduction to Management
3162 Management Theory and Functions
3172 Health Administration
3190 Introduction to Economics

Engineering
5181 Understanding Materials
5245 Working With Systems 2
5281 Understanding Materials
5366 Design

Social Sciences
6113 Introduction to English A
6125 Introduction to Sociology A
6126 Introduction to Sociology B
6130 Australian Studies
6142 Welfare Issues
6143 Welfare Services and Administration
6190 Introduction to Psychology A
6191 Introduction to Psychology B
6231 Media Studies

For further information on this course consult the course co-ordinator, Mr Peter Hoefer.
EDUCATION

INTRODUCTION

The School of Education offers the following awards:

- Diploma of Teaching (Primary) - A three year full-time diploma for initial professional education of primary teachers.
- Bachelor of Education (Primary) - A four year degree for primary teachers which involves distance education only beyond completion of the three year Diploma of Teaching and professional experience.
- Bachelor of Education (Secondary) - A four year full-time degree for the initial professional education of post-primary teachers; or equivalent part-time/distance education course for teachers wishing to upgrade qualifications.
- Bachelor of Education (School Librarianship) - A four year degree for teachers which involves distance education study beyond initial professional qualification and experience.
- Graduate Diploma of Education (Computers in Education) - A diploma equivalent to one year full-time offered by distance education only for qualified teachers practising at the primary or junior post-primary level.
- Graduate Diploma of Education (Secondary) - A one year full-time or equivalent distance education diploma for prospective secondary/post primary teachers.
- Graduate Diploma of Education (School Librarianship) - A diploma equivalent to one year full-time offered by distance education only for qualified teachers.
- Graduate Diploma of Education (Professional Development Studies)* - A diploma equivalent to one year full-time offered by distance education only.
- Graduate Certificate of Education (Professional Development Studies)* - A certificate equivalent to 0.5 year full-time offered by distance education only.
- Master of Education - Research Masters Degree.

* Subject to Accreditation.

GENERAL INFORMATION

The School of Education

The School of Education provides courses leading to professional qualifications for primary and post-primary teachers and school librarians. All courses meet the requirements of appropriate registration and employing authorities.

Staff of the School of Education provide professional studies units and staff of other schools usually provide general studies units for teacher education courses.

Course Approval, Enrolment and Re-enrolment

Guidance and information will be provided in the selection of units for an approved course. All students wishing to enrol or change enrolments in courses or units in the School of Education should consult with the relevant Course Adviser. This procedure applies to students who are full-time, part-time or studying by distance education.

Teachers who are employed as teachers should arrange a counselling interview with the Course Adviser to assess the feasibility of their study plans.

Course Advisers

Diploma of Teaching (Primary)  Mr. J. Pearson
Bachelor of Education
  - primary program  Ms. E. Pascoe
  - secondary program  Mr. P. Edwards
  - school librarianship  Mr. L. Yee
Graduate Diploma of Education (Computers in Education)  Mr. J. Richardson
Graduate Diploma of Education (Secondary)  Dr. T. Taylor
Graduate Diploma of Education (School Librarianship)  Ms. J. Phillips
Graduate Certificate/Diploma of Education (Professional Development Studies)  Dr. G. Dettrick
Master of Education and other Graduate Studies  Dr. G. Dettrick

Credits and Exemptions Policy

(a) Credits and exemptions may be granted in respect of successfully completed tertiary level studies which are adjudged to be the equivalent to, or a satisfactory alternative to studies in the relevant University College course, with particular reference to the ratio of professional education studies to other studies.

(b) Candidates are required to make formal application for credits and/or exemptions, supported by certified and detailed documentation relating to previous academic studies and teaching experience.

(c) Credits and exemptions are not given automatically. Each application is assessed on its merits according to the relevance and recency of previous study and practical experience.
(d) Credits and exemptions are recommended for ratification by the Board of Studies in Education.

Credits and/or Exemptions Guidelines

Diploma of Teaching (Primary): up to sixteen units.

Bachelor of Education (Primary) - upgrading from Diploma of Teaching: no credits or exemptions.

Bachelor of Education (Primary or Secondary): (full course) up to sixteen units.

Bachelor of Education (Secondary) - upgrading from a Degree plus a Diploma of Education: no credits or exemptions. Other qualifications: credits/exemptions based on content of previous qualifications.

Bachelor of Education (School Librarianship): no credits or exemptions.

Graduate Diplomas: All students will be required to complete at least eight credit units to qualify for a Graduate Diploma. Up to four credits may be allowed for equivalent units completed on an identical postgraduate course.

* Students whose qualifications are below a Diploma of Teaching or a Degree plus a Teaching qualification will not normally be allowed to enrol in the School Librarianship courses.

Study Modes

On-campus: Attendance and other requirements are specified for individual units.

Off-campus: The School of Education specialises in the use of the distance education and interactive study mode of teaching for its upgrading programs in teacher education and for initial teacher preparation of graduates through the Graduate Diploma of Education.

Presentation of Work for Assessment

All work presented for assessment must be of good academic quality, including sound English expression. Written work must be clearly legible and all references used must be acknowledged in the list of references and bibliography. Late work, without prior permission, may not be assessed towards the result in the particular unit. Details of workload and assessment will be given as soon as possible after enrollment.

Students in the School of Education are required to observe School of Education Assessment regulations as approved by the Board of Studies in Education which complement University College regulations. A copy of the regulations is available in the library.

Supervised School Experience

The calendar of school placement times for supervised school experience is indicated on the Calendar for 1991 printed in this Handbook.

During these periods of time, it is possible that some students will be absent from formally scheduled general studies units. Academic Staff have been requested by the Academic Board, to indicate in their study materials the specific way in which the problem of absence from classes will be dealt with.

Students are requested to consult with academic staff regarding their study in a particular unit of work, to inform the academic staff member(s) about their practice-teaching sessions and ensure that satisfactory study arrangements are made in relation to any periods of absence from classes.

Structure of Courses

Diploma of Teaching (Primary) and Bachelor of Education courses contain three inter-related components:

Professional Studies provide the basis of students' understanding of children, learning, teaching, the nature of education and its relationship to society. Emphasis is placed on skills in curriculum design, implementation and evaluation.

School experience provides the student with carefully guided contact with children in schools and increasing responsibility in the classroom. Students are encouraged to involve themselves in the wider contexts of educational situations. School experience is related to the Professional units, and students must elect to complete school experience in the same study period as that in which they complete the relevant professional units.

General Studies are intended to extend the education of students and to give them deeper understanding of the subjects which they are studying with a view to becoming teachers of these subjects in schools, e.g. Mathematics, Science, English, Creative Arts. Diploma of Teaching (Primary) students also complete Foundation Studies units directly related to the subjects presently taught in Primary schools.

The Graduate Diploma of Education contains only Professional Studies and forty-five days of supervised school experience.

The two courses in School Librarianship (the Graduate Diploma of Education (School Librarianship) and the Bachelor of Education (School Librarianship) contain Professional Studies and/or General Studies units, School Librarianship units and twenty days of school experience and field work.

The Graduate Diploma of Education (Computers in Education) contains eight specific units.

DIPLOMA OF TEACHING (PRIMARY)

The Diploma of Teaching (Primary) is a three year full-time course providing initial preparation for primary teaching. In addition, certificated teachers up-grading qualifications may be admitted to the course to study on-campus or by distance education. Seven General Studies units will be chosen from: English, Mathematics, Politics, History, Psychology, Science, Sociology, Visual Arts or other subjects approved for degree purposes. Unit 4205 Drama in
Performance may be taken as a general studies unit at second or third level, and be credited towards studies in the English subject area. Unit 4135 Investigating the Physical Environment is compulsory at the first year level. It is credited as a Science study for the Diploma. Studies in Education (eight units), Curriculum and Teaching Studies (eight units) and one hundred days of supervised school experience must also be completed.

Sequence for Full-Time Internal Students

A full time student is required to complete:

**Level One**
4011 Teaching Studies I: (Introduction to Teaching) (unit value of 0.5) including 15 days of School Experience (Full Year)
4131 Foundation Studies: Mathematics (unit value of 0.5) (Semester One)
4132 Foundation Studies: Language and Communication (Full Year)

Six General Studies Units (Semester One, Semester Two or Full Year) including
4135 Investigating the Physical Environment (Semester Two)

**Level Two**
4012 Teaching Studies II: (Skills of Teaching) (unit value of 0.5) including 40 days of School Experience (Full Year)
4113 Human Growth and Development (Full Year)
4133 Foundation Studies: Creative Arts A (Art, Music, & P.E.) (Full Year)
4215 Learning and Individual Differences (Full Year)
4231 Foundation Studies: Mathematics (unit value of 0.5)(Semester Two)
4260 Curriculum Studies: Science Primary (Full Year)
4270 Curriculum Studies: Language Arts Primary A (Semester One)

Two General Studies Units (Semester One and Two)

**Level Three**
4013 Teaching Studies III: (Strategies of Teaching), including 40 days (from 1993, 45 days) of School Experience (Full Year)
4220 Curriculum Studies: Social Studies Primary (Full Year)
4233 Foundation Studies: Creative Arts B (Art, Music & P.E.) (Full Year)
4301 Curriculum Development (Full Year)
4311 Basic Issues (Full Year)
4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.E.) (Full Year)
4350 Curriculum Studies: Mathematics Primary (Full Year)
4370 Curriculum Studies: Language Arts Primary B (Semester Two)

The eight General Studies units must involve at least two and not more than four separate subject areas. These units must include four units from one of these subject areas such as English, Mathematics, History, Politics, Psychology, Science, Sociology or Visual Arts.

The following list indicates some of the units first year students may choose from:
English - 6113 (Semester One), 6114 (Semester Two)

**BACHELOR OF EDUCATION (PRIMARY)**

After completion of a three-year Diploma of Teaching and normally after some teaching experience students may take eight distance education units to qualify for a Bachelor of Education (Primary). These eight units must consist of at least six Professional Studies units selected from the list below. The remaining two units may be:

(a) A further two Professional Studies units; or
(b) two upper-level General Studies units; or
(c) one Professional Studies unit and one upper-level General Studies unit.

(General Studies units are units offered by Schools other than the School of Education - students wishing to enrol in some upper-level General Studies units may need to have satisfied certain prerequisite-studies requirements.) Students usually complete the eight distance education units over two years of study.

**Professional Studies units**

**Semester One**
4421 Literature in Education
4422 Educational Psychology
4424 Curriculum Studies: Philosophy in Schools (P-10)
4428 Curriculum Studies: Assessing Children's Literacy Development
4437 Measurement and Evaluation
4467 Curriculum Studies: Advanced Teaching Studies: Drama (P-12)
4468 Clinical Supervision (Professional Development and Support)
4470 Research in Education
4475 Multicultural Education

**Semester Two**
4426 Curriculum Theory and Evaluation
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary)
4429 Curriculum Studies: Children's Literature in the Primary and Secondary School
4430 Curriculum Studies: Children's Literature in the Primary and Secondary School (Australian) +
4436 History of Education
4438 Language and Learning
4455 The School Administrator
4456 Psychology and Education of the Atypical
4457 Alternatives in Education
4458 Computers in Education
4465 Curriculum Studies: Advanced Teaching Studies: Music (Primary) +
4469 Curriculum Studies: Advanced Teaching Studies: Physical Education (P-12)
4471 Education Research Project...
Notes:
1. All units are offered subject to staff availability and student demand.
2. Students enrolling in 4470 must have completed four B.Ed(Primary) units.
3. Students enrolling in 4471 must have completed 4470.
+ Not offered in 1991.

BACHELOR OF EDUCATION (SECONDARY) - Upgrading

Persons who have a teaching qualification may upgrade this to a Bachelor of Education which is a four year, fully recognised award. Candidates who are less than four year trained (e.g. two year certificate or three year diploma holders) who enrol in this course should apply for some credit and/or exemption on the basis of previous successful tertiary studies. Depending on whatever credit/exemption the Board of Studies in Education allows, candidates are then prescribed a course which is consistent with the accredited degree regulations and Teacher Registration in Victoria.

Persons who hold at least a recognised three year degree or diploma in disciplines other than education and a Graduate Diploma in Education (or equivalent) may enrol in the Bachelor of Education (Secondary). This is of advantage to those who wish to update their professional qualification or use the Bachelor of Education as preliminary study towards a Masters degree. Candidates in this category complete eight of the following units:

Professional Studies units

Semester One
4421 Literature in Education
4422 Educational Psychology
4424 Curriculum Studies: Philosophy in Schools (P-10)
4428 Curriculum Studies: Assessing Children’s Literacy Development
4437 Measurement and Evaluation
4467 Curriculum Studies: Advanced Teaching Studies: Drama (P-12)
4468 Clinical Supervision (Professional Development and Support)
4470 Research in Education
4475 Multicultural Education

Semester Two
4426 Curriculum Theory and Evaluation
4429 Curriculum Studies: Children’s Literature in the Primary and Secondary School
4430 Curriculum Studies: Children’s Literature in the Primary and Secondary School (Australian)
4436 History of Education
4438 Language and Learning
4455 The School Administrator
4456 Psychology and Education of the Atypical Alternatives in Education
4458 Computers in Education
4469 Curriculum Studies: Advanced Teaching Studies: Physical Education (P-12)
4471 Education Research Project

Notes:
1. All units are offered subject to staff availability and student demand.
2. Students enrolling in 4470 must have completed four B.Ed(Secondary) units.
3. Students enrolling in 4471 must have completed 4470.
+ Not offered in 1991.

BACHELOR OF EDUCATION (SECONDARY)

The pre-service Bachelor of Education (Secondary) is a four year on-campus concurrent course for the preparation of secondary teachers in Mathematics, Physical Sciences, Business Studies and Humanities. Students may undertake units from the School of Visual Arts, subject to the Course Adviser’s permission. The Bachelor of Education (Secondary) consists of thirty units: eight are Professional units and twenty-two are General Studies units approved for degree purposes.

Sequence for Full-Time Internal Students

A full time student is required to complete:

Level One
4113 Human Growth and Development (Full-Year)
Seven General Studies Units (Semester One and Two)

Level Two
4011 Teaching Studies I: (Introduction to Teaching) (unit value of 0.5) including 20 days School Experience (Full Year)
4215 Learning and Individual Differences (Full Year)
Six General Studies Units (Semester One and Two) (by the end of second year, students must have completed at least four units in each of two approved teaching areas)

Level Three
4012 Teaching Studies II: (Skills of Teaching) (unit value of 0.5) including 40 days School Experience (Full Year)
Curriculum Studies: Method 1 (Full Year)
Six General Studies Units (Semester One and Two)

Level Four
4003 School Experience (40 days) (unit value of (0.0)(Full Year)
4301 Curriculum Development (Full Year)
4303 Philosophical Foundations of Education (Full Year)
4311 Basic Issues (Full Year)
Curriculum Studies: Method 2 (Full Year)
Three General Studies Units (Semester One and Two)

Note:
1. It is proposed to seek approval to offer the pre-service Bachelor of Education (Secondary) by distance education from 1991.
2. The course for 1992 is undergoing substantial review. Details are available from Course Adviser, Mr Philip Edwards.
The selection of twenty-two General Studies units must include at least two and not more than five separate subject areas. Students must complete two majors of eight units each or one major of eight units and two sub-majors of six units each. (Unit 4205 Drama in Performance may be taken as a General Studies unit at second or third level, and credited towards studies in the English subject area.)

Students enrolling in major studies are requested to seek guidance from the relevant curriculum studies lecturer before finalising course enrolment. Teachers who wish to upgrade their qualifications to a Bachelor of Education may be given some credits and exemptions for study completed successfully at a recognised tertiary institution. Upgrading can be undertaken in either the on-campus or off-campus study mode.

SCHOOL LIBRARIANSHIP COURSES
(Distance Education Only)

Note: All School Librarianship students should attend a two day workshop (Saturday/Sunday) at the second weekend school of the first semester. Failure to complete this workshop may lead to the necessity to undertake additional assessment in order to complete the course.

Attendance at the third weekend school of second semester for hands-on experience is compulsory.

BACHELOR OF EDUCATION (SCHOOL LIBRARIANSHIP)

The Bachelor of Education (School Librarianship) caters for two major categories of students: qualified and experienced teachers wishing to become teacher librarians, and classroom teachers wishing to upgrade or to obtain a further qualification. A Diploma of Teaching is normally required for entry. The course has been accredited by the Australian Library and Information Association.

Students are required to complete the following units:

4722 Foundations of School Librarianship
4723 Organisation of Information
4724 Curriculum Planning and Resources
4725 Information Needs and Users
4726 Administration and Organisation of the Resource Centre
4727 Computer Supported Information Services
4728 Professional Development (0.5)
4729 School Librarianship Practicum (0.5)

Plus two Education units:
4421 Literature in Education
4438 Language and Learning

The normal pattern of progression in the course is as follows:

Year One
Semester One
4421 Literature in Education
4722 Foundations of School Librarianship

Semester Two
4723 Organisation of Information
4724 Curriculum Planning and Resources
Full Year
4728 Professional Development

Year Two
Semester One
4725 Information Needs and Users
4726 Administration and Organisation of the Resource Centre
Semester Two
4438 Language and Learning
4727 Computer Supported Information Services
Full Year
4729 School Librarianship Practicum

Students will be required to undertake ten different professional activities (unit 4728) and twenty days of supervised practical experience (unit 4729) in a school library staffed by a trained, experienced teacher librarian approved by the University College’s Librarianship staff. Units 4728 and 4729 are compulsory for all students and no student will be able to complete the qualification without having met the requirements.

Students must negotiate to do their Practicum (unit 4729) in an approved school library during one of the School of Education Practice Teaching periods.

Those students requiring other Professional or General Studies units to complete their courses should take these units concurrently with School Librarianship units.

GRADUATE DIPLOMA OF EDUCATION
(SCHOOL LIBRARIANSHIP)

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

Students are required to study the following nine units:

4721 Language, Literacy and Literature in Education
4722 Foundations of School Librarianship
4723 Organisation of Information
4724 Curriculum Planning and Resources
4725 Information Needs and Users
4726 Administration and Organisation of the Resource Centre
4727 Computer Supported Information Services
4728 Professional Development (0.5)
4729 School Librarianship Practicum (05)
4770 Special Topic in School Librarianship

Students will be required to undertake ten different professional activities (unit 4728) and twenty days of supervised practical experience (unit 4729) in a school library staffed by a trained, experienced teacher librarian approved by the University College’s Librarianship staff. Units 4728 and 4729 are compulsory for all students and no student will be able to complete the qualification without having met the requirements.
Students must negotiate to do their Practicum (unit 4729) in an approved school library during one of the School of Education Practice Teaching periods.

Graduate Diploma students may enrol in any of the electives offered by Monash University College Graduate School of Librarianship MA program in place of unit 4770 Special Topic in School Librarianship. Monash University Librarianship students may enrol in Graduate Diploma of Education (School Librarianship) units offered by the University College as an elective for the Monash MA programs. Interested students should contact Mr Joe Hallein, School Librarianship, Monash University College Gippsland, for details concerning enrolment in Monash University subjects.

The normal pattern of progression in the course is as follows:

**Year One**
- Semester One
  - 4721 Language, Literacy and Literature in Education
  - 4722 Foundations of School Librarianship
- Semester Two
  - 4723 Organisation of Information
  - 4724 Curriculum Planning and Resources
  - Full Year
  - 4728 Professional Development

**Year Two**
- Semester One
  - 4725 Information Needs and Users
  - 4726 Administration and Organisation of the Resource Centre
- Semester Two
  - 4727 Computer Supported Information Services
  - 4770 Special Topic in School Librarianship
  - Full Year
  - 4729 School Librarianship Practicum

**GRADUATE DIPLOMA OF EDUCATION (COMPUTERS IN EDUCATION)**

This course is designed to develop knowledge, skills and uses of computers in education to establish a practising teacher as a proficient user of computers in education and as a leader in the school community for the uses of and the management of computers in education. The course is offered by distance education and initially over a minimum of two years. Prospective students must have access to a microcomputer.

The part-time course consists of the following eight units:

- 4611 Microcomputers and the Curriculum
- 4612 Introduction to Computing in Schools
- 4613 Computer Programming for Education
- 4614 Evaluation of Educational Software
- 4615 Technology in Society
- 4616 Computer use in Educational Management
- 4617 Project
- 4618 Facilitating Computers in Education

**GRADUATE DIPLOMA OF EDUCATION (SECONDARY)**

(Below is the revised course, planned to be introduced in 1991.)

The Graduate Diploma of Education is a one year full-time and two year part-time or distance education course offered to applicants with an approved degree (or equivalent qualification) from a recognised tertiary institution. Entry is competitive and places may be restricted according to quotas. Internal applicants should apply to VTAC (40 Park Street, South Melbourne 3205) and distance education applicants to the Registrar's office at the University College.

This preservice course for secondary teachers will consist of four double units. Distance education students will normally complete units 4501 Curriculum and Teaching Studies 1 and 4503 Education Studies 1 in their first year. Units 4502 Curriculum and Teaching Studies 2 and 4504 Education Studies 2 will be taken in the second year.

- 4501 Curriculum and Teaching Studies 1 - will include one Curriculum Studies unit, the first section of unit 4015 Teaching Studies IV and the first section of 4301 Curriculum Development.

- 4502 Curriculum and Teaching Studies 2 - will include a second Curriculum Studies unit, the final section of unit 4015 Teaching Studies IV and the final section of 4301 Curriculum Development.

- 4503 Education Studies 1 - will consist of unit 4113 Human Growth and Development and unit 4215 Learning and Individual Differences.

- 4504 Education Studies 2 - will consist of unit 4303 Philosophical Foundations of Education and unit 4311 Basic Issues.

For more details of units, refer to the unit outlines which are arranged in the Handbook in numerical order. Curriculum Studies units start at unit 4321 and end at unit 4372.

As well as completing all four double units, students must complete forty-five days of supervised school experience.

Graduate Diploma of Education students require a major of eight units or a sub-major of at least four units as a prerequisite to study in a method area. Bachelor of Education (Secondary) students normally will require at least one year of General Studies in a given subject area prior to being accepted into a curriculum studies unit.
GRADUATE CERTIFICATE OF EDUCATION (PROFESSIONAL DEVELOPMENT STUDIES)*
GRADUATE DIPLOMA OF EDUCATION (PROFESSIONAL DEVELOPMENT STUDIES)*
(*Subject to Accreditation)

Applicants will usually complete the Graduate Diploma of Education (Professional Development Studies) in one year of full-time equivalent study (normally two years by distance education) and applicants in the Graduate Certificate program will complete the course normally after 0.5 year of full-time equivalent study (normally, one year by distance education).

Admission to the course will be open to applicants who possess a degree or diploma and are qualified educators, or have suitably acceptable experience in a related field.

This program allows for students to choose their own pathway through Graduate Studies by undertaking Independent Study and/or course work. Credit can be made available for inservice courses attended and schools and other institutions can design their own inservice programs that can lead to credit for those successfully completing the program.

For information on these courses contact Dr Graham Detrick in the School of Education on (051) 220375.

MASTER OF EDUCATION

The School offers a masters degree by research. Entry to this course is open to applicants who have obtained a high level of academic achievement (honours, distinctions, A levels) in their undergraduate courses.

The degree may be undertaken on a full-time or part-time basis. The duration of the program will normally be a minimum of twenty-one calendar months of full-time work (or its equivalent of part-time programs) and a maximum period of twenty-six calendar months (or its equivalent part-time).

Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research". Further details may be obtained from the Course Adviser, Dr G.W. Detrick.

PROFESSIONAL EDUCATION UNITS

Definitions

Contact Time: Time-tabled lecture, tutorial and workshop time, seminars.

Course Adviser: Staff member in the School of Education who is adviser to students wishing to enrol or re-enrol in particular courses and units.

Distance Education: Interactive mode of study, largely off-campus. For all subjects offered by distance education, appropriate study guides and materials will be provided and weekend and extended weekend studies classes may be scheduled.

Semester: Academic unit of time - approximately fifteen weeks of teaching.

Unit Adviser: A staff member who is responsible for teaching a unit: its planning, implementation and evaluation.

Unit: A segment of the course involving both contact time and study time. It is equivalent to one semester, usually of four hours class contact time in the internal study mode, plus at least four hours of individual study time.

UNIT OUTLINES

4003 School Experience (BC)

Unit Adviser: Mr J. Cartledge

Full Year: 9 hours per week or equivalent block session - internal B.Ed. (Secondary) Year 4 students only - includes 40 days of supervised school experience in secondary schools - unit value 0.0 - internal study.

Prerequisite: 4012

Unit Outline: 40 days of supervised school experience in secondary schools undertaking teaching practice in two curriculum areas.

Teaching Methods: Conferences with lecturers before, during and after practice.

Assessment: Satisfactory completion of supervised school experience.

Prescribed Texts:

4011 Teaching Studies I: (Introduction to Teaching) (BE DT)

Unit Adviser: Mr J. Cartledge

Full Year: 5 hours per week - includes 15 days (Diploma of Teaching) or 20 days (Bachelor of Education Secondary) of supervised teaching experience in schools - unit value of 0.5 - internal study.

Prerequisite: Nil

Unit Outline: Students will study factors influencing teaching and practical skills required for effective classroom teaching, e.g. questioning skills. Study will include: planning, implementing and evaluating; observations; classroom management; use of instructional media; micro-teaching.
Teaching Methods: Lectures, films, workshops, micro-teaching, fieldwork.

Assessment:
Class tests (20%)
School experience tasks (80%)
Participation in various workshops; Satisfactory Supervised School Experience.

Prescribed Text:

4012 Teaching Studies II: (Skills of Teaching) (BE DT)

Unit Adviser: Mr J. Pearson

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

Prerequisite: 4011

Unit Outline: Topics covered include: teaching skills (questioning, reinforcement, variability, explaining, introduction and closure); classroom management, measurement and evaluation and classroom organisation.

Teaching Methods: Lectures, workshops, micro-teaching, study guides; supervised teaching in schools.

Assessment:
Two school-based assignments (30% each)
Final Examination (40%)

Prescribed Text:

4013 Teaching Studies III: (Strategies of Teaching) (DT)

Unit Adviser: Ms J. Southcott

Full Year: Internal - 9 hours per week, Distance Education - 2 hours per weekend school and 4 hours per extended weekend school - includes 40 days (from 1993, 45 days) of supervised experience in Primary schools - unit value of 1.0 - internal and distance education study.

Prerequisite: 4012

Unit Outline: Students will study and apply various strategies of teaching (e.g. strategies based on exposition, discovery and inquiry models of teaching). Students will also plan, implement and evaluate units of work which integrate various Primary curriculum areas and which foster the development of a creative and reflective approach to teaching.

Teaching Methods: Workshops, tutorials, lectures, supervised teaching in schools.

Assessment:
Two school based assignments (50% each)
Satisfactory school experience.

Prescribed Texts:

4015 Teaching Studies IV: (Secondary Teaching) (GE)

Unit Adviser: Mr J. Cartledge

Full Year: Internal - 10 hours per week, Distance Education - 3 hours per weekend school and 4 hours per extended weekend school - includes 45 days of supervised teaching experience in schools - unit value of 1.0 - internal and distance education study.

Prerequisite: Degree or Diploma.

Unit Outline: Students will study factors influencing teaching and practical skills required for effective classroom teaching. Study will include: planning, implementing, evaluating; micro-skills including questioning and reinforcement; measurement; classroom management; use of instructional media; micro-teaching.

Teaching Methods: Lectures, workshops, micro-lessons, fieldwork visits.

Assessment:
Class tests (20%)
School Experience tasks (80%)
Participation in various workshops; Satisfactory supervised school experience.

Prescribed Texts:

4113 Human Growth and Development (BE BT DT GE BS)

Unit Adviser: Dr D. Harvey

Full Year: Internal - 2 hours per week, Distance Education - 3 hours at all weekend and extended weekend schools - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: This unit is about human development. Its major focus will be upon childhood and adolescence but will do this within the context of development across the life span. Consideration will be given to the development of the physique, of the intellect, and of language, together with the social and emotional aspects of the individual. Problems in development will also be considered.

Teaching Methods: Lectures, tutorials, discussions.
Assessment:
Two Essays (25% each)
Final Examination (50%)

Prescribed Text:

4131 Foundation Studies: Mathematics (DT)

Unit Adviser: Mr A. Box

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

Prerequisite: Nil

Unit Outline: Foundation Studies Mathematics is concerned with the exploration of modern mathematical ideas and historical concepts of mathematics which underlie the mathematics content of the primary school syllabus. This necessitates a deeper and more detailed investigation of mathematical ideas which can be used in an elementary classroom. Attention will be also given to personal mathematic competence, particularly at the primary school level.

Teaching Methods: Workshops, lectures.

Note: Students who require remedial assistance in basic primary mathematics will be required to undertake a self-instructional course of study in semester two under supervision on an individual basis.

Assessment:
Evaluated Workshops (75%)
Teaching Tasks (25%)
Basic Computational Skill Test.

Prescribed Text:
Victoria Education Department, Background in Mathematics. 2nd ed., ACER, 1972.

4132 Foundation Studies: Language and Communication (DT)

Unit Adviser: Ms E. Pascoe

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

Prerequisite: Nil

Unit Outline: Students will study approaches to language acquisition and development through listening, talking, writing and reading from infancy to Prep level. Further studies in extending language abilities will be undertaken in relation to the Primary School setting and classroom observations during School Experience. Students will become familiar with 'whole' language approaches in the classroom setting, through the Frameworks, Process, Language Experience and other recent approaches. Newer approaches to handwriting and spelling development will be studied, together with lesson planning skills in integrated language arts areas.

A major focus of the unit is in the area of Children's Literature for the Primary classroom, through using language effectively with children, making a Picture Story Book for use with children, and poetical language arts programs given by students in schools during Book Week.

Students will be expected to extend their own communication skills throughout this unit, especially in the areas of oral communication, writing and reading development at the tertiary level.

Assessment:
There will be 2 major assignments, each worth 25% of total marks, together with the Picture Story Book, participation in Book Week, each worth 20% of total marks, with a further 10% of total marks for class participation.

Prescribed Texts:
Education Department of Victoria, Drama is Primary. 1982.
Education Department of Victoria, The Teaching of Spelling. 1984.
VICTRACC Ltd., Victorian Modern Cursive. 1986.

4133 Foundation Studies: Creative Arts A (Art, Music & P.E.) (DT)

Unit Adviser: Ms J. Southcott

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

Unit Outline: This unit is designed to introduce and develop basic skills in the areas of music, physical education/health and art, and to provide a basis for confident expression through a variety of experiences in all the areas. There will be a $20 levy to cover the cost of art material used throughout the Diploma of Teaching. Attendance at a camp will be an integral part of this unit. A contribution towards the cost will apply.

Teaching Methods: Lectures, practical sessions and excursions. Camps may be offered in a variety of areas.

Assessment: The assessment is evenly distributed to include practical tests, resource books, group exercises, teaching tasks.

Prescribed Texts:
4135 Investigating the Physical Environment (DT)

Unit Advisers: Dr K. Stead, Dr G. Dettrick & Science in Education Staff

Second Semester: 3 hours per week - unit value of 1.0 - internal study.

Prerequisite: Nil

Unit Outline: The program aims to meet the needs of non-science students for a science program which students structure their own knowledge and understanding of science through a sequence of inquiry based experiences designed to give personal involvement in scientific activities.

Teaching Methods: Laboratory, seminar, and tutorial sessions.

Assessment: Details to be advised.

Prescribed Text: To be advised.

4205 Drama in Performance (BE BT DT)

Unit Adviser: Mr P. Richardson

Second Semester: 4 hours per week - unit value of 1.0 - internal study. (Maximum 25 students). The unit should be counted as a General Studies unit.

Prerequisite: Nil (Cannot be taken in first year of study)

Unit Outline: This unit has been designed to foster a lively interest in the study of drama in performance. Students will examine issues related to drama in performance through the context of the development of Australian drama. The course consists of weekly practical workshop sessions in which students explore techniques for the performance of selected texts. Students will investigate through exercises, improvisation and performance how and why scripts might work in practice. Students will also be introduced to the performance history of important plays.

Teaching Methods: Workshops, seminars and lectures.

Assessment: Written - students will be expected to keep a journal in which they will note details of workshop activities and their reflections upon them (30%); students will present a research project on a topic in Australian drama which will be approved by the unit adviser (30%). Practical - students will be expected to participate in workshops and workshop presentations (as an actor or a technician)(40%).

Prescribed Texts:

Recommended Reading:

4215 Learning and Individual Differences (BE BT DT GE)

Unit Adviser: Dr K. Stead

Full Year: Internal - 2 hours per week, Distance Education - 3 hours per weekend school and 6 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: This unit focuses on Learning Theory, Motivation, Memory, Intelligence and Cognitive Styles in relation to the school student and the education context.

Teaching Methods: Lecture, discussion, tutorials/workshops.

Assessment:
3 Assignments (80%)
1 Formal Examination (20%)

Prescribed Text:

4220 Curriculum Studies: Social Studies Primary (DT)

Unit Adviser: Mr J. Pearson

Full Year: Internal - 2 hours per week, Distance Education - (available in odd numbered years) 3 hours at weekend schools - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: This unit familiarises students with current approaches to social studies teaching. Students will be introduced to social studies curricula to use in primary schools, and to the strategies and techniques appropriate for classroom use.

Teaching Methods: Lectures, workshops and study guides.

Assessment: 2 Assignments (each worth 50%)

Prescribed Texts:
4231 Foundation Studies: Mathematics (DT)

Unit Adviser: Mr A. Box

Second Semester: 2 hours per week - unit value of 0.5 - Internal study.

Prerequisite: 4131

Unit Outline: Unit 4231 continues to lay the foundation for later work in curriculum studies by exploring further strategies, activities and the study of mathematical concepts essential to the beginning teacher of mathematics. It is structured in such a way as to present material in an on-going creative problem solving form. 4231 will raise broader issues about the nature of mathematics in today’s classrooms.

Teaching Methods: Workshops, lectures.

Assessment:
5 Assignments (75%)
1 Teaching Task (25%)

Prescribed Texts:
Guidelines in Number. Levels 1-8, Curriculum Branch, Education Department of Victoria, 1985.

4233 Foundation Studies: Creative Arts B (Art, Music & P.E.) (DT)

Unit Adviser: Ms J. Southcott

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

Prerequisite: 4133

Unit Outline: This unit is designed to extend the basic skills and confidence in music, physical education/health and explore curriculum issues in art education previously introduced in Unit 4133. First Aid Certificate (St Johns) is a part of this unit and involves a levy. Camps may be offered in a variety of areas.

Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource collections, group exercises, teaching tasks.

Prescribed Texts:
Eisner, E., Educating Artistic Vision. Macmillan, 1982. (Distance Education students only)

4260 Curriculum Studies: Science Primary (DT)

Unit Adviser: Mr A. Box

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

Prerequisite: 4011

Unit Outline: The unit considers the rationale, methodology, materials and techniques for the teaching of science in primary schools. Research, curriculum developments, resources, evaluation and inquiries suitable for pupils are treated in detail.

Teaching Methods: Lectures, workshops, seminars and tutorials.

Assessment:
Assignments (70%)
Classwork and Seminars (30%)

Prescribed Text:

Recommended Reading:

4270 Curriculum Studies: Language Arts Primary A (DT)

Unit Adviser: Dr L. Cairns

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

Prerequisite: 4132

Unit Outline: This unit builds on unit 4132 Foundation Studies: Language and Communication by moving to explicitly examine classroom curriculum in the Language area. The emphasis is on examining and implementing a ‘Whole Language’ approach to the Primary Language Arts. The course will examine the approach of Frameworks in Victorian schools and will encourage students to critically examine beliefs and practice in teaching the Language Arts in the Primary School.

Teaching Methods: Lectures; practical activities etc.

Assessment: Two (2) school-based tasks; 1 Essay.

Prescribed Texts:

4301 Curriculum Development
(BE DT GE)

Unit Adviser: Dr J. Gough

Full Year: Internal - 2 hours per week, Distance Education - 2 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 4012 (for Diploma of Teaching or Bachelor of Education)

Corequisite: 4015 (for Graduate Diploma in Education)

Unit Outline: The course will focus on the theory and practice of school based curriculum development, including an introduction to curriculum evaluation. Current issues such as innovation in education in Victoria and technology changes and the curriculum will be examined.

Teaching Methods: Lectures and seminars, study guides.

Assessment:
2 Assignments equally weighted
Examination

Prescribed Text:

4303 Philosophical Foundations of Education
(BE BT GE)

Unit Adviser: Mr P. Edwards

Full Year: Internal - 2 hours per week, Distance Education - 2 hours per weekend school and 6 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 3rd year B.Ed., Degree or Diploma.

Unit Outline: In this unit students are asked to question, examine and analyse some of the key, underlying assumptions in education. In this manner students will come to see that, if education is to be a rational activity, then the concepts involved, the arguments for and the justifications of it need to be made explicit and coherent. Among the topics to be studied are: Introduction to philosophical analysis; the concept of man; aims of education; the nature of knowledge; relation of knowledge to schooling and the curriculum; creativity; freedom and authority; teaching and indoctrination.

Teaching Methods: Study guide material, selected readings, self-evaluation exercises, lectures and seminar/tutorial sessions designed to give students practice in thinking philosophically about educational issues.

Assessment:
Exercise on philosophical analysis (10%)
Essay (40%)
Seminar Paper (50%)

Students not wishing to do the Essay and Seminar may request to sit for a 3 hour examination in November.

Prescribed Text:

4311 Basic Issues
(BE DT GE)

Unit Adviser: Mr J. Hallein

Full Year: Internal - 2 hours per week, Distance Education - 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 3rd year B.Ed., 2nd year Dip.T., Degree or Diploma.

Unit Outline: This unit aims to involve students in critically analysing formal education in Australia from a number of perspectives. Topics covered will include an analysis of:
(a) classroom management; 
(b) teacher expectations; 
(c) classroom knowledge; 
(d) styles of teaching;  
(e) evaluation of students; 
(f) school-community relationships; 
(g) teaching as a career.

Teaching Methods: Readings, lectures, tutorials and study guides.

Assessment: 2 Assignments, Class presentation

4321 Curriculum Studies: Social Science Secondary
(BC GE)

Unit Adviser: Dr T. Taylor

Full Year: Internal - 3 hours per week, Distance Education - 3 hour workshop session per weekend school and 4 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 2nd year B.Ed., Degree or Diploma.

Unit Outline: Social Science Secondary will introduce students to the origins of social studies teaching in Australia and the method and scope of such teaching as well as the range of curriculum materials available to teachers in this area.

Teaching Methods: Teaching will be mainly through workshop presentations and discussion groups.

Assessment: Assessment will be based on minor written assignments and major assignments based on school experience.
Prescribed Texts:

Recommended Reading:

4323 Curriculum Studies: Social Studies (double method)
(BC GE)

Unit Adviser: Dr T. Taylor

Full Year: Internal - 3 hours per week, Distance Education - 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: Enrolment in 4321

Unit Outline: This unit will allow Social Studies students to specialise in one of the following areas: History, Geography, Politics and Sociology.

Teaching Methods: By workshop presentation and discussion group.

Assessment: Assessment will be based on minor written assignments and major assignments based on school experience.

4331 Curriculum Studies: Business Studies Secondary
(BC GE)

Unit Adviser: Dr T. Taylor

Full Year: 3 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Unit Outline: The unit provides a practical approach to the development of secondary Business Studies curriculum. Students are required to study: teaching techniques, audio-visual aids, measurement and evaluation. The unit will include: consumer education, economics, accounting, legal studies, job experience. Current trends and research findings are examined.

Teaching Methods: Lectures, workshop and seminars.

Assessment: 2 Essays (15% each)
1 Minor Project (25%)
1 Major Project (45%)

4332 Curriculum Studies - Business Studies Secondary (double method) (may be available in 1982)
(BC GE)

Unit Adviser: Dr T. Taylor

Full Year: 3 hours per weekend school - unit value 1.0 - distance education.

Prerequisite: 2nd year B.Ed., or Degree or Diploma and enrolment in 4331.

Unit Outline: This unit aims to prepare the student to teach Business Studies at the Year 7-10 level and/or the VCE Business Studies units, of which there are five (5).

Business Studies is therefore separated accordingly:

- Commerce Frameworks (yrs 7-10)
- Legal Studies
- Economics
- Accounting
- Business Management
- Commerce in Society

In each area topics to be covered include:

1. Development of the present curriculum
2. Linking Frameworks to VCE
3. Preparation of courses, units and lessons
4. Analysis of Study Designs and work Requirements
5. Development of Common Assessment Tasks
6. Available texts and resources
7. Assessment
8. Professional responsibilities

Teaching Methods: Lectures, discussions and workshops. A school visit would be planned.

Assessment: 4 Assignments

Prescribed Texts:

4340 Curriculum Studies: Creative Arts Primary (Art, Music & P.E.)
(DT)

Unit Adviser: Ms J. Southcott

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

Prerequisite: 4133

Corequisite: 4233

Unit Outline: This course is designed to introduce students to curriculum structure and teaching techniques in the areas of music, physical education/health and art. The Australian Teacher of Swimming Certificate will be a part of this unit and a levy will apply ($40). First Aid Certificate (St Johns) is a part of this unit and involves a levy. Camps may be offered in a variety of areas.
Teaching Methods: Lectures, practical sessions and excursions.

Assessment: The assessment is evenly distributed to include: practical tests, resource book, group exercises, teaching tasks.

Prescribed Texts:

4341 Curriculum Studies: Creative Arts Secondary (GE)
Unit Adviser: Ms J. Rosewarne
Full Year: Internal - 3 hours per week, Distance Education - 3 hours per weekend school - unit value of 1.0 - internal and distance education study.
Prerequisite: Degree or Diploma
Unit Outline: The unit will encourage you in the formation of your own teaching philosophy, with particular reference to arts education.
Assessment: There are two assignments in the form of seminar presentations or written papers.
Prescribed Text:

4342 Curriculum Studies: Creative Arts Secondary (double method) (GE)
Unit Adviser: Ms J. Rosewarne
Full Year: Internal - 3 hours per week, Distance Education - 3 hours per weekend school - unit value of 1.0 - internal and distance education study.
Corequisite: 4341
Unit Outline: This unit is designed to prepare teachers to teach in the arts subjects at post-primary levels (Year 7-10), and VCE (Year 11-12) arts programs.
Teaching Methods: Workshops and seminars.
Assessment: Two (2) practical research studies and participation in workshops. 80% attendance is required.
Prescribed Text:

4350 Curriculum Studies: Mathematics Primary (DT)
Unit Adviser: Mr A. Box
Full Year: 2 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: 4231
Unit Outline: The general aim of this unit is to provide a vocationally and professionally relevant course which produces confident and competent teachers. It is expected that the students will:
- understand the basic ideas underlying the learning of elementary mathematics;
- become familiar with the content of the suggested Victorian course of study;
- demonstrate an understanding of the use of the instructional materials and concrete aids of elementary mathematics;
- plan, implement and evaluate an instructional sequence.
Teaching Methods: Workshops, mini lectures.
Assessment: Internal - evaluated workshops and 3 teaching tasks.
Prescribed Text:
Recommended Reading:

4351 Curriculum Studies: Mathematics Secondary (BC GE)
Unit Adviser: Ms M. Cole
Full Year: 3 hours per weekend school - unit value of 1.0 - distance education.
Prerequisite: 2nd year B.Ed., or Degree or Diploma.
Unit Outline: This unit aims to provide adequate preparation for teaching mathematics in the Post Primary School, Years 7 to 10. The emphasis will be on working on a cooperative way:
(a) To develop units of work, and evaluate/trial these as a group.
(b) To evaluate Teaching Materials.
(c) To teach/team teach lessons in a peer group situation.
(d) To research and report on a negotiated curriculum area, e.g. mixed ability teaching, computers, problem solving, testing, homework.
Teaching Methods: 1 hour lecturing, 2 hours workshop sessions.
Assessment: Initial Assignment; Development of a unit of work; Research Report.
Recommended Reading:

4363 Curriculum Studies: Secondary (Biology) (BC GE)
Unit Adviser: Mr C. Munro
Full Year: Internal - 3 hours per week, Distance Education - 2 hours per weekend school and 4-6 hours per extended weekend school - unit value of 1.0 - internal and distance education study.
Prerequisite: 2nd year B.Ed., or Degree or Diploma.
Corequisite: 4361

4364 Curriculum Studies: Secondary (Chemistry) (BC GE)
Unit Adviser: Dr J. Gough
Full Year: Internal - 3 hours per week, Distance Education - 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - internal and distance education study.
Prerequisite: 2nd year B.Ed., or Degree or Diploma.
Corequisite: 4361

Unit Outline: Students will become familiar with the requirements for teaching chemistry to Years 11 and 12 pupils and will study topics such as the development of curriculum materials and units of work, evaluation of pupils, of chemistry courses, of texts and of curriculum materials; effective use of demonstrations, laboratory work and educational technology in chemistry teaching.
Teaching Methods: Study guides, lectures, seminars, workshops.
Assessment: Each student will prepare two units of work applicable to senior school chemistry (2 x 30%), an audio-visual presentation (20%), and a curriculum materials evaluation (20%).

Prescribed Texts:
Victorian Curriculum and Assessment Board, Chemistry. VCAB, Melbourne.

4365 Curriculum Studies: Secondary (Physics) (BC GE)

Unit Adviser: Dr J. Gough

Full Year: Internal - 3 hours per week, Distance Education - 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Corequisite: 4361

Unit Outline: Students will examine the physics curricula for Years 11 and 12 in Victorian schools and will be concerned with the development of units of work as well as the evaluation of texts, teaching aids and laboratory work for the teaching and learning of physics.

