The main CIT campus is located at 900 Dandenong Road and is adjacent to the Caulfield railway station which is on the Dandenong and Frankston lines. It is also on the No. 3 tram line from Swanston Street in the city (alight at the Caulfield East shopping centre). Private bus lines also serve the Institute (consult transport map).
1981 Handbook
Advanced Education

900 Dandenong Road,
Caulfield East, Victoria, 3164
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INTRODUCTION

The history of CIT began in January of 1922 when the hopes and endeavours of the founder, Cr Frank Groves MLA, were realised by the opening of the Caulfield Technical School. Sited in a drill hall on Dandenong Road, the school featured a curriculum designed to train wheelwrights, blacksmiths, carpenters, and to help repatriate soldiers returned from World War I. The first principal, Mr R.J. Dorey, was a qualified blacksmith.

The school continued in a role oriented toward trade and apprenticeship through the next world war, and became the Caulfield Technical School in 1958. In 1965 it was affiliated as a college of advanced education with the Victoria Institute of Colleges (VIC) and changed to its present name three years later. It then became an autonomous educational institute.

In accordance with the Post-Secondary Education (Amendment) Act, 1980, the Victoria Institute of Colleges is at present being phased out. The responsibilities it undertook are under review to be assumed by the Victorian Post-Secondary Education Commission (VPSEC).

CIT has an advanced education division and a technical and further education (TAFE) division. The Advanced Education division has six schools:

- School of Applied Science
- School of Art and Design
- David Syme Business School
- School of Computing and Information Systems
- School of Engineering
- School of Social and Behavioural Studies.

CIT offers five levels of advanced education courses leading to recognised qualifications. These are bachelor degrees (four and three years full-time), diplomas (three years full-time), associate diplomas (two years full-time), graduate diplomas (one year full-time, but usually part-time over two or three years), and master degrees (two years full-time). Studies at all levels may be taken on a part-time basis.

The TAFE division consists of the following:

- School of Apprentice and Skill Training
- School of Industrial and Commercial Studies
- School of Foundation and Preparatory Studies
- School of Community and Access Education

The main campus of CIT, which includes the Advanced Education division and part of the TAFE division, is at 900 Dandenong Road, Caulfield East. This is the triangle bounded by Dandenong Road, Railway Parade and Queens Avenue. Administrative offices of the TAFE division schools are located as follows:

- School of Apprentice and Skill Training — 1056 Dandenong Road, Carnegie;
- School of Community and Access Education — Flat 4, 6 Princes Avenue;
- School of Foundation and Preparatory Studies — Room E103A, main campus;
- School of Industrial and Commercial Studies — 1068-1070 Dandenong Road, Carnegie.

The railway station nearest to the main campus is Caulfield and a tram service is provided by Route 3, East Malvern/Darling Road line. The
railway station nearest to the TAFE schools located at Carnegie is Carnegie.
The postal address and telephone number for both the main campus and
other locations are:
P.O. Box 197
Caulfield East 3145
Telephone: (03) 573 2222
The plan on the inside of the front cover of this handbook shows the
locations of the various buildings, schools, services and administrative units
on the main campus.

HOW TO USE THE HANDBOOK

The information contained in this Handbook is accurate as at August, 1980.
Inevitably, changes will occur after publication so you should confirm
details, such as references to required textbooks. You should also note that
the Council reserves the right to amend, postpone, or withdraw any course
or subject being conducted or offered by CIT.

The handbook is divided into three main sections:

Student Administration — this section includes information about
enrolment, financial assistance available to students, scholarships and the
regulations governing the relationship between CIT and its students. You
should read the regulations, because they contain much information that can
be to your benefit.

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

Subject Synopses — this section lists all subjects available for study, in
alphabetical order. Each entry includes a synopsis of the subject, whether it
has any prerequisites and, where the information is available, the textbooks
required. Each subject is distinguished by a unique code. You should become
accustomed to using these codes, particularly because a number of subjects
may have a common, generic name, eg, Accounting ACC217, Accounting
ACC218 . . . etc. When deciding on your course, you would be wise to refer
to the synopses of the subjects you intend to study to ensure their contents
are what you expect.

The other section of the handbook lists members of staff.

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

Telephone

The code number 573, shown with specific telephone numbers in the
handbook, is omitted when making calls within the campus.
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<th>Month, Year</th>
<th>Date(s)</th>
<th>Event Description</th>
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<td>October, 1980</td>
<td>31</td>
<td>Closing date for applications through VUAC to undergraduate courses.</td>
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<td>December</td>
<td>8-17</td>
<td>Enrolment of continuing students.</td>
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<td>15</td>
<td>Closing date for direct entry applications to CIT for undergraduate courses.</td>
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<td></td>
<td>15</td>
<td>Last date for excluded students to apply for admission to a course in Semester 1, 1981.</td>
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<td>24</td>
<td>Office closes.</td>
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<td></td>
<td>12</td>
<td>Closing date for applications to graduate courses, 1981.</td>
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<tr>
<td></td>
<td>13</td>
<td>Enrolment of direct offer students begins.</td>
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<td>26</td>
<td>Australia Day holiday.</td>
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<tr>
<td>February</td>
<td>6-11</td>
<td>Enrolment of VUAC entry students — first round offers.</td>
</tr>
<tr>
<td></td>
<td>19-23</td>
<td>Enrolment of VUAC entry students — second round offers.</td>
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<td>March</td>
<td>2</td>
<td>Lectures start for all advanced education schools.</td>
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<td></td>
<td>9</td>
<td>Labour Day holiday.</td>
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<tr>
<td>April</td>
<td>13</td>
<td>Last day for applications for leave of absence, and correction of subject enrolments without penalty, for all advanced education schools.</td>
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<td></td>
<td>16-22</td>
<td>Easter break.</td>
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<td>May</td>
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<td>Last day for excluded students to apply for admission to a course in Semester 2, 1981.</td>
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<td>11-15</td>
<td>Non-teaching week for all students except