Teaching Methods: Study guides, lectures, seminars, workshops.

Assessment: Each student will prepare two units of work applicable to senior school physics (2 x 30%), an audio-visual presentation (20%) and a curriculum materials evaluation (20%).

Prescribed Text:
Victorian Curriculum & Assessment Board, Physics. VCAB, Melbourne.

Recommended Reading:

4370 Curriculum Studies: Language Arts Primary B (DT)

Unit Adviser: Ms E. Pascoe

Second Semester: Internal - 4 hours per week, Distance Education - 2 hours per weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 4270

Unit Outline: A continuation and extension of the second year program, with a major focus on curriculum theory and development in Primary Language arts areas, and on literature based curriculum planning in the whole class/whole school program.

Attention will be given to formal and informal program assessment using a range of dimensions and descriptions, based on developmental progress in language learning. Students will be expected to develop a program of their own, and teach a significant part of it during school experience visits. Students will plan for a wide range of individual differences, taking account of ethnic and linguistic diversity, children with special needs and the gifted child in the general classroom situations. All areas of the language arts curriculum will be included in Program development, through detailed studies in the areas of children's literature and children's drama.

Assessment: There will be 2 school-based tasks each worth 25% of total marks, and one major Primary language/literature curriculum project worth 50% of total marks.

Prescribed Texts:
Hancock, J. & Hill, S., Literature-Based Reading Programs at Work. Australian Reading Association, Melbourne, 1987.


4371 Curriculum Studies: Language Arts Secondary (BC GE)

Unit Adviser: Mr P. Richardson

Full Year: Internal - 3 hours per week, Distance Education - 4 hours per weekend school and 6 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Unit Outline: The unit is designed to assist students to develop skills in curriculum development in English education. Attention is given to the place and history of English education in the secondary curriculum; current developments and trends in English education; teaching strategies and procedures; understandings, values and skills in English education (reading, writing, speaking and listening); the development, location and evaluation of curriculum resources; and evaluation and assessment in English education. Emphasis is given to the Australian and Victorian contexts.

Teaching Methods: Internal - Lectures, seminars, tutorials and written course material. Distance Education - Study Guides, weekend and extended weekend workshops and lectures, tutorials and written course materials.

Assessment: Written assignments, curriculum materials and preparation of resources for teaching. Attendance at weekend schools is recommended.
Prescribed Texts:

4372 Curriculum Studies: Language Arts Secondary (double method) (BC GE)

Unit Adviser: Mr P. Edwards

Full Year: Internal - 3 hours per week. Distance Education - 4 hours per weekend school and 6 hours per extended weekend school - unit value of 1.0 - internal and distance education study.

Prerequisite: 2nd year B.Ed., or Degree or Diploma.

Corequisite: 4371

Unit Outline: This unit provides students with specialised insights to and resources for the teaching of language and literature in the senior school and techniques for helping second language learners. Initiative and imagination are encouraged in students who will be expected to prepare curriculum materials.

Teaching Methods: Study guides, selected readings, workshops and tutorials.

Assessment: The preparation of two curriculum packages is required of each student - these are major research undertakings of equal value.

Prescribed Text:

4421 Literature in Education (BE BT)

Unit Adviser: Ms J.L. Phillips

First Semester: 2 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Note: Credit will only be given for one of units 4421 or 4429.

Objectives:
To introduce students to a wide range of literature for children.
To introduce students to the body of specialist and critical writing on children's books.
To emphasise the importance of literature in the educative process.
For students to be made aware of the importance of literature in the personal development of the child.

Content:
From a base of wide reading of children's literature combined with the reading of critical and specialist writing on children's books, students will develop an understanding and knowledge of children's literature with particular reference to children's responses.

Emphasis will be placed on the importance of children's literature within the school language program and the role of the school librarian as a co-operating team member in implementing a literature program throughout the school. The sharing of story through storytelling, poetry and serial reading will be featured in the course. Students will examine various genres of children's literature; historical antecedents and initial approaches to writing for children: Adolescent fiction and contemporary children's publishing which focuses on social issues will be discussed and evaluated.

Teaching Methods: Lectures, readings, group discussion and study guides.

Assessment:
Critical evaluation of children's fiction (30%)
A unit of work (40%)
Essay (30%)

Key Texts or References:
A bibliography of selected children's books, including Classics, teenage fiction, poetry, myths and legends is supplied to all students.

4422 Educational Psychology (BE BT)

Unit Adviser: Dr D. Harvey

First Semester: 4 hours at all weekend and extended weekend schools - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed. or permission.

Unit Outline: The unit considers the place of particular psychological theories and research in education and their applications in classrooms. Topics covered will include applications of learning theory; the development of self-concept; and thinking about thinking (metacognition).

Teaching Methods: Readings, lectures and discussions.

Assessment:
Essay (25%)
Practical Report (25%)
Examination on prepared topics (50%)

Prescribed Texts:
4424 Curriculum Studies: Philosophy in Schools (P-10) (BE)
Unit Adviser: Mr P. Edwards
First Semester: 3 hours per weekend school and 6 hours per extended weekend school - unit value of 1.0 - distance education.
Prerequisite: Philosophy as a sub-major in first degree or Philosophy of Education in Diploma of Teaching or Graduate Diploma of Education.
Unit Outline: In this unit importance is attached to philosophy as an activity (not a body of facts). In line with that, our approach to philosophy in schools will be pupil-orientated with the classroom emphasis being on pupil participation in philosophizing. The unit will provide students with methods, strategies and resources for facilitating philosophical development in pupils from grades P-10. It will give students ideas on how to convey simultaneously the excitement of intellectual adventure and logical rigour. Moreover, attention will be given to the way that philosophizing enhances the learners' understanding across the school curriculum. So, not only will students be introduced to published philosophy curriculum materials but they will also adapt materials from other curriculum areas and make up their own resources. Although there is a place for teaching philosophy through its history, our activity-based approach will orientate us towards problem-solving through themes. Examples of themes are: moral dilemmas, problems of truth in scientific claims, the "real" world and the world we perceive. Beginning with first-order situations, students will develop methods to help pupils explore the second-order disciplines of logic, epistemology, metaphysics and ethics as means of analysing (and sometimes resolving) the topical problems.
Teaching Methods: Study guides, readings, tutorials, workshops and simulation games.
Assessment: 1 Essay on the rationale for philosophy in schools (15%); Development of 1 or 2 curriculum/teaching kits for use in schools (75%).
Prescribed Texts: To be advised.
4426 Curriculum Theory and Evaluation (BT BE - Qualified Teachers Only)
Unit Adviser: Dr G. Detrick
Second Semester: 2 hours at weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.
Prerequisite: Dip.T. or Grad.Dip.Ed.
Unit Outline: Students will study curriculum theory, design and development, particularly as they relate to the school. An examination of curriculum evaluation will form an important part of this course. The unit focuses heavily upon recent changes in education in Victoria.
Teaching Methods: Study guides, lectures, tutorials.
Assessment: One assignment and a major project involving some evaluation.
Recommended Reading:
4427 Curriculum Studies: Advanced Teaching Studies Mathematics (Primary) (BE)
Unit Adviser: Mr A. Box
Second Semester: 2 hours per weekend school and 2 hours per extended weekend school - unit value of 1.0 - distance education.
Prerequisite: Dip.T. or Grad.Dip.Ed.
Unit Outline: This unit centres around a contract task to suit the particular classroom mathematical interest of the students undertaking this unit of study.
The task will be the completion of a project on a mathematics teaching area of the student's choice:
- based on day to day teaching;
- showing evidence of depth of reading and research;
- allowing children to pursue an active learning approach, based on the use of concrete materials.
Teaching Methods: Workshops, tutorials.
Assessment:
4 Assignments Major Research Task (80%) (20%)
Recommended Reading:
4428 Curriculum Studies: Assessing Children's Literacy Development (BE)
Unit Adviser: Ms E. Pascoe
First Semester: 2 hours per weekend school and 3 hours per extended weekend school - unit value of 1.0 - distance education.
Prerequisite: Dip.T. or Grad.Dip.Ed.
Unit Outline:
In this unit students will be assisted to recognise and assess characteristics of literacy growth in children to the stage of maturity. A wide range of modern assessment techniques will be discussed across the 4 major dimensions of language-learning, in the context of classroom, whole school and home. Students will develop and apply their own language assessment measures to obtain clear understandings of children's literacy development in a practical situation. Students will also evaluate the effectiveness of their own measures.

Teaching Methods: Lectures, Seminars and workshops.

Assessment: 2 Essays (each worth 25% of total marks); 1 Major Project (50% of the total mark)

Prescribed Texts:

4429 Curriculum Studies: Children's Literature in the Primary and Secondary School
(BE)

Unit Adviser: Ms E. Pascoe

Second Semester: 2 hours per weekend school and 3 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Note: Credit will be given for only one of units 4421 or 4429.

Unit Outline: A study of children's literature in the Primary and Secondary School curriculum with a particular emphasis on using books with children in the home and classroom situations.

Teaching Methods: Lectures, workshops, seminars.

Assessment:
2 Essays (20% each)
1 Major Curriculum Project (60%)

Prescribed Text:

4430 Curriculum Studies: Children's Literature in the Primary and Secondary School (Australian)
(not offered in 1991)
(BE)

Unit Adviser: Ms E. Pascoe

Second Semester: 2 hours per weekend school and 3 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: 4421 or 4429

Notes: Offered in alternate years to 4429.

Unit Outline: Students will study the history and emergence of literature for children in the Australian setting from the earliest period to the present day. There will be a special study of Aboriginal myths and legends and the emergence of modern Aboriginal children's writers. Students will be expected to trial a wide range of Australian children's books and assess child responses to Australian works. A study of Australian radio, TV and film developments in the area of children's literature will be included in this unit, together with Australian children's poetry and drama, comics and magazines.

Assessment: Three Essays (each worth 20% of total marks) and a Classroom Project (worth 40% of total marks).

Prescribed Texts:
Hancock, J. & Hill, S., Literature-Based Reading Programs at Work, ARA, 1987.
A reading list accompanies this Unit.

4436 History of Education
(BE)

Unit Adviser: Dr T. Taylor

Second Semester: 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit will deal with the history of childhood from 1300 - present.

Teaching Methods: Lectures and tutorials.

Assessment: Three written assignments. The first two will be worth 30% each and the final assignment 40%.

Prescribed Text:

4437 Measurement and Evaluation
(BE)

Unit Adviser: Dr K. Stead

First Semester: 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The course looks at the functions of classroom measurement, objectives and measurements, forms of assessment, test and examination contribution, reliability and validity, standardised tests.
Teaching Methods: Lectures, tutorials and exercises.

Assessment:
2 Practical Assignments (90%)
1 Basic Statistical Test (10%)

Prescribed Text:

4438 Language and Learning (BE)

Unit Advisers: Dr L. Cairns, Mr P. Richardson

Second Semester: 2 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Aims:
To encourage experienced teachers to reflect upon their practice and to examine it in the light of recent language research.
To examine the role of spoken and written language in the learning process in primary and secondary schools.
To introduce students to descriptive methods for collecting and analysing classroom language.
To carry out a study of language and learning in primary and/or secondary schools.

Content: Basic sociolinguistic and psycholinguistic concepts for describing language learning; spoken language; written language and reading; spoken language in the home and classroom; learning to read and write. Emphasis will be placed on recent theory and research in language learning and its application to practice in classrooms.

Teaching Methods: Study guides, lectures and assigned tasks.

Assessment: 3 Written Assignments (of equal value). The assignments will involve students in action research projects in classrooms.

Prescribed Texts:
Stewart-Dore, N., Writing and Reading to Learn. PETA, 1986.

4455 The School Administrator (BE)

Unit Adviser: Mr J. Hallein

Second Semester: 2 hours per weekend school and 4 hours at one extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The unit will emphasise a selection of issues of contemporary interest to Victorian school administrators, using, where available, current policy and administrative documents as source material. School governance, school and system policy-making and decision-making and political influence upon schools and systems will be emphasised.

Assessment: 3 x 1500 word exercise

Prescribed Text: Nil

4456 Psychology and Education of the Atypical (BE)

Unit Adviser: Mr P. Edwards

Second Semester: 4 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit considers characteristics of children who in past years have tended to be segregated into special schools. Attention will be paid to psychological variables associated with disability, educational needs, and how help can be offered in regular schools.

Teaching Methods: Readings, lectures and discussion.

Assessment:
Essay (25%)
Resource File (25%)
Examination on prepared topics (50%)


Recommended Reading:

4457 Alternatives in Education (BE)

Unit Adviser: Mr P. Edwards

Second Semester: 2 hours per weekend school and 5 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit explores the alternatives in education as documented for in free schooling, open schooling and deschooling. The main issues are the extent to which the alternatives are rationalized, justifiable and practised. Past students have found the unit useful for mapping alternatives and modifications to existing educational practices, particularly in respect of curriculum design.
Teaching Methods: Study guide materials, films, selected readings, self-evaluation exercises, tutorial/seminar sessions designed to stimulate critical inquiry into educational options.

Assessment:
1 Major Essay (60%)
1 Seminar Paper (40%)

Prescribed Texts:

4458 Computers in Education
(BE)

Unit Adviser: Mr J. Pearson

Second Semester: 3 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The effect of teaching about and with computers on the content and processes of learning in schools. Uses of computers in education. Integration of computers into the curricula. Evaluation of software. Information processing, word processing and programming skills needed for use of computers in education. Social and educational implications of computers.

Teaching Methods: Study guides, workshops and practical work at weekend schools.

Assessment:
2 Assignments (each worth 50%)

Prescribed Texts:

4465 Curriculum Studies: Advanced Teaching Studies Music (Primary) (not offered in 1991) (BE)

Unit Adviser: Ms J. Southcott

Second Semester: 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This course centres upon a contract task to suit the particular classroom music situation of the students undertaking this unit. The contract task will be the design, implementation and evaluation of a program of classroom music. The program design will be supported by workshops, consultation, reading and research, and visits to the classroom by the Unit Adviser.

Teaching Methods: Workshops, consultation with Unit Adviser and classroom visits by the Unit Adviser.

Assessment:
2 Assignments (20% each)
Classroom Project Report (60%)

Prescribed Texts:

4466 Curriculum Studies: Advanced Teaching Studies Music (Lower Secondary) (not offered in 1991) (BE)

Unit Adviser: Ms J. Southcott

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

Prerequisite: permission (some music background).

Objectives: This unit has been designed to prepare teachers in the development and teaching of post primary music. Current Education Department curriculum planning directives will be considered. Lectures will be supplemented with practical sessions involving ensemble direction, arranging and basic music form and syntax.

Content: Popular music in the classroom. Modern idioms and their application to the classroom ensemble; Contemporary Methodologies. Improvisatory sound explanation exercise, based on methodologies and approaches developed by Paynter, Self, Wishart, et al.; Music Methodologies: Consideration of the music education heritage of Orff, Kodaly and Dalcroze and the current eclectic music curriculum; Initial teaching of music syntax and form; Music theory in a music environment.

All these areas will be worked up in a practical performance situation.

Teaching Methods: Lectures, workshops and seminars.

Assessment:
2 Classroom Music Arrangements (50%)
Methodology Research Paper (25%)
Lesson Plan Sequence (25%)

Recommended Reading:
Swanwick, K., A Basis for Music Education. NFER: Great Britain, 1979.
Landis & Carter, The Eclectic Curriculum in American Music Education. MENC, U.S.A.
Curriculum Studies: Advanced Teaching Studies Drama P-12 (BE)

Unit Adviser: Mr P. Richardson

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

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: This unit will provide teachers with an opportunity to examine the role of drama in the P-12 curriculum. Students will explore the theoretical foundations of drama in education; stages of child and adolescent development in drama education; drama as a learning medium within the school curriculum; subject drama in the Post-Primary school curriculum; drama as an art form, as well as curriculum design in drama education (content, implementation and evaluation).

Teaching Methods: Weekend and extended weekend school workshops, lectures and written study guides.

Assessment: 3 Assignments of equal value.

Prescribed Texts:
Ministry of Education (Schools Division) Vic., Drama is Real Pretending: An Approach to Drama Curriculum Development.

Clinical Supervision (Professional Development & Support) (BE)

Unit Adviser: Dr L. Cairns

First Semester: 3 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: Dip.T. or Grad.Dip.Ed.

Objectives:
To familiarise students with the Clinical Supervision Model.
To develop students’ skills in the various roles of Clinical Supervision.
To assist students to apply the Clinical Supervision Model in practice.

Content: The Clinical Supervision Model - theoretical basis, cyclical model, aims and purposes of supervision. Clinical Supervision in pre-service Teacher Education. Specific needs and approaches in supervising student teachers. Clinical Supervision in in-service Teacher Education. Peer supervision, development. Clinical Supervision and the Administrator. Using the process in guidance, management and curriculum development.

Supervisor Roles: Incorporating practical workshops. Exposition and analysis of the following roles, including activities to develop role skills: Manager, Counsellor, Instructor, Observer, Provider of Feedback, Evaluator. Practical application of the Clinical process in school settings.

Teaching Methods: Readings, video tape and activity based skill workshops, lectures and discussions.

Assessment:
Role Assignment (10%)
Essay (40%)
Application Exercise (50%)

Prescribed Texts:

Recommended Reading:

Curriculum Studies: Advanced Teaching Studies Physical Education P-12 (BE)

Unit Adviser: To be advised.

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

Prerequisite: Dip.T. or Grad.Dip.Ed.

Unit Outline: The unit will involve the design, implementation and evaluation of a teaching unit in Physical Education, from one of the areas listed below. The development of the unit will be introduced and supported by lectures, covering areas to include Safety and Legal Liability, Project Design, Curriculum Design and Evaluation. Workshops, readings and research, and field visits will enrich this approach. Areas such as fitness, outdoor education, games, gymnastics, dance, swimming, health and athletics will be covered. Students will be expected to choose one area in which to research and develop a detailed program suitable for use in schools. The program will take the form of a project and report, as most students will already be in schools where they can trial their ideas.

This program will be the main form of assessment, along with readings from study guides and an essay. Outdoor education would be a key area in this approach. Attendance at a compulsory extended weekend school camp will be required at some weekend schools.

Field visits would allow the use of such nearby venues as Hazelwood Pondage, Mt. St. Gwinear Snowfields, Woorabinda School Camp, National Parks and schools such as Churchill Post Primary and Primary.

Teaching Methods: Lectures, workshops, consultation with adviser and field visits.
Assessment:
(a) Assignment: 1500 words. To outline the area in which the student intends to pursue this project. To include current trends, considerations and implications for teaching in this area, e.g. gymnastics, (20%).

(b) Study Guide and Course Reader material will be set. Specific 500 word reports will be required on four topics, (20%).

(c) Project Report: This will record in Journal form the development and implementation of a program in the chosen area. In gymnastics it may follow the sequential development of a 10 week teaching unit leading up to a competition. 2000 words plus data, (80%).

Prescribed Text:

4470 Research in Education (BE)

Unit Adviser: Dr D. Harvey

First Semester: 2 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisites: 4 units of a BEd (Primary).

Objectives:
To familiarise students with a variety of approaches to undertaking research in education.
To assist students to apply at least one of the approaches covered in the unit in a small-scale piece of school-based or classroom-based educational research.

Unit Outline:
1. Purposes of research (basic as applied research; evaluation research; research and development; action research).
2. Methods of research (historical research; discipline research; correlational research; casual-comparative and experimental research).
3. Selecting research problems.
4. Drawing up research plans.
5. Collection, analysis and interpretation of data.
6. Writing a research report.
7. Evaluating research reports.

Teaching Methods: Lectures and workshops.

Assessment:
Review of Research Literature (40%)
Research Report (60%)

Prescribed Texts:

4471 Education Research Project (BE)

Unit Adviser: Dr D. Harvey

Second Semester: 2 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: 4470

Objectives:
To assist students in the planning and implementation of a school-based or classroom-based piece of original research.

Unit Outline: Application of principles and practices covered in unit 4470.

Teaching Methods: Workshops and individual consultations.

Assessment: Research Project Report (100%).

Prescribed Text:

4475 Multicultural Education (BP BC)

Unit Adviser: Mr H.M. Yee

First Semester: 3 hours at each weekend school - unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Objectives: This unit aims to help students to be aware of the multicultural nature of the Australian society, to be aware of the issues surrounding the idea of cultural diversity in society, and to understand and assist pupils from different cultural backgrounds as well as to prepare them for education in a multicultural society.

Unit Outline: Social/cultural development of the child in society; ethic, cultural and linguistic diversity in the Australian society; different social approaches to cultural diversity and the role of education in a multicultural society; review of education programs and resource materials that may be described as contributing to a culturally diverse but socially cohesive nation-state.

Teaching Methods: Study guides, lectures, selected readings and seminars at weekend schools.

Assessment:
Two Essays (30% each)
One project (40%)

Prescribed Text:

Recommended Reading:
4501 Curriculum and Teaching Studies 1
(GE)

Full Year: unit value of 2.0 - internal and distance education study.

Prerequisite: Degree or Diploma

Unit Outline: This unit comprises one Curriculum Studies unit, the first section of unit 4015 Teaching Studies IV and the first section of 4301 Curriculum Development.

Curriculum Studies:
For more details of units, refer to the unit outlines which are arranged in the Handbook in numerical order. Curriculum Studies units start at unit 4321 and end at unit 4372.

Teaching Studies IV:
Adviser: Mr J. Cartledge

Half Year: Distance Education - 3 hours per weekend school and 4 hours per extended weekend school - includes 20 days of supervised teaching experience in schools - unit value of 0.5.

Outline: Students will study factors in influencing teaching and practical skills required for effective classroom teaching. Study will include: planning, implementing, evaluating; micro-skills including questioning and reinforcement classroom management; use of instructional media; micro-teaching.

Teaching Methods: Lectures, workshops, micro-lessons, fieldwork visits.

Assessment: Participation in various workshops; satisfactory supervised school experience; school experience task.

Prescribed Texts:


Curriculum Development:
Adviser: Dr J. Gough

Half Year: Internal - 2 hours per week, Distance Education - 2 hours per weekend school and 4 hours per extended weekend school - unit value of 0.5.

Outline: The course will focus on the theory and practice of school based curriculum development, including an introduction to curriculum evaluation.

Teaching Methods: Lectures and seminars, study guides.

Assessment: One Assignment

Prescribed Text:

4502 Curriculum and Teaching Studies 2
(GE)

Full Year: unit value of 2.0 - internal and distance education study.

Prerequisite: Degree or Diploma

Unit Outline: This unit comprises one Curriculum Studies unit, the final section of unit 4301 Teaching Studies IV and the final section of unit 4301 Curriculum Development.

Curriculum Studies:
For more details of units, refer to the unit outlines which are arranged in the Handbook in numerical order. Curriculum Studies units start at unit 4321 and end at unit 4372.

Teaching Studies IV:
Adviser: Mr J. Cartledge

Half Year: Distance Education - 3 hours per weekend school and 4 hours per extended weekend school - includes 25 days of supervised school experience in schools - unit value of 0.5.

Outline: Students will continue to study topics, (introduced to Distance Education in their first year) at a more advanced level. Increased emphasis will be placed on discipline and classroom management.

Opportunities will be provided for inducting students into professional education systems.

Teaching Methods: Lectures, workshops, micro-lessons, fieldwork visits.

Assessment: Participation in various workshops, satisfactory supervised school experience; written assignment on "classroom management".

Prescribed Texts:


Recommended Reading:

Curriculum Development:
Adviser: Dr J. Gough

Half Year: Internal - 2 hours per week, Distance Education - 2 hours per weekend school and 4 hours per extended weekend school - unit value of 0.5.

Outline: The course will focus on the theory and practice of school based curriculum development, by examining current issues such as innovation in education in Victoria and technology changes and the curriculum will be examined.

Teaching Methods: Lectures and seminars, study guide.
Assessment: One Assignment (40%)
Examination (60%)

Prescribed Text:

4503 Education Studies 1
(GE)

Full Year: unit value of 2.0 - internal and distance education study.

Prerequisite: Degree or Diploma

Unit Outline: This unit comprises unit 4113 Human Growth and Development and unit 4215 Learning and Individual Differences. For more details of the units, refer to the unit outlines which are arranged in the Handbook in numerical order.

4504 Education Studies 2
(GE)

Full Year: unit value of 2.0 - internal and distance education study.

Prerequisite: Degree or Diploma

Unit Outline: This unit comprises unit 4303 Philosophical Foundations of Education and unit 4311 Basic Issues. For more details of the units, refer to the unit outlines which are arranged in the Handbook in numerical order.

4611 Microcomputers and the Curriculum
(GC)

Unit Adviser: Mr J. Richardson

First Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will become familiar with the philosophical basis of computer use in the curriculum. They will gain thorough competence with a particular software package and engage with the practical issues of classroom computer use. They will gain a familiarity with Action Research methodology.

Assessment: Essay, action plan and research report.

Prescribed Text:

4612 Introduction to Computing in Schools
(GC)

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: A background and an overview of the history politics and structures of the professional field; the students cover the uses for various hardware configurations and learn various models for management of learning with computers in the classroom.

Assessment: 3 Assignments

Prescribed Text:

4613 Computer Programming for Education
(GC)

Unit Adviser: Mr J. Richardson

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will understand the use and relevance of computer programming as a system of thought. They will study programming languages appropriate to the school setting.

Assessment: 4 sequenced programming projects.

Prescribed Text:

4614 Evaluation of Educational Software
(GC)

Unit Adviser: Mr J. Pearson

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will classify educational software in terms of content process and grade level. They will study several learning packages and make evaluative judgements, and will conduct a futures study of the requirements for computers in education.

Assessment: Essay, Case study, Review.

Prescribed Text:

4615 Technology in Society
(GC)

Unit Adviser: Mr J. Richardson

First Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will engage in critical reflection on the historical and political context and impact of technological change in general and computers in education in particular. They will become conversant with the issues of gender, participation, equity, control, privacy and freedom of information.

Assessment: Journal
4616 Computer Use in Educational Management (GC)

Unit Adviser: To be advised.

First Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The unit covers concepts of data processing and the procedures of systems analysis. The students will become familiar with school administrative and resource management software. They will develop a sample system.

Assessment: Data Base, Spreadsheet, Administrative Case Study.


4617 Project (GC)

Unit Adviser: Mr J. Richardson

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will undertake an independent and specialised study in an area of computers in education.

4618 Facilitating Computers in Education (GC)

Unit Adviser: Mr J. Richardson

Second Semester: unit value of 1.0 - distance education.

Prerequisite: Degree or Diploma

Unit Outline: The students will study school computer policy formulation, implementation and evaluation; the management of school computer resources and the roles of a computer resource person in professional development.

Assessment: 4 Assignments

Prescribed Text: Monash University College Gippsland Unit Booklet, Action Research.

4721 Language, Literacy and Literature in Education (GS)

Unit Advisers: Ms J.L. Phillips, Mr P. Richardson

First Semester: 2 hours per weekend school - unit value of 1.0 - distance education.

Prerequisite: Nil

Objectives: To introduce students to the wide range of literature available to young people and to facilitate their exploration of this literature.

To examine and critically evaluate young people's literature in order to formulate selection criteria.
To assess reader response by sharing literature with young people.
To examine the reading needs and interests of young people, in order to encourage and promote wider reading.
To introduce students to some basic sociolinguistic concepts.
To examine the question of literacy from a sociolinguistic viewpoint.
To introduce students to strategies for developing literacy in the school.

Content: Some Basic Sociolinguist Concepts: language and attitudes to language, the primitive language myth, standard and nonstandard English, language structure and language use; Sociolinguistics of Literacy: functional literacy, influences on children's language - family, school and peer group, communication and content area reading - subject registers, reading for meaning and decoding to sound, libraries and the growth of literacy; Literature for Young People: introduction to the range of literature available to young people, approaches to Literacy criticism, examination of the child as reader, the reading needs and interests of young people, issues of content and formulation of selection criteria, historical antecedents of modern literature for young people, introduction to particular themes and genres, a study of selected authors, promotion of reading by evaluating a range of teaching strategies and encouraging reader response, catering for special groups, e.g. those with learning disabilities; ethnic minorities, the role of the librarian as a co-operating team member in promoting literature across the curriculum.

Teaching Methods: Readings, lectures, tutorials and study guides.

Assessment: Essay on literacy topic (30%)
Critical evaluation of children's fiction (30%)
Promotional strategies to encourage reading by young people (40%)

Key Texts or References:

Other Key Texts or References:

4722 Foundations of School Librarianship (BL GS)

Unit Adviser: Mr H.M. Yee

First Semester: 2 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.
Prerequisite: Nil

Objectives:
To develop an awareness of the historical development of various types of libraries and information agencies, especially school libraries.
To analyse the roles and functions of school libraries and other information agencies.
To identify types of services offered by library and information agencies with emphasis on services to be offered by school libraries.
To assess the factors, especially social, technological and educational trends, in relationship to the development of school libraries and the roles of teacher-librarians.
To assess the roles of library associations.

Content: Development of libraries in Europe, U.K., U.S.A., and Australia: factors contributing to the development of the monastery library, subscription library, Mechanics Institute Library, public library, academic library, special library archives, other information agencies and national library.
Development of school libraries in the U.K., U.S.A., and Australia: factors contributing to their development. Relationship of school library and other library and information agencies in the provision of services and information.

School libraries and teacher librarians: their changing roles and functions in the school.
Teaching methods: changes in the teaching methods, the use of modern technology in teaching and their effects on the services and resources of the school library. School curriculum: the role of the teacher librarian in the design and implementation of the school curriculum; Means of access to library resources and services, e.g. mobile library, networks, data-banks. Effects of technological development on school libraries: computers and copyright law as they affect access to information and services to be provided by the teacher librarian. Effects of social and educational trends on the provision of services by the teacher librarian and resources in the school library, and on the training of teacher librarians. The roles of library associations, such as the American Library Association, the Library Association of Australia and organisations for teacher librarians.

Teaching Methods: Study guides, readings, lectures and discussions at weekend and extended weekend schools.

Assessment: Essay on the development of librarianship (30%); Critical review of librarianship related journals (30%); Essay on the trends and issues on the provision of resources and services in school libraries (40%).

Prescribed Texts:

Other Key Texts or References:


4723 Organisation of Information (EL GS)

Unit Adviser: Mr H.M. Yee

Second Semester: 2 hour lecture and 2 hour tutorial per weekend school - unit value of 1.0 - distance education. Attendance at the 3rd/4th weekend school is compulsory in order to complete the hands-on experience component of the unit.

Prerequisite: Nil

Objectives:
To understand the nature of information and the principles underlying the various methods of organising and controlling information.
To apply these principles and techniques in the organisation and control of library materials.
To be aware of the importance of information materials in any format, print or non-print, in the library and proper organisation for their access.
To identify problems related to the organisation and control of various information materials.
To assess the effects of technological development on the organisation and control of the information.
To assess the roles of bibliographic networks, such as ASCIS and ABN.

Content: Types and characteristics of information and the forms in which it can be found; Different ways of organising information material for access such as by subject, by class, by types of materials, etc; Development of indexing systems, cataloguing rules and classification schemes and subject headings lists with emphasis on AACR2, DDC, Sears Subject Headings List, and ASCIS Subject Headings List; Organisation and control of print and non-print materials and issues associated with the organisation and control of non-print material; Original versus shared cataloguing: advantages and disadvantages; Development of database systems such as ASCIS & ABN, and the economics of using such systems as well as their effects on the services and resources provided; The role of ASCIS and the Victorian School Library Services; The use of various formats for information organisation and control, such as the card, the book, the microfiche, and the on-line catalogue: their advantages and disadvantages.

Teaching Methods: Study guides, readings, lectures, tutorials, hands-on experience using microfiche and computer, at weekend and extended weekend schools.

Assessment: Prepare main and added entries of 5 titles (25%); Allocate subject headings and classification numbers to 20 titles (25%); Prepare main entries of 3 journal titles (10%); Essay on the organisation and control of information (40%)

Key Texts or References:
(Note: Dewey, ASCII & AACR2 are available for hire for the semester. Check with unit adviser)

4724 Curriculum Planning and Resources (BL GS)
Unit Adviser: Ms J.L. Phillips
Second Semester: 2 hours per weekend school - unit value of 1.0 - distance education.
Prerequisite: Nil
Objectives:
To assess current developments in curriculum areas in relation to the basis of curriculum theory.
To identify the role of educational research in curriculum development.
To assess the role of the teacher-librarian as a resource in the curriculum development process.
To analyse the role and implementation of print and non-print resources in developing, supporting, and extending the school curriculum.
To evaluate curriculum resources.
Content: Curriculum theory and development. The role of the teacher-librarian in co-operative curriculum planning and implementation; Curriculum resources: human resources, material resources, system based resources; Curriculum resources to support specific disciplines: humanities, social sciences and sciences; The selection and evaluation of curriculum resources; Numeracy, literacy, reading and writing: resources and the role of the teacher-librarian; Information and study skills: resources and the role of the teacher-librarian in the implementation of an information skills program; Computer literacy: resources and the role of the teacher librarian.
Teaching Methods: Lectures and tutorials, study guides and readings are provided.
Assessment: Two assignments of equal value which require the practical application of cooperative curriculum planning and resource management.
Prescribed Text:
Key Texts or References:

4725 Information Needs and Users (BL GS)
Unit Adviser: Mr H. Singh
First Semester: 2 hours per weekend school and 4 hours at the compulsory extended weekend school - unit value of 1.0 - distance education.
Prerequisites: 4722, 4723
Objectives:
To analyse the characteristics, behaviour and environment of users and design information and educational resource services based on these characteristics.
To allow discussion and clarification of basic concepts in information behaviour especially as these concepts apply to the education environment. To develop awareness of at least two approaches to the assessing and individual's specific information needs. To be aware of a range of sources of brief factual information.
Content: Part A: Information seeking and information acquisitions behaviour; The library as an information resource with special reference to school libraries; Methods of determining individual information needs; To relate the information function of the school library to the school program as a whole.
Part B: Students will examine the following sources of information as they relate to a variety of library and information services that are appropriate in supporting the role of the school library within the total educational program: Bibliographies - general and subject; Indexing/Abstracting Services; Encyclopedias and dictionaries - general and subject; Geographical sources - maps, atlases, gazetteers and travel; Biographical - universal, national and subject; Yearbooks and almanacs - general, subject and statistical; Handbooks and manuals; Computer-based information systems, including on-line reference services as they pertain to school libraries.
Teaching Methods: Lectures, tutorials, seminar and workshop activities, audio-visual presentation, and study guides.
Assessment: Completion of two practical assignments on reference problems (20% each); Completion of a literature guide (25%); A case study (20%); Reference Interview Assignment (15%)
Key References:
administer and organise the Resource Centre

Unit Adviser: Mr J. Hallein

First Semester: 2 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education.

Prerequisite: 4722

Objectives:
To examine the school library as a complex system and as an organisation.
To describe, evaluate and apply methods of organising school libraries and information services in relation to other organisations.
To allocate financial provision in relation to preparation of estimates and budget control. To describe and evaluate the utilisation of personnel within school libraries and to be aware of the principles of personnel management.
To know the principles of developing architectural briefs for the designing of facilities for school library services.
To describe, evaluate and apply methods of acquiring curriculum resources and of controlling and making available such materials for use.
To consider methods of evaluating the educational effectiveness of the school library; to be able to compile and maintain statistics and prepare and submit reports relevant to the development of library service.
To devise objectives for service and carry out plans for implementation, promotion and innovation.

Content: The school library as an organisation and its place in relation to other organisations: structure - centralised, decentralised, co-ordinated; effectiveness of organisational structure; research evidence. The library as a complex dynamic open system: inputs to the system - objectives, finance/budget, staff, physical facilities, social pressures (e.g. population growth), etc.; outputs from the system - reasonable levels of service, measurement, criteria of effectiveness, research evidence, surveys, reports; Finance and budgeting: method of financial provision, allocation, budgeting, estimates, accountability; Staffing and supervision: personnel management theory, in-service training, supervision, communication channels; Facilities, planning and utilisation: architect's brief; furniture, equipment, maintenance, alteration, adaptation.

Processes: Acquisition, ordering and receipt, monographs and serials. Pricing and methods of purchase, approval; Circulation control and inter-library loan, loan period, renewal, reservation, fines. Inter-library loan; Conservation of materials, binding, preservation, weeding, discarding; Reproduction, photocopying and copyright.

Evaluation of services: library standards, statistical techniques and measures, interpretation of research reports. Decision making processes in an organisational framework: setting objectives, planning, implementation; promotion, innovation, political factors.

Teaching Methods: Lectures, workshops, case studies, study guides, teaching notes and individual research.

Assessment:
Policy and Procedures Manual (50%)
Case Studies Assignment (20%)
Exercise (15%)
Exercise (15%)

Key Texts or References:
4727 Computer Supported Information Services (BL GS)

Unit Adviser: Mr H. Singh

Second Semester: 2 hours per weekend school and 4 hours per extended weekend school - unit value of 1.0 - distance education. Attendance at the extended weekend school is compulsory in order to complete the "hands-on" computer activities.

Prerequisite: 4722

Objectives:
- To develop a greater knowledge and understanding of the application of information technology.
- To explore the use of computers in indexing, in centralised networks, and in schools for the co-operative dissemination and in storage of bibliographic information, in information retrieval systems and in routine library housekeeping operations.
- To critically examine the uses being made of computers in information retrieval in schools.

Content: Description and discussion of the main components of computers and their operating characteristics; Bibliographic databases; Co-operative dissemination and storage of bibliographic information; Using computers for library housekeeping operations and word processing; Selective dissemination of information; retrospective search systems, online catalogue consultation; Computers for information retrieval in education; Telecommunications systems such as VIATEL. Information Technology applications, e.g. facsimile, electronic mail and CDROM.

Teaching Methods: Lectures, seminars and practical sessions.

Assessment:
- Students complete three reports (60%)
- 1 Semester project (40%)

Key Texts or References:

4728 Professional Development (BL GS)

Unit Advisers: Mr J. Hallein, Mr H.M. Yee

Full Year: 2 hours at February weekend school - unit value of 0.5 - distance education.

Corequisite: 4722

Objectives:
- To introduce students to the profession of library and information work.
- To participate in a range of professional activities.
- To examine the importance of professional networking for personal development.
- To develop an understanding and awareness of inter-library co-operation.
- To examine a wide range of information agencies and information resources.

Content: Students will undertake ten different professional development activities which can be made up from a combination of the following: Attendance at and participation in library seminars and conferences relating to library and information work; Visiting libraries and information agencies other than school libraries; Approved in-service and curriculum courses; Visiting school libraries in other States or Countries; Attending lectures by children's authors, library administrators, etc; Visiting booksellers and publishing firms; Excursions as organised.

Assessment: Satisfactory/Unsatisfactory. Evaluative reports on all Professional Development activities undertaken will be submitted for assessment.

Key Texts or References: Nil

4729 School Librarianship Practicum (BL GS)

Unit Advisers: Ms J.L. Phillips, Mr H. Singh

Full Year: 2 hours at the first Weekend School: individual consultation throughout the year, includes 20 days practicum - unit value of 0.5 - distance education.

Corequisite: 4726

Objectives:
- To enable students to become fully aware of the role of the school library/resource centre within the school's educational program.
- To enable students to become fully conversant with school library management and administration;
- To enable students to work with children in the selection and use of suitable reading and curriculum materials;
- To enable students to experience the contribution of the school librarian to the school's educational objectives and policies.

Content: 20 days Practicum to be supervised in a school library staffed by a trained, experienced teacher librarian; Under the supervising teacher librarian, students are to participate in all facets of the administration and organisation of a School Library Resource Centre.

Teaching Methods:
2. Individual supervision in the training school by school librarianship staff.

Assessment: Satisfactory/Unsatisfactory.

1. Individual report on practicum by the training school.
2. Individual report by supervising school librarianship staff.

Key Texts or References: Nil
Special Topic in School Librarianship (GS)

Unit Adviser: Mr. J. Hallein

Second Semester: 2 hour discussion meeting at the first weekend school and individual consultation in the extended weekend school and other weekend schools - unit value of 1.0 - distance education.

Prerequisites: 4722, 4728

Objectives:
To read critically a wide range of literature on current issue in school librarianship.
To present an evaluative synthesis of the view points on a current issue in school librarianship.

Content: The actual content of the course will vary from semester to semester as students will choose the issues that are of interest to them. Some of the possible topics that might be chosen by students to investigate would be: What is the role of school libraries and teacher librarians in curriculum development? Censorship and school libraries; "Freedom of Information" and its implications for school libraries; School and children's libraries - do we need both?; Should there be a general professional library association or specialist library professional association?; Teacher librarians and social issues - should they be involved?; Education for librarians and teacher librarians; Impact of school library programs on student achievement; Should school libraries emphasise reading or should they emphasise information in developing programs?; Is the first priority of the school library service to teacher or service to students?; Are "Library Lessons" an effective means of teaching students information skills?; Social issues on children's literature.

Teaching Methods:
Individual consultations, regular progress reports during semester, group discussions, study guides.

Assessment: Essay of at least 6000 words or an equivalent project submitted in an alternative format as approved by Course Adviser (80%); A 1000 word proposal (20%)

Key Texts or References:
Students will be expected to examine a wide range of current literature on the various topics investigated during the semester. Report and journal literature will be emphasised.

4801 Master of Education (MD)

Unit Adviser: Dr. G.W. Detrick

Full Year: 16 hours per week - unit value of 4.0 - internal study.

Prerequisite: First Degree

Available for students with approved prerequisites including professional experience, and in areas in which the School of Education is conducting ongoing research.
INTRODUCTION

The School of Engineering offers the following awards:

- Associate Diploma of Engineering (Industrial Management) - Para Professional; By distance education study only (equivalent to a two year full-time course).
- Bachelor of Engineering- Professional; Four year full-time courses.
  - Civil
  - Electrical
  - Electro-Mechanical
  - Mechanical
  - Mining Engineering*
- Graduate Certificate of Engineering** - By distance education only.
- Graduate Diploma of Engineering (Maintenance Management) - By distance education only.
- Master of Engineering - By Research.

* Offered in co-operation with Ballarat University College.
** Subject to Accreditation.

Course Co-ordinators

Associate Diploma of Engineering (Industrial Management)  Mr K. Enders
Bachelor of Engineering  Mr P. Walker
  - Civil
  - Electrical  Dr J. Ochsenbein
  - Electro-Mechanical  Dr J. Ochsenbein
  - Mechanical  Dr I. Spark
  - Mining  Mr D. Nag
Graduate Diploma of Engineering (Maintenance Management)  Mr K. Enders
Master of Engineering  Dr I. Spark

ASSOCIATE DIPLOMA OF ENGINEERING (INDUSTRIAL MANAGEMENT)

(Below is the revised course planned to be introduced in 1991.)

The Associate Diploma of Engineering (Industrial Management) is a two year equivalent full-time course offered by distance education providing training and education in industrial supervision and basic business and management procedures. It also gives the option of studies in basic engineering subjects. The course provides good training for people wishing to work as engineering associates in such positions as technical officers, engineering assistants, engineering and industrial supervisors. The engineering associate normally works in a supporting role to professional engineers, but can also work independently in smaller organisations which do not employ professional engineers. In other organisations employing professional engineers, they may also work independently on reaching senior positions.

The course gives particular attention to the needs of small and medium sized industrial businesses.

It is particularly designed for part-time study, causing minimum interference to employment by use of distance education study with concentrated distance education studies and/or weekend schools.

Well-motivated part-time students can reasonably undertake four units each year, thus permitting completion of the course by four years distance education study. The course is, however, designed to allow maximum flexibility for each student to proceed through the course at a rate appropriate to his or her particular circumstances.

Entry Requirements

(a) Mature Age Entry: People with an appropriate employment background who are over 21 years of age may gain entry as mature age students.
(b) Year 12 Entry: The normal academic requirement for entry is successful completion of a Year 12 course of study, preferably including a pass in English (students wanting to do the technical module preferably should have passed mathematics and a science subject at Year 11).
(c) Have successfully completed a two year full-time (or equivalent part-time) middle level certificate course at a Victorian TAFE College.
(d) Applicants with appropriate engineering or industrial qualifications will be accepted into the course and may obtain up to a maximum credit of 8 unit value.
(e) Applicants will not normally be accepted directly from Year 12 studies unless they are employed in industry.
(f) Applicants who have undergone formal employer conducted industrial training may be eligible for up to 6 unit value credit.

Course Outline

The course consists of five modules from which a student must pass Modules 1, 2 and 5 and either Module 3 or 4. Students should normally complete Modules 1 and 2 first before doing other modules. Units from several modules may be studied at the same time. Not all units are offered each year.
### Proposed Course Outline

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 1: Basic Supervision</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5500</td>
<td>Industrial Supervision</td>
<td>1.0</td>
</tr>
<tr>
<td>5501</td>
<td>Human Communications</td>
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<tr>
<td>5611</td>
<td>Safety Management</td>
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<tr>
<td>3362</td>
<td>Industrial Relations</td>
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</tr>
<tr>
<td>7121</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>4.0</strong></td>
</tr>
<tr>
<td><strong>Module 2: Industrial Supervision</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5600</td>
<td>Industrial Management</td>
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</tr>
<tr>
<td>5612</td>
<td>Engineering Project</td>
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</tr>
<tr>
<td>5690</td>
<td>Production &amp; Operations</td>
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</tr>
<tr>
<td>3120</td>
<td>Productivity Improvement</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>4.0</strong></td>
</tr>
<tr>
<td><strong>Module 3: Maintenance Supervision</strong></td>
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<td></td>
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<tr>
<td>5512</td>
<td>Drawing &amp; Design</td>
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<tr>
<td>5563</td>
<td>Plant Engineering</td>
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<tr>
<td>5663</td>
<td>Maintenance Supervision</td>
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</tr>
<tr>
<td>3149</td>
<td>Financial Management</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Module 4: Technical Module</strong></td>
<td>*1180 Physical Science</td>
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</tr>
<tr>
<td></td>
<td><strong>7160 Basic Mathematics</strong></td>
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</tr>
<tr>
<td></td>
<td>Technical Electives (Minimum)</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>4.0</strong></td>
</tr>
<tr>
<td><strong>Module 5: Industrial Experience</strong></td>
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<td></td>
</tr>
<tr>
<td>5604</td>
<td>Industrial Project</td>
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</tr>
<tr>
<td>5605</td>
<td>Industrial Experience</td>
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<tr>
<td>Elective (from Supervision or Technical electives) (Minimum)</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>16.0</strong></td>
</tr>
</tbody>
</table>

* A technical elective may be substituted if a year 12 science subject has been passed.
** A technical elective may be substituted if a year 12 mathematics subject has been passed.

**Note:**
1. A certificate will be issued at the completion of each module.
2. Students seeking articulation to the Bachelor of Engineering are advised to take Module 4.

### Electives

**Supervision:**
- 3123 Human Resource Management
- 3150 Introduction to Business Law
- 3368 Training & Development

**Technical:**
- 5512 Drawing and Design

Approved units from level 1 or level 2 of the Bachelor of Engineering courses.

Further information may be obtained from the Course Co-ordinator, Mr Keith Enders.

### BACHELOR OF ENGINEERING

The Bachelor of Engineering courses are currently being reviewed as part of a regular reaccreditation process. When this process is complete details of the reviewed course will be made available in a separate publication. The details below refer to the current course. It is proposed that the new course commence at level 1 in 1991.

The Bachelor of Engineering is a four-year fully professional course and offers specialisation in the following areas:

- Civil
- Electrical
- Electro-Mechanical
- Mechanical
- Mining

The five Bachelor degrees have a common first year, thus students do not have to select their speciality until after some study experience.

In each specialisation there are opportunities at final year level to take electives suited to student interests. All of the engineering degree courses may be studied either full-time or part-time, and many first year, second year and fourth year units within the courses are offered by distance education. Within the next two years it will be possible to study up to 75% of the course by distance education.

The Bachelor of Engineering in Mining Engineering may be completed by undertaking two years of full-time study at Monash University College Gippsland and a further two years of full-time study at Ballarat University College.

**Entry Requirements**

The normal entry requirement is four subjects at V.C.E. or equivalent level including one Mathematics and one Science subject; and preferably two additional subjects from English, Mathematics, or Science. In considering an applicant for admission the University College may take into account the applicant's motivation, extra-curricula interests, and recommendations from referees. The University College seeks to encourage students of mature age whose academic qualifications may appear formally incomplete. Preparatory or bridging tuition in Physical Science and Mathematics is available by distance education to facilitate the entry of such students.

School leavers who have not attained the normal entry standard in the mathematics area but who are otherwise well qualified may be admitted to the first year technology.

This year is an extension of first year of the Bachelor of Engineering course wherein 7169 Engineering Calculus is replaced with a 45 week course with the same terminal standard. The technology first year commences one month earlier than the normal first year. On successful completion students go on to the normal second year.
## Course Recognition

All Bachelor of Engineering Degree courses are approved by the Victorian Post-Secondary Education Commission and accredited by the State Accreditation Board. They are also submitted to the professional recognition process required by the Institution of Engineers, Australia to entitle graduates to membership of that Institution.

## Course Outlines

### Civil Engineering Degree

In the Civil Engineering degree course students are academically equipped to work as professional civil engineers. Particular areas of specialisation include structures, water engineering, traffic engineering, and environmental engineering.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td>5100</td>
<td>Drawing and Design</td>
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<tr>
<td>5101</td>
<td>Engineering Practice</td>
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<tr>
<td>5120</td>
<td>Civil Engineering I</td>
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<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
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</tr>
<tr>
<td>5161</td>
<td>Mechanical Engineering IA</td>
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</tr>
<tr>
<td>5162</td>
<td>Mechanical Engineering IB</td>
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</tr>
<tr>
<td>7122</td>
<td>Computer Programming 1A</td>
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</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
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</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
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</table>

### Level Two

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<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
<tr>
<td>5200</td>
<td>Industrial Experience I**</td>
<td>0.0</td>
</tr>
<tr>
<td>5201</td>
<td>Measurement and Instrumentation</td>
<td>0.5</td>
</tr>
<tr>
<td>5220</td>
<td>Structural Design I</td>
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</tr>
<tr>
<td>5222</td>
<td>Hydraulics</td>
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<tr>
<td>5223</td>
<td>Geomechanics</td>
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<tr>
<td>5224</td>
<td>Surveying</td>
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<tr>
<td>5261</td>
<td>Applied Mechanics</td>
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<tr>
<td>5280</td>
<td>Engineering Materials I</td>
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<tr>
<td>5282</td>
<td>Civil Engineering Materials</td>
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</tr>
<tr>
<td>7171</td>
<td>Probability and Statistics</td>
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</tr>
<tr>
<td>7221</td>
<td>Computer Programming 2A</td>
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</tr>
<tr>
<td>7265</td>
<td>Numerical Methods</td>
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</tbody>
</table>

### Level Three

<table>
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<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
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<tbody>
<tr>
<td>5300</td>
<td>Industrial Experience II**</td>
<td>0.0</td>
</tr>
<tr>
<td>5301</td>
<td>Control Theory and Systems/ or Approved Elective</td>
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</tr>
<tr>
<td>5320</td>
<td>Structural Design and Construction</td>
<td>0.5</td>
</tr>
<tr>
<td>5321</td>
<td>Water Supply and Waste Water Systems</td>
<td>1.0</td>
</tr>
<tr>
<td>5322</td>
<td>Hydraulic Design and Construction</td>
<td>0.5</td>
</tr>
<tr>
<td>5323</td>
<td>Soils and Foundations</td>
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</tr>
<tr>
<td>5324</td>
<td>Theory of Structures I</td>
<td>1.0</td>
</tr>
<tr>
<td>5326</td>
<td>Road Design and Construction</td>
<td>1.0</td>
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<tr>
<td>5380</td>
<td>Engineering Materials II</td>
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### Electrical Engineering Degree

In the Electrical Engineering Degree course students are academically equipped to work as professional electrical or electronic engineers. Particular areas of specialisation include electronics, computers, and power applications.

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### Additional Electives

1. Level One common to all Engineering degrees
2. Industrial Experience, to be completed after Level Two and Level Three studies and during the University College Vacation period, to total a minimum of 12 weeks.
3. Elective to be chosen from Core Studies units or any approved electives.
4. The offering of the fourth year electives is dependent on student demand and staff availability.

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**Level One**

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** Mechanical Engineering Degree**

In the Mechanical Engineering Degree course students are academically equipped to work as professional mechanical engineers. Particular areas of specialisation include thermodynamics, engineering design, and machinery applications.

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<td>Engineering Management and Industrial Relations</td>
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</tr>
<tr>
<td>5402</td>
<td>Engineering Project Management</td>
<td>1.0</td>
</tr>
<tr>
<td>Two Electives (+) to be chosen from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5404</td>
<td>Terotechnology</td>
<td>1.0</td>
</tr>
<tr>
<td>5405</td>
<td>Digital Imaging</td>
<td>1.0</td>
</tr>
<tr>
<td>5425</td>
<td>Structural Design</td>
<td>1.0</td>
</tr>
<tr>
<td>5460</td>
<td>Mechanical Design IV</td>
<td>1.0</td>
</tr>
<tr>
<td>5462</td>
<td>Rotodynamic Machines</td>
<td>1.0</td>
</tr>
<tr>
<td>5463</td>
<td>Thermodynamics III</td>
<td>1.0</td>
</tr>
<tr>
<td>5465</td>
<td>Fuel &amp; Combustion Technology</td>
<td>1.0</td>
</tr>
<tr>
<td>5480</td>
<td>Engineering Materials III</td>
<td>1.0</td>
</tr>
</tbody>
</table>

** Mechanical Engineering Degree**

In the Mechanical Engineering Degree course students are academically equipped to work as professional mechanical engineers. Particular areas of specialisation include thermodynamics, engineering design, and machinery applications.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183</td>
<td>Physical Science</td>
<td>1.0</td>
</tr>
<tr>
<td>1189</td>
<td>Physical Science for Engineers</td>
<td>0.5</td>
</tr>
<tr>
<td>5100</td>
<td>Drawing and Design</td>
<td>0.75</td>
</tr>
<tr>
<td>5101</td>
<td>Engineering Practice</td>
<td>0.75</td>
</tr>
<tr>
<td>5120</td>
<td>Civil Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>5140</td>
<td>Electrical Engineering I</td>
<td>1.0</td>
</tr>
<tr>
<td>5161</td>
<td>Mechanical Engineering IA</td>
<td>0.5</td>
</tr>
<tr>
<td>5162</td>
<td>Mechanical Engineering IB</td>
<td>0.5</td>
</tr>
<tr>
<td>7122</td>
<td>Computer Programming IA</td>
<td>0.5</td>
</tr>
<tr>
<td>7163</td>
<td>Vectors &amp; Matrices</td>
<td>0.5</td>
</tr>
<tr>
<td>7169</td>
<td>Engineering Calculus</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Electro-Mechanical Engineering Degree

In the Electro-Mechanical Degree course students are academically equipped to work as professional engineers in either electrical or mechanical engineering plant. A wide variety of final year options allows the student to tailor the course to their interests.

Unit No.  Unit Name               Unit Value

**Level One**
1183    Physical Science           1.0
1189    Physical Science for Engineers 0.5
5100    Drawing and Design         0.75
5101    Engineering Practice      0.75
5120    Civil Engineering I       1.0
5140    Electrical Engineering I  1.0
5141    Mechanical Engineering IA 0.5
5162    Mechanical Engineering IB 0.5
7122    Computer Programming 1A  0.5
7163    Vectors & Matrices         0.5
7169    Engineering Calculus      1.0

**Level Two**
5200    Industrial Experience I** 0.0
5201    Measurement and Instrumentation 0.5
5240    Electrical Engineering Design II 0.5
or
5241    Mechanical Design II      0.5
5242    Electronics               0.75
5243    Digital Electronics & Computers I 0.5
5244    Circuits and Systems      0.75
5261    Applied Mechanics         1.0
5263    Thermodynamics I          0.5
5264    Fluid Mechanics I         0.75
5280    Engineering Materials I   0.5
7221    Computer Programming 2A   0.5
7265    Numerical Methods         0.5
7268    Integral Transforms       0.5

**Level Three**
5300    Industrial Experience II** 0.0
5301    Control Theory and Systems 1.0
5341    Electrical Machines II     0.75
5342    Analog Electronics         0.75
5343    Digital Electronics & Computers II 0.75
or
5361    Mechanics of Materials    1.0
5363    Thermodynamics II         0.75
5367    Vibration and Noise Control 1.0
5380    Engineering Materials II  0.5
7171    Probability and Statistics 0.5
Elective*** 1.0

**Level Four**
5400    Engineering Project       2.0
5401    Engineering Management and Industrial Relations 1.0
5402    Engineering Project Management 1.0
Four Electives to be chosen from:
5345    Power Electronics        1.0
5403    Environmental Engineering 1.0
5404    Terotechnology            1.0
5405    Digital Imaging           1.0
5440    Power Systems             1.0

Unit No.  Unit Name               Unit Value
5443    Electronic Instrumentation Systems 1.0
5445    Communications Systems      1.0
5447    Advanced Control Systems    1.0
5460    Mechanical Design IV        1.0
5462    Rotodynamic Machines        1.0
5463    Thermodynamics III          1.0
5465    Fuel and Combustion Technology 1.0
5480    Engineering Materials III  1.0

*** Level One common to all Engineering degree
** Industrial Experience, to be completed after Level Two and Level Three studies and during the University College Vacation period, to total a minimum of 12 weeks.
*** Elective to be chosen from Core Studies units or any other approved non-Engineering unit(s).

Admission to Degree with Advanced Standing

Admission to one of the undergraduate degrees in Civil, Electrical, Electro-mechanical, Mechanical or Mining Engineering may be possible with advanced standing on the basis of a professional qualification obtained in another Engineering or non-Engineering specialization.

Such a conversion program leading to the award of a second qualification would typically require the completion of one to two years full-time or two to four years part-time study.

Many study units required for completion of these programs are available by distance education. Candidates taking distance education units would anticipate the need to attend a residential school at Churchill each teaching semester.

GRADUATE CERTIFICATE OF ENGINEERING*
*(Subject to Accreditation)

This one year distance education offering enables professional engineers to complete a specialist selection of units at final year or post-graduate level and, on completion, to obtain the formal award of the Graduate Certificate of Engineering. The program is designed for Engineers in full-time employment to refresh some aspect of their academic training, or to embark on a new aspect of training related to changed employment expectations. Coursework will generally be offered by distance education. Areas of study which it is proposed to make available in 1991 include:
- Structural Computations
- Engineering Management
- Terotechnology

Enquiries should be directed in the first instance to Dr Ken Spriggs, Head, School of Engineering.
GRADUATE DIPLOMA OF ENGINEERING (MAINTENANCE MANAGEMENT)
(Below is the revised course planned to be introduced in 1991.)

Engineering maintenance management is one of the few areas of management or engineering activities in which there are still tremendous opportunities for improvements and scope for contributing significantly to an organisation's profitability. The past fifteen years has seen a revolution in the technical and management techniques available to the Maintenance Engineer or Maintenance Manager. This Graduate Diploma is aimed at bringing together these techniques to enable the practicing engineer to play a more effective role within the organisation. This part-time course is to be offered only by distance education. It consists of eight one-semester units and normally takes two years of distance education study to complete.

Entry Requirements

To obtain admission to the course the following requirements need to be met:

(a) A recognised degree or diploma in an engineering or related area coupled with at least two years experience, or a recognised degree or diploma in an engineering or related area coupled with work experience in the field of Maintenance Engineering or Maintenance Management, or extensive work experience in a specific and relevant area, for example: a Maintenance Manager or Senior Maintenance Engineer who must have an adequate background and the ability to cope with the course. There will normally be a restriction on non-graduate/diplomate entrants of a maximum of one-third of enrolments.

(b) A letter from employer/organisation confirming that the employer/organisation is aware of the course requirements and commitments (including residential school) expected of the students. This requirement may be waived on the recommendation of the course adviser where the applicant is self-employed, or in other exceptional circumstances, provided that assurances can be given by the applicant regarding the ability to meet the time commitments of the program and gain access to practical situations as required for the completion of field projects and research.

Progression Through Course

Students will progress through the course in the format given in the following table. This will normally take two years to complete by distance education on a part-time basis. In all cases, advancement to higher units will depend on the successful completion of the necessary prerequisites.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Semester Offered</th>
<th>Prerequisites</th>
<th>Residential Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>5701</td>
<td>Terotechnology and Life Cycle Costs</td>
<td>Full Year</td>
<td>Nil</td>
<td>Students must attend a Residential School in the first year.</td>
</tr>
<tr>
<td>5702</td>
<td>Maintenance Management</td>
<td>Full Year</td>
<td>Nil</td>
<td>Students must attend a 7-day Residential School in second year.</td>
</tr>
<tr>
<td>5704</td>
<td>Industrial Techniques in Maintenance Management</td>
<td>Full Year</td>
<td>Nil</td>
<td>5701</td>
</tr>
<tr>
<td>5705</td>
<td>Fault Diagnosis and Condition Monitoring</td>
<td>Full Year</td>
<td>5702</td>
<td>5701</td>
</tr>
<tr>
<td>5703</td>
<td>Quantitative Techniques for Asset Management</td>
<td>Full Year</td>
<td>5702, 5703</td>
<td>Completion of at least 3 units</td>
</tr>
<tr>
<td>5707</td>
<td>Computer Applications in Terotechnology</td>
<td>Full Year</td>
<td>5702, 5703</td>
<td>Completion of at least 3 units</td>
</tr>
<tr>
<td>5709</td>
<td>Research Project</td>
<td>Full Year</td>
<td>Nil</td>
<td>Completion of at least 3 units</td>
</tr>
</tbody>
</table>

Special Requirements for Unit 5707 Computer Applications in Terotechnology

Students may not proceed to unit 5707 until they have a familiarisation with computer systems and/or computer programming literacy of a level sufficient for them to be able to cope with the computer studies which form part of 5707. This requirement does not preclude students from commencing units offered in semesters one and two (as shown in the above table) provided that the normal entry requirements have been met. Students failing to meet this requirement may study any relevant course of study that is approved by the Head of School as preparatory studies for unit 5707.
Credits and Exemptions Policy

All students will be required to complete eight credit units to qualify for the Graduate Diploma. Up to four credits may be allowed for students who have partially completed a similar Postgraduate Diploma course.

Distance Education

The University College's distance education program offers a range of degree and diploma courses for those adults whose work, family commitments, or whose geographical location precludes them from full-time courses of internal study. With this program the University College accepts the obligation to provide as many of the necessary resources as practicable to enable the student to complete their course off-campus. In the case of the Graduate Diploma course in Engineering Maintenance Management, students will be sent study materials which enable them to do their work effectively at home, and they will be required to attend residential schools at the University College. The objectives of these residential schools are to provide an intensive interactive learning experience and to provide the necessary access to laboratory, workshop and computer equipment. They are also to provide opportunities for presentation by outside experts. First year students will be advised when the residential school for this course will be held. Second year students are advised that a residential school will be held from 30 September to 6 October 1991.

Further information may be obtained from the Course Co-ordinator, Mr K.B. Enders.

MASTER DEGREES

Master degree programs are available by research and are individually tailored to suit the needs of applicants. Encouragement is given to programs which are industry based. Candidates must demonstrate that they have the necessary background to succeed: approval to undertake a program will only be given where appropriate supervisors and adequate resources are available. Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research". Anyone contemplating a Masters Degree program should contact the Head, School of Engineering to discuss its suitability.

UNIT OUTLINES

5100 Drawing and Design
(BN BM BI BR)

Unit Adviser: Mr Y. Ibrahim

Full Year: 4 hours per week - unit value of 0.75 - internal study every year and distance education study every odd year.

Prerequisite: Nil

Unit Outline: 1. Introduction to Engineering Design - The Design Engineer. Their role in society. Investigation techniques. Use of manufacturers catalogues. Standards and Codes of Practice, use of library resources and specialised information services. Relationship between design and other engineering subjects. Communication in the design function. Computer graphics as a means of communication.


3. Engineering Design - Design exercises involving the preparation of design reports including sketches, design calculations and drawings.

Prescribed Texts:
Design Data for Electrical Engineers. Compiled by Staff, Electrical & Electronic Engineering Department, Swinburne Institute of Technology.

5101 Engineering Practice
(BN BM BI BR)

Unit Adviser: Mr G. Vains

Full Year: 3 hours per week - unit value of 0.75 - internal study every year and distance education study every odd year.

Prerequisite: Nil

Unit Outline: This unit contains the laboratory and practical work requirements of the first year of the Engineering Degrees. A pass in all practical assessment required of units 5120, 5140 and 5160 will lead to a pass in unit 5101.

Recommended Reading:
The Journal of the Institution of Engineers Australia.

5120 Civil Engineering I
(BI BM BN BR)

Unit Adviser: Mr P.J. Loftus

Full Year: 3 hours per week - unit value of 1.0 - internal study every year and distance education study every odd year.
Prerequisite: Year 12 Maths or 7160.


Prescribed Text:

5140 Electrical Engineering I
(BI BM BN BR BS)

Unit Adviser: Mr N. Samaan

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

Prerequisite: Year 12 Maths or 7160.


Prescribed Texts:

Recommended Reading:

5161 Mechanical Engineering IA
(BI BM BN BR)

Unit Adviser: Dr Y. Sidrak

First Semester: 3 hours per week - unit value of 0.5 - internal study every year, distance education study every odd year.

Prerequisite: Nil.

Objectives: This unit is designed to provide the basic knowledge in thermodynamics as required as a general grounding for all Engineering students and in sufficient depth to be developed in later Mechanical units.

Unit Outline:
1. General terminology, definitions and units, specific heat capacity, instrumentation.
2. First Law of Thermodynamics: conservation of energy, general energy equation, non-flow energy equation, steady-flow energy equation, continuity equation. Use of equations with various fluids and processes, simple heat exchanging problems, non-steady-flow energy equation.
4. Second law of Thermodynamics: Kelvin Plank and Clausius statements, non-flow processes, adiabatic, polytrophic, isothermal, constant volume, constant pressure, work done by a polytrophic process, mechanical power.
5. Introduction to plant cycles.
6. Introduction to two phase systems.

Prescribed Texts:

5162 Mechanical Engineering IB
(BI BM BN BR)

Unit Adviser: Dr H.A. Aziz

Second Semester: 3 hours per week - unit value of 0.5 - internal study every year, distance education study every odd year.

Prerequisite: Nil.

Objectives: This unit is designed to provide the basic knowledge in dynamics as required as a general grounding for all Engineering students and in sufficient depth to be developed in later Mechanical units.

Unit Outline:
1. Introduction: Newton's laws, gravitation, units and dimensions.
5. Plane Kinematics of Rigid Bodies: Rotation, absolute motion, relative velocity, instantaneous centre of zero velocity, relative acceleration.

6. Plane Kinetics of Rigid Bodies: Translation, fixed axis rotation, general plane motion, work-energy principle, impulse-momentum principle, virtual work.

Prescribed Text:

**5181 Understanding Materials**
(DE BS)

Unit Adviser (Interim): Dr I.J. Spark

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

Prerequisite or Corequisite: 1131

**Objectives:** To introduce materials and their processing so that the limit of past, present and future materials can be understood.

**Prescribed Text:**

**Recommended Reading:**

**5190 Energy and Society**
(BE BS BM BN BI BR BT)

Unit Adviser: Dr I.J. Spark

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

Prerequisite: Nil

**Unit Outline:** This unit aims to promote sufficient understanding of the interrelationships between energy and society to enable students to make an intelligent critical assessment of contemporary "energy issues". Initial perspective is provided by examining the history of energy use in society. Aspects of energy engineering including surveys of world energy resources, conversion methods, and effects of energy use of the physical environment are considered before focusing on the key role of energy in the sustenance, development and structure of society. The economic and political consequences of energy use are examined in the context of society's assessment and regulation of its energy use. Emphasis in the latter part of the unit is on the Australian energy scene.

Assessment: 4 written assignments.

Prescribed Text: To be advised.

**5200 Industrial Experience I**
(BN BM BI BR)

Unit Adviser: Appropriate Principal Lecturer.

Full Year: 0.5 hours per week - internal study.

**Unit Outline:** As part of the requirement of the Institution of Engineers, Australia, for all engineering degree programs, it is necessary for students to complete a total of 12 weeks of industrial experience. This experience is normally to be gained during the Christmas vacation periods between second - third years, and third - fourth years. A formal report on the experience is required upon completion.

**Recommended Reading:** Nil

**5201 Measurement and Instrumentation**
(BN BM BI BR)

Unit Adviser: Dr R.W. Perera

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

Prerequisite: 5140

**Unit Outline:** Historical background to metrology, Measurement errors and nomenclature. Statistical analyses applied to measurements. Techniques for system error minimisation. Types of measurement, associated transducers and hardware. Measurement of variables in Civil, Electrical and Mechanical Engineering. Signal conditioning. Data recording and analysis.

Prescribed Text:
5220 Structural Design I
(Bl)
Unit Adviser: Mr P.J. Loftus
Second Semester: 4 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5120, 7163, 7169
Unit Outline: Elementary design in timber, steel and reinforced concrete of simple structural members and connections based on current Australian Standards and current accepted practice.
Prescribed Texts:
Standards Association of Australia - Latest Editions
Other texts to be advised.
5221 Geology
(Bl)
Refer to unit 5223.
5222 Hydraulics
(Bl)
Unit Adviser: Mr L. Soste
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5120, 5162, 7169
Unit Outline:
1. Mechanical properties of fluids. Fluid Statics: Pressure and Force. Fluid Motion: Basic definitions, Continuity Equation, Momentum Equation, Bernoulli Equation and its application to single and interconnected pipe systems, pumps and fittings.
Prescribed Text:
Or
5223 Geomechanics
(Bl)
Unit Adviser: Mr D. Nag
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5120, 7163, 7169
Unit Outline: Classifications of soils and rocks, total and effective stress, shear strength of soils, slope stability of soils, flow of water in soils, introduction to rock mechanics, properties of rock materials and of jointed rock masses, field investigations and laboratory testing, methods of improving soil strength, consolidation and compaction of soils.
Prescribed Text:
5224 Surveying
(Bl)
Unit Adviser: Mr P. Walker
Full Year: 5 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5120, 7122, 7163
Unit Outline: Introduction to Engineering Surveying. Distance measurement: Steel band or tape, booking, errors, production of feature surveys. Levelling: Use of level, booking, reductions, instrument checks, contour plans, long and cross sections, areas and earthwork volumes. Theodolite: measurement of angles, tacheometry, use of EDM. Definitions of ownership and responsibility: Title, lodged plans, easements, road reserve etc. Setting out of works: road construction, pipeline construction, building construction.
Prescribed Text:
5240 Electrical Engineering Design II
(8N BR)
Unit Adviser: Mr G. Harrison
Second Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisites: 5100, 5140
Unit Outline: Selected topics from Design of magnetic circuits and D.C. exciting coils. Applications of the computer to the design of chokes for heavy and light current duty. Soldering and wire-wrapping techniques. Linear and non-linear operational amplifier and configurations. Printed circuit board layout, photographic processes, circuit board etching and plating. Design and construction of a minor circuit using printed circuit technology.
Prescribed Text:
Design Data for Electrical Engineers. Compiled by Staff, Electrical & Electronic Engineering Department, Swinburne Institute of Technology.
5241 Electrical Machines I
(8N BR BM)
Unit Adviser: Mr N. Samaan
Full Year: 3 hours per week - unit value of 0.75 - internal and distance education study.
Prerequisite: 5140
Unit Outline: Single phase transformers, D.C. machines, synchronous and asynchronous machines.
Prescribed Text: To be advised.
5242 Electronics
(BN BR BM BS)
Unit Adviser: Mr S. Nageswaran
Full Year: 3 hours per week - unit value of 0.75 - internal study.
Prerequisite: 5140
Unit Outline: Passive non-linear semiconductor devices, rectifiers and filters, active non-linear semiconductor devices, small signal amplifiers.
Prescribed Text:

Recommended Reading:

5243 Digital Electronics and Computers I
(BN BR BM BS)
Unit Adviser: Mr S. Nageswaran
Second Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 5140
Unit Outline: Digital circuit - detailed study of TTL, arithmetic & logic functions, Boolean algebra, codes, combinational logic circuits and design using SSI and MSI integrated circuits.
Computers - analog, hybrid and digital computer operation, mini and microcomputers.
Microprocessors - organisation, addressing structure, instruction set and execution, parallel input/output.

Prescribed Texts:

Recommended Reading:

5244 Circuits and Systems
(BN BR)
Unit Adviser: Mr G. Harrison
Full Year: 3 hours per week - unit value of 0.75 - internal study.
Prerequisites: 5140, 7169
Corequisite: 7268

Prescribed Texts:

Recommended Reading:

5245 Working with Systems 2
(DE BS)
Unit Adviser (Interim): Mr G. Harrison
First Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 1131
Aims:
To study the concepts of system control and the application of feedback to improve system operation. To consider the nature of the response of basic systems due to the presence of delay, inertia, damping, negative and positive feedback, proportional and rate control. To introduce the application of computers to control and data management tasks.

Unit Outline: Topics to be covered will include: Basic Control Terminology; Feedback; Time response of Closed Loop Systems; Positive Feedback; Steady State response; Some simple nonlinearities; Control Elements; Digital Computers in Control.

Assessment: One three hour examination; two compulsory laboratory sessions; Assignments; Project.

Prescribed Text: To be advised.

Recommended Reading:

5260 Mechanical Design II
(BN BM)

Unit Adviser: Dr H.A. Aziz

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

Prerequisites: 5100, 5120, 5162

Unit Outline: Design and selection of mechanical components used in mechanical systems. The application of engineering knowledge gained in engineering course units to practical design case studies. The use of the computer in the design of mechanical components. The use in design of relevant codes and standards. Specific topics may include design of components for strength with emphasis on failure theories, stress concentrations and fatigue; design of shafts, springs, bolted and welded joints; design and selection of anti-friction bearings, belts and chain drives.

Prescribed Texts:

5261 Applied Mechanics
(BI BM BN BR)

Unit Adviser: Dr M. Isreb

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

Prerequisites: 5120, 5162, 7169

Unit Outline:
First Semester
Strength of Materials: Bending stress, Torsion of shafts, Review direct stress, Stresses on oblique planes, Biaxial stress, Material subjected to direct and shear stress, Mohr’s stress circle, Variation of strain with orientation, Mohr’s strain circle, Two dimensional stress-strain relationships, Elastic constants, Slope and Deflection of Beams, Combined action of bending, torsion and axial loading of Beams, Eccentric loading of short strut, Long slender struts, Euler’s equation, Introduction to Experimental Techniques: e.g. Strain gauges, Photoelasticity.

Second Semester

Prescribed Texts:

5262 Manufacturing Engineering
(BN BM)

Unit Adviser: Dr I. Spark

Full Year: 2.5 hours per week - unit value 0.75 - internal study.

Prerequisite: 5101

Unit Outline:
1. Manufacturing properties and uses of materials.
2. Machine tools - types and uses including capstan and turret lathes, operation planning, transfer machines, N.C. machine tools, flexible manufacturing systems.
5. Quality control: Organisation, sampling inspection, control charts.
6. Work study: Productivity, method engineering, work measurement, job evaluation, value engineering, materials handling, inventory control, ergonomics of workplace. Laboratory experiments are used extensively to illustrate the above syllabus and form a significant part of the unit assessment.

Prescribed Texts:

Recommended Reading:

5263 Thermodynamics I
(BN BM BR)

Unit Adviser: Dr Y. Sidrak

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

Prerequisite: 5161

Unit Outline: Review of energy equation, first and second law of thermodynamics, reversible and irreversible flow processes. Heat engine cycles; Carnot cycle, Constant pressure cycle, Otto cycle, Diesel cycle, Dual combustion cycle, mean effective pressure, indicator diagrams. Steam Plant: Ranking cycle, Ranking cycle with superheat, Reheat cycle, h-s charts, dryness fraction
of wet steam, layout, construction and operation of modern thermal (steam) power plants. Internal Combustion Engines; types, criteria of performance, performance characteristics, fuels for I.C. engines, various fuel systems. Positive Displacement Compressors: single stage and multi-stage compression Air Motors.

Prescribed Texts:

5264 Fluid Mechanics I
(BN BM BR)

Unit Adviser: Mr D. Walker

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

Prerequisites: 5120, 5161, 5162

Unit Outline: Fluid Properties. Fluid Statics, variation of pressure with depth, manometers, pressure forces on submerged plane and curved surfaces. Ideal fluids in motion, equation of continuity, Bernoulli’s equation, momentum equation, simple applications, flow measuring devices. Viscous fluids in motion, laminar and turbulent flow, friction factor, pipe flow, hydraulic gradient. The boundary layer concept, separation, drag and lift. Dimensional analysis, similarity and the principles of model testing. Elements of compressible flow, shock waves.

Prescribed Text:

5280 Engineering Materials I
(BN BM BI)

Unit Adviser: Dr I.J. Spark

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

Prerequisite: Nil

Unit Outline: Atomic Structure and Interatomic Bonding; The Structure of Crystalline solids; Imperfections in solids; Solid state diffusion; Mechanical Properties of Metals; Dislocations and Strengthening Mechanisms; The four basic mechanisms of fracture; phase diagrams; Non Equilibrium Phase Transformations; The Iron-Iron Carbide system; Non ferrous Alloys.

Prescribed Text:

Recommended Reading:

5281 Understanding Materials
(DE BS)

Unit Adviser (Interim): Dr I.J. Spark

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

Prerequisite: 5181

Aim: To introduce materials and their processing so that the limits of past, present and future materials can be understood.

Objectives: On completing this unit the students will have:

- An understanding of how the properties of solid materials are determined by their structure can be influenced by the method of processing the material. Emphasis in this unit will be on non metallic materials.
- An understanding of the inherent limits to material properties.

Unit Outline: Structure and Properties of Ceramics; Application and Processing of Ceramics; Polymers; Composite Materials - having the best of both worlds; Cement and Concrete; Timber and Timber Products; Materials for Bearings; Adhesives; Corrosion and Degradation of Materials; Electrical Properties of Materials; Magnetic Properties of Materials; Expansion of Materials Fabrication Methods (with particular reference to economic factors); Materials as the raw materials of the designer.

Assessment:
Examination (Three hours) (50%)
Practical Reports and Assignments (50%)

Prescribed Text:

Recommended Reading:

5282 Civil Engineering Materials
(BI)

Unit Adviser: Dr I.J. Spark

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

Prerequisite: Nil

Unit Outline: Production and properties of Portland cement, factors affecting the properties of concrete, design of concrete mixes, mixing, transport placing,

Recommended Reading:

5300 Industrial Experience II
(BN BM BR BI)

See 5200 Industrial Experience I

5301 Control Theory and Systems
(BI BM BN BR)

Unit Adviser: Mr K. Cale

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

Prerequisites: 5201, 7122, 7169

Unit Outline: Control Theory: Introduction to and evolution of control systems; Definitions and elements of feedback control; Effects of negative feedback on system characteristics; Modelling and transfer function representation; Mathematical techniques for analysis of control systems including frequency domain and Laplace transform methods; PID controllers, sensors and actuators; Steady state regulation; Dynamic response, stability and system compensation; Use of computer packages for design and analysis; Introduction to state variable techniques; Control System Applications: Discussion and analyses of control system applications in each of the Civil, Electrical and Mechanical Engineering disciplines.

Prescribed Text:

Recommended Reading:

5321 Water Supply and Wastewater Systems
(BI)

Unit Adviser: Mr L. Soste

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

Prerequisite: 5222


Prescribed Text:

5322 Hydraulic Design and Construction
(BI)

Unit Adviser: Mr L. Soste

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

Prerequisites: 5222, 5261


Prescribed Text:

5323 Soils and Foundations
(BI)

Unit Adviser: Mr D. Nag

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

Prerequisites: 5221, 5223, 5261


Prescribed Texts:

5324 Theory of Structures I
(BI)

Unit Adviser: Dr M. Isreb

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

Prerequisite: 5261

Prescribed Text:

5326 Road Design and Construction (BN BI)

Unit Adviser: Mr P. Walker

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

Prerequisites: 5223, 5224

Unit Outline: Road location and route surveying, use of aerial photography, design and setting out of vertical and horizontal curves; Calculation of earthwork quantities, quarrying and the use of explosives; The design of road pavements, design and placement of bituminous surface layers. Road drainage provisions, the calculations of rainfall runoff. Provisions in the Local Government Act for the design and construction of subdivisional roads. An introduction of types of earthmoving plant and their application.

Prescribed Texts:
Road Design Manual. RCA Victoria.
Pavement Design. NAAeRA.
Technical Notes. Cement and Concrete Association of Australia.

5340 Electrical Design III (BR)

Unit Adviser: Mr G.J. Harrison

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

Prerequisites: 5240, 5241, 5242

Unit Outline: Topics include: reliability engineering economic comparisons (tender analysis and discounted cash flow techniques); programmable logic controllers and their applications; transformer design; linear and non-linear integrated circuit applications; system interfacing.

Prescribed Text:
*Design Data for Electrical Engineers*. Compiled by Staff Electrical & Electronic Engineering Department, Swinburne Institute of Technology.

Recommended Reading:
*Texas Instruments PLC Manuals*.

5341 Electrical Machines II (BN BR)

Unit Adviser: Mr K.R. Cale

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5241


Prescribed Text: To be advised

Recommended Reading:

5342 Analog Electronics (BN BR BS)

Unit Adviser: Mr S. Nageswaran

Full Year: 3 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5242

Unit Outline: Large signal amplifiers, feedback amplifiers, operational amplifiers, D.C. regulators, applications of computer analysis packages.

Prescribed Text:
See Unit 5242 Electronics.

5343 Digital Electronics and Computers II (BN BR BS)

Unit Adviser: Dr J.C. Ochsenbein

First Semester: 5 hours per week - unit value of 0.75 - internal study.

Prerequisite: 5243

Unit Outline: Digital Circuits - Comparison of and interfacing between integrated circuit logic families (TTL, ECL, MOS, etc.). Sequential circuits including semiconductor memories, design of sequential circuits (shift register, synchronous and asynchronous counters, pulse and timing circuits). Microprocessors & Microcomputers - assemblers and cross assemblers, parallel and serial input/output, interrupt systems, vectored and polled interrupts, programmed I/O operation using handshake, direct memory access.
5345 Power Electronics
(BN BR)

Unit Adviser: Dr W.R. Perera

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

Prerequisites: 5241, 5242, 5244

Unit Outline: Characteristics, rating and protection of thyristor devices. Analysis of converter performance. Voltage control and variable frequency applications for motor drives. The causes and effects of harmonic distortion and methods of suppression.


5346 Digital Systems
(BR)

Unit Adviser: Dr J.C. Ochsenbein

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

Prerequisites: 5242, 5343

Unit Outline: Topics include: Computers, Minicomputers and Microcomputers (8080, 8085, 280, 6809 and 68000); computer peripherals; memories; input/output structures and interfacing; design and testing of interface circuits (hardware and software); standard serial and parallel buses (IEEE488, IEEE696, etc.).

Prescribed Texts:

Recommended Reading:

5348 Electrical Machines
(BN)

Unit Adviser: Mr K. Cale

Full Year: 3 hours per week - unit value of 1.0 - distance education - conversion courses only.

Prerequisite: 5241 or equivalent

Unit Outline: Polyphase Transformers: phase changing connections, voltage regulation, parallel operation and load sharing, harmonics. Induction Machine: analysis of machine performance based on equivalent circuits and circle diagram, rotor voltage injection principles. Thyristor Converter: applications to motor operation using variable voltage / variable frequency control, rotor slip energy recovery systems. Synchronous Machine: two axis models, torque and power characteristics, performance diagrams, load sharing and reactive power control, stability under dynamic and steady state conditions.

Prescribed Text: To be advised.

5349 Digital Electronics
(BN)

Unit Adviser: Dr J.C. Ochsenbein

Full Year: 3 hours per week - unit value of 1.0 - distance education - conversion course only.

Prerequisite: 5140 or equivalent.

Unit Outline: Digital circuits, TTL, arithmetic and logic functions, combinational logic circuits, design using SSI and MSI integrated circuits. Sequential functions including latches, flip-flops, shift registers and counters. Sequential design, state and timing diagrams, design of synchronous counters. Introduction to microprocessors and minicomputers, organisation, addressing structure, instruction set, parallel I/O.

Prescribed Texts:

5360 Mechanical Design III
(BM)

Unit Adviser: Dr H.A. Aziz

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

Prerequisite: 5260

Unit Outline: Specific topics will be taken from the following: Fluid power system Design; Design of pressure vessels and pressure piping systems including the selection of components such as valves and supports; Design of materials handling equipment such as cranes, hoists and conveyors; Introduction to human engineering (Ergonomics); Design of bearings and lubrication systems including metallic and non-metallic bearings; The design and selection of mechanical power transmission systems.
and components such as gears, clutches, and couplings: Further study of the design aspects of fatigue. Where necessary the unit topics will be supplemented by case studies and design projects. Where applicable the appropriate standards, codes and statutory requirements will be referred to in the design process. The introduction of new topics and techniques will be regarded as essential to keep the unit up-to-date and wherever possible, computers will be used in the design and optimisation of systems and components.

Prescribed Text:

5361 Mechanics of Materials
(BN BM BR)

Unit Adviser: Dr H.A. Aziz

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

Prerequisites: 5261, 7122, 7163

Unit Outline: Specific topics will be taken from the following areas:- Deflection under combined loading. Unsymmetrical bending and shear centre. Inelastic bending and torsion. Stresses in bars of considerable curvature. Stresses in thick cylinders. Contact stresses. Introduction to advanced elasticity theory and computer techniques for stress analysis. Experimental stress analysis techniques. Stresses due to interference fits; Thermal Effect. Stresses in rotating discs. Stresses and deflections due to dynamic loading. Theory of plasticity with engineering applications. The addition of appropriate topics to keep the unit up to date.

Prescribed Text:

Reference:

5363 Thermodynamics II
(BN BM)

Unit Adviser: Dr Y. Sidrak

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

Prerequisite: 5263


Prescribed Texts:
Unit Outline: Sound waves, sound levels, decibels and directivity. Human response; the human ear, hearing loss, psychological effects. Noise sources. Noise control; criteria and regulations. Vibration control systems; mathematical model, structural supports, critical shaft speeds, vibration measurements, structural dynamics. Machine protection and malfunction diagnosis; causes of vibration, rotor dynamics, diagnostic analysis. Instrumentation and data analysis; microphones, sound level meters, magnetic tape recorders, accelerometers, spectrum analysers, signature analysis.

Prescribed Texts:

Recommended Reading:

5380 Engineering Materials II (BN BM BI I)
Unit Adviser: Dr I.J. Spark
First Semester: 3 hours per week - unit value of 0.5 - internal study.
Prerequisite: 5280
Unit Outline: The making and shaping of steel, heat treatment of steel and cast iron, metallurgy of welding, fracture mechanics, non-destructive testing, surface hardening, non ferrous alloys, thermodynamics and kinetics of corrosion, corrosion control.

Prescribed Texts:

5400 Engineering Project (BN BM BI BR)
Unit Adviser: Mr G. Harrison
Full Year: 6 hour contact, up to 6 hours private study - unit value of 2.0 - internal and distance education study.
Prerequisite: Completion of 3rd year studies.
Unit Outline: An engineering project is required for each final level degree student. The primary function of the Engineering Project unit is to give the student personal responsibility for a realistic industrial problem under carefully controlled conditions; he/she will thus obtain valuable experience in applying his/her developing engineering skills and knowledge. It is expected that many of the project problems will derive directly from local industries, so that much of the project work should be of value to the Gippsland community. Assessment of the engineering project is based upon the supervisor's report on attitude and achievement, evaluation of an initial and final project seminar, the evaluation of a full technical report on the project, and the technical quality of the final engineering project.

5401 Engineering Management and Industrial Relations (BN BM BI BR)
Unit Adviser: Mr K.B. Enders
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: 5300
Unit Outline: This unit is designed to introduce engineering students to an understanding of the functions of the engineer in relation to management and industrial relations; in particular to matters relating to planning, organising, supervising, controlling, decision making, industrial safety, industrial conflicts, trade unions, employer organisations, conciliation and arbitration, and worker participation. Professionalism, ethics, communication and time management are also covered.

Prescribed Texts: To be advised.

5402 Engineering Project Management (BI BM BN BR)
Unit Adviser: Mr D. Nag
Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 5300, 7189
Unit Outline: Project planning, precedence diagrams, arrow diagrams, resource allocation, time-cost optimization, decision making, mathematics of interest, nominal and effective interest, engineering financial management. Cost control, cost variances, cash flow forecasting P.E.R.T. analysis of networks. The nature of engineering contracts.

Prescribed Texts:

5403 Environmental Engineering (BI BM BN)
Unit Adviser: Mr P. Walker
Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: 5300

Prescribed Text:
1. Imaging spectrums and applications: from X-ray to Infra-red.
   Introduction to Stereology (2D/3D) and Image Processing.

2. Imaging Fundamentals:
   Image models: sampling quantisation, pixel relationships; imaging geometry.
   Image Transforms: 2-D Fourier Transforms; filters, digital approximations to the Gradient
   and Laplacian; convolution.
   Image Enhancement: discussion of spectral and frequency domain methods; enhancement
   by histogram-modification techniques; smoothing methods (e.g. neighbourhood
   average, filtering multiple image methods);
   Image sharpening (High pass filter, 1 differentiation).
   Pseudo-colour image processing; colour fundamentals, filtering, Gray-level
   transformations.
   Image encoding and segmentation:
   discontinuity detection (e.g. line, edge);
   thresholding; fidelity and mapping.

3. Commercial and Dedicated Software:
   Laboratory and application practice with axial
   range of commercial package, both menu
   and library sub-routine types. Packages to include
   Image-Pro, Dr.Halo, Iris and Aurora.
   Exposure to writing dedicated imaging
   packages using "C" or "Pascal" languages.

4. Imaging Hardware Systems:
   Discussion of hardware systems including
   cameras, image transmission, encoding,
   processing, array processing, and display.
   Hands-on experience with image capture,
   processing, analysis, and display.

5. Applied Image Processing:
   Application of Engineering imaging techniques to a cross-section of topical applications
   spanning Civil, Electrical, and Mechanical
   disciplines.
   Applications will include the use of imaging in
   design operation and maintenance.
   Typical application may include: aerial
   imaging for population/land use/road
   construction purpose; thermal imaging in low
   and high temperature industrial situations;
   analysis of mechanical component motion;
   applications in Reliability Engineering such as
   remote sensing of on-line bearing failure,
   electrical over-current and hot-spot detection;
   remote on-line detection of corona or surface
   tracking discharges; water shed/flow pattern
   analysis; discrimination of coal/sediment beds
   in open-cut mining.

Prescribed Text: Nil

Recommended Reading:
Niblack, W., An Introduction to Digital Image
Handbooks associated with Imaging Laboratory
hardware and software.
5420 Structural Design II
(Bl)
Unit Adviser: Mr P.J. Loftus
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5320, 5323, 5380
Unit Outline: Specialised design in structural steel, aluminium, plastics, timber and reinforced and pre-stressed concrete.
Prescribed Text: To be advised.
5422 Water Engineering
(Bl)
Unit Adviser: Mr L. Soste
Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 5321, 5322
5423 Construction Practices
(Bl)
Unit Adviser: Mr D. Nag
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: 5323
Prescribed Text: Nil
5424 Theory of Structures II
(Bl)
Unit Adviser: Dr M. Isreb
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: 5324
Prescribed Text: To be advised.
5425 Structural Design
(BM)
Unit Adviser: Mr P.J. Loftus
Full Year: 3 hours per week - unit value of 1.0 - distance education.
Prerequisite: 5261
Unit Outline: Design of Reinforced Concrete, Prestressed Concrete and Steel Structures in accordance with current Australian Standards.
5426 Traffic Engineering (not offered in 1991)
(Bl)
Unit Adviser: Mr P. Walker
Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: 5326
Unit Outline: Land use planning and its influence on the demand for transport of goods and people. Common transport modes, their operational characteristics and operating costs, the public transport systems for transport of goods and people. The road transport system, traffic surveys, estimation of future growth, the theory of traffic flow, road safety and accident studies, the design of intersections, traffic signals and street lighting schemes. Current practices in urban traffic management.
5440 Power Systems
(BN BR)
Unit Adviser: Mr K.R. Cale
Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 5341, 7265
Unit Outline: Transmission lines, fault analysis, basic system protection, computerised load flow analysis, transient stability studies and switchgear technology.
Prescribed Texts:

Recommended Reading:

5441 Industrial Power Applications
(BR)

Unit Adviser: Dr W.R. Perera
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5341, 5345

Unit Outline: Industrial power supply requirements, distribution engineering practice, plant co-ordination, switchboards and switchgear, protection equipment, ASA wiring regulations, tariff structures, energy management systems, harmonic interference and illumination engineering.

Recommended Reading:

Electrical Engineer. Monthly magazine, Thomson Publications.

SECV Industrial Information Sheets.

AS 3000 Wiring Rules.

5443 Electronic Instrumentation Systems
(BN BR)

Unit Adviser: Mr S. Nageswaran
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisites: 5342, 5343

Unit Outline: Electronic instruments, circuit design for electronic instrumentation, data acquisition systems and intelligent controllers, signal processing, instrumentation systems including biomedical and microcomputer applications, microprocessor based instrumentation.

Prescribed Texts:

Recommended Reading:

5445 Communications Systems
(BR BN)

Unit Adviser: Mr S. Nageswaran
Full Year: 3 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 5342, 5343

Unit Outline: Topics covered will include: information theory, information transmission and acquisition systems, noise and error control, transmitters and receivers, propagation, telephone systems and switching techniques.

Prescribed Texts:

Recommended Reading:

5446 Advanced Digital Systems
(BR)

Unit Adviser: Dr J.C. Ochsenbein
Full Year: 3 hours per week - unit value of 1.0 - internal study.
Prerequisite: 5346

Unit Outline: Review of hardware and software available for digital systems with particular emphasis on microprocessor based applications. Study of real time operating systems using a microprocessor development system: editor, assembler, compiler, linker, in-circuit emulation, prom programmer, state and timing analyser. Microprogramming and fault tolerant design.

Prescribed Texts:

Recommended Reading:
5447 Advanced Control Systems  
(BR BM BI BN)  
Unit Adviser: Mr G.J. Harrison  
Full Year: 3 hours per week - unit value of 1.0 - internal study.  
Prerequisite: 5301  
Recommended Reading:  
El-Hawary, M.E., Control System Engineering.  

5460 Mechanical Design IV  
(BM BN)  
Unit Adviser: Mr K.B. Enders  
Full Year: 3 hours per week - unit value of 1.0 - internal study.  
Prerequisite: 5360, 7171  
Unit Outline: In this unit the fundamental processes by which designers arrive at acceptable solutions are examined in more detail than previously. Further methods by which designers can be guided towards the best solution are studied along with creativity, optimisation, reliability, product design, design for manufacture, computer applications in mechanical engineering design, case studies, and other appropriate current topics. Possible solutions to particular mechanical design problems are examined throughout the course.  
Prescribed Text: To be advised.  

5462 Rotodynamic Machines  
(BM BN)  
Unit Adviser: Mr D. Walker  
Full Year: 3 hours per week - unit value of 1.0 - internal study.  
Prerequisite: 5264, 5367  
Unit Outline: Basic fluid flow and thermodynamic relations for a rotodynamic machine; dimensional analysis aspects. Analysis and performance of pumps, fans, compressors and turbines, including centrifugal and axial flow machines. Aspects of vibration and balancing, including monitoring techniques, allowable levels of vibrations, control and reduction of vibration. Noise generation in machines and associated pipework, noise reduction and control.  
Prescribed Texts:  
Recommended Reading:  
Shepherd, D.G., Principles of Turbomachinery.  

5463 Thermodynamics III  
(BI BM BN)  
Unit Adviser: Dr Y. Sidrak  
Full Year: 3 hours per week - unit value of 1.0 - internal study.  
Prerequisite: 5363  
Unit Outline:  
1. Heat Transfer: Unsteady state conduction; Principles of convection; Empirical and practical relations for forced head transfer; Natural convection systems; Radiation heat transfer; Condensation and boiling heat transfer; Heat exchangers.  
2. Thermodynamics: Availability concepts and applications; Thermodynamics of irreversible systems processes; Principles of statistical thermodynamics; Applications of statistical thermodynamics; Direct energy conversion.  
Prescribed Texts:  

5465 Fuel and Combustion Technology  
(BI BM BN)  
Unit Adviser: Mr G.G. Vains  
Full Year: 3 hours per week - unit value of 1.0 - internal study.  
Prerequisite: 5363  
Unit Outline:  
1. Fuels: Classification of coal; Liquid and gaseous fuels; Gasification and liquefaction of coal.  
2. Combustion: Chemistry of combustion; Physics of combustion; Kinetically controlled combustion phenomena; Combustion of solids liquids and gases; Combustion models.  
3. Practical Aspects of Combustion: Flame temperature calculations and specific energy; Flue gas analysis.  
4. Heat Transfer: Radiative heat transfer; Heat transfer in flames; Boiling and condensing heat transfer; Modelling of heat exchangers.
5. **Boiler Furnaces for Power Generation:**
   Introduction to large boilers - types of boilers, past and present; Furnace types for large boilers.

6. **Aspects of furnace design:** Fuel preparation; Flame and burner design; Ash handling; Furnace dynamics.

Prescribed Text: As no single reference book covers this syllabus, students are referred to journal articles and given printed study guides.

### 5512 Drawing and Design (not offered in 1991) (AE)

**Unit Adviser:** Mr Y. Ibrahim

**First Semester:** 6 hours per week - unit value of 1.0 - distance education.

**Prerequisite:** Nil

**Unit Outline:** This unit is divided into two sections and aims at providing a basic training in engineering drawing and to introduce the area of engineering design.

1. **Engineering Drawing** - This section covers the fundamentals of engineering drawing and includes basic drawing skills, drawing media lines, lettering, numerals and symbols, sketching, projection, sectioning, scales, representation of common engineering features such as fasteners, springs, etc., dimensioning and basic tolerancing.

2. **Engineering Design** - Introduction to Engineering Design. Design exercises involving the preparation of design reports including sketches, design calculations and drawings.

**Prescribed Texts:**

### 5563 Plant Engineering (AE)

**Unit Adviser:** Mr G.G. Vains

**Second Semester:** 6 hours per week - unit value of 1.0 - distance education.

**Prerequisite:** Nil

**Unit Outline:** Plant Layouts: Production and Workshop Plant Layouts; Installation and Commissioning of Plant; Installation and Commissioning Procedures; Vibration and Shock Isolation, Methods of Machine Mounting and alignment; Corrosion and Corrosion Control; Selection of Corrosion Resistant Materials; Boiler Water Treatment; Principles of Materials Handling; Containers, Conveyors, Cranes and Hoists. Pumps and Piping, Design and Selection. Energy Management and Control. Specialist Corrective Maintenance Techniques.

**Prescribed Texts:**
5600 Industrial Management Methods
(not offered in 1991)
(AE)

Unit Adviser: Mr K Enders

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: 7121 or permission.

Unit Outline:

Prescribed Text:

5604 Industrial Project
(AE)

Unit Adviser: Mr K. Enders

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

Prerequisite: Completion of Modules 1 and 2 or permission.

Aim:
The unit aims to:
(a) Introduce students to basic research techniques and information and data gathering;
(b) Allow students to integrate the knowledge and experience gained in the course units into a realistic industrial project;
(c) To give them experience in writing and oral presentation of their project findings and conclusions.

Unit Outline: The emphasis of the unit is to expose the students to the requirements and skills necessary in carrying out realistic industrial projects preferably within their own work situation. The type of project selected will not be restricted to any particular area. Examples of areas in which it could be undertaken: design, supervision/management, project planning and implementation, operations, computer based, etc.

The students will be involved in various stages of problem solving in carrying out the project:

1. Defining the overall objective which is to be satisfied.
2. Determine other objectives which are essential or desirable. These may be technological, economic or social factors.
3. Generate alternative courses of action or solutions.
4. Determine the outcomes for each action or solution.
5. Evaluate the outcomes against the objectives.
6. Select one course of action or solution.
7. Implement the chosen course of action or solution.

The student will develop skills and methods in the following areas:
1. Project design and implementation.
2. Project planning.
3. Literature and data searching and analysis.
4. Analysis of workplace policies relating to the project.
5. Written and oral presentations.
6. The implementation of the project in the workplace.

Teaching Methods: Study guide material supplemented by lectures/tutorials at weekend schools. Compulsory student presentation of the project report.

Prescribed Text: Nil

Assessment:
Oral presentation (20%)
Written report (80%)

5605 Industrial Experience
(AE)

Unit Adviser: Mr K. Enders

Full Year: 6 hours per week - unit value of 2.0 - distance education.

Prerequisite: Nil
Aim: The aim of this unit is to ensure that students are exposed to realistic industrial experience before they complete the course.

Unit Outline: Students will be required to gain experience in a work situation which will enable them to appreciate and apply the knowledge and skills gained in the course. The type of experience will not be restricted to any particular area. It may be gained for example from employment in manufacturing, production, operations, service, or consulting companies, government or semi-government instrumentalities. The type of employment will not be proscribed other than it must be of an "industrial nature". Students who have not been previously employed in a suitable position will need to be employed for the equivalent of one year full time in a position approved by the course co-ordinator.

Students who have already been employed in a suitable position may apply for credit for the unit by submitting a report outlining their work experience including job titles and employers. The report will need to be endorsed by at least one person who has personal knowledge of the work carried out by the students for at least 12 months. The person should be a supervisor, manager, owner, etc. in one of the organisations in which the student has worked.

Teaching Methods: Nil

Prescribed Texts: Nil

Assessment: Students without appropriate experience will need to submit three monthly reports on the work carried out in their approved employment.

5611 Safety Management (AE)

Unit Adviser: Mr D. Walker

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil


5612 Engineering Project Supervision (not offered in 1991) (AE)

Unit Adviser: Mr K. Cale

First Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil


Prescribed Text: To be advised.

5663 Maintenance Supervision (AE)

Unit Adviser: Mr J. Ang

First Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Unit Outline: Maintenance planning and control; Planned preventive, corrective and condition based maintenance; Types of failure; Maintenance policies; Structure and communication within maintenance personnel; Documentation for control and planning; Computerised maintenance management systems; Responsibilities and duties of a maintenance supervisor; Shutdown planning using bar charts and introduction to network planning; Short term PM and CM planning; Use of historical maintenance data; Downtime and availability; Maintenance costs and budget control; Use and control of contractors for maintenance work.

Prescribed Text: To be advised.

5690 Production and Operations Management (AE AG AP)

Unit Adviser: Mr J. Ang

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisites: Completion of all first level units or permission.

Objectives:
To familiarize students with factory administration.
To familiarize students with the major factory administration decisions of a business.
To outline and discuss the major techniques of factory administration.
To allow students to gain insight into factory administration through the use of case studies.

Content:
1. Introduction to the manufacturing function.
2. The Product: The design, choice control of variety and quality of the product.
3. The Factory: Location, design, layout, equipment, maintenance, budgets and budgetary control of the factory.
4. Manufacture: Types of production, workstudy, ergonomics of the workplace, materials handling, estimating and planning, control of quality, costing.
5. The Timetable: Production planning and control line of balance, material control, buying, storekeeping, inventory control.
5701 Terotechnology and Life Cycle Costs
(GT)

Unit Adviser: Mr Y. Ibrahim

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

Prerequisite: Nil

Unit Outline:
1. Introduction to asset management and Terotechnology. The application of terotechnological techniques to increase profitability of an organisation. Life cycle costs and the costs of ownership; assets as the profit generators; impact of maintenance on profitability and life cycle costs.

2. Introduction to asset management systems that can be used to ensure that maintenance costs are considered throughout the life cycle of equipment. Maintenance budgets and cost control. Terotechnological aspects of engineering economics and accountancy, including risk analysis. Terotechnology and maintenance control ratios. Introduction to asset purchase/replacement policies and those techniques concerned with decisions to buy or replace major units of plant.

3. Design/re-design of plant to improve maintainability, reliability and reduce life cycle costs; Design maintenance techniques. Application of CAD/CAM to the maintenance department.

4. Introduction to the effect of installation and commissioning practice on the maintenance cost and life cycle of an asset; installation and commissioning standard procedures.

This unit includes a considerable number of terotechnology and life-cycle costing case studies.

Prescribed Text:

5702 Maintenance Management
(GT)

Unit Adviser: Mr J. Ang

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

Prerequisite: Nil

Unit Outline:
1. Maintenance Planning and Control; Objectives of the Maintenance Department; Availability of Plant; Types of failures; Types of Maintenance; Maintenance Strategies.

2. Structures of Maintenance Departments; Job descriptions of Maintenance Personnel; Communication within the Maintenance Function; Use of Multi-Skilled maintenance personnel to reduce resourcing difficulties.

3. Documentation and Computer Control Systems; Selection of appropriate manual or computerised control systems for a maintenance department depending on size and type of organisation.

4. The implementation of Maintenance Planning systems, including Plant Inventories; Coding; Asset Registers; Scheduling; Resource Planning; Work Order Control; History and Feedback.

This unit includes a considerable number of case studies of Maintenance Management techniques applied to industry; government; fleet operators; and buildings.

Prescribed Texts: To be advised.

5703 Quantitative Techniques for Asset Management
(GT)

Unit Adviser: Dr Y. Sidrak

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

Prerequisite: 5701

Unit Outline:
1. Introduction to the techniques applicable to the analysis of feedback data obtained in the maintenance planning system; statistical techniques applied to maintenance activities; the need for data analysis; methods of presenting analysed data; Weibull Analysis.

2. Mathematical modelling of maintenance data; Monte Carlo simulation; Queuing theory; Determining optimum frequencies for fixed-time maintenance activities/shutdowns.


Prescribed Text:

5704 Industrial Techniques in Maintenance Management
(GT)

Unit Adviser: Mr J. Ang

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

Prerequisites: Nil

Unit Outline: Motivation and control of the maintenance workforce; industrial relations in a maintenance environment; problems associated with the production/maintenance interface; Leadership styles and Managerial assumptions about maintenance tradesmen. Work measurement,
method study and activity sampling applied to maintenance activities; Time Management. Stock control of materials and parts within the maintenance function; design of stores layout; establishing stores coding, inventories, stock levels, re-order levels and purchasing procedures. Planning of shutdowns and major maintenance project activities using Gantt charts and critical path networks.

Prescribed Texts: To be advised.

Recommended Reading:
Relevant Australian Standards.

5705 Fault Diagnosis and Condition Monitoring (GT)

Unit Adviser: Dr I.J. Spark

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

Prerequisite: 5702

Unit Outline:
1. Types of failure; Fault diagnosis techniques applied to electrical and mechanical maintenance activities; diagnostic documentation and associated costs; fault and cause tables with probability rankings; design and use of algorithms; problems of fault diagnosing systems.

2. Condition Monitoring and Condition Based Maintenance. Introduction to vibration monitoring, corrosion monitoring, oil analysis, thermography and crack detection; condition monitoring and non-destructive testing equipment. Costs and problems associated with condition monitoring systems; computerised monitoring equipment; decisions on periodicity of monitoring.

3. Further study of vibration monitoring techniques. Selection of vibration measuring equipment; Measurement of vibration; Spectral analysis; Cepstra, Kurtosis, and shock-pulse methods; Trend analysis.

4. Further study of oil analysis. Wear Debris and Contaminant Monitoring. Oil analysis techniques; Ferrography; Spectrometric oil analysis.

5. Corrosion monitoring; Corrosion types and associated monitoring equipment.

Prescribed Text:

Recommended Reading:

5706 Maintenance Techniques (GT)

Unit Adviser: Mr K. Enders

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

Prerequisite: Nil

Unit Outline:

2. Statutory requirements related to Mechanical, Electrical and Building Maintenance Activities; responsibilities and liabilities of the maintenance manager/supervisor. Safety; Emergency Procedures; manual and computerised permit to work systems; shutdown and isolation procedures.

3. Maintenance workshop layouts; materials handling within the maintenance function.

4. Environmental and waste management applied to maintenance activities; pollution control; Noise and vibration control in and around factories and building sites.

This unit will be supported by study notes and by extracts from recent engineering journals and magazines.

Prescribed Texts: To be advised.

5707 Computer Applications in Terotechnology (GT)

Unit Adviser: Mr G.G. Vains

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

Prerequisites: 5702, 5703 and demonstrated computer literacy.

Unit Outline:
1. Introduction to computerised management control systems for a maintenance department; Impact of computers and technological development on maintenance activities and maintenance management; Standard computer software packages available for maintenance management; Software and hardware specifications; Costs of software; Costs and configurations of hardware; Writing a user specification.

2. Introduction to the in-house creation of computer applications software for maintenance management; Creation of software programs for specific maintenance management applications including the manipulation, graphical presentation, and distribution of maintenance data; Creation of software programs for the computerisation of quantitative techniques in asset management; Use of standard software (spreadsheets and database) for the development of maintenance software; Introduction to relational databases; Designing forms and reports; Future developments.


5. Interfacing to condition monitoring equipment and incorporation of data into the maintenance database.

Prescribed Texts: To be advised.

5709 Research Project (GT)

Unit Adviser: Mr J. Ang

Full Year: 4 hours per week - unit value of 1.0 - distance education.

Prerequisite: Completion of at least 3 course units.

Unit Outline: The essential feature of the research project is that it provides the student with an opportunity to assume personal responsibility for the solution of a terotechnology problem.

It therefore enables the student to gain confidence in their ability to apply the techniques, skills and knowledge acquired in the structured course work units, while still having academic staff available to provide guidance and constructive criticism. The research project can also provide an opportunity for the student to tackle problems which lie outside their range of expertise (acquired to date) and in this context it both increases the student's area of expertise and gives them confidence that they can so broaden their expertise as the need arises. The research project should also enable the student to formulate and apply a disciplined plan which will guide their activity through to the completion of the project. To this end the student should prepare (and continually update) both a logic diagram (or flow chart) and Gantt diagram (or bar chart) in relation to their project.

Assessment: The student will be required to prepare a typed research report of around 10,000 words, and may also be required to present a seminar on their research project. In this context the project should allow the student to refine their powers of both oral and written communication.

Prescribed Texts:
The student will be required to review the literature relevant to their project (with the aid of the Lockheed Dialogue database available through the Monash University College Gippsland Library).

5801 Engineering Management I (Operations Management) (GB)

Unit Adviser: To be advised.

Second Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: 3703

Aim: To provide students with an appreciation of the factors which contribute to the management of successful industrial operations, including manufacturing, processing, construction, transport industries and public utilities.

Unit Outline:
The operations environment: markets, human resources, labour relations, economic factors, technological change, corporate and government policies;
Planning: long range planning and operations design, capacity and location analysis;
The design and development of products and services, information requirements and forecasting;
Resource allocation and scheduling Operations costs and control;
The working environment: facilities layout, workplace design, working conditions and safety.
Just-in-time production. Methods and measurement. Quality and productivity.
The use of modern computer and operations research techniques to operations management.

Teaching Methods:
This unit will normally be conducted in the part-time and distance education mode. In addition to the provision of formal study materials, lectures and tutorials will also be provided including presentations by specialist lecturers.

Assessment:
Assignments (60%)
Examination (3 hours) (40%)

Prescribed Texts: To be advised.

5801 Engineering Management II (Project Management) (not offered in 1991) (GB)

Unit Adviser: To be advised.

First Semester: 6 hours per week - unit value of 1.0 - distance education.

Prerequisite: Nil

Aim: To provide students with an appreciation of the factors which contribute to the management of a successful engineering project.

Unit Outline:
The project environment: markets, human resources, labour relations, economic factors and government policies;
Selection of the optimum project;
The structure and selection of the project team;
Planning and cost control techniques;
Construction management and project safety management;
Decision making related to project management;
The use of modern computer project planning techniques;
Project management case studies.

Teaching Methods:
This unit will normally be conducted in the part-time and distance education mode. In addition to the provision of formal study materials, lectures and tutorials will also be provided including presentations by specialist lecturers.
Assessment:
Assignments (60%)
Examination (3 hours) (40%)

Prescribed Texts: To be advised.

5920 Master of Engineering (Civil)
5940 Master of Engineering (Electrical)
5960 Master of Engineering (Mechanical)
5980 Master of Engineering (Electro-Mechanical) (ME)

Unit Adviser: Dr I. Spark

Full Year: 32 hours per week - unit value of 8.0 - internal study.

Unit Outline: Students undertaking research masters degrees are required to engage in a personal research project for a period equivalent to 1.5 to 2 years full-time duration. Industry based part-time research projects are particularly encouraged. Potential students should consult with the unit advisers to develop a prospectus for a possible project. Research supervision is available in a number of specialist areas within the Civil, Electrical, and Mechanical Engineering disciplines. Applicants must possess a good first degree preferably with significant industrial experience.
INTRODUCTION
The School of Health Sciences offers the following awards:

- Diploma of Applied Science (Nursing) - Offered only as an internal full-time course in 1991 which normally requires three years of study.
- Bachelor of Applied Science (Nursing) - Currently offered as a distance education course, which normally requires four years of part-time study.
- Graduate Diploma of Health Science (Gerontics or Community Health) - offered by distance education, over two years.

GENERAL INFORMATION

Credits and Exemptions
Students who wish to seek credits and exemptions from course requirements (because of relevant and equivalent studies in other courses or institutions) should apply through the Registrar to the Head, School of Health Sciences.

Course Advisers
- Diploma of Applied Science (Nursing) - Mrs Ann Alder
- Bachelor of Applied Science (Nursing) - Mrs Bridget Swearse
- Graduate Diploma of Health Science (Gerontics or Community Health) - Mrs Bridget Swearse

Professional Recognition
Diploma of Applied Science (Nursing) - Successful graduates will be eligible for registration with the Victorian Nursing Council (VNC).

DIPLOMA OF APPLIED SCIENCE (NURSING)

This course requires three years of full-time study. The course has been designed to provide the knowledge and skills required to prepare students to function in a variety of health care settings which demand knowledge of new technology and dimensions in health care. At the same time the course aims to provide a liberal education.

Entry Requirements
Applicants should have satisfactorily completed a full Year 12 course of study. Passes in Year 12 English and Year 10 mathematics are required. For mature age entry, applicants must have successfully completed Year 10 mathematics or have passed the Victorian Nursing Council (VNC) qualifying Mathematics and English tests.

The School of Health Sciences requires applicants to submit an original certified copy of their academic record as part of the selection process. In order to meet requirements of the VNC, in addition, students must submit a certified copy of their birth certificate and marriage certificate.

Course Requirements
To qualify for the Diploma of Applied Science (Nursing) students must earn at least twenty-four units of credit. The schedule is as follows:

Course Outline

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
<td></td>
<td></td>
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<tr>
<td>Semester One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1114</td>
<td>Bioscience 1</td>
<td>1.00</td>
</tr>
<tr>
<td>1191</td>
<td>Physical Science for Health Care 1</td>
<td>0.50</td>
</tr>
<tr>
<td>6192</td>
<td>Psychology for Nursing A</td>
<td>1.00</td>
</tr>
<tr>
<td>8141</td>
<td>Human Care Nursing Science 1</td>
<td>1.50</td>
</tr>
<tr>
<td></td>
<td>(Remedial Mathematics if required)</td>
<td></td>
</tr>
<tr>
<td>Semester Two</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1115</td>
<td>Bioscience 2</td>
<td>0.75</td>
</tr>
<tr>
<td>1121</td>
<td>Microbiology for Health Care 1</td>
<td>0.25</td>
</tr>
<tr>
<td>1192</td>
<td>Physical Science for Health Care 2</td>
<td>0.50</td>
</tr>
<tr>
<td>6193</td>
<td>Psychology for Nursing B</td>
<td>1.00</td>
</tr>
<tr>
<td>8142</td>
<td>Human Care Nursing Science 2</td>
<td>1.50</td>
</tr>
<tr>
<td>Level Two</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1122</td>
<td>Microbiology for Health Care 2</td>
<td>0.25</td>
</tr>
<tr>
<td>1193</td>
<td>Physical Science for Health Care 3</td>
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<tr>
<td>1214</td>
<td>Bioscience 3</td>
<td>0.75</td>
</tr>
<tr>
<td>6125</td>
<td>Introduction to Sociology A</td>
<td>1.00</td>
</tr>
<tr>
<td>8241</td>
<td>Human Care Nursing Science 3</td>
<td>1.50</td>
</tr>
<tr>
<td>Semester Two</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1215</td>
<td>Bioscience 4</td>
<td>0.75</td>
</tr>
<tr>
<td>6127</td>
<td>Introduction to Sociology C</td>
<td>1.00</td>
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<tr>
<td>8242</td>
<td>Human Care Nursing Science 4</td>
<td>2.00</td>
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<tr>
<td>8252</td>
<td>Pharmacology for Nursing</td>
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<tr>
<td>Level Three</td>
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<tr>
<td>Semester One</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7129</td>
<td>Computers in the Health Care Setting</td>
<td>0.50</td>
</tr>
<tr>
<td>8341</td>
<td>Human Care Nursing Science 5</td>
<td>2.00</td>
</tr>
<tr>
<td>8342</td>
<td>Human Care Nursing Science 6</td>
<td>1.50</td>
</tr>
</tbody>
</table>
Attendance Requirements

Mandatory clinical experience will take place at numerous locations throughout the entire Gippsland region including schools, centres for the disabled and other community based services, as well as hospitals. During semester it will consist of either single full days on a weekly basis or, in most instances, weekly blocks. Students undertaking clinical experience are responsible for arranging their own transportation and accommodation.

Including the mandatory clinical experience of Human Care Nursing Science units - see above - students are required to attend Human Care Nursing Science laboratory sessions each week as timetabled.

Students undertaking Human Care Nursing Science units must have completed both the theoretical and clinical components of all prerequisite units.

In order for eligible students to register with the VNC as registered nurses it is necessary for students to have successfully passed all transcribed units as above, including the mandatory clinical component.

BACHELOR OF APPLIED SCIENCE (NURSING)

This course provides opportunities for students to develop the academic and clinical skills necessary to comprehend and evaluate new information and concepts from a range of sources, in order that after completion of the degree, they can continue to review, consolidate and apply the knowledge and skills acquired, to provide a basis for graduate specialisation and study in nursing.

The aims of the course are therefore to develop nurses who will be able to effectively respond to the challenge of change within the health care delivery system and to innovations in nursing practice, and to encourage the professional development of registered nurses for their role as clinical practitioner and educator.

The School of Health Sciences is offering a Bachelor of Applied Science (Nursing) course which is available by distance education.

The duration of this course is normally two years full-time or four years part-time, and currently available on a part-time basis only.

The course is designed to enable registered nurses to upgrade their present nursing qualifications to degree level, and to provide opportunities for the development of academic and clinical skills as a basis for post-graduate study and specialisation.

Entry Requirements

An applicant must satisfy the general entrance requirements for admission to the Monash University College Gippsland, and must be a registered general, psychiatric or mental retardation nurse, and holder of a current practising certificate, issued by the Victorian Nursing Council and other appropriate bodies.

Registered Nurses who hold a Diploma of Applied Science (Nursing) or equivalent qualification may receive advanced standing up to 50% of the prescribed course, subject to approval by the Head of School of Health Sciences.

Course Requirements

The requirements for the award of the Bachelor of Applied Science (Nursing) are:

Satisfactory completion of sixteen units of study which include nine nursing units, five support units and two electives. In some cases relevant work experience may be accepted as satisfying elective requirements, and an accelerated study program permitted to complete the course in less than the standard time.

Course Outline

Sixteen units are studied in eight semesters of the course.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Unit No.</th>
<th>Unit Name</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>One</td>
<td>8441</td>
<td>Therapeutic Communication</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>One</td>
<td>8442</td>
<td>Politics and Health</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>1113</td>
<td>Science I</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>8443</td>
<td>Professional Issues I</td>
<td>1.0</td>
</tr>
<tr>
<td>Two</td>
<td>One</td>
<td>1123</td>
<td>Science II</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>One</td>
<td>8444</td>
<td>Professional Issues II</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>8445</td>
<td>Nursing Health Assessment</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>8446</td>
<td>Management of Nursing Care</td>
<td>1.0</td>
</tr>
<tr>
<td>Three</td>
<td>One</td>
<td>8541</td>
<td>Clinical Teaching</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>One</td>
<td>8543</td>
<td>Legal and Ethical Studies in Nursing</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>8544</td>
<td>Sociology of Health</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>8545</td>
<td>Rural Nursing</td>
<td>1.0</td>
</tr>
<tr>
<td>Four</td>
<td>One</td>
<td>8546</td>
<td>Nursing Research</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>Elective</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>8542</td>
<td>Psychological Basis of Health Care</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Two</td>
<td>Elective</td>
<td></td>
<td>1.0</td>
</tr>
</tbody>
</table>
Course Outline
(for Registered Nurses who hold a Diploma of Applied Science (Nursing) or equivalent qualification)

Unit No.  Unit Name          Unit Value
Year One
Semester One  8442 Politics and Health     1.0
8543 Legal and Ethical Studies in Nursing   1.0
Semester Two  8443 Professional Issues I  1.0
Elective                 1.0

Year Two
Semester One  8444 Professional Issues II  1.0
8546 Nursing Research     1.0
Semester Two  8446 Management of Nursing Care  1.0
8541 Clinical Teaching    1.0

GRADUATE DIPLOMA OF HEALTH SCIENCE (GERONTICS OR COMMUNITY HEALTH)

This course is of two years duration, offered part-time and by the distance education mode. The structure consists of three core units and five specialist units in either Gerontics or Community Health. The course has been designed to provide Registered Nurses with in-depth knowledge and specialised skills to ensure effective functioning in either the Community Health or Gerontics area.

Course Outline

Community Health

Unit No.  Unit Name          Unit Value
Year One
Semester One  8640 Methods of Information Collection, Analysis & Usage 1.0
8641 Politics and Social Policy  1.0
Semester Two  8642 Health Education and Promotion  1.0
8740 Population Health      1.0

Year Two
Semester One  8741 Family Health     1.0
8742 Community Health I     1.0
Semester Two  8743 Community Health II  1.0
8744 Clinical Project       1.0

Gerontics

Year One
Semester One  8640 Methods of Information Collection, Analysis & Usage 1.0
8641 Politics and Social Policy  1.0
Semester Two  8642 Health Education and Promotion  1.0
8745 The Physiology of Ageing  1.0

Year Two
Semester One  8746 Lifespan Development: A Psycho-social Perspective  1.0
8747 Gerontic Nursing Processes I  1.0
Semester Two  8748 Gerontic Nursing Processes II  1.0
8749 Clinical Project       1.0

UNIT OUTLINES

8141 Human Care Nursing Science 1: Promoting Health (DN)

Unit Adviser: Mrs J. Grubb
First Semester: 13 hours per week and 2 weeks clinical practice - unit value of 1.5 - internal study.
Prerequisite: Nil
Corequisites: 1114, 1191, 6192
Aims: To introduce the student to: the belief that nursing is a caring science, the concept of health and its subjective nature, the needs hierarchy, ethical values systems and the roles of health professionals and community groups in the provision of health directed care as a framework for the consideration of health status.
Unit Outline: This unit provides an introduction to concepts related to the health of individuals throughout the lifespan. Nursing assessment skills necessary to understand the healthy individual are introduced within the context of nursing process. Emphasis is placed on the nursing process as an approach to disciplined enquiry, particularly within the context of Watson’s Conceptual Framework of Nursing. Clinical experience allows students to observe and assess individual developmental stages including use of beginning nursing interventions related to caring (i.e. therapeutic communication).
Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.
Assessment:
Assignments                        (50%)
Examination                       (50%)
Clinical Practice                 (Pass/Fail)

Prescribed Texts:

8142 Human Care Nursing Science 2: Promoting Health (DN)

Unit Adviser: Mrs J. Grubb
Second Semester: 7 hours per week and 5 weeks clinical practice - unit value of 1.5 - internal study.
Prerequisites: 1114, 8141

Corequisite: 1115

Aims: To expand the concept of health to include the effect of minimal health impairment; to introduce the student to the practicalities of assessment, planning and implementation of care; to examine nurse education in Australia in an historical context.

Unit Outline: This unit expands on the theme of health of individuals throughout the lifespan, particularly examining individuals with problems related to minimal health impairments and the resultant impact on their families. Nursing assessment skills within the context of the nursing process are further developed in the laboratory and in the clinical setting. Emphasis is placed upon disciplined enquiry in the process of care delivery. The concept of the nurse as a teacher is highlighted as well as ethical and legal considerations of nursing practice. Statistics is introduced in order to assist students to begin to read nursing research papers critically.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignment (50%)
Examination (50%)
Clinical Practice (Pass/Fail)

Prescribed Texts:

8242 Human Care Nursing Science 4: Caring for the Sick and Restoring Health (DN)

Unit Adviser: Mrs A. Alder

Second Semester: 23 hours per week - unit value of 2.0 - internal study.

Prerequisites: 1214, 8241

Corequisites: 1215, 8252

Aim: To provide the student with an expanded knowledge and understanding of acute illness with particular reference to critical, long-term and terminal illness.

Unit Outline: This unit further develops concepts and skills related to the care of ill patients. Emphasis is placed on increasingly complex nursing interventions in varied acute care settings. Nursing knowledge gained from research will be utilised in theoretical and clinical teaching and students will be encouraged to utilise disciplined enquiry in care delivery as well as teaching/learning strategies.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignments (50%)
Examination (50%)
Clinical Practice (Pass/Fail)

Prescribed Text:
Unit Outline: This unit enables students to continue to gain a basic understanding of the pharmacodynamics of commonly used medications and the attendant nursing implications. This unit further develops theoretical concepts of pharmacology and related nursing responsibilities as described in Human Care Nursing Science 3.

Teaching Methods: Lectures and tutorials.

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

Prescribed Text:

8341 Human Care Nursing Science 5: Restoration and Maintenance of Optimal Mental Health (DN)

Unit Adviser: Mrs S. Henderson

First Semester: 11 hours per week and 3 weeks clinical practice - unit value of 2.0 - internal study.

Prerequisites: 1215, 8242

Aims: To provide the student with an introduction to the concepts of mental health and mental illness, and to examine the framework of mental health. These concepts are the foundations for exploring nursing interventions appropriate to the care of mentally ill clients.

Unit Outline: The concept of mental health and mental illness are examined from an historical perspective. Assumptions underlying the framework from which mental health care operates are examined. Clinical relationships and the use of clinical judgement are emphasised in the nursing care of people experiencing life style disruptions related to either personality disorders or substance abuse, the impact of life pattern disintegration and failure in coping. Nursing skills necessary for the therapeutic use of self within the framework of the nursing process are explored.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignments (50%)
Examinations (50%)
Clinical Practice (Pass/Fail)

Prescribed Text:

8342 Human Care Nursing Science 6: Women's Health (DN)

Unit Adviser: Mrs A. Alder

First Semester: 9 hours per week and 3 weeks clinical practice - unit value of 1.5 - internal study.

Prerequisites: 1215, 8242, 8252

Aims: To provide the student with concepts and issues in reference to women's health across the life span and related nursing responsibilities and care.

Unit Outline: This unit introduces students to concepts related to the health of women across the lifespan. Issues pertaining to society's expectation of the role of women will be explored and from this perspective matters such as sexuality, childbearing, functions and dysfunctions of the female reproductive system shall be examined. Students will be encouraged to continue to use critical thinking skills and disciplined enquiry in both nursing theory and in the clinical component to enhance their understanding of women's health across the lifespan.

Teaching Methods: Lectures, tutorials, laboratory sessions and clinical experience.

Assessment:
Assignments (50%)
Examination (50%)
Clinical Practice (Pass/Fail)

Prescribed Texts:

8343 Human Care Nursing Science 7: Nursing in the Community (DN)

Unit Adviser: Ms M. McQuillen

Second Semester: 6 hours per week and 3 weeks clinical practice - unit value of 2.0 - internal study.

Prerequisites: 8341, 8342

Aim: To provide students with an expanded knowledge of health and health care concepts related to the needs of the community.

Unit Outline: Students will be encouraged to expand their knowledge of health and health related concepts with particular reference to the needs of communities. The focus of the unit will be upon the preventative and educative role of the nurse in professional interactions with communities and families within Australian society. The utilisation of nursing therapeutics and interventions to improve the health status of communities will be explored.

Teaching Methods: Lectures, tutorials, clinical experience.

Assessment:
Assignments (100%)
Clinical Practice (Pass/Fail)

Prescribed Text:
8344 Human Care Nursing Science 8: Clinical Elective (DN)

Unit Adviser: Mrs A. Alder

Second Semester: 4.5 hours per week and 4 weeks clinical practice - unit value of 2.0 - internal study.

Prerequisites: 8341, 8342, 7129

Corequisite: 8343

Aim: To allow students to explore an area of special interest related to clinical nursing practice.

Unit Outline: This unit allows a student to explore an area of special interest related to clinical nursing practice. Students will be encouraged to further develop and utilise skills needed to use the nursing process. Students will develop their own learning objectives as well as a plan for fulfilling these objectives in consultation with nursing academic staff. Students will also be accountable for the evaluation of their learning objectives. This final clinical experience is seen as an opportunity for students to synthesize learning from nursing and related disciplines within the practice of the nursing profession.

Teaching Methods: Self-directed learning. The student will discuss the proposed area of study with the Course Coordinator who will allocate an academic supervisor. A detailed plan will be developed by the student and the supervisor.

Assessment: An individual program of assessment will be negotiated by the student with the Nursing Academic Supervisor. Assessments may take the form of: Assignments, case studies, seminar presentation, clinical evaluation of nursing skills.

References: As appropriate to learning contract.

8441 Therapeutic Communication (BU)

Unit Adviser: Mrs B. Swearse

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

Prerequisite: Registered Nurse

Aim: To explore the concept of communication as central to therapeutic interventions in nursing practice. These communication skills will promote the nurse as an independent practitioner within a variety of care giving settings.

Assessment:
1 Learning Contract (40%)
1 Assignment (60%)

Recommended Texts:

8442 Politics and Health (BU)

Unit Adviser: Mr D. Schmidt

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

Prerequisite: Registered Nurse

Aim: To introduce students to the processes of social policy decision-making in Australia with emphasis on the welfare state as applied to health and nurses as active participants in the political system.

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

Prescribed Text:

8443 Professional Issues I (BU)

Unit Adviser: Mrs B. Swearse

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

Prerequisite: 8442 or DipAppSci(Nursing) or equiv.

Aim: To introduce and encourage students to critically analyse and reflect upon selected contemporary issues and trends in nursing.

Assessment:
Two Assignments (100%)

Recommended Texts:

8444 Professional Issues II (BU)

Unit Adviser: Mrs F. Kretlow

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

Prerequisite: 8443 or DipAppSci(Nursing) or equiv.

Aim: To introduce the student to innovative and creative perspectives of nursing based on the rapidly developing knowledge of nursing theoretical concepts. It is acknowledged that pluralism in nursing theories is desirable therefore an explanation of existing theories is essential for enhancing the utility of theory and for continuing the development and progress of the discipline of nursing.

Assessment:
Three Assignments (20%; 20%; 60%)

180
Recommended Texts:

**8445 Nursing Health Assessment (BU)**

Unit Adviser: Dr V. Willington

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

Prerequisite: 1113

Aim: To provide nurses with a comprehensive foundation for assessing clients’ needs for nursing care.

Nursing Health Assessment is viewed within the context of the nursing process and acknowledges the need for nurses to systematically obtain client data in order to give competent care based upon the goal of health promotion.

Assessment:
One Practical Assignment (70%)
One Minor Assignment (30%)

Prescribed Text:

Recommended Text:

**8446 Management of Nursing Care (BU)**

Unit Adviser: Mrs I. Jones

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

Prerequisites: 8441, 8443

Aim: To provide students with an understanding of the management process as it applies to the delivery of direct nursing care to patients and clients in a variety of settings.

Assessment:
One Assignment (30%)
One Minor Project Document (30%)
One Examination (40%)

Prescribed Text:

Recommended Texts:

**8541 Clinical Teaching (BU)**

Unit Adviser: Mrs B. Swearse

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

Prerequisite: Registered Nurse

Aim: To explore, in depth, the educative process as an integral part of nursing practice and nursing professional development.

Assessment:
1 Minor Practical Assignment (30%)
1 Essay (70%)

Recommended Texts: To be advised.

**8542 Psychological Basis of Health Care (BU)**

Unit Adviser: Ms V. Harvey

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

Prerequisite: 8441

Aim: To develop an understanding of psychological factors influencing health status and responses of individuals to illness. This will include psychological factors related to aetiology, prevention and treatment of illness in the context of the health care system and health policies with the aim of providing the student with added perspectives in the areas of health promotion and maintenance.

Assessment: Three Assignments (100%)

Recommended Texts:

**8543 Legal and Ethical Studies in Nursing (BU)**

Unit Adviser: Mrs I. Jones

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

Prerequisites: 8441, 8443
Aim: To provide students with an understanding of the major legal parameters related to nursing practice and to provide a framework for exploring ethical issues in health care.

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

Prescribed Text:

Recommended Texts:

8544 Sociology of Health (BU)

Unit Adviser: Ms L. Empson

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

Prerequisites: 8442, 8443

Aim: This unit is designed to provide students with a critical understanding of individual and group behaviour to disease and illness together with an examination of society's response to such behaviour from a sociological perspective.

Assessment:
Two Assignments (20%; 30%)
One Examination (50%)

Prescribed Texts:

Recommended Texts:

8545 Rural Nursing (BU)

Unit Adviser: Mrs B. Swearse

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

Prerequisites: 8444, 8445

Aim: To provide professional nurses with the opportunity to reflect on unique issues related to nursing in non-urban settings and allow nurses employed in metropolitan areas to reassess their role.

Assessment:
Two Minor Assignments (40%)
One Major Assignment (60%)

Recommended Texts: To be advised.

8546 Nursing Research (BU)

Unit Adviser: Dr V. Willington

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

Prerequisites: 8444, 8445

Aim: To demonstrate that nursing practice is shaped by research findings rather than habit. Emphasis is placed on the belief that investigative skills of all nurses is an integral part of their professional repertoire. It is acknowledged that theoretical and clinical sensitivity starts with the ability to raise important and meaningful questions in the course of giving nursing care.

Assessment:
One Assignment (20%)
Research Proposal (40%)
Pilot Project (40%)

Prescribed Text:

Recommended Texts:

8640 Methods of Information Collection, Analysis and Usage (GN)

Unit Adviser: Dr V. Willington

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

Prerequisite: Registered Nurse with degree or diploma and/or substantial relevant clinical experience.

Aim: To introduce students to the collection, analysis and use of both quantitative and qualitative data in nursing.

Assessment:
2 Assignments (30%; 30%)
Research Proposal (40%)

Prescribed Text:
8641 Politics and Social Policy (GN)
Unit Adviser: Mr D. Schmidt
First Semester: 4 hours per week contact equivalent
- unit value of 1.0 - distance education.
Prerequisite: Registered Nurse with degree or
diploma and/or substantial relevant clinical
experience.
Aim: This unit is designed to introduce students to
the dynamic nature of the policy process in Australia.
The unit is divided into five main areas each of
which represent 20% of the unit.
Assessment:
Two Assignments (30%; 30%)
Examination (40%)
Prescribed Text: To be advised.
8642 Health Education and Promotion (GN)
Unit Adviser: Mrs I. Jones
Second Semester: 4 hours per week contact equivalent
- unit value of 1.0 - distance education.
Prerequisite: Registered Nurse with degree or
diploma and/or substantial relevant clinical
experience.
Aim: To develop an understanding of health as a
positive attribute, and identify nursing strategies to
promote optimum health for individuals, families and
communities.
Assessment:
Two Assignments (40%; 40%)
Health Teaching Plan (20%)
Prescribed Text: Murray, R.B. & Zenter, J.P., *Nursing Assessment and
Recommended Texts:
Green, L.W., Kreuter, M.W., Deeds, S.G. & Partridge,
K.B., *Health Education Planning: A Diagnostic
Green, L.W. & Lewis, F.M., *Measurement and
Evaluation in Health Education and Health
8740 Population Health (GN)
Unit Adviser: Mrs I. Jones
Second Semester: 4 hours per week contact equivalent
- unit value of 1.0 - distance education.
Prerequisites: 8640, 8641 and 8642.
Aim: To provide the student with knowledge and
skills in Primary Health Care and the use of
Epidemiological Methods in the promotion of
Population Health.
Assessment:
Two Assignments (25%; 25%)
Examination (50%)
Prescribed Text:
8741 Family Health (GN)
Unit Adviser: To be advised.
First Semester: 4 hours per week contact equivalent
- unit value of 1.0 - distance education.
Prerequisites: 8640, 8641, 8642 and 8740.
Aim: To provide the student with skills and
knowledge of the processes involved in planning
Community Health programs, including Maternal and
Child Health programs.
Assessment:
Three Assignments (30%; 30%; 40%)
Prescribed Text:
Gilliss, C.L., Highly, B.L., Roberts, B.M. & Martinson,
I.M., *Towards a Science of Family Nursing.* Addison-
8742 Community Health I (GN)
Unit Adviser: To be advised.
First Semester: 4 hours per week contact equivalent
- unit value of 1.0 - distance education.
Prerequisites: 8640, 8641, 8642 and 8740.
Aim: To introduce the student to Contemporary
Health Care Systems and Community Health
nursing; conceptual foundations for Community
Health nursing practice and the Community as the
client.
Assessment:
Three Assignments (30%; 30%; 40%)
Prescribed Text:
Stanhope, M. & Lancaster, J., *Community Health
8743 Community Health II (GN)
Unit Adviser: To be advised.
Second Semester: 4 hours per week contact equivalent
- unit value of 1.0 - distance education.
Prerequisites: 8640, 8641, 8642 and 8740.
Aim: To introduce the student to the concepts of
major Community Health problems, and the diversity
of the Community Health Nursing role.
Assessment:
Two Assignments (40%; 60%)

Prescribed Text:

Recommended Text:

**8744 Clinical Project**
(GN)

Unit Adviser: To be advised.

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

Prerequisites: 8640, 8641, 8642 and 8740.

Aims: This unit is offered to students for elective study in recognition of the need for Registered Nurses to develop creative and imaginative approaches in the clinical, education, or administrative areas of nursing. It aims to provide an opportunity for students to contract to investigate and/or develop an area of particular interest or relevance to Community Health Care.

Assessment:
Learning Contract (10%)
Progress Reports (10%)
Completed Report (70%)
Process Report (10%)

Prescribed Text:
No textbook is prescribed for this unit, but guidance on suitable textbooks can be obtained from the school or from distance education supervisors when the nature of each specific learning contract is negotiated.

**8745 The Physiology of Ageing**
(GN)

Unit Adviser: Dr. V. Willington

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

Prerequisites: 8640, 8641 and 8642.

Aim: This unit is designed to enable students to develop an understanding that ageing is not a disease, but a process of life, and is universal to all humans. It begins with conception and ends with death.

Assessment:
Two Assignments (30%; 30%)
Examination (40%)

Prescribed Text:

**8746 Lifespan Development: A Psycho-social Perspective**
(GN)

Unit Adviser: To be advised.

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

Prerequisites: 8640, 8641, 8642 and 8745.

Aim: This unit is designed to enable students to develop an understanding of ageing as a part of the lifespan, and explore the psycho-social reality of ageing, including both the positive and negative aspects of old age.

Assessment:
Three Assignments (20%; 20%; 60%)

Prescribed Text:

**8747 Gerontic Nursing Processes I**
(GN)

Unit Adviser: To be advised.

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

Prerequisites: 8640, 8641, 8642 and 8745.

Aim: To develop an understanding of Gerontic Nursing as a speciality, and explore the knowledge and skills required to provide creative Gerontic Nursing care.

Assessment:
Assessment and Care Plan (40%)
Essay (60%)

Prescribed Text:

**8748 Gerontic Nursing Processes II**
(GN)

Unit Adviser: To be advised.

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

Prerequisites: 8640, 8641, 8642 and 8745.

Aim: To develop an understanding of the major health deficits of ageing, and nursing approaches to assist those older adults who acquire one or more of these deficits.

Assessment:
Essay (40%)
Project (60%)

Prescribed Text:
8749 Clinical Project  
(GN)
Unit Adviser: To be advised.
Second Semester: 4 hours contact per week equivalent - unit value of 1.0 - distance education
Prerequisites: 8640, 8641, 8642 and 8745.
Aims: This unit is offered to students for elective study in recognition of the need for Registered Nurses to develop creative and imaginative approaches in the clinical, education, or administrative areas of nursing. It aims to provide an opportunity for students to contract to investigate and/or develop an area of particular interest or relevance to Gerontic Health Care.
Assessment:
Learning Contract (10%)
Progress Reports (10%)
Completed Report (70%)
Process Report (10%)
Prescribed Text:
No textbook is prescribed for this unit, but guidance on suitable textbooks can be obtained from the school or from distance education supervisors when the nature of each specific learning contract is negotiated.
8800 Health Administration I  
(GB)
Unit Adviser: Dr V. Willington
First Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: Nil
Aim: To introduce students to the speciality of health administration management, by studying major concepts and processes essential for effective provision of services.
Contents:
Health administration defined.
The nature of human services management.
Specific management roles and functions.
Information systems in health services management.
Special problems of leadership in health services organisations.
Industrial relations in health service agencies.
Methods and approaches in evaluation, effectiveness and efficiency.
Teaching Methods:
In addition to the provision of formal study materials and tutorials, the unit will include learning and self-development tasks to maximise the student’s ability to develop problem solving skills.
Assessment:
Three Assignments (20%; 30%; 50%)
Prescribed Texts:
8801 Health Administration II  
(GB)
Unit Adviser: Dr V. Willington
Second Semester: 4 hours per week - unit value of 1.0 - distance education.
Prerequisite: 8800
Aim: To assist the student in the acquisition of knowledge and skills relevant to the health/illness patterns of the community and the legal, political, and economic influences of State and Commonwealth Governments.
Teaching Methods: In addition to the provision of formal study materials and tutorials, the unit will include learning tasks which are designed to help the student develop analytical skills.
Assessment:
Two Assignments (20%; 30%)
Case Study (50%)
Prescribed Texts:
INTRODUCTION

The School of Social Sciences offers the following awards:

- Associate Diploma of Arts (Koorie Studies) - Two year full-time course.
- Associate Diploma of Arts (Welfare Studies) - Two year full-time course; or equivalent part-time/distance education.
- Bachelor of Arts (Social Science) - Three year full-time course; or equivalent part-time/distance education.
- Graduate Certificate of Arts (Social Science)* - Half year full-time course; or equivalent part-time/distance education.
- Graduate Diploma of Arts (Social Science)* - One year full-time course; or equivalent part-time/distance education.
- Graduate Diploma of Social Science (Counselling Psychology) (The local title is Graduate Diploma in Counselling Psychology) - Two year part-time course.
- Master of Arts - Research Master Degree.

* Subject to Accreditation.

ASSOCIATE DIPLOMA OF ARTS (KOORIE STUDIES)

(Below is the revised course planned to be introduced in 1991.)

The Associate Diploma of Arts (Koorie Studies) is a two year full-time course open to Koorie people. The course is designed to assist students to develop a sense of place and orientation in contemporary Australian society and to equip them with the confidence and skills so that they can participate fully in the processes of self management and self development.

During the course students will build on, acquire and refine a broad range of skills within the context of studies which will expand and enhance their understanding and appreciation of Koorie traditions, cultures and history. Particular emphasis is placed on assisting students gain self-confidence and personal enrichment and to increase the range of life style alternatives open to them. In particular the course provides them with the opportunity to gain a fully accredited tertiary award which will significantly enhance prospects in meaningful careers and also enables them to proceed into further tertiary study in vocationally specific awards should they so desire.

The course is available for on-campus study only - full-time and part-time.

Entry Requirements

To be admitted to the course for the Associate Diploma of Arts (Koorie Studies), applicants are required to present for an interview for selection. Participants will be chosen from those who demonstrate an understanding of, and an interest in, Koorie Culture and Heritage.

Course Regulations

To qualify for the Associate Diploma of Arts (Koorie Studies), a candidate shall:

(a) Complete a total of 16 units of study;
(b) Complete a minimum of 14 units specific to Koorie Studies;
(c) Follow the necessary prerequisites and corequisites as set out in the unit descriptions for Year One.

To proceed to Year Two students must normally satisfactorily complete the requirements of 75% of Year One of the course; however in order to graduate, students are expected to satisfactorily complete all 16 units of study.

Credits and Exemptions

Students with previously completed, or partially completed, tertiary studies may be entitled to apply for up to eight units of specified credits or up to a maximum of six units of unspecified exemptions. In total there will be no more than eight units credits/exemptions.

Students completing the Associate Diploma of Arts (Koorie Studies) may be granted up to eight units of credits/exemptions towards the Bachelor of Arts (Social Science). Appropriate credits/exemptions may be available for other University College courses.

Students who undertake studies in other tertiary institutions are also eligible for enrolment in the Koorie Studies course. Cross accreditation can be arranged with the approval of both institutions.

Students are advised to plan their electives with the Course Adviser so as to correspond with any intended future program of study.

Course Structure

Level One

Semester One
9101 Introduction to Koorie Society
9102 Dynamics of Koorie Language A
9103 Patterns of Social Organisation A
9104 Oral History & Customs of Gippsland Koories

Semester Two
9105 Koorie Art
9106 Dynamics of Koorie Language B
9107 Patterns of Social Organisation B
9108 Koorie Literature
ASSOCIATE DIPLOMA OF ARTS
(WELFARE STUDIES)

This course is designed to provide academic and practical training for students wishing to become welfare officers. It will qualify and equip them for employment with statutory bodies, private welfare agencies and local councils, and for work in a wide variety of welfare settings. Accordingly, it combines a sound intellectual and experiential grounding in welfare studies with practical experience of field situations.

A minimum of two years full-time or equivalent part-time/distance education study is required to complete the course. The sequence of units for both full-time and part-time/distance education study is set out below.

Students from the Goulburn Valley area study by extended campus mode at Shepparton. There will be no intake in 1991.

Entry Requirements

In addition to meeting standard entry requirements, ALL APPLICANTS ARE REQUIRED TO COMPLETE A WELFARE STUDIES COURSE ADMINISTRATION FORM. This form can be obtained from the Registrar, Monash University College Gippsland, Switchback Road, Churchill, 3842, and must be returned by 19 October 1990. All applicants short-listed on the basis of information contained in these forms will be interviewed during November and December. Applicants are strongly advised that academic criteria are not the only ones for entry into the course. Other factors such as work and life experience, personal qualities and maturity, are taken into account.

Course Recognition

The course is recognised by the Victorian Public Service Board, Commonwealth Public Service Board, and the Australian Institute of Community and Welfare Workers.

Course Regulations:

(a) To qualify for the Associate Diploma of Arts (Welfare Studies) a candidate shall complete a total of 16 units of study.

(b) These units are to be as specified in the sequencing of units for full-time internal students or for part-time/distance education students respectively.

(c) All first level units must be completed before any second level "welfare" units can be attempted.

(d) The system of prerequisites and corequisites as set out in the Handbook shall be followed.

(e) Full and regular attendance at all specifically welfare units in both first and second levels, for internal and distance education students, is a necessary requirement for successful completion of the units.

(f) All applicants should be willing to undertake a normal workload of eight units per year full-time, or four units per year part-time/distance education.

Credits and Exemptions

Candidates who have successfully completed approved tertiary studies (either at the Monash University College Gippsland or elsewhere) may receive credit in respect of equivalent studies at the University College. It is the responsibility of applicants to supply full details of the content of units for which credit is sought, plus official verification that these units have been successfully completed. As a general rule, specific credits will not be granted for studies completed more than ten years prior to enrolment in the current course. Relevant vocational experience may also be credited. Students are advised to obtain a copy of the Associate Diploma of Arts (Welfare Studies) Credits and Exemptions Policy.

Sequence for On-Campus Students

Level One

Semester One
6125 Introduction to Sociology A
6140 Welfare Methods IA
6142 Welfare Issues
6190 Introduction to Psychology A

Semester Two
6126 Introduction to Sociology B
6141 Welfare Methods IB
6143 Welfare Services and Administration
6191 Introduction to Psychology B

Level Two

Semester One
6240 Welfare Methods IIA
6242 Welfare Law and Policy
6246 Fieldwork and Practice A
Upper level Psychology or Sociology elective
Semester Two
6241 Welfare Methods IIB
6247 Fieldwork and Practice B
Either
6243 Welfare Investigation/Dissertation or
Free choice elective from Psychology (second level), Sociology, English, History/Politics or Economics, or any other subject by consultation.
Upper level Psychology or Sociology in discipline other than that selected in Semester One.
Note: Students may negotiate a re-arrangement of electives between first and second semester, in 2nd level, providing requirements of one Psychology, one Sociology and one elective unit are met.

Sequence for Part-time or Distance Education Students

Level One

Year One

Semester One
6125 Introduction to Sociology A
6142 Welfare Issues

Semester Two
6126 Introduction to Sociology B
6143 Welfare Services and Administration

Year Two

Semester One
6140 Welfare Methods IA
6190 Introduction to Psychology A

Semester Two
6141 Welfare Methods IB
6191 Introduction to Psychology B

Level Two

Year Three

Semester One
6240 Welfare Methods IIA
Upper level elective Psychology or Sociology

Semester Two
Upper level elective Psychology or Sociology (Not in the same discipline as Semester one)
Full Year
6246 Fieldwork and Practice A

Year Four

Semester One
6242 Welfare Law and Policy
6243 Welfare Investigation/Dissertation (full year)
or free elective

Semester Two
6241 Welfare Methods IIB
6243 Welfare Investigation/Dissertation
Or Free choice elective from Psychology (second level), Sociology, English, History/Politics or Economics, or any other subject by consultation.

Full Year
6247 Fieldwork and Practice B

Note: Students may negotiate a re-arrangement of electives between first and second semester, in 2nd level, providing requirements of one Psychology, one Sociology and one elective unit are met.

BACHELOR OF ARTS (SOCIAL SCIENCE)

General Outline

The Bachelor of Arts (Social Science) requires a minimum of three years of full-time study or the equivalent in part-time study.

A major attraction in the BA (Social Science) is its orientation towards the learning and application of a wide range of professional skills to suit a diversity of occupational requirements. The degree is also generally recognised as a stepping stone for further specialist or postgraduate study (e.g. Graduate Diploma of Education, Graduate Diploma of Social Science (Counselling Psychology), in a wide range of community based activities. The course places strong emphasis on a basic core of units that will provide students with a sound foundation for working effectively in different social settings. This core of studies is designed to provide students with some basic social research skills that can be applied across a range of vocational fields. Graduates should find employment in such areas as government instrumentalities (local, State and Commonwealth), community organisations, management and personnel, industry and educational institutions.

Entry Requirements

VCAB Year 12 Certificate (VCE Group 1, Group 2 and STC, to include English) or TOP, to include English, or TAFE Middle-Level Certificate, or previous tertiary level study. Mature age and special entry provisions apply. Students applying under mature age entry should include a letter with a brief resume and their reasons for wishing to undertake a Bachelor of Arts course. All applicants should be willing to undertake a normal work-load of eight units a year full-time or four units a year part-time/distance education.

Course Recognition

The course is recognised by the Victorian Public Service Board, the Commonwealth Public Service Board and the Education Department.

Course Regulations

To qualify for the Bachelor of Arts (Social Science) a candidate shall:
(a) Complete a total of twenty-four units of study.

(b) Complete nine or ten common core units (depending on the major).

(c) Complete major studies in at least one major discipline approved for the degree. Approved major studies are available in English, Psychology, Sociology and History/Politics. For the purpose of the degree, major studies comprise a minimum of eight units and a maximum of ten units in one discipline. The first two units of a major are normally in the common core and the remaining six to eight units are taken at the second and third levels.

(d) Complete a minimum of six units and a maximum of nine units of supporting studies to complement the major.

Course Requirements

All upper level units will require prerequisites. Permission must be sought from the Head of School (or nominee) to undertake more than twenty-four units. Where course requirements have changed since the student's initial enrolment, the student is to be given the choice between the original and the current requirements for the completion of the course.
Course Components

The relative weighting of each component of the total degree program is as follows:

Common Social Science Core: 9-10 credits
(depending on major)
Major Study: 6-8 upper level credits
Supporting Studies: 6-9 credits
Total: 24 credits

The specific purpose and content of each of the above three components of the degree can be outlined as follows:

(a) Common Social Science Core

All students will be required to take the common core units designed to equip them for further work in all of the major areas. In order to achieve this aim, students will be required to complete the core components within the first sixteen units taken. The ten common core units are:

6113 Introduction to English A
6114 Introduction to English B
6125 Introduction to Sociology A
6126 Introduction to Sociology B
6185 Modern European History
6186 Australian Politics
6190 Introduction to Psychology A
6191 Introduction to Psychology B
6270 Methods of Social Research A
6271 Methods of Social Research B

Note: All students will be required to complete first level studies from the Common Core in English, History/Politics, Psychology and Sociology. All students will be required to complete unit 6270 Methods of Social Research A. Students majoring in Psychology and/or Sociology are required to complete unit 6271 Methods of Social Research B. (i.e. Students majoring in Psychology or Sociology are required to complete ten common core units, those majoring in English or History/Politics are required to complete nine.)

(b) The Major Study

Major studies will be offered in four disciplines, namely:
- English
- Psychology
- Sociology
- History/Politics

Since two introductory units of English, Psychology, Sociology, History/Politics are included in the common core, a minimum of six additional units must be taken to constitute a major in those areas. Two extra units may be chosen to augment the major if desired.

(c) Supporting Studies/Streams

Units of supporting studies may be selected to complement the major. They will come from outside the chosen major discipline, and they will be selected on the basis of their relevance to the major study and their perceived relationship to students' vocational goals. Students may include in their supporting studies units from any one or more of the following areas; providing prerequisites are met:

- Upper level units outside the chosen major area(s) of study;

- Selected units from the Bachelor of Business, the Bachelor of Education, Bachelor of Arts (Visual Arts) or the Bachelor of Applied Science programs, such as Economics, Management, Accounting, Mathematics, Education or Computing;

- Approved relevant units from a degree course at another tertiary institution.

An additional option for BA students is to include an interdisciplinary "stream" - a selection of units in an identified area - in Australian Studies, Mass Communications or Women's Studies.

A "stream" normally consists of six units which may be chosen from current offerings from the University College, or, with permission, from other approved tertiary institutions. Examples of units which may be selected are as follows:

Australian Studies
- 6310 Australian Literature
- 6228 Australian Society
- 6230 Australian Studies
- 6233 Gippsland History
- 6231 Media Studies
- 6252 Australian History

Women's Studies
- 6319 Women's Writing
- 6328 Women's Sociology
- 6227 Sociology of Gender
- 6231 Media Studies

Mass Communications
- 6231 Media Studies
- 6318 Contemporary Fiction
- 6216 Film
- 3100 Introductory Marketing Management
- 3101 Consumer Behaviour
- 3302 Promotion Management

Additional Major Study

At the discretion of the Board of Studies in Arts, students will be permitted to undertake a second major, selected either from within the school, from another school at the University College or, in special cases, from another approved tertiary institution.

Course Plan

The course plan for a single major can be represented as follows.

Level One
Semester One
- 6113 Introduction to English A
- 6125 Introduction to Sociology A
- 6185 Modern European History
- 6190 Introduction to Psychology A
Semester Two
- 6114 Introduction to English B
- 6126 Introduction to Sociology B
- 6186 Australian Politics
- 6191 Introduction to Psychology B
Level Two  
Semester One
6270 Methods of Social Research A 
Major Study (credit value of 1.0) 
Supporting Study (credit value of 2.0)  
Semester Two
6271 Methods of Social Research B (not compulsory for students majoring in English or History/Politics)  
Major Study (credit value of 1.0) 
Supporting Study (credit value of 2.0)

Level Three  
Semester One
Major Study (credit value of 2.0) 
Supporting Study (credit value of 1.0) 
Supporting Study or Major Study (credit value of 1.0)  
Semester Two
Major Study (credit value of 2.0) 
Supporting Study (credit value of 1.0) 
Supporting Study or Major Study (credit value of 1.0)  

Students are required to submit an individual course plan outlining the units they wish to undertake to complete a degree. The plan will be checked by a course adviser, to ensure that all requirements will be met. It can be amended after submission, by mutual agreement.

Credits and Exemption Policy

Students with previously completed or partially completed tertiary studies should apply to the Registrar for credits and exemptions. Students in this category will be required to complete a course plan prior to commencement of study. As a general rule, specific credits will not be granted for studies completed more than ten years prior to the date of enrolment in the current course.

Work Loads

(a) A normal work load is considered to be four units per semester for full-time students, two units per semester for part-time or distance education students. Only in exceptional circumstances will students be permitted to reduce their work load to less than the normal level, and they must outline their reasons in writing. Students with a reduced workload may have certain conditions attached to approval of their re-enrolment.

(b) Full-time students shall not take more than four units in any one semester without the permission of the Chairperson of the Board of Studies in Arts (or nominee).

(c) Part-time or distance education students shall not normally take more than two units in any one semester without the permission of the Chairperson of the Board of Studies in Arts (or nominee).

Deferrals

(a) VTAC entry students

Deferral is not normally granted, unless there are exceptional circumstances, but students are advised that if they are once offered a place but do not take it up, they will be favourably considered upon re-application at a later date. If granted the student must indicate by late September (specific dates will be given each year) whether they will be taking up the place in the academic year.

Note: This does not apply to special entry group students.

(b) All other students

Students with a good course record who present a valid reason will normally be granted one deferral only for up to twelve months. Students with a poor course record or not undertaking a full study load, i.e. eight units internally or four units by distance education per year, must reapply for entry. Distance education students who have not taken up their place will not be granted a deferral, but will be favourably considered upon re-application (within quota limits).

Withdrawal

Students should note that withdrawal from units without penalty is not automatic.

Student Progress

The Board of Examiners and the Board of Studies in Arts will review the progress of Koorie Studies, Arts and Welfare students at least once during the course of each semester.

Subsequently, students may be required to discuss their progress and/or continuation with teaching staff or to make appropriate submission in writing to the Chairperson of the Board of Studies in Arts (or nominee).

General Regulations - to be read in association with University College regulations

Because of demand for places students should note that continued enrolment is dependant upon satisfactory completion of a normal course work load. Applications for re-enrolment must be received by the due date each year. Any variations from the regulations should be discussed with the course Admissions Officer, or the Administrative Officer, School of Social Sciences.

Teaching Areas and Units

This section contains information about the following areas of study:
Major Subjects:
English; Psychology; Sociology; History/Politics
Common Core Subject: Social Research
Students wanting more detailed information or advice should contact the Registrar, or the Administrative Officer, School of Social Sciences.

English

The English teaching team offers units in literature and media studies. The units in literature cover the significant fields of English literary history and some important areas of writing in the language since the mid-nineteenth century. They aim at developing an understanding of the major literary genres and at teaching the skills of literary criticism. The study of media involves an introductory unit, which analyses
the role played by the media in modern society, and a second-level unit on film. These units cater for the needs of students who are developing careers in the areas of the social sciences, administration and education. They are also available as supporting studies for students in Welfare, Business, Visual Arts and Applied Science. They are recognised and supported by the Victorian Ministry of Education for professional purposes. The units which will be offered in any one year will be dependent upon the availability of staff and resources.

Psychology

Psychology concerns itself with the description and explanation of human behaviour, and the application of such knowledge in clinical, industrial, organisational, educational and other settings. The Monash University College Gippsland psychology major is accredited by the Australian Psychological Society. This means that students who complete a major in psychology will have fulfilled the first three years of the four year academic requirement for Associate Membership of the Australian Psychological Society. Students who intend to practise as professional psychologists will also need to complete an accredited fourth year course in psychology and should plan their undergraduate program accordingly.

Compulsory Attendance Requirements in Psychology

Units: The psychology program is accredited by the Australian Psychological Society in both on-campus and distance education modes. While alternatives to on-campus attendance may be provided for many components of the course, some essential components still require attendance at on-campus sessions. The minimum attendance requirements will be specified for each unit.

The units in the psychology major are structured into three distinct levels. Third level units may only be attempted after the two compulsory second level units (6290 and 6291) have been completed. The psychology major must include the five compulsory units (see table below) and the additional 3-5 units must include at least two further third level units (in addition to 6399).

Level One
* 6190 Introduction to Psychology A
* 6191 Introduction to Psychology B

Level Two
* 6290 Biological Psychology
* 6291 Social Psychology
  6295 Developmental Psychology
  6296 Community Psychology

Level Three
  6391 Organisational Psychology
  6395 Personality Psychology
  6396 Clinical Psychology
  6397 Clinical Biopsychology
  * 6399 Research Methods in Psychology

* Compulsory for Psychology major.

Sociology

Sociology is the study of people and the relationships they enter into as members of society.

Sociologists study a wide range of social issues and the Sociology teaching team offers units which draw upon some of the major areas of sociological endeavour. These units are designed for students with differing interests and needs which range from obtaining a basic introduction to sociology through studying a number of substantive areas in which sociologists have carried out research to obtaining a specialised qualification in sociology. Students enrolled in Arts, Welfare, Business, Education, Visual Arts, Applied Science and Health Sciences are able to take units in sociology. In addition to standing as a major area of study in the Bachelor of Arts, sociology is an important supporting discipline in the Welfare and Nursing courses and is an appropriate part of the preparation of both primary and secondary teachers in the School of Education.

History/Politics

The major provides students with a range of academic skills and methods in History and Politics. In addition it will give students a broad historic and political knowledge of Australia and the modern world. The units offered are constructed to give a formal study of the historical and political development of Western Europe and its impact on the world. A special focus is then given to Australian regional and national history and politics. Upper level studies are offered to complete the study of the modern world in areas of Asian and International History and Politics. The major is completed by work on a research project and a detailed study of the methodologies of history and politics.

The History/Politics major provides a stimulating course of study which will give students a high level of academic competence in the study of continuity and change in human society and a deep understanding of the nature of the past and the modern world.

Upper level History and Politics units may be undertaken as supporting units to majors in English, Sociology and Psychology. Modern European History and Australian Politics are common core units.
## PROPOSED TABLE OF UPPER LEVEL UNIT OFFERINGS 1991 - 1993

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<tr>
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### HISTORY/POLITICS

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### PSYCHOLOGY

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### SOCIOLOGY

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<td>Soc. of the Family</td>
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### SOCIAL RESEARCH

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</table>

X = offered  * = not available at this stage  - = not offered

## GRADUATE CERTIFICATE OF ARTS (SOCIAL SCIENCE)*

### GRADUATE DIPLOMA OF ARTS (SOCIAL SCIENCE)*

*(Subject to Accreditation)*

### General

These courses have been introduced as a response to a constant demand from people who wish to undertake a specific group of units of study, in order to upgrade their previous qualifications or to meet vocational needs. Some are graduates who wish to be eligible to enter advanced levels of study but do not have the prerequisites; some need additional skills and knowledge in order to obtain career promotions. Another group are teachers who may wish to widen their studies so that they may teach in additional disciplines. (The new VCE program in Victoria will encourage teachers to add Australian Sociology, Politics and Literature units to their qualifications and field of knowledge.)

Previously such students have been enrolled either in the BA Supplementary program or have completed single subjects. With the introduction of these new courses, students will acquire a specific qualification, which will be more acceptable to them as well as to employers and institutions.

### Entry Requirements

Normally an undergraduate degree/diploma (three years of full-time study or part-time equivalent) will be necessary for entry into these courses. Prerequisites will normally be required - special permission for exemptions must be applied for in writing beforehand.

### Course Structure and Duration

Graduate Certificate of Arts (Social Science)

The Graduate Certificate consists of four units, normally completed in one semester of full-time study or two semesters (one year) of part-time study.

Graduate Diploma of Arts (Social Science)

The Graduate Diploma consists of eight units, normally completed in two semesters of full-time study or four semesters (two years) of part-time study.

Students may select to do either the Graduate Certificate or the Graduate Diploma depending on their needs.

Some students may wish or need to articulate from the Graduate Certificate into the Graduate Diploma; this is quite acceptable.

Students in either program will select units within the current Bachelor of Arts course structure to suit their individual needs.
Examples of units in the subject areas are as follows:

Australian Studies
6230 Australian Studies
6186 Australian Politics
6252 Australian History
6310 Australian Literature
6233 Gippsland History
6231 Media Studies
9101 Introduction to Koorie Society
6228 Australian Society

*Psychology
6190 Introduction to Psychology A
6191 Introduction to Psychology B
6290 Biological Psychology
6291 Social Psychology
6296 Community Psychology
6295 Developmental Psychology
6391 Organisational Psychology
6395 Personality Psychology
6396 Clinical Psychology
6397 Clinical Biopsychology
6399 Research Methods in Psychology

*Psychology units are structured into three levels and must be completed in sequence.

History/Politics
5185 Modern European History
5186 Australian Politics
6233 Gippsland History
6252 Australian History
6280 United States Politics
6281 Soviet Politics
6359 Politics and Society
6354 Societies in Transition
6356 South-East Asian History
6357 East Asian History
6358 Theories of History and Politics
6370 Research Project (Hist/Pol)

English
5113 Introduction to English A
5114 Introduction to English B
6211 Age of Shakespeare
6212 Romantic Literature
6213 Victorian Literature
6216 Film
6231 Media Studies
6317 Political Literature
6311 American Literature
6312 Modern Drama
6315 Myth, Legend and Folktale
6316 Satire
6318 Contemporary Fiction
6319 Women’s Writing

Sociology
6125 Introduction to Sociology A
6126 Introduction to Sociology B
6222 Social Change
6224 Sociology of Ethnic Relations
6225 Sociology of Children
6227 Sociology of Gender
6228 Australian Society
6320 Sociology of Deviance
6321 A Sociology of Educating
6322 Sociology of the Family
6326 Sociology of Health and Welfare
6328 Women’s Sociology

Social Research
These units are available to students pursuing awards in Psychology and Sociology,
6270 Methods of Social Research A
6271 Methods of Social Research B

Students in the Graduate Certificate program choose four units in one subject area; students in the Graduate Diploma program will choose eight.

GRADUATE DIPLOMA OF SOCIAL SCIENCE (COUNSELLING PSYCHOLOGY)

The local title is Graduate Diploma in Counselling Psychology.

General

The course is offered as a two-year part-time program for students who hold a first degree with a major in psychology. It is currently offered by internal (on-campus) mode of study with an intake every second year. Subject to accreditation, the 1992 intake will also be offered via distance education.

The course provides an introduction to the professional practice of psychology, and aims to establish a foundation of knowledge in counselling psychology and related disciplines.

The content of the course is designed for persons wishing to work in the field of counselling psychology and community development.

It would be particularly relevant for people working in community health centres, community welfare agencies and educational establishments.

The program is designed not only to produce competence in dealing with problems at the individual level, but also to develop intervention skills at the system and the community levels.

The content of the diploma has been accredited by the Australian Psychological Society (APsS) as providing a fourth year of study in psychology. Completion of the diploma is a prima facie qualification for Associate Membership of the Society. Students enrolled in the Graduate Diploma of Social Science (Counselling Psychology) course are eligible for student subscriber status with the APsS.

Attendance Requirements

This is a two year part-time course offered by internal mode only.

Students are required to attend on-campus lectures, seminars and experiential sessions on Thursday each week. During the second semester students are required to acquire supervised field experience for fifteen days each year.
Admission Requirements

Admission to the course is open to applicants who possess a Bachelor degree with a major in Psychology from Monash University College Gippsland or its equivalent. Applicants are required to have a sound knowledge of abnormal/clinical psychology.

Applicants who have completed a major in psychology in other institutions must ensure that their Psychology courses are also accredited by the Australian Psychological Society. Applicants for Associate Membership of the Society are eligible only if they come through accredited programs both prior to and including the fourth year of study.

Applicants must normally attend a selection interview at which their suitability for the course can be assessed and their personal goals and needs can be determined.

Course Structure

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<th>Unit No.</th>
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<td>Counselling A</td>
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<tr>
<td>6502</td>
<td>Psychological Assessment</td>
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<td>Community Psychology</td>
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<td>6505</td>
<td>Advanced Research Methods</td>
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<td>6507</td>
<td>Professional Practice A</td>
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<td>Counselling B</td>
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<td>6504</td>
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Assessment Procedures

(a) Overall assessment of the student's performance will be made on the basis of "pass" or "fail" and will be graded as follows:
S = satisfactory
N = fail

(b) The student is required to pass each of the ten units to qualify for the award.

(c) All assigned work and examinations must be completed satisfactorily in order to pass any unit.

(d) Individual assignments may be graded to the following scale:
A = outstanding level of achievement
B = high level of achievement
C = sound pass
D = pass
N = fail

Further information and overall assessment details are available from the Course Co-ordinator, Dr Asim Pal.

MASTER OF ARTS

The school offers a masters degree by research. Entry to this course is open to applicants who have obtained a high level of academic achievement (honours, distinctions) in their undergraduate courses.

The course may be undertaken on a full-time or part-time basis. The duration of the program will normally be a minimum of twenty-one calendar months of full-time work (or its equivalent for part-time programs) and a maximum period of thirty-six calendar months (or its equivalent part-time.)

Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research". Further details may be obtained from the Course Consultant, Dr P.K. Roy.

UNIT OUTLINES

6113 Introduction to English A
(common core unit)
(BT BE BB DT BV DE AA AW BS GA PA)

Unit Adviser: Dr B.E. Coleborne

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

Prerequisite: Nil

Unit Outline: This unit introduces students to a wide variety of literature in prose, fiction, drama and poetry/prose extracts*. The syllabus texts come from different historical periods and cultures, with emphasis on works from the twentieth century.

The general aim of the unit is to develop an ability to appreciate fully an individual work of literature and to express that appreciation clearly, giving weight to the literary qualities of the work.

*Only Diploma of Tertiary Studies students will pursue the prose extract strand paying attention to the various purposes, techniques and problems of written composition in order to develop their own expressive skills using these extracts as models. These extracts are included in Writing Prose. (All other students will pursue the poetry strand of the unit and require Seven Centuries of Poetry in English.)

Teaching Methods: Lectures and tutorials. Study guides and classes are provided for distance education students.

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

For internal students, participation will be taken into account in awarding the final grade.
Prescribed Texts:

Prose Extracts:
Poetry:

Fiction:

Drama:
Wilde, O., The Importance of Being Earnest. Eyre Methuen, 1985.

Recommended Reading:

6114 Introduction to English B
(common core unit)
(BT BE BB BS DT AA BV AW DE GA PA)

Unit Adviser: Mr N. Courtney

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

Prerequisite: Nil

Unit Outline: This unit continues the aims of the first semester unit 6113 Introduction to English A, to introduce students to the study of literature. The course also includes the study of a film.

Teaching Methods: Lectures and tutorials for internal students. Classes for distance education students at weekend and extended weekend schools, in addition to study guides.

Assessment:
Two essays (30% each)
Examination (40%)
For internal students, participation will be taken into account in awarding the final grade.

Prescribed Texts:
Poetry:

Fiction:

Drama:

Film:
Wells, O., Citizen Kane.

6125 Introduction to Sociology A
(common core unit)
(BT AW BE BS BV DT DN DE GA PA)

Unit Advisers: Mr I. Hamilton, Mr L. Munro

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

Prerequisite: Nil

Unit Outline: This unit is designed to give students a broad introduction to sociology.

The following topics will be covered:
(a) introducing sociology, including the origins of the discipline, the nature of sociological knowledge, and the sociological imagination;
(b) the mass media as a source of cultural information and a major institution in the social construction of inequality;
(c) the family as the foundation of identity and a major influence on the social construction of life chances;
(d) the education system in the social construction of life-chances;
(e) sociological theory and social action, using such concepts as social structure, socialisation, class, culture, role, gender, and power to explore functionalist, conflict and interpretive perspectives in sociology.

Teaching Methods: This unit will be taught to both distance education and on-campus students. Distance education students will be able to attend lectures and seminars at weekend and extended weekend schools.

Assessment:
Two Assignments: 1 x 1200 words (20%)
1 x 2000 words (40%)
Three hour Final Examination (40%)

Prescribed Texts:
6126 Introduction to Sociology B
(common core unit)
(BT AW BE BS BV DT DE GA PA)
Unit Advisers: Dr M. Collis, Dr P.K. Roy
Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisite: Nil

Unit Outline: This unit builds on 6125 Introduction to Sociology A by continuing the investigation of one of the major sociological areas of concern, social inequality. It does this by critically evaluating the major social explanations for inequality, studying the different dimensions of inequality (class, gender, race, ethnicity and age), and analysing the ways in which inequality affects the structure of three major social institutions (work, health care and the criminal justice system), and people’s experience of these institutions.

Teaching Methods: Internal: Two, one hour lectures and a two hour tutorial per week. Distance education: lectures and tutorials at weekend and extended weekend schools. Relevant teaching materials will be provided.

Assessment:
Two Assignments:
1 x 1500 words (25%)
1 x 2000 words (35%)
Three hour Final Examination (40%)

Prescribed Texts:

6127 Introduction to Sociology C (Health Care)
(Cannot be counted towards a Sociology major)
(DN)
Unit Advisers: Mr I. Hamilton, Ms L. Empson
Second Semester: 6 hours per week for 10 weeks - unit value of 1.0 - internal study.
Prerequisite: Nil

Unit Outline: The unit provides an introduction to the sociology of health and illness by covering the following topic areas:

(a) The structure of Australian society in terms of factors that affect both the distribution of health and illness and people’s experience of health and illness. These factors include gender and family, class and work, and ethnicity, race and culture.

(b) The organisation of health care in Australia, in terms of the part played by the state, the part played by the medical profession, the increasing use of sophisticated medical technology, and the health care needs of Australians.

(c) The division of labour in health care, focusing upon gender and class as they affect the relationship between medicine and nursing, and looking at sociological explanations for the process of professionalisation.

Teaching Methods: Teaching will be based upon lectures, seminars and appropriate printed materials will be provided. Three hours per week for lecture/tutorial sessions and three hours per week in small group workshops.

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

Prescribed Texts:

6130 Australian Studies (DE)
Unit Advisers: Mr N.M. Economou, Mr D. Nation
Second Semester: 4 hours per week - unit value of 1.0 - internal study.
Prerequisites: Nil

Unit Outline: Australian Studies provides students with a fundamental grasp of the rudimentary political features of the Australian state and then sets out to apply this understanding by investigating a number of key policy areas. The unit provides an introduction to Australian legislative processes, the impact of the Federal-State division of power on policy creation, the role of the political parties, the role of interest groups and the role of state enterprises. The unit then investigates the issue of national identity, the environment and the Australian economy.

Teaching Methods: Lectures, tutorials, and workshops.

Assessment:
Two Essays: 1 x 1500 words (30%)
1 x 2000 words (40%)
Examination (30%)

Prescribed Texts:

Recommended Texts:
6140 Welfare Methods IA
(AW)
Unit Adviser: Mr G. Dawber

First Semester: 6 hours per week - unit value of 1.0 - internal and distance education study.

Prerequisites (part-time/distance education students): Two first level Sociology unit credits, 6142, 6143

Corequisite (all students): 6190

Corequisites (internal full-time students): 6125, 6142

Unit Outline: This unit provides a general introduction and overview of the practice of welfare work. It examines the principles and values of welfare, its knowledge base, interpersonal skills, and the basic methods of social casework.

Teaching Methods: The unit will be taught both internally and by distance education. For distance education students attendance at all three weekend courses and the one extended weekend school will be compulsory. Internal students will be required to attend two 2-hour lecture/workshops and one small group tutorial each week. A variety of teaching methods will be used involving lecture presentations, films, group discussion, and experiential activities. Because of the nature of the unit, full and regular class attendance is a necessary requirement for passing the unit.

Assessment:
Two Assignments: 2 x 1500 words (each 20%)
Attendance and participation in classes and tutorial groups (10%)
Three hour Final Examination (a pass grading is required in the exam) (50%)

Prescribed Texts:

Recommended Reading:

6141 Welfare Methods IB
(AW)
Unit Adviser: Ms J. Cohen

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

Prerequisite (all students): 6140

Prerequisites (part-time/distance education students): Two first level Sociology unit credits, 6142, 6143

Corequisite (all students): 6191

Corequisites (internal, full time students): 6126, 6143

Unit Outline: This one semester unit provides a basic introduction to two modes of intervention used in the social welfare field, group work and community work. The unit aims to address both theoretical and practical issues and will focus on the knowledge and skills needed in order to work effectively in group and community settings. A further unit in the first semester of the second year develops a number of the areas examined in this unit providing study in greater depth.

Teaching Methods: The unit will be taught both internally and by distance education. For distance education students attendance at all three weekend and the one extended weekend school will be compulsory. Internal students will be required to attend two 2-hour lecture/workshops and one 2-hour small tutorial group each week. A variety of teaching methods involving lecture presentations, films, group discussion, experiential activities, and use of outside resource people will be used.

Because of the nature of the unit, full and regular class attendance is a necessary requirement for passing the unit.

Assessment:
Report on Participation in Groupwork Sessions (25%)
Essay about the theory and practice of groupwork (25%)
Analysis of Case Study focusing on community work (50%)

Prescribed Texts:

Recommended Reading:
Community Organisation and Community Work: Australian Society magazine.

Other reading will be suggested as the unit progresses.
6142 Welfare Issues
(AW AA DE)

Unit Adviser: Ms J. Cohen

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

Corequisite (all students): 6125

Corequisites (full-time internal students): 6140, 6190

Unit Outline: The purpose of the unit is to introduce the student to a range of welfare issues within a framework that provides a structured way of exploring and understanding those issues. It is proposed to take a life cycle approach, looking briefly at the developmental tasks for individuals at critical stages in their lives. These will then be related to issues that arise if optimal development is hampered through structural barriers, e.g. poverty, or by individual misfortune, e.g. disability. An examination will be made of dimensions that constitute a welfare issue - their political, legal, social, psychological and economic significance. It is expected that students will demonstrate a willingness to examine their own values in relation to these issues, and to explore a range of theoretical perspectives with which they may or may not identify.

Teaching Methods:

(a) Internal. The class will meet twice weekly, for two hours on Thursday and three hours on Friday.

(b) Distance Education. The class will meet for the full day each Sunday at weekend schools and for two full days at the extended weekend school.

Small group teaching methods will be utilised in addition to lecture presentation. Films relating to welfare issues will also be shown and, where possible, practitioners from local welfare agencies will speak to the student group.

Assessment:
Assignment One: Short Essay (30%)
Assignment Two: Essay on a selected Welfare Issue (30%)
Final Examination (a pass in the final examination is required) (40%)

Recommended Reading:
Australian Society Journal.

Suggested Reading:
As the nature of the topics covered in this unit is varied, the following texts are suggested as useful reading. This is not a comprehensive reading list and another reading not listed may also be applicable.

Fullwood, D., Facing the Crowd. RVIB.


6143 Welfare Services and Administration
(AW AA DE)

Unit Adviser: Ms K. Gravell

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

Prerequisite (all students): 6142

Corequisite (all students): 6126

Corequisites (full-time internal students): 6191, 6141

Unit Outline: The unit provides an introduction to the organisational context of welfare work. It examines the skills, structures and procedures involved in the administration of welfare services with particular emphasis being given to public welfare. Close attention, through a series of field visits, and an evaluated assignment, is given to the concept of welfare networks.

Teaching Methods: There will be a combination of theoretical input, particularly in the forms of frames of reference, which will be largely taught through lecture-discussions, and experiential activities.

In the earlier part of the unit there will also be several visits of observation/evaluation, when theoretical knowledge will be applied to practical in the field situations.

Assessment:
Report on welfare network (50%)
Exercise in report writing/recording (20%)
Recommended Reading: (30%)
Lauffer, A., Understanding your Social Agency.
6185 Modern European History
(common core unit)
(BT BE BB BS BV DT GA PA)

Unit Adviser: Dr K. Wilson

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

Prerequisite: Nil

Unit Outline: The unit provides an introduction to modern European history which takes as its major focus the development of the capitalist economic and social system and the response which emerged to it in the nineteenth and twentieth centuries. An important consideration is the effect of new ideologies and movements on European society. Three themes are studied in the course, viz., Revolution in Technology (Preindustrial Europe, Demographic Agricultural and Industrial Revolutions); Revolution in Political Affairs (Nationalism, Imperialism, Russian Revolution, Depression, Nazi Revolution) and Revolution in Warfare (World War I and II, Post-War Europe).

Teaching Methods: Lectures, tutorials, seminars, films, debates, handbooks, study guides and readers.

Assessment:
- Tutorial Paper (15%)
- Essay 1 (1200 words) (25%)
- Essay 2 (1500 words) (30%)
- Examination (30%)

Prescribed Texts:
- OR

Recommended Reading:

6185 Australian Politics
(common core unit)
(BT BE BB BS BV DT AW AA GA PA)

Unit Adviser: Mr N. Economou

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

Prerequisite: Nil

Unit Outline: The unit offers a detailed study of the theoretical, historic, institutional and dynamic forms of Australian Politics. An historic background and a case study of a crisis or issue are used to highlight the importance of each topic in the overall pattern of Australian politics. For example, the party system is examined in three ways. First, it is treated in terms of the evolution of political parties and how new parties have broken away from the old or have been built up from sub-groups. Second, the parties are analysed in terms of their structures, leadership and followers. Third, leadership and ideological crises are used to illustrate the dynamic nature of political organisations. The Constitution is examined in terms of its historic evolution and assessed on the basis of the outcomes of the 1975 crisis. The following topics are treated in a similar fashion:
- Voting Systems and Election Outcomes; Unions, pressure Groups and Government Policy;
- Parliament, the Public Service and Party Promises; the Form and Location of Power in Australian Politics; Defence and Foreign Policy.

Teaching Methods: Lectures, Tutorials, Debates, Films, Class Simulations, Handbooks, Study Guides and Readers.

Assessment:
- Internal Students:
  - Class Paper (1200 words) (20%)
  - Research Essay (2000 words) (40%)
  - Examination (40%)

- Distance Education Students:
  - First Essay (1500 words) (20%)
  - Research Essay (2000 words) (40%)
  - Examination (40%)

Prescribed Text:
- Jaensch, D., An Introduction to Australian Politics. Longman, 1985

or

Recommended Reading:

6190 Introduction to Psychology A
(common core unit)
(BT AW BV BB BS DT DE GA PA)

Unit Adviser: Mrs V. Harvey

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

Prerequisite: Nil

Compulsory attendance requirements apply to this unit (see previous note under the Bachelor of Arts course outline).

Unit Outline: This unit, together with Introduction to Psychology B, provides a general introduction to the discipline of psychology as a behavioral science, and as a basis for further detailed study of specific areas of Psychology. The major theme of this unit is a study of the basic principles of behaviour with an emphasis on experimental methods and laboratory techniques in psychology. The specific topics covered will include the processes of human learning (conditioning and cognitive processes),
biological bases of behaviour, sensation and perception, motivation and emotion. The practical work is designed to introduce the methodology of research and statistical analysis in psychology, to provide practical experience in the problems of actually conducting psychological experiments, and to teach the skills involved in writing research papers in psychology.

Teaching Methods: Lectures, tutorials and practical classes are held for internal and distance education students. Study guide materials are also provided which include learning exercises, summaries of new concepts, study questions, and other features designed to assist students in understanding the material.

Assessment:
Methodology Assignment (20%)
Practical Laboratory Report (20%)
Mid-semester Test (25%)
Final Examination (35%)

Prescribed Text:

Recommended Reading:

6191 Introduction to Psychology B
(common core unit)
(BT AW BB BS BV DT DE GA PA)

Unit Adviser: Mrs V. Harvey

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

Prerequisite: Nil

Compulsory attendance requirements apply to this unit (see previous note under the Bachelor of Arts course outline).

Unit Outline: Together with Introduction to Psychology A, this unit provides a general introduction to the science of psychology as a basis for future detailed study of specific areas of psychology. The major theme of this unit is a consideration of the factors that influence individual differences in human behaviour. The topics covered in the unit include: human development and personality, social influences on human behaviour, abnormal and clinical psychology.

Teaching Methods: Lectures, tutorials and laboratory/practical work.

Assessment:
2 Practical Laboratory Reports (40% total)
Mid-semester Test (25%)
Final Examination (35%)

Prescribed Text:

6192 Psychology for Nursing A
(Cannot be counted towards a Psychology Major)
(DN)

Unit Adviser: To be advised.

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

Prerequisite: Nil

Unit Outline: This unit introduces the scientific discipline of Psychology, its methods of research, and different perspectives from which it seeks to explain human behaviour. General principles of development through the life-span are introduced. The interaction of genetic and environmental factors on behaviour are examined with specific applications to health and illness behaviour. Psychology's use of scientific methodology and emphasis on experimental research is introduced, with applications to nursing and health related research. Basic psychological processes, learning, memory, perception, motivation and emotion, are examined with particular emphasis on how social settings such as hospital environments can alter these.

Teaching Methods: Lectures, tutorials and laboratory/practical sessions cover the main concepts introduced in the unit.

Assessment:
Methodology Assignment (20%)
Practical Laboratory Report (20%)
Mid-semester Test (25%)
Final Examination (35%)

Prescribed Text:

Recommended Reading:

6193 Psychology for Nursing B
(Cannot be counted towards a Psychology major)
(DN)

Unit Adviser: To be advised.

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

Prerequisite: Nil

Unit Outline: This unit introduces the student to individual differences in ability and personality and how these influence health professional and clients' behaviour in hospital and community settings. Abnormal behaviour and psychological methods used to help people experiencing psychological distress or behaviour problems are described. The social context of human behaviour, involving both social influences and social processes used in
judging others, is examined. Specific topics within psychology including the Health Belief model, compliance, naive health beliefs and the practice of health maintenance behaviour are described.

Teaching Methods: Lectures, tutorials and laboratory/practical sessions.

Assessment:
- 1 Practical Laboratory Report (20%)
- 1 Essay (20%)
- Mid-semester Test (25%)
- Final Examination (35%)

Prescribed Text:

Recommended Reading:

6211 The Age of Shakespeare (not offered in 1991)
BT BE BS DT GA PA

6212 Romantic Literature
BT BE BS DT GA PA

Unit Adviser: Mr M. Griffiths

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

Prerequisites: Two first level English unit credits.

Note: This unit is offered subject to the availability of staff.

Unit Outline: This unit includes the work of a number of writers - of both poetry and prose - of the Romantic period, which have been chosen to represent a range of achievement. These will be studied in the light of the major concerns of that period as seen in its literature. The unit will include a consideration of such issues as the importance of childhood experience and individual feeling, the awareness of the natural world, the experience of the city, the impact of the French and Industrial Revolutions and the concern with the irrational. One aim of the unit will be to examine critically the notion of "the Romantic" and to see how far it may be applied to the range of prescribed works.

Teaching Methods: Lectures, seminars for internal students. Tutorials for distance education students, in addition to material supplied in the form of study guides.

Assessment:
- Progressive Assessment (60%)
- Final Examination (40%)

Prescribed Texts:

Recommended Reading:

6216 Film (not offered in 1991)
BT BE BS DT GA PA

6222 Social Change (not offered in 1991)
BT AW BE DT BB BS GA PA

6224 Sociology of Ethnic Relations
BT AW BE BB BS DT GA PA

Unit Adviser: Dr P.K. Roy

First Semester: 4 hours per week - unit value of 1.0
- internal and distance education study.
Prerequisites: Two first level Sociology unit credits.

Unit Outline: This unit is designed to introduce students to the study of the relationships between ethnic groups in various societies. The concepts of ethnicity, stereotype, prejudice, discrimination, and cultural pluralism will be analysed and discussed in detail, with special reference to relations between ethnic groups. The unit will pay special attention to the place of migrant and Aboriginal groups in Australia. Contemporary theory and research in the field of ethnic relations will be examined.

Teaching Methods: The unit will be taught to both distance education and on-campus students. On-campus students will be able to attend two 2-hour lectures/tutorials each week. Distance education students will be able to attend lectures and tutorials at weekend schools. A range of relevant teaching materials will also be provided for distance education students.

Assessment:
Two Assignments: 1 x 2000 words (30%)
1 x 2500 words (40%)
Final Examination (30%)

Prescribed Texts:

Recommended Reading:

6225 Sociology of Children
(BT BE DT AW GA PA)

Unit Adviser: Ms A.M. Robinson

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

Prerequisites: Two first level Sociology unit credits.

Unit Outline: This unit will focus on the position of children in the social structure of Australian society across the spectrum of "normal" family patterns and other social patterns. It will examine the continuities between the position of children in what is presumably the normal, dependent and cared-for status of children in our society and the increasing number of children who are "outside" the system.

Major topics include gender socialisation and non-sexist childrearing, children's position within the family and the society, and the consequences of being dependent, children's welfare issues, such as poverty, abuse and homelessness, a history of childhood as it affects the social construction of childhood today, and theories of parenting and their influence on the social construction of childhood, including the difference between childless and childfree.

Teaching Methods: This unit will be taught to both distance education and on-campus students. Distance education students will be able to attend lectures and seminars at weekend and distance education study schools.

Assessment:
Three Essay Type Assignments:
1 x 1500 words (30%)
1 x 1500 words (30%)
1 x 2000 words (40%)

Prescribed Texts:

6227 Sociology of Gender (not offered in 1991)
(BT BE BB DT AW GA PA)

6228 Australian Society
(BT AW BE BB DT GA PA)

Unit Advisers: Mr H. Ballis, Mr D. Nation

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

Prerequisites: Two first level Sociology unit credits.

Unit Outline: This course investigates Australian society from a sociological perspective. It proceeds on the basis that sociological theory and research have been very influential in the recent "boom" in Australian studies and will continue in this leading role.

Students will be required to develop a basic knowledge of recent Australian research and theoretical debates and to use this knowledge in their studies of selected aspects of Australian social life. The course encourages students to relate theory to practice. The range of topics available for study is very wide, in an effort to ensure that the unit caters for students with a variety of interests, enrolled in any of the degrees and diplomas listed above.

Above all, the course aims to develop interested and interesting sociologists with a capacity to use their knowledge in the "everyday world."

Teaching Methods: Teaching will be based upon a set of printed and audio course materials, which are aimed at bringing the prescribed books to life. Internal students are able to attend small group classes on a weekly basis. Distance education students are able to attend small group classes at
weekend schools. Students will be encouraged to manage their own learning.

Assessment: There are two assignments (70%) and a final examination (30%). (Students may carry out most of the work for the examination via tests conducted throughout the semester.)

Prescribed Texts: There are no "prescribed texts" in this unit. Students may need to purchase books from a longer list which will be available in the Unit Guide.

6230 Australian Studies
(BT BE BN BB BS BV DT DE AA AW GA PA)

Unit Advisers: Mr N. Economou, Mr L. Munro, Mr D. Nation

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

Prerequisites: 6125, 6126, 6186 or permission.

Unit Outline: This unit is designed as a unifying study for students pursuing the Interdisciplinary Stream in Australian Studies. It is available to students enrolled in courses in business, education, social sciences and welfare studies. It uses themes drawn from disciplines such as economics, environmental studies, literary studies, history, politics and sociology and applies their ideas to the study of Australia. The unit is structured around a "core" which addresses the theory and practice of Australian Studies. It also contains sub-units based upon the economy and technology, the environment and the political economy of youth in Australia. The unit may be counted towards either a history/politics or sociology major but cannot be counted in both.

Teaching Methods: Teaching will be based upon a set of printed and audio course materials, which are aimed at bringing the prescribed books to life. Internal students are able to attend small group classes on a weekly basis. Distance education students are able to attend small group classes at weekend schools. Students will be encouraged to manage their own learning.

Assessment:
2 Assignments 1 x 1500 words (20%)
1 x 2500 words (40%)
Examination (40%)

(Student will be able to complete 30% of the work for the examination by completing entries in a journal.)

Prescribed Text:

6231 Media Studies
(BT BE BN BB BS BV DT DE AA AW GA PA)

Unit Adviser: Mr N. Hanley

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

Prerequisites: Two first level English unit credits or permission.

Unit Outline: The unit considers four main areas of media in Australia - print, radio, television and film. It is selective in orientation, focusing on news, advertising and television comedy/drama. Topics covered include: issues central to the nature and functions of the media (economic basis, ownership, ideological control, bias, constructions of reality, processes of legitimisation, regulation and control); what is "news"? news presentation; TV news; sex roles in the media; for and against ads.; advertising techniques; TV ads.; introduction to television comedy and drama.

Teaching Methods: Lectures, tutorials/workshops, film and video screenings. Study guides and classes are provided for distance education students.

Assessment: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:

6233 Gippsland History
(BT BE BN BB BS BV DT DN GA PA)

Unit Adviser: Mr P. Morgan

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

Prerequisites: 6185, 6186


Teaching Methods: Lectures, seminars and excursions.

Assessment:
Research Essay (40%)
Project Examination (40%)
Participation and attendance (20%)

Prescribed Text:

Recommended Reading:
Copeland, H., Path of Progress. Shire of Warragul, 1934.
6240 Welfare Methods IIA
(AW)

Unit Adviser: Ms H. McAdam

First and Second Semester: 5 hours per week - unit value of 1.0 - first semester for internal and third year distance education students, second semester for fourth year distance education students.

Prerequisites: Successful completion of the eight first level Diploma units.

Corequisite: 6247

Unit Outline: In this unit the knowledge, values and competencies considered in unit 6140 are briefly reviewed. On this foundation some basic intervention methods relevant to working with individuals and families, are developed. A systems perspective, crisis intervention and problem-solving are considered and the relevance of these methods to generic welfare practice is examined.

Teaching Methods: A variety of teaching methods, closely linked to assessment procedures, will be used. Didactic class presentations will be supplemented by films, visits to the class by current field practitioners, role plays based on student placement experiences, and small tutorial groups for discussion and skills practice.

Assessment:
Major Assignment (50%)
Assignment based on text (20%)
Evaluation of Film (30%)

Prescribed Texts:

Recommended Reading:

6241 Welfare Methods IIB
(AW)

Unit Adviser: Ms M. Lynn

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

Prerequisites: All first level units.

Corequisite: 6246

Unit Outline: This unit comprises two concurrent sections; Groupwork and Community work.

Groupwork:
This section builds on the theory and practice of groupwork covered in unit 6141.

Teaching Methods: These will largely be experiential through participation in, and subsequent evaluation of, group activity.

Assessment: One major project based on student leadership of a group (50%) of total unit grade, allocated to tasks as follows:
- Prepare plan before leading group (10%)
- Process record immediately after group activity (15%)
- Analysis of group process (25%)

Prescribed Text:

Recommended Reading:

Community Work:
This section continues the study of community work commenced in unit 6141. Specific application will be examined in relation to community groups, management committees, women and community work, local government, and rural community welfare.

Teaching Methods: Lecture-discussions, visiting practitioners, attendance at a community organisation meeting.

Assessment: One Assignment based on an evaluation of meetings attended (20%); One Assignment based on extensive theoretical reading, which will require conceptual and practical understanding of key community work issues (30%)

Prescribed Text:

Recommended Reading:

6242 Welfare Law and Policy
(AW)

Unit Adviser: Ms K. Gravell

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

Prerequisites: Successful completion of the eight first level Diploma units.

Unit Outline: This unit will cover two main areas of study each involving attendance for internal students at two 2-hour lectures per week.

Welfare Law:
A series of lecture/workshops, involving the use of video-tapes and visiting speakers. Co-ordination of this strand of the unit, and much of the presentation, will be carried out by local practising lawyers. Particular attention will be paid to the interface between Welfare Work and the Law.
Assessment:
Progressive Assessment (50%)
Assignment One: Welfare Legal Case Study (40%)
Assignment Two: Report on Visit to Court in Session (10%)

Prescribed Texts:
Fitzroy Legal Service, The Law.

Welfare Policy:
A series of lectures/seminars dealing with the theory and general principles of policy development and implementation; skills for policy analysis; and more detailed study of the Australian Welfare State, political policies, and selected current policy issues.

Assessment:
Assignment in Policy Analysis (50%)
Assignment One: Theoretical Principles of Policy Development (20%)
Assignment Two: Case Study of Current Item of Social Policy (30%)

Prescribed Texts:

6243 Welfare Investigation/Dissertation (not offered in 1991) (AW)

6246 Fieldwork and Practice A (AW)

Unit Adviser: Mr T. Lucas

Full Year and First Semester: 24 hours per week - unit value of 1.0 - internal study first semester, distance education full year.

* Number of weekly hours involves averaging out total placement commitment over the fourteen weeks of the semester.

Prerequisites: Successful completion of the eight first level Diploma units.

Unit Outline: The major component of this unit and unit 6247 is a total of ninety days practical work experience in two different and (if possible) contrasting social welfare agencies. Each placement is of a minimum duration of forty working days and a maximum duration of fifty days. However, if student progress is not satisfactory, an extension of placement days may be required. Attendance at seminars during semester is also a requirement of this unit. During these sessions each student will be required to present a 'case history' covering one aspect of their work while on placement. A major objective of the unit is to provide students with the opportunity to integrate theoretical aspects of the welfare course to the practical welfare situation.

Teaching Methods: Students will be placed in an agency setting under the supervision of a qualified social worker or welfare officer. Each student will be assigned a liaison visitor from the Welfare teaching team at the University College who will visit the student at least twice during the course of the placement. Internal students will attend one two-hour seminar each week during semester.

Assessment:
Case history presentation prepared and delivered by the student (30%)
Field Educator's Report (30%)
Placement Report prepared by the student (40%)

Recommended Reading:

Note: Distance education students will be required to complete units 6246 and 6247 in consecutive years (see course outline). For each unit the practical fieldwork will be done in semester one and classroom sessions in semester two. This arrangement ensures that students complete practical and theoretical studies (in units 6240 and 6241) concurrently and allows for fuller integration of these two strands of learning in the placement report and class presentation required in semester two.

6247 Fieldwork and Practice B (AW)

Unit Adviser: Mr T. Lucas

Full Year and Second Semester: 24 hours per week* - unit value of 1.0 - internal study second semester, distance education full year.

* Number of weekly hours involves averaging out total placement commitment over the fourteen weeks of the semester.

Prerequisite: 6246

Note: Distance education students will be required to complete units 6246 and 6247 in consecutive years (see course outline). For each unit the practical fieldwork will be done in semester one and classroom sessions in semester two. This arrangement ensures that students complete practical and theoretical studies (in units 6240 and 6241) concurrently and allows for fuller integration of these two strands of learning in the placement report and class presentation required in semester two.

Further Information: For unit outline and further unit details, please refer to 6246 Fieldwork and Practice A.

6252 Australian History (BT BE BB BS BV DT GA PA)

Unit Advisers: Dr M.J. Kennedy, Mr D.J. Schmitt, Dr K. Wilson

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

Prerequisites: 6185, 6186
Unit Outline: This unit is a thematic study of Australian from the beginning of European settlement to contemporary times, though with an emphasis on the period from about the 1850s. The unit essentially covers the social, political and economic development of Australia, and focuses closely on the evolution of an Australian character and way of life as part of that development.

Students will have the opportunity to select for study at least seven of the following topics: the Nature of Colonial Society; the Rural and Urban Development of Australia; Class and Class Conflict in the Nineteenth Century; Nationalism and Federation; Social Justice and Welfare Provision in the Early Commonwealth; Australia at War; Approaches to Women's Experience in Australian History; Depression; War and Reconstruction; the Nature of the Australian Historical Experience.

The overwhelming accent in this unit is on how the social structure and institutions of Australia, which are so frequently taken for granted, came into being and matured into their present form.

Assessment:
Essay 1 (1500 words) (30%)
Essay 2 (1500 words) (30%)
Research Essay (2000 words) or Examination (40%)

Prescribed Texts:

Recommended Reading:

6270 Methods of Social Research A
(common core unit)
(BT BE BS DT AA GA PA)

Unit Adviser: Ms L. Cox

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

Prerequisites: Seven common core units of the BA (Social Science) to include 6190, 6191, two first level Sociology unit credits; or permission.

Unit Outline: This unit together with Methods of Social Research B (Unit 6271), aims to provide a broad introduction to social research methods, and their specific applications across the major disciplines of the BA (Social Science). It is a practical course which aims to equip every student with the ability to plan and undertake research with some awareness of the reliability and validity of the results.

Given the time constraints and the simultaneous learning of the methodology, each student will complete a pilot study on a research topic from a selected list. This research will preferably be conducted within a team. The course also ensures that those completing it will have the ability to read basic research reports with understanding of the reliability of the data and to comment critically on the results. The course covers social research ethics and protocols, research design and methods, management of research, constraints, information retrieval, pilot studies, analysis of data, reporting, editing and marketing results. Verbal skills of interviewing and reporting are assessed as well as written skills.

Word processing is introduced using WordPerfect software package. All or part of the final report must be produced by the student using a word processing package.

Teaching Methods: As described above, students will learn the theory and immediately apply this. All assignments will be on the topic selected from given list. In unit 6270, there will be an introduction to computers as a means of word processing.

Assessment: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:

Journals will also be used extensively.
Methods of Social Research B
(common core unit for those majoring in Psychology or Sociology)
(BT BE BS DT AA GA PA)

Unit Adviser: Ms L. Cox

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

Prerequisite: 6270

It will be essential that students have access either to Monash University College Gippsland computing facilities for this unit or to computing facilities off-campus which allow word processing and statistical analysis (even if these differ from the software packages used in the unit).

Unit Outline: An introduction to basic statistical analysis (Chi-square, t-test and correlation, that is, the unit includes non-parametric as well as parametric statistics), sampling and issues involved in applying social research methods. In conjunction with this unit students will learn to use computers in social science (statistical analysis) using the University College computer and microcomputers. Word processing skills acquired in unit 6270 continue to be developed and practised.

Teaching Methods: A questionnaire will be administered to all students in unit 6270 in order to generate quantitative data for statistical analysis in unit 6271 on some topical matter. All students will be required to analyse part of the data generated from these studies though they may choose different aspects for analysis.

Students will learn statistical theory, computer analysis and apply the theory and computing to the data generated.

Assessment: Progressive Assessment (70%). Final Examination (30%) allocated between: Using computer for statistical analysis and Test (10%) Formal Examination on understanding and calculating statistics, using calculators (20%).

Prescribed Texts:

Recommended Reading:

United States Politics
(BT BE BS DT GA PA)

Unit Advisers: Dr K. Wilson, Dr M.J. Kennedy

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

Prerequisites: 6185, 6186

Unit Outline: This course provides a study of the United States political system in its social, historical and constitutional setting. In all areas, comparisons are drawn with other Western countries and the emphasis is on understanding and examining current issues in American politics through study of the political system and politics culture.

Topics covered include American political culture and form of democracy, the liberal dream; The people’s choice?, elections and the party system: Organised interests, the real power?: Presidential power, its nature and extent; Congress as policy maker; The Supreme court and political power; Contemporary issues in domestic politics; the formation and conduct of post-war foreign policy.

Teaching Methods: Lectures, tutorials, seminars.

Assessment:
Tutorial paper (20%)
Essay (1,500 words) (35%)
Essay (2,000 words) or
Examination (45%)

Prescribed Texts:

Recommended Reading:
endocrine system and the internal environment; an outline of the psychobiology of sensory and motor systems; and a highlight on the neurophysiology of learning, memory, motivational and emotional processes. The unit will conclude with a discussion on the biopsychology of consciousness and self-regulatory processes.

Teaching Methods: Lectures, seminars, tutorials, practical work and educational visits to anatomical and physiological laboratories.

Assessment:
Seminar Paper (30%)
2 Practical Reports (30% total)
Examination (40%)

Prescribed Text:

Recommended Reading:

6291 Social Psychology
(BT BE BB BS DT AW GA PA)

Unit Adviser: Dr A. Veno

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

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit (see previous note under Bachelor of Arts course outline).

Unit Outline: This unit examines the social influences on human behaviour and how these affect the behaviour of individuals, the interactions of pairs of individuals, and the behaviour of groups. Specific topics covered include Social Perception, Social Cognition, Interaction, Group Processes, Attitude Measurement and Attitude Change. The unit illustrates the role of social processes in applied settings such as education, counselling, industry, social influence on health behaviours such as alcoholism, smoking and overeating, and social problems such as racial and sexual prejudice, and non-intervention of bystanders in emergencies.

Teaching Methods: Lectures, tutorials and study guides cover theoretical material in the unit. Another emphasis is on practical work. The practical work is designed to both assist in the understanding of research methodology in social psychology, and to provide experiential learning of the social processes involved.

Assessment:
Practical Report (20%)
Literature Review (30%)
Examination (30%)
Class Participation (20%)

Prescribed Text:

Recommended Reading:

6295 Developmental Psychology
(BT BE BB DT AW GA PA)

Unit Adviser: Dr S. Kelliher

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

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit (see previous note under Bachelor of Arts course outline).

Unit Outline: This unit aims to provide an introduction and general understanding of developmental aspects of human behaviour across the life span. The course will consider the methodological problems involved in the study of development. That is, to what extent can standard scientific principles be applied to the identification of the causes of specific developmental changes in behaviour? It will also highlight a series of issues which are of both scientific and general interest. Only a selection of the many issues which are the proper domain of developmental psychology can be addressed, but we will endeavour to develop a basis for questioning common and not so common assumptions about development.

Teaching Methods: Lectures and seminars.

Assessment:
Practical Report (25%)
Review (35%)
Examination (40%)

Prescribed Text:

Recommended Reading:

6296 Community Psychology
(BT BE BB BS DT AW GA PA)

Unit Adviser: Dr A. Veno

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

Prerequisites: 6190, 6191

Compulsory attendance requirements apply to this unit (see previous note under the Bachelor of Arts course outline).
Unit Outline: To achieve the goal of providing an overview of the field of community psychology this unit examines a number of perspectives and their relative impact on activities of the professionals, particularly psychologists. This impact is considered both in terms of legitimate intervention strategies and the attitudes and values fostered by adopting each perspective. Students will have the opportunity to reconsider the basic psychological skills and knowledge they have developed in other units and examine the ways in which these skills can be used for the enhancement of individual and community well-being. Topics covered include empowerment, citizen participation, health promotion, prevention, ecological perspectives, the impact of economic factors on mental health and stress or strain relationships.

Teaching Methods: Lectures and seminars.

Assessment:
Field Visit Report 1 (25%)
Field Visit Report 2 (35%)
Seminar Paper (20%)
Examination (20%)

Prescribed Texts:

Recommended Reading:

6310 Australian Literature (not offered in 1991)
(BT BE BS DT GA PA)

6311 American Literature
(BT BE BS DT GA PA)

Unit Adviser: Mr N. Hanley

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

Prerequisites: Two first level English unit credits.

Unit Outline: A unit examining selected novelists and poets of the period 1850-1930.

Teaching Methods: Lectures and seminars. Study guides are provided for distance education students.

Assessment: Progressive Assessment (100%)

Prescribed Texts:


6312 Modern Drama (not offered in 1991)
(BT BE DT GA PA)

6315 Myth, Legend and Folktale (not offered in 1991)
(BT BE BS DT GA PA)

6316 Satire
(BT BE BS DT GA PA)

Unit Adviser: Dr B. Coleborne

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

Prerequisites: Two first level English unit credits.

Unit Outline: This unit will survey forms of satire in literature from antiquity to the present day.

Teaching Methods: Seminars.

Assessment: Progressive Assessment (100%)

Prescribed Texts:

Recommended Reading:

6317 Political Literature
(BT BE BB BS DT GA PA)

Unit Adviser: Mr P. Morgan

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

Prerequisites: 6113, 6114

Unit Outline: A study of various works of imaginative literature focusing on the political situation in Europe.

Teaching Methods: Seminars. Study guides and classes are provided for distance education students.
Assessment Procedures: Essays, participation and examination.

Prescribed Texts:

Drama:
Prose:
Poetry:
Recommended Reading:

6318 Contemporary Fiction
(BT BE BS DT GA PA)

Unit Adviser: Mr M. Griffiths

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

Prerequisites: Two first level English unit credits.

Unit Outline: This unit will cover a selection of significant examples of recent fiction drawn from a range of traditions (e.g. West Indian, African, British, American) and exemplifying different kinds of formal developments. Issues to be considered will include: the 'feminist' novel, experiments in the novel form, the historical novel, novel of social comment and the 'autobiographical' novel.

Teaching Methods: Lectures and/or seminars.

Assessment:
Progressive Assessment (60%)
Final Examination (40%)

Prescribed Texts:

Recommended Reading:

6319 Women's Writing
(BT BE BS DT GA PA)

Unit Adviser: Mrs O.M. Griffiths

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

Prerequisites: Two first level English unit credits.

Unit Outline: The aim of this unit is to study a number of works of imagination by women writers in the light of recent developments in literary theory and method. The texts include fiction, drama and poetry by Australian, British, American, European and post-colonial writers.

Teaching Methods: Seminars. Study guides, classes and resource materials are provided for distance education.

Assessment: Progressive Assessment (100%)

Prescribed Texts:
Subject to availability.

Recommended Reading:
Sherry, R., Women's Writing. Arnold, 1989

6320 Sociology of Deviance
(BT AW BE BB BS DT GA PA)

Unit Adviser: Mr L. Munro

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

Prerequisites: Two first level Sociology unit credits.

Unit Outline: The unit focuses on a sociological analysis of deviant behaviour by examining a wide range of theoretical perspectives on deviance. The course considers why and how some behaviours are defined as deviant (e.g. sexual deviance, crime, delinquency, mental disorders) and other important social problems are not (e.g. unemployment, sexism, racism). The role of social control agents, particularly in relation to young people, will be examined. These issues will be studied within the context of both Australian and overseas experience. The range of topics for study is extensive and students will have the opportunity to choose on the basis of personal interest and experience. A central aim of the course is to use sociological theory and
research in helping to resolve social problems thereby contributing to the improvement of social policies in relation to deviance and social control.

Teaching Methods: The unit will be taught to both distance education and on-campus students. On-campus students will be able to attend two 2-hour lectures/tutorials each week. Distance education students will be able to attend lectures and tutorials at weekend schools. A range of relevant teaching materials will also be provided for distance education students.

Assessment:
Essay 1 (1500 words) (30%)
Essay 2 (2000 words) (40%)
Examination (30%)

Prescribed Texts:

Recommended Reading:

6321 A Sociology of Educating
(BT BE DT BB AW GA PA)

Unit Advisers: Mr L. Munro, Mr D. Nation

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

Prerequisites: Two first level Sociology unit credits.

Unit Outline: This course is a basic introduction to concepts, theories and research developed by contemporary sociologists of education. Its central theme is the relationship between practice, theory and research in education. It takes a wide definition of "education" and, indeed, asks students to look rigorously at the concept of "educating" - teaching and learning processes.

Students are encouraged to apply the knowledge available in the course to practical educational problems they meet. The unit aims to cater for students with a wide range of backgrounds and aspirations. It should be equally useful to those who wish to be welfare workers, informed citizens, policy advisers, administrators, advertising workers, journalists, family members, scientists, teachers and so on. It should provide students with significant insight into the educating processes they are subject to in the unit itself and their overall course.

Above all, it aims to develop interested and interesting sociologists with a capacity to use their knowledge in the "everyday world".

Teaching Methods: Teaching will be based upon a set of printed and audio course materials, which are aimed at bringing the prescribed books to life. Internal students are able to attend small group classes on a weekly basis. Distance education students are able to attend small group classes at weekend schools. Students will be encouraged to manage their own learning.

Assessment: There are two assignments (70%) and a final examination (30%) (students may carry out most of the work for the examination via tests conducted throughout the semester).

Prescribed Texts:

6322 Sociology of the Family (not offered in 1991)
(BT AW BE BB BS DT GA PA)

6326 Sociology of Health and Welfare
(BT AW BE BB BS DT GA PA)

Unit Advisers: Ms L. Empson, Mr P.H. Ballis

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

Prerequisites: Two first level Sociology unit credits.

Unit Outline: The theme of the unit is the influence of gender, class and race upon people's experience of health and illness and upon the organisation of health care. The unit covers different theoretical approaches to the study of social inequality and the unequal distribution of health and illness in Australian society, professionalisation and the division of labour in the health care system, and the development of the Australian welfare state in relation to health care.

The second part of the unit is an examination of two groups of people - women and aborigines - in terms of their experiences of health and illness, and their relationship to the health care system.

Teaching Methods: This unit will be taught to both distance education and on-campus students. Internal students will have two hours of lectures and two hours of tutorials each week. Distance education students will be able to attend lectures and tutorials at weekend schools. A range of relevant teaching materials will also be provided for distance education students.

Assessment:
Essay 1 (1500 words) (30%)
Essay 2 (2500 words) (40%)
Examination (30%)

Prescribed Texts:

Recommended Reading:

6328 Women's Sociology
(BT AW BE DT BB BS GA PA)

Unit Adviser: Dr M. Collis

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

Prerequisites: Two first level Sociology unit credits.

Unit Outline: Students will be introduced to feminist critiques of traditional sociological perspectives, their theoretical and conceptual frameworks and methods of inquiry, and to alternative feminist approaches to both theory and research. A feminist perspective will then be applied to a number of themes and issues currently of importance in the lives of Australian women. Topics will include, the relationship between patriarchy and capitalism, women and class, and women's interaction with and control by some of the dominant institutions of our society, including the state social security and social welfare systems, the criminal justice system, the Church, medicine and medical technology, psychiatry and psychotherapy.

Teaching Methods: Whilst lectures and presentation of audio-visual material will constitute the more formal input to the unit, it is intended that (in line with the ideology of a Women's Sociology) tutorial groups will provide an important forum for the interchange and discussion of ideas and experiences. The unit will be taught to both internal and distance education students. Internal students will be able to attend classes weekly and distance education students weekend schools.

Unit Readers will form an important resource for this unit; this is in recognition of the wealth of new Australian, British and American literature which is being published all the time, much of it in the form of journal articles and books of readings.

Assessment:
Three Assignments: 1 x 1500 words (30%)
1 x 1500 words or Seminar Presentation (30%)
1 x 2000 words (40%)

Recommended Reading:

6332 Sociological Theory and Method
(BT DT BE)

Unit Adviser: Dr M. Collis

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

Prerequisites: Two first level and two upper level Sociology unit credits and 6270, 6271.

Note: This unit is a compulsory unit for a sociology major.

Unit Outline: This unit is offered at third level to students intending to major in sociology and will address the following topics: a developmental and comparative analysis of the major sociological perspectives; the issue of "fragmentation" within the sociological perspective and attempts by recent sociologists at synthesis; the relationship between sociological theories and research strategies; techniques of data gathering and analysis.

Teaching Methods: The course will be taught to both internal and distance education students by means of lectures, tutorials, and computing workshops.

Assessment:
Three assignments: 1 x 1500 words (30%)
2 x 2000 words (70%)

Prescribed Texts:

6354 Societies in Transition
(BT BE DT BB GA PA)

Unit Advisers: Dr M.J. Kennedy, Mr D.J. Schmitt

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

Prerequisites: 6185, 6186

Unit Outline: The unit provides a political and historical approach to the study of war and peace. Although long term historical studies will be involved the focus will be upon the development of theories and practice in war and peace during the last two hundred years. The unit will offer the following areas of study: The nature of war, peace and security; traditional and contemporary theories of conflict resolution; the sources of aggression; the theory of a "just-war"; the causes of war; the utility of war as an instrument of policy; the causes of peace; the non-violent resolution of conflict; the mechanisms of peace maintenance; the application of contemporary theories of war and peace to the world today.

Teaching Methods: Lectures, seminars, debates, tutorials, handbooks, study guides, readers and films.

Assessment:
Tutorial Paper (1500 words) (30%)
Seminar Paper (1500 words) (30%)
Research Essay (2500 words) or Examination (40%)

Prescribed Texts:
Recommended Reading:

6356 South-East Asian History (not offered until 1992) (BT BE BB DT GA PA)

6357 East Asian History (BT BE BB DT GA PA)

Unit Advisers: Dr L. Li, Dr M. Kennedy, Mrs E. Menzies

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

Prerequisites: 6185, 6186

Unit Outline: The course provides a comparative study of the modernisation and development of China and Japan from the mid 1800's to the present. Economic, social and political continuity and change in each country will be examined to find explanations for differing approaches and types of development. In addition the following sub-themes will be pursued: The role of leaders, the family, religion and ideology, education, the military, entrepreneurs and government in the patterns of change in Japan and China.

Teaching Methods: Lectures, tutorials, films and seminars.

Assessment:
Tutorial Paper (10%)
Essay (45%)
Second Essay or Examination (45%)

Prescribed Texts:

Recommended Reading:

6358 Theories of History and Politics (BT BE BB DT GA PA)

Unit Advisers: Dr M.J. Kennedy, Mr D.J. Schmitt

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

Prerequisites: 4 upper level History/Politics units.

Unit Outline: The aim of the unit is to introduce students to the epistemology and philosophy of history and political science. The course will give emphasis to the development of a critical analysis of history and political science as social sciences. Questions of method, assumptions, values and objectivity, causation, laws, theories of behaviour, counterfactual hypotheses, quantification and the application of the findings of political and historical studies will be examined.

Teaching Methods: Lectures, seminars, handbooks and readers.

Assessment:
Seminar Paper (1500 words) (30%)
Essay 1 (1500 words) (30%)
Essay 2 (2500 words) or Examination (40%)

Prescribed Texts:

Recommended Reading:

Reading lists will be issued for each seminar.

6359 Politics and Society (BT BE BB BV DT GA PA)

Unit Adviser: Mr P. Farago

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

Prerequisites: 4 upper level units in History/Politics.

Unit Outline: In this unit students will be introduced to the major schools of thought in political philosophy. The main ideas and contributions from a select number of thinkers such as Plato, Aristotle, Locke, Rousseau, Mill, Ward and Burke will be examined. These studies will be linked to the theories developed in support of republican, totalitarian and democratic institutions and forms of government. In addition the main approaches to modern political analysis, institutionalism, behaviouralism, pluralism and structuralism will be examined.

Teaching Methods: Lectures, tutorials and films.

Assessment:
Essay 1 (1000 words) (20%)
Essay 2 (1500 words) (35%)
Seminar Paper (2000 words) or Examination (45%)
Prescribed Texts:

Recommended Reading:

6370 Research Project, History/Politics
(BT BE BB DT GA PA)

Unit Advisers: Mr D.J. Schmitt, Dr K. Wilson

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

Prerequisites: 6185, 6186 and second level History/Politics sequence, 6358

Unit Outline: This third level unit is taken in history and/or politics. It is a research project based on an original topic developed by the student. It will require the use of primary sources, the use of databases and/or survey work. The student's research and writing will be supervised by a member of staff.

Teaching Methods: Lectures, seminars and handbook.

Assessment:
Seminar Paper (40%)
Research Paper (60%)

Prescribed Texts:

6391 Organisational Psychology (not offered in 1991, offered in 1992)
(BT BE BB DT GA PA) (AW with permission)

6395 Personality Psychology (formerly Personality and Assessment)
(BT BE BB BS DT GA PA)

Unit Adviser: Mr J. Alder

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

Prerequisites: 6290, 6291

Compulsory attendance requirements apply to this unit (see previous note under the Bachelor of Arts course outline).

Unit Outline: This unit aims to use the psychological construct 'personality' as a basis for investigating the various major perspectives in psychology-psychodynamic, phenomenological, learning and information processing. The different assumptions and consequent methodologies that occur in these perspectives shall be outlined. The contribution of research to theory building will be emphasised in laboratory tasks. Students shall be challenged to explore eclectic, integrated or single-focused models as their basis for understanding human behaviour generally and personality in particular.

Teaching Methods: There will be lectures, seminars and laboratory work designed to engage students in information gathering, integrating knowledge and utilisation of research skills.

Assessment:
Literature Review (30%)
Laboratory Report (30%)
Examination (40%)

Prescribed Text:

6396 Clinical Psychology
(BT BE BB BS DT GA PA)

Unit Adviser: Dr A.K. Pal

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

Prerequisites: 6290, 6291

Compulsory attendance requirements apply to this unit (see previous note under Bachelor of Arts course outline).

Unit Outline: The objective of the course is to provide an overview of the field of clinical psychology. It covers all important aspects: historical influences, theory, assessment, psychopathology, treatment methods and legal issues. Both the scientific and professional aspects of clinical psychology are presented. Efforts will be made to give students the broadest possible view of abnormal behaviour by studying the various behaviour deviations from different theoretical perspectives - psychodynamic, behavioural, humanistic-existential, cognitive and biological.

Teaching Methods: The course will consist of lectures, seminars, documentary films and educational visits.

Assessment:
Progressive Assessment (50%)
Examination (40%)

Prescribed Text:

6397 Clinical Biopsychology
(BT BE BB BS DT GA PA)

Unit Adviser: Dr K. Rahman

Second Semester: 4 hours per week - unit value of 1.0 - internal and distance education study.
Prerequisites: 6290 and 6291 (6396 is highly recommended as a pre- or co-requisite)

Unit Outline: The unit will focus on the biological mechanisms of psychopathological phenomena and examine the close interaction between the psychological factors and biological processes in the determination of psychological and mental health. The unit will explore the possibilities of utilising psychobiological techniques like biofeedback, relaxation, autogenic and visualisation therapies, hypnotherapy, and meditation for therapeutic use in health-related and psychopathological problems, in addition to the conventional psychotherapeutic techniques.

Assessment:
Seminar Assignment (30%)
Research Report (30%)
Examination (40%)

Prescribed Texts:

Recommended Reading:

6399 Research Methods in Psychology
(BT BE BS BB DT GA PA)

Unit Adviser: Dr S. Kelliker

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

Prerequisites: 6290, 6291, 6270, 6271

Note: This unit is a compulsory unit in a psychology major. Compulsory attendance requirements apply to this unit (see previous note under the Bachelor of Arts course outline).

Unit Outline: This unit will deal with principles of research design and analysis in psychology. A major theme will be methods of assessing and reducing threats to valid inference in psychological research. Methods of analysis to be covered will include ANOVA (up to and including mixed models) and multiple regression.

Teaching Methods: Lectures, tutorials, computing workshops.

Assessment:
Methodology Assignment (30%)
Statistics Computing Assignment (30%)
Examination (40%)

Prescribed Texts:

6501 Counselling B
(GP)

Unit Advisers: Dr A. Pal, Mrs V. Harvey

First Semester: 3 hours per week - unit value of 1.5 - internal study.

Prerequisites: 6500, 6502, 6503, 6505, 6507

Unit Outline: This course is designed to provide students with an overview of two broad paradigms, namely Cognitive and Behavioural. Methods of intervention derived from experimental learning theories and cognitive restructuring utilising rational-emotive therapy techniques are considered. Students will have the opportunity to apply their theoretical knowledge to the development of counselling skills in workshop exercises and case work assignments.

Assessment:
Seminar Assignment (20%)
Applied Behavioural Analysis (20%)
Counselling Skills (20%)
Case Work (20%)
Written Examination (20%)

Teaching Methods: The course structure has two components. The first consists of theoretical sessions composed of lectures and seminars. The second consists of experimental workshops, role plays and micro-teaching.

Prescribed Texts:

6504 Organisation Development
(GP)

Unit Adviser: Dr A. Pal

Second Semester: 3 hours per week - unit value of 1.0 - internal study.

Prerequisites: 6500, 6502, 6503, 6505, 6507

Unit Outline: The course is designed to provide students with an overview of the theoretical foundation of organisational change and system level intervention strategies.

The course is structured into two parts. The first deals with theories relating to change process, open system concepts, work redesign and organisation design. The second part covers the role of change agent, techniques and methods of implementation of organisation change.

Teaching Methods: The course structure has two components. The first consists of theoretical sessions composed of lectures, seminars and discussions. The second consists of simulation exercises and project work.

Assessment:
Essay and Oral Report (30%)
Simulation Exercises (30%)
Project Report (40%)
Prescribed Texts:

6506 Research Project (GP)

Unit Adviser: Dr C. Fraser

First Semester: 3 hours per week - unit value of 1.5 - internal study.

Prerequisites: 6500, 6502, 6503, 6505, 6507

Unit Outline: This course will include a discussion forum for students attempting to complete the research project component of their studies. The unit is offered in semester 1 and in year 2 and is intended as a follow-on course for 6505 Advanced Research Methods.

Topics which will be covered are expected to arise, largely, from the nature of the projects undertaken by students. The topics which will be covered include: The counsellor as consumer of research; the counsellor as researcher; applications of research and evaluation in field settings; legal issues in field research; and ethical issues in field research.

Teaching Methods: Seminars and discussion, independent research.

Assessment:
Seminar Assignments (10%)
Project Report (90%)

Prescribed Text:

6508 Professional Practice B (GP)

Unit Adviser: Dr A. Pal

Second Semester: Fifteen days supervised fieldwork plus two hours per week - unit value of 1.0 - internal study.

Prerequisites: 6500, 6502, 6503, 6505, 6507

Unit Outline: This course is designed to provide an opportunity to develop skills in interviewing, counselling, assessment and report writing. The students will also examine their own interpersonal mode, professional conduct of counselling psychologists and role-relationships with other professionals in applied settings. The course content includes: a minimum of fifteen days supervised fieldwork, weekly discussions on fieldwork and related issues and a formal series of seminars on important professional issues such as institutional controls on psychological practice in Victoria; the four Cs' - confidentiality, consulting, contracting and costing; ethics and politics of psychological assessment; legal obligations; rights of the insane; court appearances, etc.

Assessment:
Placement Evaluation Report (50%)
Seminar Paper (30%)
Report on placement centre (20%)

Prescribed Text:

9101 Introduction to Koorie Society (AA BT BE DT AW BV BB BS BL BU GA PA)

Unit Advisers: Ms M. Drysdale, Mr M. Harris

First Semester: 4 hours per week - unit value of 1.0 - internal study (ADAS students only) and distance education.

Prerequisite: Nil

Aims/Unit Outline: This unit aims to provide students with an introduction to Koorie society and an appreciation of the complexities and richness of the culture. In particular students will be directed to an awareness of the contemporary Koorie culture in Gippsland and the extent to which the cultural values of the white community are imposed upon Koories.

Topics will include the role of religion and creation stories, the adaptation of Koories to the land and the importance of ritual in maintaining social organisation. Emphasis will be placed upon kinship links and the economic and social roles within the family. Particular emphasis will be placed upon the re-interpretation of the importance of women, both in ritual obligations and in an economic sense. The importance of art as a means of expressing the Koories' relationship with the land will also be examined.

Teaching Methods:
Apart from the more formal input of lectures and the presentation of audio-visual material, it is also intended to utilise opportunities to make field trips and to have members of the Koorie community as guest lecturers.

Assessment:
Essay 1 (1500 - 2000 words) (30%)
Essay 2 (1500 - 2000 words) (30%)
Overview Essay (2000 - 2500 words) (40%)

Prescribed Texts:

Recommended Reading:
Gale, F. (ed.), We are Bosses Ourselves. A.I.A.S., 1983.
Pepper, P., You are What You make Yourself to Be. Hyland House, 1980.
9102 Dynamics of Koorie Language A
(AA)

Unit Adviser: Ms E. Fesi

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

Prerequisite: Nil

Aims/Unit Outline: The aim of this unit is to give students the basic skills to both speak and transcribe various Koorie languages in phonetic form.

On the successful completion of this unit students will be able to understand the working on the International Phonetic Alphabet; speak and transcribe the Bandjalang language and the surviving parts of the Kurnai vocabulary in phonetic form and appreciate differences in the construction and syntax of English and Koorie languages.

The unit commences with a discussion of phonetics as the basis for linguistic study, utilising the International Phonetic Alphabet. An intensive study is then made of the Bandjalang language, which is spoken throughout New South Wales and in the border areas of Queensland. In addition to the study of the Bandjalang language the students also practice the transcription of Kurnai phrases in phonetic form so that the pronunciation cannot be confused. The students are assisted in their study by the Bandjalang Language Learning Course booklets from the Koorie Research Centre of Monash University.

Teaching Methods: Instruction takes place through lectures and tutorials. The students are encouraged to speak in the Bandjalang language in class as part of the learning process.

Assessment:
Final Examination (100%)

Recommended Reading:
Blake, B.J., Australian Aboriginal Languages. Angus and Robertson, 1981.

9103 Patterns of Social Organisation A
(AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisite: Nil

Aims/Unit Outline: On the successful completion of this unit students will be able to comprehend and explain the concepts of culture, tribes and society; appreciate the similarities/differences between the social ordering of Koories and comparable groups, and understand the complexities of the kinship system, with specific reference to the Kurnai of Gippsland.

The unit commences with concept attainment for culture, society, social structure and then progresses to a discussion of the methodology of cross-cultural comparison. The economic organisation and the system of traditional law within Koorie tribes are both examined. The example of the Kurnai of Gippsland is used where possible as illustrations of the points covered. The unit then examines the working of kinship systems and concludes with a comparison of Koorie values and white values.

Teaching Methods: The unit will consist of lectures and tutorials. Audio-visual presentations will be used to augment the teaching program. Where relevant, guest speakers or field trips will be incorporated into the program.

Assessment:
Essay 1 (1000 words) (30%)
Essay 2 (1000 words) (30%)
Review Essay (1500 words) (40%)

Recommended Reading:
Howitt, A., "On the organisation of Australian Tribes", Royal Society of Victoria, 1, 96-137, 1889.

9104 Oral History and Customs of Gippsland Koories
(AA)

Unit Adviser: Mr M. Harris

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

Prerequisite: Nil

Aims/Unit Outline: On the successful completion of this unit students will be able to operate and record oral history interviews; appreciate the value of oral history as a record of the past.
The course will provide students with an introduction to the methodology of conducting oral interviews. Students will attempt to re-construct Gippsland Kurnai history from discussions and interviews with family and elders of the local Kurnai community.

Emphasis will be directed to the customs, beliefs and practices of the Kurnai of Gippsland. Students will examine the social, economic and political organisation of family groups, interaction between tribes, initiation and burial rites practised.

Students will discuss the various roles and status of men and women in traditional Kurnai society.

The unit concludes with an appraisal of the extent white impact has had on the destruction of oral history, language and customs of the Kurnai of Gippsland.

Teaching Methods: Formal lectures and tutorials will be conducted. Where possible the unit will incorporate guest lecturers from the local community. Excursions to local sites of significance and to the work of the Koorie Oral History program at the State Museum will be conducted.

Assessment:
Tape and transcript of oral history interview (30%)
Essay (1000 words) (30%)
Overview Essay (1500 words) (40%)

Recommended Reading:

9105 Koorie Art
(30%)

Unit Adviser: Ms M. Drysdale
Second Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisite: Nil

Aims/Unit Outline: On the successful completion of this unit students will have an appreciation of the wide variety of arts practised by Koorie and an awareness of the regional variations within a particular field; completed various tasks involving the practical application of skills used in Koorie art, such as bark painting; participated in a number of field trips designed to broaden their knowledge of Koorie art and an understanding of the importance of art as an expression of the beliefs of the Koorie people.

The unit commences with an explanation of the symbolic importance of art in the Koorie systems of belief or religion. The role of art in depicting the Creation (Dreamtime) stories is emphasised and contrasted with the art used for ceremonial or decorative purposes. Students also engage in a variety of practical art/craft sessions, including bark painting and rock painting. The last component of the unit is based upon a study of contemporary Koorie artists and their work.

Teaching Methods: Lectures and tutorials are combined with field trips to art galleries and artefact workshops. The practical work carried out by the students in various art/craft areas involves informal tuition and may include the use of guest lecturers. Where possible it is hoped that Koorie Elders who are skilled in various crafts will be able to instruct the students.

Assessment:
Essay 1 (500 words) (20%)
Essay 2 (800 words) (30%)
Collection of Art Work (30%)
Fieldwork Journal (20%)

Recommended Reading:

9106 Dynamics of Koorie Language B
(150%)

Unit Adviser: Ms E. Fesi

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

Prerequisite: 9102

Aims/Unit Outline: On the successful completion of this unit students will have developed their grasp of the Bandjjalang dialect to the extent that they will be able to carry out conversational drills.

During the second semester students will continue to work through the series of six booklets for the Bandjjalang Language Learning Course. The practical application of these skills will be tested with the performance of a play written and performed entirely in Bandjjalang. In addition to this the students will continue to practice the language by transcribing it for exercises and also the audio-taping of conversations in Bandjjalang.

Teaching Methods: As for Unit 9102, although there will be greater emphasis upon group participation and interaction amongst students.

Assessment:
Final Examination (100%)

Recommended Reading:
Blake, B.J., Australian Aboriginal Languages. Angus and Robertson, 1981.

9107 Patterns of Social Organisation B (AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisite: 9103

Aims/Unit Outline: On the successful completion of this unit the students will be able to appreciate the complexity of the marriage restrictions between certain skin groups and totems, and contrast the patterns of political, economic, social and religious organisation of different Koorie tribes.

This unit develops the grounding received by the students in Unit 9103. The emphasis is upon the customs and beliefs which serve to maintain and enforce the societal links within Koorie society. The importance of Kinship links within the family group is examined, followed by a consideration of the role of religion and spiritual life. The structure of the course then closely follows the ceremonies which mark the passage of the individual through life. The unit begins with a study of the beliefs surrounding conception and birth and the restrictions upon intermarriage between certain skin groups and totems. There follows a consideration of the initiation ceremonies of the young boys and the role of the Elders in ensuring the continuance of the tribe's cultural heritage to the ceremonies and burial rites at death.

Teaching Methods: Lectures and tutorials will be supplemented with the use of audio-visual materials.

Assessment:
Essay 1 (1000 words) (30%)
Essay 2 (1000 words) (30%)
Overview Essay (1250 words) (40%)

Recommended Reading:

9108 Koorie Literature (AA)

Unit Adviser: Mr M. Harris

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

Aims/Unit Outline: Students will develop their study skills and the requisite techniques while studying the manner in which literature can be used to validate racist thinking or stereotypes. They will be introduced to a wide, representative range of contemporary Koorie writers and also attempt an exercise in biographical writing.

Teaching Methods: The main body of instruction will be through formal lectures and tutorial discussion. Where possible the students will make field trips to view plays or readings by Koorie playwrights.

Assessment:
Essay 1 (1000 words) (30%)
Essay 2 (1000 words) (30%)
Overview Essay (1500 words) (40%)

Recommended Reading:

9201 Colonialism (AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisites: Passes in 75% of first year units.

Aims/Unit Outline: On the successful completion of this unit students will be able to critically analyse the varying aspects of the white invasion which in many cases led to the acculturation of Koories; assess the Koorie response to the policies which were drafted to regulate their lives; understand and discuss key concepts such as assimilation, segregation, integration and colonialism; contrast the experience of Koories with other nations where indigenous peoples have suffered through colonialism.

The unit commences with a brief explanation of the lifestyle of Koories prior to the arrival of the white man and then proceeds to an examination of the Kurnai experience of the white invasion in Gippsland. Emphasis is placed upon the early difficulties in race relations and the atrocities perpetrated by the settlers. The role of missionaries and government stations in regulating the lives of the Kurnai is also examined. The experience of the
Koories in each of the States and Territories is then examined.

Teaching Methods: Lectures and tutorials supported by audio visual speakers. Students will be encouraged to develop research skills during the first part of the unit by utilising the resources available in the Centre for Gippsland Studies. Where relevant guest lecturers will also be used.

Assessment:
Fieldwork Report
Essay 1 (1200 words) (20%)
Essay 2 (1000 words) (40%)

Recommended Reading:

9202 Traditional Koorie and British Law (AA)

Unit Adviser: Mr M. Harris
First Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisites: Passes in 75% of first year units.

Aims/Unit Outline: On the successful completion of this unit the students will have an understanding of the complexity of the forms of societal control which exist in the Koorie culture; be able to critically examine the manner in which the British system of justice was utilised as part of the policy of subjugation of Koories throughout Australia and be aware of how the British system of justice is administered and why it is proving to be inadequate for the needs of Koories.

The unit commences with an overview of the working of "law" in the Koorie culture prior to the arrival of the white man. The incompatibility of the two forms of "law" is stressed and particular attention is focused upon the manner in which British law was utilised to speed the decimation of the tribes. The effects of British justice upon Koories is studied from two perspectives: the use of legislation to control the lives of Koories by proscribing their places of residence or removing children from their families and the inequities in the application of British justice. In the latter case emphasis is placed upon the utilisation of sexual violence against Koorie women and the manner in which officials condoned punitive expeditions, such as the Coniston massacre in 1928.

The study of contemporary issues concerning Koories and the law includes an examination of the disproportionately high numbers of Koories in custody. The implications of this falling in the system are emphasised through study of the deaths in custody and the murder case involving Alwyn Peters. The unit concludes with an examination of the ramifications of a treaty being framed between Koories and the Australian government and the struggle to have the British system of justice recognise the validity of customary Koorie law.

Teaching Methods: The main body of instruction will be through formal lectures and tutorial discussion. Where relevant, videos will be incorporated. A field trip to a local court house is conducted to give the students an understanding of how the courts function.

Assessment:
Essay 1 (1500 words) (30%)
Essay 2 (1500 words) (30%)
Overview Essay (2000 words) (40%)

Recommended Reading:

9203 Dominant and Minority Cultures (AA)

Unit Adviser: Ms M. Drysdale
First Semester: 4 hours per week - unit value of 1.0 - internal study.

Prerequisites: Passes in 75% of first year units.

Aims/Unit Outline: On the successful completion of this course students will be able to understand and explain concepts such as imperialism, racism, apartheid, prejudice and discrimination; analyse the state of racial relations in Australia and distinguish the various social, economic and political factors at work in creating/perpetuating this situation; distinguish between individual and institutional racism; appreciate the strategies which need to be developed to combat racism, and contrast the plight of indigenous cultures from around the world.

The unit commences with an examination of the terminology and concepts related to any study of racial relations. This involves discussion of the historical manifestations of racism. The unit then focuses upon various examples of minority cultures in plural societies. In studying minority cultures such as the Kanaks in New Caledonia and the Maoris in New Zealand emphasis is placed upon the attempts made to negotiate treaties or agreement between the dominant and minority cultures.
Teaching Methods: Lectures and tutorials supported by audio-visual materials. Where possible guest lecturers will also be utilised.

Assessment:  
Essay 1 (1500 words) (30%)  
Essay 2 (1500 words) (30%)  
Overview Essay (2000 words) (40%)

Recommended Reading:  

9204 Contemporary Issues in Koorie Society (AA)

Unit Adviser: Ms M. Drysdale

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

Prerequisites: Passes in 75% of first year units.

Aims/Unit Outline: On the successful completion of this unit students will have developed an awareness of some of the problems which have plagued the objectives of self development and self management; be familiar with some of the positive initiatives being developed towards the goal of cultural preservation, and have developed an understanding of Koorie issues within the political framework and the development of Koorie organisations as lobby groups.

It is in the areas of health, education and employment that Koories suffer the greatest disadvantages. This unit examines the causes of these problems and focuses upon different strategies which aim to redress the problems. Similarly the inadequacies of the prison system's treatment of Koories is examined. The consequence of disproportionately high imprisonment levels amongst Koories is examined in the light of the deaths in custody and the subsequent Royal Commission. The positive initiatives studied include the development of the "outstation" movement and Koorie radio. The political activities of Koories are also studied, which in turn leads to a consideration of the role of Koorie women, particularly in the area of land rights.

Teaching Methods: Lectures and tutorials. Guest lecturers will be incorporated and students will also undertake field trips.

Assessment:  
Essay 1 (1000 words) (25%)  
Essay 2 (1500 words) (35%)  
Overview Essay (1500 words) (40%)

Recommended Reading:  

9205 Land Rights (AA)

Unit Adviser: Mr M. Harris

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

Prerequisites: Passes in 75% of first year units.

Aims/Unit Outline: The unit is designed to give students an understanding of both the moral and legal grounds upon which the land rights movement is based. It is envisaged that the students will develop an understanding of key concepts such as "terra nullius" and "sovereignty". Since the latter part of the unit is concerned with the current status of land rights throughout Australia the students will also develop an awareness of the political issues involved and the effectiveness of lobbying in the media by groups such as mining companies.

The unit commences with an historical background to the land rights movement, specifically the movement in England during the 1830's. The fraudulent nature of the British claim to Australia is also examined in the light of international law at the time. The status of land rights legislation in each of the States and Territories is examined. Where possible a current issue is utilised from each as a case study. The current political climate is then examined to stress the capability of mining companies to turn public opinion away from supporting land rights. The unit concludes with a comparative study of the status of land rights in another country with an indigenous people.

Teaching Methods: Lectures and tutorials supplemented by audio-visual materials and class discussion.

Assessment:  
Essay 1 (1000 words) (30%)  
Essay 2 (1000 words each) (30%)  
Overview Essay (1500 words) (40%)

Recommended Reading:  

9206 Archaeology (AA)

Unit Adviser: Ms I. Ellender

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

Prerequisites: Passes in 75% of first year units.

Aims/Unit Outline: At the successful completion of this unit students will have an understanding of broad framework of the history of the Earth and the theories regarding the evolution of man; utilise their knowledge of archaeological methods in a practical manner by participating in a field excursion, and be aware of the main sites of archaeological significance within Australia.

The unit commences with background instruction as to the meaning of archaeology and theories about the evolution of man. The unit focuses upon the main periods of environmental change; reflected in the planet's climate, geography, flora and fauna. With the focus upon the Pleistocene ice ages students are introduced to the techniques of dating items. The students then examine a number of archaeologically significant sites throughout Australia: Lake Mungo, the Western District, the Murray Valley and Gippsland. The unit concludes with an appraisal of the role of the Victorian Archaeological Survey and the legislation concerned with site management and preservation.

Teaching Methods: The unit will be based around lectures and tutorials. Where appropriate audio-visual materials will be incorporated into the teaching. At least one major field excursion will be conducted to a site of archaeological significance.

Assessment:
Essay 1  (1500 words)  (30%)
Essay 2  (1500 words)  (30%)
Field Report  (30%)
Class Paper  (10%)

Recommended Reading:
INTRODUCTION
The School of Visual Arts offers the following awards:

- Bachelor of Arts (Visual Arts) - Three year full-time course, or equivalent part-time on-campus study, some units available by distance education.
- Graduate Diploma of Arts (Visual Arts) - One year full-time course, or equivalent part-time on-campus study, or by distance education.
- Master of Arts (Visual Arts) by research and/or exhibition.

BACHELOR OF ARTS (VISUAL ARTS)

Introduction
The degree course in Visual Arts, involving three years of full-time study or the equivalent in part-time study, offers a sequence of study areas relating to the chosen artistic directions of the student, within the limits of the facilities and expertise available.

The course presently offers study in the studio areas of Painting, Sculpture, Printmaking, Ceramics, Drawing, Photography, and Woodcraft with Theory and History of Art also offered. The course units have been structured to allow for students to select and design an individual course from the range of major and minor studio offerings and supporting disciplines. After a common first semester of introductory studies, the student's course is developed in consultation with the appropriate lecturer(s), selecting from or combining those areas listed above. Up to two approved units from other courses offered by the University College may also be included in the course as non-art elective units. Part-time students may choose to undertake certain Theory and History of Art units and non-Visual Arts units by distance education.

Employment possibilities, after completion of the course, depend on the specialisation, inclination or versatility of each student. A student's future might lead towards becoming an independent creative artist, an art and craft teacher, or employment in any one of the variety of occupations where visual intelligence and artistic or craft skills are relevant and important.

Selection of Students
Selection of students will take place on the basis of enrolment information and an interview. During interviews prospective students will be able to discuss their background, previous general education and art education to date. Specific interests in this type of course and other related questions can also be discussed. Candidates should bring a selection of recent work to the interview.

It should be understood that, after acceptance, the first semester will be considered introductory, exploratory and provisional, to determine each student's suitability and specific direction within the course.

Credits and Exemptions
Students who are transferring from another College, or have already gained some tertiary education may be granted credits and exemptions by the Board of Studies in Visual Arts in accordance with the University College's guidelines.

Cost of Materials
Although some materials are provided, students should expect some expenditure on art equipment, materials and supplies. Students should own, or have access to, a single lens reflex camera. Students should also be prepared to purchase any prescribed textbooks, and to contribute to their participation in optional excursions organised by the School to galleries and art collections.

Student Workload
Major studio units are normally 18 hours per week. Minor studio units are usually 6 hours per week. Non-studio units are usually equal to one two-hour lecture, one tutorial session and one film/video session per week. Detailed contact hours for each unit are provided in the unit Study Guide, and are arranged to suit the School's timetable.

General Conditions
The University College reserves the right to retain the work executed by students as part of their course studies. Work not required by the University College may be claimed by the student only after it has been released following assessment.

Course Regulations
1. General
1.1 Each student's study program shall be approved by the Head of the School of Visual Arts or the Head's nominee for that purpose.
1.2 Each student's study program shall consist of twenty-four points of credit value taken over at least three years of full-time study. Part-time students will progress through the course over a more extended period.
1.3 The units of the degree course shall be taken in the numerical order in which they are listed for each visual arts discipline, and prerequisites as indicated in the unit descriptions in each case shall be observed.
1.4 Successful completion of the course under the provisions of these regulations will enable a student to apply for the award of the degree of Bachelor of Arts (Visual Arts).
1.5 In exceptional circumstances, a student may apply for a course regulation to be varied where such variation will enable the student to make satisfactory progress within the terms of the overall aims and assessment requirements of the course, and where otherwise considerable disadvantage to the student could occur.

2. Studies in the First Semester of First Year

The first semester of the first year of the course shall consist of: Foundation 2D, Foundation 3D, Foundation Drawing, together with Modern Art.

3. Major Study Units

3.1 Beginning with the second semester of the first year of the course, each student shall undertake a study program with a total of ten points credit value taken in units offered for major study within one of the studios of Painting, Printmaking, Ceramics or Sculpture.

3.2 In exceptional circumstances a student may apply for permission to undertake a major study consisting of eight points credit value within one of the studios listed in 3.1 above.

4. Minor Study Units

Each student's study program may include up to four points credit value taken in units offered for minor study. Minor study units shall not be selected from the same studio as the student's major study (unless with permission under 3.2 above).

5. Non Visual Arts Units

A study program may include not more than two points credit value in units chosen from approved courses offered outside the School of Visual Arts.

6. Theory Study Units

Each student's study program shall include at least four points credit value taken in History and Theory of Art units.

7. Professional Practice Unit

A single unit of Professional Practice shall be included in each student's study program in the final semester of the course. This unit carries one point credit value.

8. Assessment: All Units

Individual units within the degree course shall be assessed as indicated within each unit description. The grades awarded by the examiners appointed by the Head of School shall be reported to the Academic Board by the Board of Examiners in Visual Arts. Final assessment in any unit shall be recorded in the form determined by the College regulations on assessment.

Course Structure

Six semesters of full-time study. 24 units credit value.

Level One

Semester One

2005 Foundation 2D
9 hours/week; 1 unit value
2006 Foundation 3D
9 hours/week; 1 unit value
2007 Foundation Drawing
6 hours/week; 1 unit value
2193 Modern Art
1 lecture & 1 tutorial/week; 1 unit value

Semester Two

. Major Studio
18 hours/week; 2 units value
. Minor Studio
6 hours/week; 1 unit value
2194 Recent Art
1 lecture & 1 tutorial/week; 1 unit value

Level Two

Semester One

. Major Studio
18 hours/week; 2 units value
. Minor Studio
6 hours/week; 1 unit value
2295 The Classical Tradition
1 lecture & 1 tutorial/week; 1 unit value

Semester Two

. Major Studio
18 hours/week; 2 units value
. Minor Studio
6 hours/week; 1 unit value
2296 The Romantic Tradition
1 lecture & 1 tutorial/week; 1 unit value

Level Three

Semester One

. Major Studio
18 hours/week; 2 units value
. Minor Studio
6 hours/week; 1 unit value
2393 Readings in Art
1 lecture & 1 tutorial/week; 1 unit value

Semester Two

. Major Studio
18 hours/week; 2 units value
2301 Professional Practice
1 lecture & 1 tutorial/week; 1 unit value
2394 Special Topic in Art
1 lecture & 1 tutorial/week; 1 unit value

GRADUATE DIPLOMA OF ARTS (VISUAL ARTS)

Painting, Printmaking, Sculpture, Ceramics

The Graduate Diploma of Arts (Visual Arts) course aims to provide an opportunity for the continuation and extension of studies in Visual Arts. To complete the requirements for the Graduate Diploma of Arts (Visual Arts), students must achieve satisfactory assessment in an eight-unit course of advanced work. Completion of a final show of work, and a written assignment or approved research projects,
and supervised studies in the Visual Arts at advanced levels will be required.

The course may be completed in one year of full-time study or the equivalent in part-time or distance education study. Submissions from individual students will largely determine the content and character of their course. Acceptance of a student's study proposal will be determined by the availability of specialist staff to supervise the project and the availability of suitable space, facilities and equipment.

The Graduate Diploma of Arts (Visual Arts) consists of an extensive course of professional training and, therefore, only a limited number of students will be admitted to the course at any time. Priority for admission depends on both the previous work history of the applicant and on the nature and quality of the applicant's proposals for advanced study projects.

Applications will be carefully considered by the Board of Studies in Visual Arts. Applicants will be expected to submit on the relevant forms a proposal/statement of intent covering their proposed studio work and topic for research paper, plus slides of recent work and a curriculum vitae. Distance education students must provide evidence of access to appropriate studio/workshop facilities and the ability to take leave to attend the mid-year graduate symposium and assessment. All students will be required to undertake an interview, distance education students may be interviewed by telephone. Enquiries and submissions should be directed in the first instance to the Head of School. Completed applications must reach the Monash University College Gippsland by mid-October each year.

MASTER OF ARTS (VISUAL ARTS)

The Master of Arts (Visual Arts) course is available to graduates through a research program equivalent to two years of full-time study. Persons interested in enrolling in the program are advised to read the paper on "Procedures for Applying for Candidature for Masters by Research". All enquiries should be directed to the Head, School of Visual Arts.

UNIT OUTLINES

2006 Foundation 2D
(BV BE DT)

Unit Adviser: Ms J. Adams

First Semester: 9 hours/week - unit value of 1.0 - internal study.

Full Year: extended campus, Bairnsdale Campus.

Prerequisite: Nil

Unit Outline: An introductory program including experiences in the Printmaking and Painting studios.

(a) This subject is designed to establish the foundation knowledge of image-making by developing a strong visual awareness involving the ability to manipulate and relate to each other, the basic elements of line, tone, colour, form and texture. Students will be set major projects with specific tasks related to resource material, research and composition.

(b) To acquire practical studio/workshop skills and theoretical knowledge related to the range of materials, processes and media available to the artist.

(c) To encourage committed personal motivation.

Assessment: Progress will be monitored throughout the semester and final assessment will be based on a) progress, attendance and participation, and b) a final review of all work completed in the unit.

Recommended Reading:
List of reading material will be provided in class.

2006 Foundation 3D
(BV BE DT)

Unit Adviser: Mr D. Wollmering

First Semester: 9 hours/week - unit value of 1.0 - internal study.

Full Year: extended campus, Bairnsdale Campus.

Prerequisite: Nil

Unit Outline:

(a) An introductory program which provides a range of cerebral and practical experiences in the Ceramics and Sculpture studios.

(b) This unit is concerned with building a foundation of art-work processes. It is concerned with the value of active participation in art making, encouraging the confrontation of problems as they arise during the work process. Students will be introduced to the work of professional artists whose work processes will be analysed. Projects will be set to enable students to experience similar work-processes, but with sufficient freedom for individual discovery of personal ways of doing, thinking, seeing and problem solving.

(c) A structured introduction to the safe use of the School's wood and metal machines and equipment. Special emphasis with awareness and usage of potential hazardous chemicals and materials will be addressed.

(d) By the conclusion of the unit students will be familiar with the basic equipment, materials and safe procedures for operation in the Sculpture, and Ceramics studios. As well, each student will have the necessary
confidence and sufficient experience to begin further
and more penetrating studies in these areas.

Assessment: Assessment will normally be
progressive and will be the responsibility of the
lecturer(s) involved in each studio area. The final
assessment will be conducted by all staff involved in
Foundation Studies as a group and will include an
element related to the student's achievements in a
general creative way and will not simply be a
summation of their performance in individual
studies.

Prescribed Text: Nil

Recommended Reading:
Texts will be advised at the beginning of each
individual program.

2007 Foundation Drawing
(BV BE DT)

Unit Adviser: Ms J. Adams

First and Second Semester: 6 hours/week - unit
value of 1.0 - internal study.

Full Year: extended campus, Bairnsdale Campus.

Prerequisite: Nil

Unit Outline: This unit is concerned with the
exploration of basic possibilities in drawing practice,
its methods and its materials. Through exercises
and classes in direct observation of the subject, this
unit is designed to develop perceptive and
manipulative skills through the study of proportion,
line, form, rhythm, shape and pattern.

Assessment: Progress will be monitored throughout
the semester and final assessment will be based on
a) progress, attendance and participation, and b) a
final review of all work completed in the unit.
Assessment will be the responsibility of the
lecturer(s) involved in the teaching of Drawing.

Prescribed Text: Nil

Recommended Reading:
Reading references will be provided in class.

2111 Painting 1
(BV BE DT)

Unit Adviser: Mr C. Coventry

Second Semester: 18 hours/week - unit value of
2.0 - internal study.

Full Year: extended campus, Bairnsdale Campus.

Prerequisite: 2005

Unit Outline: Students are set a series of painting
projects to allow them to deal with the primary
aspects of painting, both conceptual and technical,
and to develop a critical and analytical attitude to
the discipline of painting. Each student is
encouraged to make an individual response to the
project work.

Assessment: Work will be reviewed progressively
and will be the responsibility of the lecturer(s)
involved in the teaching of painting. An end of
semester assessment of all work produced will be
conducted.

Prescribed Texts:
Itten, J., The Elements of Colour. Van Nostrand
Reinhold, 1983.


Recommended Reading:

Smith, B., Australian Painting 1788-1970. Oxford,
1972.

Selected Art periodicals.
Other references will be provided in class.

2116 Minor Painting 1
(BV BE DT)

Unit Adviser: Ms J. Adams

First and Second Semester: 6 hours/week - unit
value of 1.0 - internal study and extended campus,
Bairnsdale Campus.

Prerequisite: Nil

Unit Outline: Up to four Minor Studio units may be
taken in Painting. Students undertaking Painting as
a Minor Studio will not be expected to attain the
same depth of understanding as those majoring in
the discipline, however, they are required to deal
with the primary aspects of painting, both
conceptual and technical, and to develop a critical
and analytical attitude to the discipline of Painting.
Students are expected to complete a number of
paintings, each with support studies and notes.
Each student is encouraged to make an individual
response to the project work.

Assessment: Work will be reviewed progressively
and will be the responsibility of the lecturer(s)
involved in the teaching of painting. An end of
semester assessment of all work produced will be
conducted.

Prescribed Text:

Recommended Reading:

Chipp, H.B., Theories of Modern Art. University of
California, 1970.


Selected Art periodicals.
Other references will be provided in class.

2121 Printmaking 1
(BV BE DT)

Unit Advisers: Mr E. Heng, Ms K. Green

Second Semester: 18 hours/week - unit value of
2.0 - internal study.

Full Year: extended campus, Bairnsdale Campus.

Prerequisite: 2005
Unit Outline: This unit is designed to assist the student to develop conceptual and manipulative skills related to the practice of Fine Art Printmaking and to become familiar with the methods, materials and workshop practice associated with the graphic processes. Although students will be encouraged to take a broad and experimental approach to this subject, formal sessions, lectures and demonstrations will be held as an introduction to the processes of monotype, relief, intaglio and planographic Printmaking. Drawing is considered an activity central to the study of all Printmaking units and, as such, students will attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:
   - Artistic and conceptual development (40%)
   - Technical achievement (25%)
   - Drawing (25%)
   - Involvement and contribution to workshop (10%)

(ii) Method of assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

2126 Minor Printmaking/Photography 1 (BV BE DT)

Unit Advisers: Ms K. Green, Ms S. Purdy
First and Second Semester: 6 hours/week - unit value of 1.0 - internal study and extended campus, Bairnsdale Campus.

Prerequisite: Nil

Unit Outline - Printmaking: This unit is designed to introduce the student to the practice of Fine Art Printmaking. Lectures and demonstrations will be held as an introduction to the processes of monotype, relief, intaglio or planographic printmaking and the materials and methods associated with these processes.

Unit Outline - Photography: This unit introduces students to the range of techniques and approaches available to the Artist/Photographer. Comprised of a schedule of lectures, practical demonstrations and individual experimentation, the unit aims to familiarise students with basic black and white photographic technique.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:
   - Artistic and Conceptual Development (45%)
   - Technical Achievement (45%)
   - Involvement and Contribution to Workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

Additional references are provided in class, including current periodicals and journals.

2131 Ceramics 1 (BV BE DT)

Unit Adviser: Mr H. Potts
Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Full Year: extended campus, Bairnsdale Campus.

Prerequisite: 2006

Unit Outline: Main topics include the following:
- Introductory clay preparation; Introductory form development; Introductory bisque packing and firing;
- Introductory glaze preparation; Introductory glaze testing procedures; Introductory glaze packing and firing; Introductory safety procedures.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Text:
Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2136 Minor Ceramics 1
(BV BE DT)

Unit Adviser: Mr H. Potts
First and Second Semester: 6 hours/week - unit value of 1.0 - internal study and extended campus, Bairnsdale Campus.

Prerequisite: Nil

Unit Outline: This unit aims to build on the experiences of Foundation 3D, encouraging artistic fluency in the medium of clay, and developing the appropriate skills to achieve personal goals. Safe use of materials and equipment is to be monitored by the technician, and made available under supervision as required.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.

Prescribed Text:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2141 Sculpture 1
(BV BE DT)

Unit Adviser: Mr C. Murray-White
Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Full Year: extended campus, Bairnsdale Campus.

Prerequisite: 2006

Unit Outline: Since this is the first opportunity for students to study a chosen subject in some detail, every effort is made to discover a student’s individual aesthetic, materials, process, subject and historical bias. Students are encouraged to try any number of different approaches until one that suits them personally is found. Once that occurs, it is expected that the student should consolidate, expand and develop their approach towards a fledgling sculptural expression. At least three hours of the allocated time per week will be devoted to additional drawing studios.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Prescribed Text: Nil

Recommended Reading:
Particular references are chosen by the staff to suit the needs of each individual student as those needs become identified.

2146 Minor Sculpture/Woodcraft 1
(BV BE DT)

Unit Advisers: Mr C. Murray-White, Mr D. Wollmering
First and Second Semester: 6 hours/week - unit value of 1.0 - internal study and extended campus, Bairnsdale Campus.

Prerequisite: Nil

Unit Outline: Up to four Sculpture/Woodcraft Minor units may be taken. These units should be seen as a complementary or broadening element in the course. Students can choose one of two streams, Woodcraft or Sculpture. The Sculpture component follows the general procedure outlined in the unit guide for all Sculpture units but does not expect the same levels of achievement. Woodcraft concentrates on encouraging students to develop skills in one area of study chosen from carving, construction, lamination and woodturning. Students are expected to develop competence in the design of, and the aesthetic issue as applied to objects made from wood.

Assessment: Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (80%)
Staff overview of a student’s progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

2193 Modern Art
(This unit was formerly titled History and Theory of Modern Art)
(BV BE BT DT BS BC)

Unit Adviser: Mr K.E. Bensley
First Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil

Unit Outline: A survey of the important features of modern art and ideas including an introduction to nineteenth century European Art, and with an emphasis on the visual arts of the first half of the twentieth century. Included are sections on Post-Impressionism, Symbolism, Fauvism, Expressionism, Cubism, Constructivism, Abstract Art and Surrealism.
Assessment: Assessment is based on the submission of written assignments, and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:

Recommended for Distance Education Students:

Additional references are provided in study guides.

2194 Recent Art
(This unit was formerly titled History and Theory of Recent Art)
(BV BE BT DT BS BC)

Unit Adviser: Mr K.E. Bensley

Second Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisite: Nil, but 2193 Modern Art is strongly recommended.

Unit Outline: A survey of art and ideas relevant to the visual arts with an emphasis on developments in international art since the middle of the twentieth century. Included are sections on Abstract Expressionism, Post-Painterly Abstraction, Pop art, Minimal art, New Perceptual Realism, Assemblage, Kinetic art, Conceptual art, the Transavantgarde, and other recent art forms.

Assessment: Assessment is based on the submission of one class paper or short assignment, one long assignment, and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:
Lucie-Smith, E., Movements in Art Since 1945. Thames and Hudson.

Recommended Reading:


Recommended for Distance Education Students:

Additional references are provided in study guides.

2212 Painting 2
(BV BE DT)

Unit Adviser: Mr C. Coventry

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2111

Unit Outline: This unit continues the study of the discipline of painting by project work requiring the completion of a number of paintings with supporting studies and writing, and by a comparative study of contemporary painting by visiting galleries and by extensive reading in conjunction with the student's own individual development. The painting projects will continue to deal with specific themes or problems in painting.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturers involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2213 Painting 3
(BV BE DT)

Unit Adviser: Mr C. Coventry

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2212
Unit Outline: Students will continue with project work in the manner prescribed for Painting I, but will be expected to develop a more critical attitude to techniques and concepts. Students are expected to express their ideas verbally and in writing.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2217 Minor Painting 2
(BV BE DT)

Unit Adviser: Mr C. Coventry

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2116

Unit Outline: Up to four Minor Studio units may be taken in Painting. Students undertaking Painting as a Minor Studio will not be expected to attain the same depth of understanding as those majoring in the discipline. However, they are required to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a number of paintings each with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Text:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2218 Minor Painting 3
(BV BE DT)

Unit Adviser: Ms J. Adams

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2217

Unit Outline: Up to four Minors may be taken in Painting. Students undertaking Painting as a Minor discipline will not be expected to attain the same depth of understanding as those majoring in the discipline, however, they are expected to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a number of paintings each with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Text:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2222 Printmaking 2
(BV BE DT)

Unit Adviser: Ms K. Green

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2121

Unit Outline: This unit is designed to develop the basic printmaking methods previously studied. At this stage, students would be expected to begin serious investigation of ideas by use of drawing and works on paper that could be further developed and explored in one or all of the print mediums. Drawing is considered an activity central to the study of all Printmaking units and students will be expected to attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

| Artistic and Conceptual Development | 40% |
| Technical Achievement               | 25% |
| Drawing                              | 25% |
| Involvement and Contribution to Workshop | 10% |

232
(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

2223 Printmaking 3
(BV BE DT)

Unit Adviser: Ms K. Green

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2222

Unit Outline: At this stage in the course, students will be encouraged to use their knowledge and experience acquired in the previous semester to develop their image making and deal with the problems of form and content that will possibly be utilised in the development of a personal visual language. Formal lectures and demonstrations will be held to expand the student's technical skills, e.g. colour printing, viscosity, multi-plate, etc. Drawing is considered an activity central to the study of all Printmaking units and students will be expected to attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

Artistic and conceptual development (40%)
Technical achievement (25%)
Drawing (25%)
Involvement and contribution to workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

2227 Minor Printmaking/Photography 2
(BV BE DT)

Unit Advisers: Ms K. Green, Ms S. Purdy

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2126

Unit Outline: Students enrolled in this unit will choose one of the following strands:

(a) Printmaking

This unit is designed to continue the development of the printmaking processes studied in the previous unit. Students will be encouraged to explore graphically concepts related to work undertaken in their major study. At this stage of the course, students may wish to concentrate their study in one printmaking process only. By taking part in workshop demonstrations and tutorials, students will have an opportunity to expand their technical skills, e.g. colour printing.

(b) Photography

This unit assumes that the student has a working knowledge of basic black and white photographic technique and allows them time to explore more specialised areas of interest. Artistic and conceptual development is emphasised. Both traditional and contemporary fine art images studied in order to provide a context for the student's own work and a basis for them to experiment.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

Artistic and conceptual development (45%)
Technical achievement (45%)
Involvement and contribution to workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.
(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:
Tamarind Technical Papers (periodical). University of New Mexico, 1975 to current issues.

Additional references are provided in class including current periodicals and journals.

2228 Minor Printmaking/Photography 3
(BV BE DT)

Unit Advisers: Ms K. Green, Ms S. Purdy

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2227

Unit Outline: Students enrolled in this unit will choose one of the following strands:

(a) Printmaking

By utilising knowledge and experience acquired in the previous semesters, students will be encouraged to develop their image making by extending their visual vocabulary. It is expected that students will pursue work of an individual nature with an emphasis on a graphic sensibility.

(b) Photography

As much as practicable, students will be able to determine their own direction of study within the broad range of photo media possibilities. Each student, in consultation with the lecturer, will write a concept proposal for the creation of a body of work. At the end of the semester, a written appraisal by each student of the project will assess processes involved, direction and outcome of the work.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:

Artistic and conceptual development (45%)
Technical achievement (45%)
Involvement and contribution to workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

Additional references are provided in class including current journal and periodicals.

2232 Ceramics 2
(BV BE DT)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2131

Unit Outline: Further development in the whole rhythm of Ceramics, building on the major topics in 2131. Regular firing cycles in shared kilns are encouraged for the constant building of understanding of the whole process. Participation in group projects is the basis for learning. One drawing class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Texts:

Recommended Reading:
An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2233 Ceramics 3
(BV BE DT)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2232

Unit Outline: Further development towards the individual discipline of regular week cycles in the whole spectrum of Ceramics from clay to fire. Regular group and private firings in small kilns are encouraged throughout the semester. One drawing
class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Text: Nil

Recommended Reading: An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2237 Minor Ceramics 2
(BV BE DT)

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2136

Unit Outline: Students will be encouraged to limit their intentions in consultation with the staff, so that means can be devised to work at a deeper level in a narrower field of ceramic processes, e.g. Raku. Narrowing the media and the ideas focuses the student on quite specific goals achievable with some competence within the confines of the Minor unit timeframe.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.


Recommended Reading: An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2238 Minor Ceramics 3
(BV BE DT)

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2237

Unit Outline: Students are encouraged to build a strong ideas base in their journals, and produce results of quality from competence with clay and fire. Yet the clay and fire aspect is still fairly narrow, and some areas of ceramics may be inappropriate. Usually, earthenware and low fire work will be most appropriate. Ideas must be supported by skill development.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics.


Recommended Reading: An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2242 Sculpture 2
(BV BE DT)

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2141

Unit Outline: Although attendance at regular lecture sessions and participation in projects is compulsory, special emphasis on development of each student's individual direction is seen as most important in this unit. At least three hours of the allocated time per week will be devoted to additional drawing studies.

Assessment: Staff teaching this unit will be prepared to discuss a student's progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (65%)
Drawing class marks (15%)
Staff overview of a student's progress during semester (20%)

Prescribed Text: Nil

Additional references are chosen by the staff to suit the needs of each individual student.

2243 Sculpture 3
(BV BE DT)

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2242

Unit Outline: Continuation of programs introduced in previous semesters with greater emphasis placed on each student's individual direction. At least three hours of the allocated time per week will be devoted to additional drawing.
Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio Submission (65%)
Drawing Class Marks (15%)
Staff Overview of a Student’s Progress during Semester (20%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

2247 Minor Sculpture/Woodcraft 2
(BV BE DT)

Unit Advisers: Mr C. Murray-White, Mr D Wollmering

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2146

Unit Outline: Up to four Sculpture/Woodcraft Minor units may be taken. These should be seen as a complementary or broadening element in the course. Students can choose one of two streams, Woodcraft or Sculpture. The Sculpture component follows the general procedure outlined in the unit guide for all Sculpture units but does not expect the same levels of achievement. Woodcraft concentrates on encouraging students to develop skills in one area of study chosen from carving, construction, lamination and woodturning. Students are expected to develop competence in the design of, and the aesthetic issue as applied to objects made from wood.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (80%)
Staff overview of a student’s progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

2248 Minor Sculpture/Woodcraft 3
(BV BE DT)

Unit Advisers: Mr C. Murray-White, Mr D Wollmering

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2247

Unit Outline: Up to four Sculpture/Woodcraft Minor units may be taken. These should be seen as a complementary or broadening element in the course. Students can choose one of two streams, Woodcraft or Sculpture. The Sculpture component follows the general procedure outlined in the unit guide for all Sculpture units but does not expect the same levels of achievement. Woodcraft concentrates on encouraging students to develop skills in one area of study chosen from carving, construction, lamination and woodturning. Students are expected to develop competence in the design of, and the aesthetic issue as applied to objects made from wood.

Assessment: Staff teaching this unit will be prepared to discuss a student’s progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (80%)
Staff overview of a student’s progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

2295 The Classical Tradition
(This unit was formerly titled Renaissance Art)
(BV BE BT DT)

Unit Adviser: Ms A. Modesti

First Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisites: 2193, 2194

Unit Outline: The unit will examine the Classical Tradition generally, including its application in nineteenth and twentieth century art. Included are sections on the Proto-Renaissance; Iconography and Iconology; Perspective and Proportion; Humanism and Naturalism; Classical Renaissance Art and Ideas; Northern European Art and Ideas. A contextual and social historical approach will be taken, examining art, architecture and sculpture within their cultural framework.
Assessment: Assessment is based on the submission of two written assignments and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:

Recommended Reading:

2296 The Romantic Tradition
(This unit was formerly titled Baroque Art)
(BV BE BT DT)

Unit Adviser: Ms A. Modesti
Second Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisites: 2193, 2194

Unit Outline: The unit will examine the Romantic Tradition generally, including its application in nineteenth and twentieth century art. The emphasis in the syllabus will be upon Italian Art of the seventeenth and eighteenth centuries, with coverage of the Baroque and Rococo in Northern Europe as well. Themes, styles, modes and aesthetic ideas in paintings, prints, drawings, and sculptures will be examined in the work of leading European artists. An introduction to Baroque and Rococo architecture will also be included.

Assessment: Assessment is based on the submission of written assignments and an examination paper. All work required to be submitted will count towards the overall assessment.

Prescribed Texts:


Recommended Reading:

2301 Professional Practice
(BV)

Unit Adviser: Mr N. Creighton
Second Semester: 1 lecture and 1 tutorial/week - unit value of 1.0 - internal and distance education study.

Prerequisite: The accumulation of 20 points credit value in the Visual Arts degree course.

Unit Outline: This single unit subject deals with the preparation of the artist for professional practice. Elementary business practice, exhibition planning, art dealership, promotion and other aspects of professional artistic practice will be included.

Subject matter will be related to Major Studio work and relevant to aspects of each student's own particular art form. Aspects of health and safety will also be considered. The unit involves attendance throughout the semester at lectures, workshops and tutorials. Students will be assisted in the preparation of a personal presentation portfolio of their work, and an artist's resume. Some excursions will be undertaken.

Assessment: Assessment will be the responsibility of the staff teaching Professional Practice. Written and practical projects will be required for assessment.

Prescribed Text: Nil

Recommended Reading:

2314 Painting 4
(BV BE DT)

Unit Adviser: Mr C. Coventry
First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2213

Unit Outline: Students will continue with set project work but are expected to respond in an increasingly personal way, and begin to show a continuity in their response to each project.
Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2315 Painting 5
(BV BE DT)

Unit Adviser: Mr C. Coventry

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2314

Unit Outline: Students will be expected to have developed a personal, technical, and conceptual understanding, enabling them to produce work of a professional standard, and to set their own individual programs based on that knowledge.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Texts:

Recommended Reading:
Selected Art periodicals.

Other references will be provided in class.

2319 Minor Painting 4

Unit Adviser: Ms J. Adams

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2218

Unit Outline: Up to four Minors may be taken in Painting. Students undertaking Painting as a Minor discipline will not be expected to attain the same depth of understanding as those majoring in the discipline, however, they are expected to deal with the primary aspects of painting, both conceptual and technical, and to develop a critical and analytical attitude to the discipline of Painting. Students are expected to complete a number of paintings each with support studies and notes. Each student is encouraged to make an individual response to the project work.

Assessment: Work will be reviewed progressively and will be the responsibility of the lecturer(s) involved in the teaching of painting. An end of semester assessment of all work produced will be conducted.

Prescribed Text:

Recommended Reading:
Selected Art periodicals. Other references will be provided in class.

2324 Printmaking 4
(BV BE DT)

Unit Adviser: Mr E. Heng

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2223

Unit Outline: At this level of the course, students should have a technical competency to work in any printmaking medium of their choice and will be expected to design an individually approved program of study from which a personal approach to Printmaking is derived. Drawing is considered an activity central to the study of all Printmaking units and, as such, students will attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:
- Artistic and conceptual development (40%)
- Technical achievement (25%)
- Drawing (25%)
- Involvement and contribution to workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil
Recommended Reading:

2325 Printmaking 5
(BV BE DT)

Unit Adviser: Mr E. Heng

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.
Prerequisite: 2224

Unit Outline: This unit is designed to complement Printmaking 4 and students will continue to work within an individually approved program of study. As this is the final unit of printmaking practice, students should be able to demonstrate:

(a) A personal utilisation of established printmaking skills.
(b) A facility for investigation and problem solving related to printmaking.
(c) The development of a personal visual language that is in accordance with the anticipated level of professional achievement.

Drawing is considered an activity central to the study of all Printmaking units and students will attend weekly drawing classes.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:
  Artistic and conceptual development (40%)
  Technical achievement (25%)
  Drawing (25%)
  Involvement and contribution to workshop (10%)

(ii) Method of Assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.

(iv) A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading:

2329 Minor Printmaking/Photography 4
(BV BE DT)

Unit Advisers: Ms K. Green, Ms S. Purdy

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.
Prerequisite: 2228

Unit Outline: Students enrolled in this unit will choose one of the following strands.

(a) Printmaking

By this semester, students will have a reasonable command of their chosen Printmaking medium(s). They should be aware of expressive possibilities, both conceptually and visually, and therefore, have the ability to design an individually approved program. This program should take into account their Major field of study.

(b) Photography

The emphasis in this unit is on the production of exhibition quality photographs of a high standard and strong conceptual base. In addition, students are expected to develop a critical and analytical approach to viewing fine art photographic images and to formulate and express an opinion about works presented.

Assessment:

(i) Progress will be monitored throughout the semester and final assessment will be based on a final review of all work completed in the unit using the following criteria:
  Artistic and conceptual development (45%)
  Technical achievement (45%)
  Involvement and contribution to workshop (10%)

(ii) Method of assessment - by folio.

(iii) To be submitted - all work, including journal, drawings, sketch books, notebooks and written work.
A minimum of 80% attendance will be required during the semester.

Prescribed Text: Nil

Recommended Reading: To be advised.

2334 Ceramics 4  
(BV BE DT)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2233

Unit Outline: Three and four week cycles of production are encouraged, but will vary with the creative intentions of the individual. Specialisations should be emerging and may develop in areas of low fire, raku, stoneware, saltfire, woodfire or any area for which staff and facilities can be made available. Technical back-up continues as appropriate. One drawing class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Text: Nil

Recommended Reading: An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2335 Ceramics 5  
(BV BE DT)

Unit Adviser: Dr O. Rye

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2334

Unit Outline: Individual work cycles are encouraged in order to follow personal directions towards developing objects of quality. In so doing the student should have developed a healthy understanding of the main areas of specialisation. It must be acknowledged in the final semester of a Ceramics course, that the student is now only at the threshold. The three year course being a strong foundation for a possible lifetime of exploration and discovery in the medium of clay. Achievements should include the following: Appropriate skill levels and confidence with Ceramics equipment and materials; attitudes which make further discovery obligatory; creativity limited only by goals and experimentation. One drawing class of three hours is a compulsory part of this unit.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of completed work, the level of achievement of set projects, and on a final show of work. Assessment will normally be progressive and will be the responsibility of the lecturer(s) involved in the teaching of Ceramics. Drawing accounts for 15% of assessment.

Prescribed Text: Nil

Recommended Reading: An extensive Ceramics bibliography, updated annually, is issued to all Ceramics students.

2339 Minor Ceramics 4  
(BV BE DT)

Unit Adviser: Mr H. Potts

First and Second Semester: 6 hours/week - unit value of 1.0 - internal study.

Prerequisite: 2238

Unit Outline: Though not imposed, the student will be wise not to spread too widely within the spectrum of ceramics. A strong sense of direction, and cross reference to the student's chosen Major will be encouraged, endeavouring to focus the student's artistic life. Independent production of works of quality will be monitored and form the basis of critical discussion.

Assessment: Assessment will be based on the level of studio participation, the level of achievement of set projects, and on a final show of work. Assessment will be the responsibility of the lecturer(s) involved in the teaching of ceramics. A mid-semester review will give students and indication of progress, students "at risk of failure" will be notified in writing.


Recommended Reading: An extensive ceramics bibliography is issued to all Ceramics students.

2344 Sculpture 4  
(BV BE DT)

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2243

Unit Outline: In this unit students are expected to undertake major self-selected projects which must be worked through thoroughly. Special emphasis is placed on the working processes and the establishment of personal integrity.

Assessment: Staff teaching this unit will be prepared to discuss a student's progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.
Folio submission (80%)
Staff overview of a student's progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

2345 Sculpture 5
(BV BE DT)

Unit Adviser: Mr C. Murray-White

First and Second Semester: 18 hours/week - unit value of 2.0 - internal study.

Prerequisite: 2344

Unit Outline: This unit complements Sculpture 4. By this stage students are expected to have reached a high level of competence in both the production and theoretical aspects of Sculpture.

Assessment: Staff teaching this unit will be prepared to discuss a student's progress during timetabled class times. Students are expected to present all their studies, notes and finished work for a final assessment at the end of the semester.

Folio submission (65%)
Drawing class marks (15%)
Staff overview of a student's progress during semester (20%)

Prescribed Text: Nil

Recommended Reading:

Additional references are chosen by the staff to suit the needs of each individual student.

2393 Readings in Art
(BV BE DT BT BC BP)

Unit Advisers: Mr K.E. Bensley, Ms A. Modesti

First Semester: 1 lecture/seminar/week - unit value of 1.0 - internal and distance education study.

Prerequisites: 2295, 2296 or permission.

Unit Outline: This unit consists predominantly of a guided reading program supported by lectures and seminars. Students may select from a range of topics offered for study. Example topics are the History of the Concept of Beauty; Psychology of Visual Pleasure; Deconstruction of Visual Pleasure; Feminism and Art; Issues in Post-Modernism; Australian Visual Culture; Regionalism; Radicalism.

Assessment:
Seminar paper (40%)
Written paper (60%)

Prescribed Text: To be advised.

Recommended Reading:
Reading guides which refer students to relevant books and articles will be given out in class.

2394 Special Topic in Art
(BV BE DT BC BP)

Unit Advisers: Mr K.E. Bensley, Ms A. Modesti

Second Semester: 1 seminar/tutorial per week - unit value of 1.0 - internal and distance education study.

Prerequisites: 2295, 2296 or permission.

Unit Outline: This unit consists of the study of a special topic in art history or art theory. The topic must be approved by the unit advisers before study commences. In most cases work for the special topic will entail a review of the literature pertaining...
to that topic, and students will be required to write a
critical appraisal of the literature in the form of a
long essay of 6,000-7,000 words. Students will be
expected to demonstrate advanced uses of Library
resources and references.

Assessment:

Written report on work-in-progress
by mid-semester (30%)
Long Essay of 6,000 - 7,000 words (70%)

Prescribed Text: Nil

Recommended Reading: Assistance will be given
with the development of relevant reading lists.

2410 Graduate Diploma - Painting F/T*
2411 Graduate Diploma - Painting P/T*
2412 Graduate Diploma - Painting P/T*
2420 Graduate Diploma - Printmaking F/T*
2421 Graduate Diploma - Printmaking P/T*
2422 Graduate Diploma - Printmaking P/T*
2430 Graduate Diploma - Ceramics F/T*
2431 Graduate Diploma - Ceramics P/T*
2432 Graduate Diploma - Ceramics P/T*
2440 Graduate Diploma - Sculpture F/T*
2441 Graduate Diploma - Sculpture P/T*
2442 Graduate Diploma - Sculpture P/T*
(GV)

Graduate Diploma of Arts (Visual Arts) Course
Co-ordinator: Mr E. Heng

Full Year: full-time units have a unit value of 8.0
and part-time units have a unit value of 4.0 - internal
and distance education study.

Unit Outline: See course entry.

Assessment: Assessment is based on participation
and on submission of studio work and written work
as appropriate to the investigations carried out.
Before the completion of the course, a final
submission of work in a form suitable for
assessment is required.

2600 Master of Arts (Visual Arts)
(MV)

See course entry for further details.
MONASH UNIVERSITY COLLEGE
GIPPSLAND
AUSTRALIA

ACADEMIC REGULATIONS
1. UNIVERSITY COLLEGE GIPPSLAND
REGULATIONS

2. ACADEMIC REGULATIONS

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2.1 ACADEMIC BOARD
REGULATIONS

2.1.1 Membership

2.1.1.1 The membership of the Academic Board shall be:

President of Council
Chief Executive Officer
Director, Administration
Seven Heads of Schools

Two members elected by and from the internal students.
Two members elected by and from the distance education students.
Seven members elected by and from the academic staff.
Two members elected by and from the general staff.

Seven members composed of one elected by and from the members of each Board of Studies.
One member from the Library general staff.
One member from the Distance Education general staff.

2.1.1.2 Elected staff members shall serve for a period of two years.
2.1.1.3 Elected student members shall serve for a period of one year.

2.1.1.4 Elections for Academic Board membership will be held during November; members elected to take office from the first meeting the following year.

2.1.1.5 If an elected member without leave of absence previously granted by the Academic Board is absent from three consecutive scheduled meetings of the Academic Board, the office of such member becomes vacant and the vacancy is a casual vacancy.

2.1.1.6 Any casual vacancy in the office of an elected member of the Academic Board shall be filled by the election of a person having the qualifications required for the filling of that vacancy the election being made by the body of persons by which election to that office was or should have been made at the commencement of the full term of office provided that if any casual vacancy occurs within three months before the expiration of the term of office that had been or should have been filled the vacancy shall not be filled for the remainder of such term.

Members of the Academic Board elected to fill casual vacancies shall be entitled to hold office during the residue of the term of the member whose place they fill.

2.1.2 Terms of Reference

2.1.2.1 The Academic Board shall advise the University College Advisory Council on the educational policy and programs of the University College. In particular the Academic Board shall report to the Advisory Council on:

- the development of sound and coherent academic planning and policy;
- the academic acceptability of proposed courses or units and changes to existing courses or units;
- academic regulations including admission, examination and assessment procedures;
- academic standards and quality of teaching;
- the certification of student's results and the certification of candidates who have completed requirements for awards;
- all matters referred to the Academic Board by the University College Advisory Council.

2.1.2.2 The Academic Board shall:

- in order to review and assess progress in the educational work of the University College, be entitled to request through the Chief Executive Officer reports from within the University College and may refer any matter arising from such a review to the Chief Executive Officer or an appropriate body;
- have such other powers and duties as may be determined by the Advisory Council from time to time.

2.1.2.3 The Academic Board may, having regard to the expressed wishes of the founder or donor, recommend the conditions of competition for any scholarship, fellowship or prize and recommend the recipients of any such award.

2.1.2.4 The Academic Board may appoint such committees as it thinks fit and by resolution delegate any of its powers, authorities, duties and functions other than the power of delegation, to any such committee or to any Officer of the University College under such conditions as may be determined by the Academic Board. Every delegation so made shall be revocable by resolution of the Academic Board and no such delegation shall prevent the exercise by the Academic Board of any of its powers, authorities, duties and functions.
2.2.2 An applicant who gains full-time admission to a course of the University College may apply by writing to the Registrar for permission to defer the initial enrolment to the subsequent year. Such permission may be granted, on the advice of the Head of School, for a period normally not exceeding two successive semesters.

2.2.3 By submitting an enrolment application, a student gives an undertaking to abide by the Regulations and Rules of the University College.

2.2.4 Credits and exemptions may be granted on the basis of previous academic studies or experience. Final responsibility for credits and exemptions rests with the Head of the appropriate School.

2.3 ADMISSION (COURSE REQUIREMENTS)

2.3.1 Degree and Diploma Courses - In addition to meeting the requirements of Regulation 2.2.1, and unless specifically exempted by the Head of the appropriate School, applicants must comply with any other requirements prescribed by a particular unit and meet the following course entry requirements:

(a) Engineering - To be admitted to the course for a degree in Engineering, the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include English, one Mathematics and one Science, and preferably one further subject from that of Mathematics and Science.

(b) Applied Science - To be admitted to the course for a degree in Applied Science, the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include English and at least two of: Chemistry, Physics, Pure Mathematics, Applied Mathematics, General Mathematics, Biology or Physical Science.
Visual Arts - To be admitted to the course for the Bachelor of Arts (Visual Arts), the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include English. Applicants are normally required to present for an interview, with a folio of work to demonstrate their suitability for admission.

Business - To be admitted to the course for the degree in Business, the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include English.

Social Sciences - To be admitted to the course for the degree in Arts (Social Science), the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include English.

Education -
(i) To be admitted to degree or diploma courses in Education (initial preparation), the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include English.

(ii) To be admitted to the degree courses for upgrading or converting existing qualifications, applicants should be qualified teachers.

Health Sciences - To be admitted to the course for the Diploma of Applied Science (Nursing), the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include Year 12 English and Year 10 Mathematics. Mature Age applicants without Year 10 Mathematics are normally required to have passed the Victorian Nursing Council Mathematics and English tests.

2.3.2 Associate Diploma Courses -
(a) Welfare Studies - To be admitted to the course for the Associate Diploma of Arts (Welfare Studies), the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include English. Applicants are required to present for an interview, examination or test as is deemed necessary to demonstrate their suitability for admission.

(b) Administration - To be admitted to the course for the Associate Diploma of Business (General Administration), an applicant should possess an appropriate post-secondary qualification, e.g. a TAFE Certificate.

(c) Engineering - To be admitted to the course for the Associate Diploma of Engineering (Industrial Management), the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall preferably include English, one Mathematics and one Science.

(d) Computing - To be admitted to the course for the Associate Diploma of Applied Science (Computing), the subjects passed in accordance with sub-regulation 2.2.1 (a)-(f) shall normally include Year 12 English and a Year 11 Mathematics subject. Applicants are requested to present for a program aptitude test.

(e) Koorie Studies - To be admitted to the course for the Associate Diploma of Arts (Koorie Studies), applicants are required to present for an interview for selection. Participants will be chosen from those who demonstrate an understanding of, and an interest in, Koorie culture and heritage.

2.3.3 Graduate Diplomas - Entry requirements for these courses vary according to the aims of each course. Candidates must satisfy the Head of the appropriate School of their capacity to undertake their proposed program of study.

2.3.4 Higher Degrees - Entry requirements for these courses vary according to the aims of each course. Candidates must satisfy the Head of the appropriate School of their capacity to undertake their proposed program of study.

2.3.5 General - Notwithstanding any of the preceding regulations, the Head of the appropriate School shall have the final discretion in the admission of any applicant to any course in the University College.

2.4 CONTINUATION

2.4.1 Students who have been admitted to a course of the University College shall be entitled to continue in that course provided that they:

(a) complete all requirements for re-enrolment as specified by the University College;

(b) obtain approval for their continuing course of study from the Head of School through the Registrar;

(c) continue to prove their suitability for the course to the satisfaction of the appropriate Head of School by:

(i) maintaining the standard of work required by completing such studies and passing such examinations or other work prescribed for assessment in lieu of examinations;

(ii) attending such lectures, tutorial classes and excursions, completing such practical work, fieldwork or other requirements as may be prescribed by the course;

(iii) maintaining a rate of academic progress appropriate to their mode of study.

(d) are in good standing as students of the University College by having met all financial obligations to the University College or by having made satisfactory arrangements with the University College for the payment of such obligations, and complying with all other regulations and rules of the University College pertaining to students.

2.4.2 Students who have not completed the requirements for a degree or diploma and have an approved extension for work still outstanding beyond the date set for re-enrolment in the following semester shall be required to re-enrol for the next
2.4.3 Students may apply to defer their studies for a period not exceeding twelve months. Deferments may only be granted after application to the relevant Head of School via the Registrar.

2.5 UNSATISFACTORY ACADEMIC PERFORMANCE

2.5.1 Unsatisfactory academic performance occurs where a student:

(a) fails the same unit twice;

(b) fails more than half the units attempted in their last two years of study;

(c) fails all the units attempted in one semester of study.

2.5.2 In all cases of unsatisfactory performance the Head of School may:

(a) request the student to attend the University College for counselling purposes;

(b) place the student on probation such that continuation would depend on satisfying certain conditions as to academic progress and study specified in writing by the Head of School.

(c) require the student to show cause in writing why they should not be excluded from a unit or course of study. Subsequently, students maybe permitted to continue, or be excluded from further study.

(d) if a response to show cause is not received within fourteen days, or the Head of School considers the response inadequate, a notice of exclusion shall be sent.

2.5.3

(a) A student excluded from a unit or course of study under these regulations may apply for re-admission after the expiration of at least one academic year. If satisfied that the student's circumstances or prospects have changed sufficiently, the Head of School may authorise re-admission.

(b) In permitting a student to re-enrol, the Head of School may impose on the student such conditions as may benefit the student's academic progress.

2.5.4 A student excluded under these regulations shall have the right of appeal through the Registrar to the Admissions and Qualifications Committee. The appeal is to be made within twenty-eight days of the date of exclusion notification.

2.6 EXAMINATIONS AND ASSESSMENT

2.6.1 Final assessment matters should be dealt with by Boards of Examiners, and ratified by the Head of the appropriate School.

2.6.2 Students are expected to complete the unit or course requirements as specified by the unit adviser(s) in any semester by the examination period for that semester.

2.6.3 Final results awarded for each unit represent a total assessment of the student's performance in such examinations, assignments, class work, practical or other requirements prescribed for that unit.

2.6.4 The examinations conducted by the University College shall be held at such times and places as specified in the official examination time-tables each year.

2.6.5 The examinations shall be conducted in such a manner and according to such conditions as may be prescribed by the Registrar.

2.6.6 Official notification of the results of examinations and final assessments shall be made to students by the Registrar.

2.6.7 Students shall receive for each unit (or subject) one of the following grades or symbols:

A, B, C or D - where A shall indicate the highest and D the lowest pass grade, in order of merit.

N - which indicates that the student has not passed the unit.

W - which indicates approved withdrawal from the unit.

E - which indicates extended assessment period.

2.6.8 The symbol "I" shall be used to indicate that assessment has been deferred on medical, compassionate, or other approved grounds.

(a) All "I" results will be awarded by the appropriate Board of Examiners.

(b) Where "I" results are granted, specification of the revised completion date and other requirements should be made in writing, and copies kept by the student, the lecturer and the Registrar.

(c) Regardless of all time specifications made under section 2.6.8 (b), all "I" assessments must be converted to final results by the meeting of the appropriate Board of Examiners in the following semester.

2.6.9 Students who have been prevented by illness or injury from presenting themselves at any examination, or who consider that their performance in any examination has been seriously impaired by illness or injury may apply for special consideration.

(a) Where, by reason of personal bereavement or other critical personal circumstances close to the date of examination, students fail to attend any examination, or consider that their performance has been seriously impaired by
the circumstances, they may apply for special consideration.

(b) All applications for special consideration should be supported by a medical certificate or other appropriate evidence and should be lodged with the Registrar within seven days of the date of the examination.

2.6.10 Students wishing to appeal against final assessment in any unit should in the first instance consult the unit adviser, and then the Head of School responsible for the student’s course. Should the matter still not be satisfactorily resolved, a formal appeal to the Admissions and Qualifications Committee, may be lodged through the Registrar. Such appeal should be made within twenty-eight days of the appeal to the Head of School, and in any event must be made within two months of the date of publication of results.

2.7 DEGREE OF MASTER BY RESEARCH

2.7.1 Preamble

2.7.1 The purpose of the Monash University College Gippsland Masters by Research program is to:

(a) Provide the community with graduates of enhanced ability, knowledge and diversity of experience, particularly in the skills of problem identification and specification, problem solution and presentation.

(b) Provide an opportunity for suitable students to develop their potential for research.

(c) Assist industry and the community by providing access to technical and educational facilities for the purpose of applied research.

(d) Encourage academic staff to play an active part in applied research and maintain an awareness of developments in their areas of expertise.

(e) Further the interaction of academic staff with industry, commerce and the community on research matters of mutual interest.

2.7.2 Definitions

2.7.2 The following abbreviations are used in these regulations:

SCHOOL means any School of the Monash University College Gippsland;
A&Q means the Admissions and Qualifications Committee of the Monash University College Gippsland;
AB means the Academic Board of the Monash University College Gippsland;
HOS means the Head of the School in which the candidate is to be enrolled;
JSC means the Joint Standing Committee in Masters Degrees by Research undertaken by students enrolled in Colleges of Advanced Education.

2.7.3 Title of Degree

2.7.3 The Degree of Master by Research at Monash University College Gippsland is offered for the following awards:

Master of Applied Science
Master of Arts
Master of Arts (Visual Arts)
Master of Business
Master of Education
Master of Engineering
Master of Health Sciences

2.7.4 Grading of Degree

2.7.4 Grading shall be by the "Pass" or "Fail". "Honour" or "Distinction" shall not be awarded.

2.7.5 Entry Requirements

2.7.5.1 An applicant for entry to a Degree of Master by Research must be recommended for admission by the A&Q.

2.7.5.2 The applicant must satisfy the A&Q that the applicant has:

(a)(i) qualified for a first degree of the Monash University College Gippsland or another award deemed by the A&Q to be equivalent in character and standard;

Note: Students are expected to have an above average academic background, with a majority of an applicant’s undergraduate results at the A or B level.

or (ii) produced evidence of experience which satisfies the A&Q that the applicant has developed a knowledge of the field of study sufficient to undertake the proposed program;

or (iii) shown a high level of achievement in their field after graduation (eg research, invention, exhibition, performance or publication), or who can show high level analytical, creative or critical skills appropriate to their proposed research;

and

(b) fulfilled any other conditions relating to prerequisite studies or examinations which the A&Q may deem appropriate.

2.7.6 Standard of Master Degree Work

2.7.6.1 The candidate must present a Thesis/Project/Exhibition/Performance based upon research, investigation or development work at a standard which demonstrates:

(a) a thorough understanding of the relevant field of study,

(b) competent work relevant to the field of study, and

(c) a discernible contribution in the field of study.

Note: A discernible contribution shall NOT be construed to mean routine development work which, while sophisticated, is a simple repetition of work which is either published or known to others in the field of study.
2.7.6.2 The work on which the presentation is based shall be the original work of the candidate carried out under supervision either within a School of Monash University College Gippsland or within an industrial, commercial, governmental, educational, research or other organisation approved by the A&Q and the JSC. Work which was done prior to the application may not be credited towards the Master Degree.

2.7.7 Work Load and Duration

2.7.7.1 The program may be undertaken on a full-time or part-time basis.

2.7.7.2 The commitment required shall normally be a minimum of twenty-one calendar months of full-time work (or its equivalent for part-time programs) and a maximum period of thirty-six calendar months (or its equivalent part-time). The Accreditation Board may approve a lesser period of fifteen calendar months (or its equivalent for part-time programs) for designated categories of candidates having first degrees of four or more years full-time duration. Extension beyond the maximum period of time will be approved by the Accreditation Board on the advice of the JSC.

In exceptional cases, the period may be reduced by the Accreditation Board.

Commencement of work for approved candidates shall date from the day of enrolment.

2.7.7.3 Candidates must satisfy the HOS that they:
(a) have a clear understanding of the amount and level of work involved, and
(b) are able to devote the necessary time and effort to their programs.

2.7.7.4 A candidate may transfer from full-time to part-time basis (or vice versa) only with the written permission of the A&Q and after the candidate has satisfied Regulation 2.7.7.3.

2.7.7.5 A candidate shall be required to show cause to the A&Q why the candidature should not be deemed to have lapsed if a Thesis/Project/Exhibition/Performance has not been submitted within thirty-six months from commencement of the program for a full-time candidate, or forty-eight months for a part-time candidate. The JSC may grant further time to a candidate. Application for such extension should be made to the A&Q on the recommendation of the HOS.

2.7.7.6 Notification of period of leave of absence beyond three months will be made to the Accreditation Board by means of the JSC. Application should be made to the A&Q on the recommendation of the HOS.

2.7.7.7 Candidates may be requested to undertake corequisite studies. Such work is undertaken as an aid to students and not as partial replacement of the research requirement. The nature and extent of the studies required will be dependent on the students' area of study and their previous experience or qualifications.

2.7.8 Supervisors

2.7.8.1 For each Master Degree candidate, there shall be at least one and not more than two Supervisors, acceptable to the A&Q and approved by JSC, and responsible for guiding the candidate in the conduct of the program. If there are two Supervisors, the one designated Senior Supervisor shall be responsible for the direction of the candidate throughout the candidature. The additional duties of the Supervisors shall be determined by the A&Q.

Note: The Supervisor shall be able to demonstrate clearly the ability to guide a candidate in the proper conduct of a research program in the field of expertise, prior to undertaking such a task. The possession of a higher degree from a recognised tertiary education institution of international standing would normally be sufficient proof of this ability. Alternatively, extensive personal unsupervised research or development work which has resulted in a number of publications in journals or conferences or exhibitions of international standing may be regarded as sufficient.

The Supervisor should guide critically the candidate during the preparation of the Thesis/Project/Exhibition/Performance.

It would be advantageous for co-ordinating purposes for the Senior Supervisor to be a full-time member of Monash University College Gippsland Staff.

2.7.8.2 Other persons providing assistance in special areas should be referred to as Consultants.

2.7.8.3 If the program is pursued within Monash University College Gippsland, there shall be at least one Supervisor who shall be a member of the academic staff of the School which approves the award for which the program is undertaken.

2.7.8.4 If the research program is pursued outside Monash University College Gippsland, then there shall be two approved Supervisors, one of whom shall be an appropriate member of the academic staff of the University College. This Supervisor shall have overall responsibility for the supervision. The other Supervisor usually will be associated with the organisation in which the research is carried out.

2.7.8.5 If for any reason a Supervisor is unable effectively to supervise the candidate for a period exceeding three months, the HOS immediately shall advise the A&Q who shall nominate a replacement Supervisor for approval by the JSC.

2.7.8.6 Supervisors will provide progress reports as required under Regulation 2.7.10.

2.7.9 Application and Enrolment

2.7.9.1 The candidate's application and program proposal shall be forwarded by the Registrar to the relevant HOS for submission for consideration and approval by the A&Q.

2.7.9.2 The HOS should ensure that the Application conforms with the Regulations and is in suitable form for submission to the A&Q.
2.7.9.3 The A&Q shall on approval, forward details of the decision for the information of the Academic Board. Any application which is not approved by the A&Q shall be returned to the applicant with comments via the HOS.

2.7.9.4 When the application has been approved by the A&Q, the Secretary shall forward the application to the JSC who shall forward their recommendation to the Victorian Post-Secondary Education Commission and the Accreditation Board.

2.7.9.5 When notification of formal approval has been received by the A&Q, advice will be forwarded to the Registrar, the applicant, the appropriate HOS(s), the Supervisor(s) and Consultant(s). The candidate should enrol within three months of this notification.

2.7.9.6 A copy of these regulations, including the guidelines, higher degree application form and the Supervisor’s report pro forma shall be given to the applicant and the Supervisor(s) at the time of application. Consultant(s) will be provided with a copy of the regulations, including the guidelines, when they are appointed.

2.7.9.7 The candidate is to be enrolled and is to re-enrol until the Thesis/Project/Exhibition/Performance has been graded either passed or failed (see Regulation 2.7.12). The candidature will be deemed to have lapsed if the candidate does not re-enrol by 15 January in each year of candidacy.

2.7.10 Progress

2.7.10.1 The candidate must make satisfactory progress during the candidature. The candidate shall demonstrate this by submitting to the Senior Supervisor (or Supervisor if only one) concise written reports or visual statements, whichever is deemed appropriate by the HOS, of the progress made towards the stated objectives of the program. The candidate’s progress reports or visual statements must be submitted prior to 31 March and 30 September in each year of candidacy.

Note: The progress report or visual statement is intended to serve two purposes:

(a) to ensure the candidate has a commitment which will regularly focus attention on the direction of the research, and

(b) to ensure there is regular communication between the candidate, the candidate’s Supervisor(s) and the HOS.

The report need not be elaborate but it should be succinct and informative. A pro forma is available.

2.7.10.2 The supervisor(s’) comments on the progress of the candidate shall be submitted via the HOS, at six monthly intervals for forwarding to the A&Q. The A&Q shall note the reports, review the continuation of the candidature, if necessary, and return the reports to the HOS. The HOS shall advise the Supervisor(s) and the candidate.

Note: The HOS should forward the Supervisor(s’) progress report to the A&Q without delay. Should a comment from the A&Q be necessary, this should be transmitted to the candidate via the HOS within three weeks of the date of the A&Q meeting at which the action is decided. The progress reports or visual statements must be submitted at six monthly intervals, i.e. as at 31 March and 30 September each year. Reports are not required for candidates who have commenced their programs less than three calendar months from these dates.

2.7.10.3 Copies of the reports are to be kept by Student Records.

2.7.10.4 Failure on the part of the candidate to demonstrate satisfactory progress at any stage may result in the candidature being terminated by the JSC on the recommendation of the A&Q. The candidate may be heard by the A&Q before a recommendation is made.

Note: Occasionally a candidate’s lack of satisfactory progress can be due to problems within the program which the candidate has been unable to resolve. Every effort should be made to resolve these matters with the HOS. It may be beneficial to discuss the problems with the Student Counsellor before any formal termination procedures are initiated.

2.7.11 Thesis/Project/Exhibition/Performance

2.7.11.1 Every candidate required to submit a thesis for examination to comply with the requirements of a Masters degree is to submit three copies of the thesis in a bound form to the Head of School for submission to the A & Q Committee.

2.7.11.2 After a Thesis has been examined and graded as passed (see Section 2.7.12) the candidate is responsible for having two copies bound in a form prescribed by the A&Q. These copies become the property of Monash University College Gippsland, and are distributed to the Library and the Senior Supervisor’s School. The copies are subject to any agreement(s) as to the confidentiality of the work entered into by Monash University College Gippsland, the candidate, and any supporting outside body.

2.7.11.3 In the case of a project, exhibition, or performance, appropriate documentation of the research work must be provided for the purposes of examination. Documentation may include visual material and/or copies of an artist’s journal. The submission shall include:

(a) a candidate’s statement of approximately 200 words, and

(b) a certificate signed by the candidate to the effect that:

(i) the work is that of the candidate alone and has not been submitted previously, in whole or in part, in respect of any other academic award, and

(ii) the work of the research program has been carried out since the official date of commencement of the program (see Regulation 2.7.7.2).

2.7.11.4 In the case of a project, exhibition, or performance, two copies of the documentation in its final form become the property of the Monash University College Gippsland. These are to be
distributed to the Library and the Senior Supervisor's School. The copies are subject to any agreement(s) as to the confidentiality of the work entered into by Monash University College Gippsland, the candidate, and any supporting outside body.

2.7.11.5 Projects/Exhibitions/Performances must be presented in a gallery or other appropriate setting as arranged through the HOS. Presentation will include the preparation of a catalogue or program or similar synopsis of the work.

2.7.11.6 In connection with any submission the A&Q shall advise the person seeking admission to candidature of any requirements in respect of ownership of any form of work to be submitted.

2.7.12 Examinations

2.7.12.1 Each Thesis/Project/Exhibition/Performance is to be examined by two Examiners. A third Examiner may be appointed. The Examiners are to be selected by the A&Q from a panel submitted by the HOS and their names submitted to the JSC for approval. Neither Examiner may be a member of the staff of the Monash University College Gippsland unless there are special circumstances relating to the content of the research topic. A candidate's Supervisor may not be an Examiner.

2.7.12.2 The candidate and the Examiners shall not communicate with each other concerning the examination before its completion.

2.7.12.3 If any Examiner is unable to complete the examination within a time satisfactory to the A&Q another Examiner may be selected for approval in their place.

2.7.12.4 The Examiners shall be principally guided in their examination of the Thesis/Project/Exhibition/Performance by Regulation 2.7.6 and its guidelines regarding the Standard of Master Degree Work.

2.7.12.5 On the recommendation of an Examiner and at the discretion of the A&Q, a candidate may be required to undertake an oral examination on the subject of the Thesis/Project/Exhibition/Performance.

2.7.12.6 The Examiners will assess the Thesis/Project/Exhibition/Performance and recommend to A&Q one of the following gradings:

P = pass without further examination;
PC = pass subject to minor specified amendments or changes being made to the satisfaction of the A&Q;
D = defer, for major revision or re-work, the candidate being permitted to resubmit the thesis in a revised form;
F = failed.

2.7.12.7 The Examiners shall individually prepare brief assessment reports for the guidance of the candidate. The independence of the initial examination should be maintained by lack of correspondence between the examiners.

2.7.12.8 In the case of a P grading by both Examiners, the pass is awarded without further examination.

2.7.12.9 In the case of the following combinations of gradings, the appropriate actions will be:

P & PC or PC & PC
The Thesis/Project/Exhibition/Performance will be submitted to the A&Q via the HOS when the relevant amendments or changes have been made and within six months of the notification of grading.

P & D or PC & D or D & D
The Thesis/Project/Exhibition/Performance will be resubmitted to the A&Q via the HOS upon completion of the required revision, and within twelve months of the notification of the grading. The work will be re-examined by both examiners.

D & F
The Thesis/Project/Exhibition/Performance will be resubmitted to the A&Q via the HOS upon completion of the major revision, and within twelve months of the notification of the grading. The work is to be re-examined by both Examiners, and a third Examiner will be nominated. The majority view of the Examiners will be accepted by the A&Q.

P & F or PC & F
A third Examiner is to be appointed and the majority view of the Examiners will be accepted by the A&Q.

2.7.12.10 A Thesis/Project/Exhibition/Performance which is deferred may normally be submitted once only in a revised form.

2.7.12.11 A Thesis/Project/Exhibition/Performance which has been deemed to have failed may not be re-submitted, in whole or in part, in any subsequent work for an award.

2.7.12.12 The A&Q may invite discussions between relevant parties in order to resolve any differences or uncertainties about the examiners’ opinions. If the Examiners disagree, the opinion of a further Examiner may be obtained. The majority view of the examiners shall be accepted by the A&Q.

2.7.12.13 If a Thesis/Project/Exhibition/Performance is graded as "failed", one copy of the thesis or one copy of the documentation submitted with the Project/Exhibition/Performance becomes the property of Monash University College Gippsland and shall be filed with the candidate’s records held by Student Records.

2.7.12.14 If, in consultation with the research supervisor, it is the opinion of the candidate that the results of the examination have been unfair or unjust, the candidate may make an appeal within six months of notification of the grading to the A&Q Committee for further examination of the thesis. If the Committee is of the opinion that there is some basis for the appeal, it may appoint an assessor.

The assessor will be asked to consider the candidate's work in conjunction with the examiners' reports and written comments from the candidate and supervisor. The assessor will be asked to act as an adjudicator and make an appropriate recommendation to A&Q. The assessor’s recommendation is final.
2.7.13 Public Presentation

2.7.13.1 Prior to the submission of the Thesis/Project/Exhibition/Performance for the first time, the HOS may negotiate such public exposition either within Monash University College Gippsland or externally as is seen fit. The exposition of the candidate's work is not part of the final examination.

Note: The public presentation provides the candidate with an opportunity to present the work for criticism. The presentation should be conducted in a constructive atmosphere.

2.7.14 Eligibility for Degree

2.7.14.1 A candidate who has satisfied the requirements of these regulations may apply in writing to the Registrar to have the degree conferred, and shall on the recommendation of the A&Q and Academic Board and the approval of the Advisory Council be admitted to the appropriate Degree of Master.

2.8 GRADUATION REGULATIONS

2.8 The Advisory Council of the Monash University College Gippsland is the authority which confers annually degrees and diplomas on approved candidates.

(a) Candidates for all awards shall submit their applications on the prescribed forms, available from the Registrar's office, to the Registrar no later than 15 January of the relevant year.

(b) Late applications for awards shall be submitted for approval to the University College Advisory Council, and will normally be conferred at the Graduation Ceremony in the following year.

(c) The Head of School to which a degree pertains shall advise the Registrar of those candidates who are to be recommended to the University College Advisory Council for the award of degree with Distinction.

(d) The Registrar shall submit to the University College Advisory Council names of candidates whose applications for all awards have been certified by the Head of School.

2.9 DISCIPLINARY REGULATIONS

2.9.1 By submitting an enrolment application, a student gives an undertaking to abide by the regulations and rules of the University College.

2.9.2 All students will be expected to:

(a) comply with instructions given for the purpose of maintaining order by any of the academic or administrative staff of the University College;

(b) comply with instructions of the Head of School or deputy in relation to the safe use of machines and equipment and in particular relating to the wearing of protective clothing and glasses and the mode of dress;

(c) care appropriately for any property of the University College;

(d) faithfully represent matters affecting them as students of the University College;

(e) avoid negligent conduct which adversely affects the work of any other student or member of staff of the University College as such or the due conduct of the business of the University College;

(f) avoid entering any place in the University College that students are not permitted to enter;

(g) avoid disgraceful or improper conduct, whether or not such conduct is related to a breach of discipline within the University College. This includes disorderly, abusive, indecent or obscene conduct;

(h) comply with the provisions of any University College regulation or of any rule or order or direction made in pursuance of a regulation or by an authority, association, board or other body established under a regulation relating to the conduct or discipline of persons or of a particular class of persons in any place in the University College;

(i) refrain from cheating at examinations or tests, or any other forms of assessment;

(j) meet in full all financial obligations to the University College.

2.9.3 In cases where the regulations or rules of the University College are breached by a student, penalties may be imposed that may include fines, exclusion, expulsion, the depriving of a pass grade, or the withholding of results.

In these regulations, unless the context otherwise requires, the following expressions shall have the following meanings:

(a) "Exclusion" shall mean that the student concerned shall be denied access to those areas, classes, examinations or other activities of the University College stated in the exclusion order and for the period stated in the order;

(b) "Expulsion" shall mean the permanent exclusion of the student from the University College.

2.9.4 A Discipline Board may be convened as required. A Discipline Board shall consist of the following Officers of the University College: three members of the Academic Board, nominated by the Academic Board, one of whom shall be the Chairperson of the Discipline Board; two members of the Student Union Board, nominated by the Union Board.

The Registrar or nominee shall be secretary to the Discipline Board.
(a) The Discipline Board shall determine any matter involving an alleged breach of the regulations or rules of the University College referred to it. If satisfied that a student has been guilty of a breach of the regulations or rules of the University College, the Board may:

(i) impose a fine not exceeding $200 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the University College by reason of misconduct;

(ii) exclude a student from further participation in a course or courses or from the University College for any period not exceeding three years;

(iii) expel a student from the University College;

(iv) deprive a student of a pass in a unit or units;

(v) withhold a student's results;

(vi) admonish or reprimand a student;

(vii) refer the matter to the Advisory Council.

(b) The Discipline Board shall determine appeals by students against the decision of an Officer of the University College as set out hereunder and upon such appeal may substitute its own penalty within the limits as set out above.

2.9.5 The powers and jurisdiction of the various officers of the University College relating to breaches of the regulations and rules of the University College by students shall be as follows:

(a) The Chief Executive Officer, a Director, or a Head of School, if satisfied that a student has been guilty of a breach of the regulations or rules of the University College, may:

(i) impose a fine of up to $100 plus an amount equal to the cost of replacement or repair of the loss or damage caused to any property of the University College by reason of misconduct;

(ii) refer the matter to the Discipline Board;

(iii) exclude a student from the University College or any area or building thereof for a period not exceeding one semester duration;

(iv) exclude a student from further participation in a course for a maximum period of two semesters;

(v) deprive a student of a pass in a unit or units;

(vi) admonish or reprimand a student;

(vii) withhold a student's results.

(b) Principal Lecturer, Senior Lecturer, Lecturer, Tutor - A lecturer or any person taking a lecture, tutorial or other class may, if a student behaves in such a manner as to interfere with the proper conduct of such classes, exclude such student from classes taken by that person for a maximum of two clear working days and shall, as soon as practicable, report the matter to the Head of School in which the student is enrolled.

(c) An Officer in Charge of Examinations - An Officer in charge of examinations shall, if satisfied that a student may have been guilty of a breach of the regulations or rules of the University College at an examination, endorse the examination paper of the student concerned accordingly, and report the alleged offence to the Registrar for reference to the Head of School involved.

2.9.6 A decision by an Officer of the University College to refer a matter of a breach of the regulations or rules of the University College to some other Officer shall not be deemed to be a determination by that Officer on the matter. The Officer to whom such matter is referred shall, unless the matter is also referred in accordance with the above regulations, deal with the matter referred as if it came before the Officer for initial determination.

2.9.7 Before any matter of a breach of the regulations or rules of the University College is determined under these regulations by any Officer of the University College, a student will be permitted to be heard by such Officer.

2.9.8 A student shall have the right of appeal to the Discipline Board against a decision of the Chief Executive Officer, a Director, or a Head of School, imposed under 2.9.5 (a) of these regulations.

2.9.9 The Discipline Board shall follow the following procedures:

(a) establish a quorum of four members;

(b) meetings of the Discipline Board shall be convened as and when required and as expeditiously as possible.

2.9.10 A student shall have the following rights before the Discipline Board:

(a) to be notified of details of the charge or reference at least seven days prior to the date of sitting;

(b) to appear and to make representations whether orally or in writing or both.

2.9.11 A student may appeal to the Advisory Council against the decisions of a Discipline Board other than those decisions relating to appeals.

2.9.12 The Advisory Council shall have the power to:

(a) dismiss or uphold the appeal;

(b) vary the penalty imposed by the Discipline Board but within limits set for such Board.

2.9.13 A student desiring to exercise the right of appeal under these regulations shall lodge notice of appeal at the office of the Registrar of the University College during ordinary office hours within seven days of receiving notice of the determination against which it is desired to appeal. Such notice of appeal
shall contain the following particulars:
(a) the name of the Officer who made the determination against which it is desired to appeal;
(b) the nature of the determination;
(c) the grounds upon which it is desired to appeal;
(d) whether or not the student desires to submit written and oral evidence on such appeal and the general nature of such evidence.

2.9.14 Substantial compliance with the requirements in section 2.9.13 set out above shall be deemed to be compliance with this regulation.

2.9.15 Pending the hearing of an appeal any penalty imposed shall be suspended.

2.9.16 Every punishment or penalty imposed by an Officer of the University College, or the Discipline Board, or the Advisory Council, shall be reported to the Registrar of the University College who shall keep a record of all such decisions made and shall advise the student in writing within 7 days of the Registrar being informed. Where such penalty consists of a fine which has not been appealed against as above, the student shall not be allowed to enrol for subsequent studies until such fine has been paid, or until satisfactory arrangements have been made with the Business Manager for the payment of such fine.
TABLE OF OPERATING UNITS 1991

The table which follows is produced as a guide to units currently offered in 1991. Detailed information of unit outlines, contact hrs/wk, credit value, prerequisite and corequisite units, teaching methods, assessment, and prescribed and recommended texts are to be found on the pages referred to in the table.

Note Carefully the Column Headings Used in this Table

Unit No: The unit number assigned to the listed unit. Generally, the first digit indicates the school in which the unit is offered, the second relates to the level at which the unit is offered, and the final two digits are the individual units' specific number.

As a guide - 1000 Physical and Biological Sciences 2000 Visual Arts 3000 Business 4000 Education 5000 Engineering 6000 Social Sciences 7000 Computing and Mathematical Sciences 8000 Health Sciences 9000 Koorie Studies

Course Eligibility: Indicates courses towards which the listed unit may be counted as credit. Units earn credit for certain courses only. Make sure that the units chosen will be credited to your particular course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Study Mode</th>
<th>Credit Value</th>
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<tr>
<td>AC</td>
<td>Associate Diploma of Applied Science (Computing)</td>
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</tr>
<tr>
<td>AE</td>
<td>Associate Diploma of Engineering (Industrial Management)</td>
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<td>AG</td>
<td>Associate Diploma of Business (General Administration)</td>
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</tr>
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<td>AP</td>
<td>Associate Diploma of Business (Productivity Management)</td>
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<tr>
<td>DT</td>
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Unit Name: The specific title of the listed unit.

Study Period: Indicates when the listed unit is offered during the academic year.

1 = 1st semester
2 = 2nd semester
3 = over the whole academic year

Study Mode: Indicates how the listed unit is offered.

I = Internal
X = Distance Education
D = Extended Campus
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* Subject to Accreditation
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PUBLIC HOLIDAYS WITHIN SEMESTER

Labour Day: March 11
Good Friday: March 29
Easter Monday: April 1
Easter Tuesday: April 2
ANZAC Day: April 25
Queen's Birthday: June 10

BOARDS OF EXAMINERS

Thursday & Friday: 11 & 12 July
Thursday & Friday: 5 & 6 December

EXPLANATORY NOTE

Graduate Diploma students are advised that a residential school has been scheduled for 11-15 February and 8-12 July, 1991.

Personnel Management


Industrial Relations

An Industrial Relations Summer School will be held from 4-8 February, 1991.

Distance Education students should note that the Semester 1 Weekend School 6-7 April may be extended to a Distance Education School by including 4-5 April, 1991. Similarly in Semester 2 the 26-29 September Weekend School may extend to include 30 September and October 1, 1991.
## 1991 Calendar

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<td>43</td>
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<td>44</td>
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<td>2 - 3 Nov</td>
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</table>

### Health Sciences:
Undergraduate Diploma of Applied Science (Nursing) students should note the following:

- **Year 1**
  - Calendar weeks 14 & 39 are clinical weeks
  - Calendar week 48 is a study week
  - Calendar week 47 is an exam week

- **Year 2**
  - Calendar week 22 is a study week

- **Year 3**
  - Calendar weeks 18 and 39 are non-teaching weeks
  - Calendar week 19 is an exam week

Degree nursing students are advised that voluntary study days are offered on request.

### Education
Graduate Diploma of Education placements vary according to study modes. Students should refer to the School Experience Guide for further details.

### Graduate Diploma of Engineering (Maintenance Management)
First year students will be advised when the residential school for this course will be held. Second year students are advised that a residential school will be held from 30 September - 6 October 1991.

### Welfare Studies
Welfare Studies students on 3 day placements from calendar weeks 30-40 inclusive.

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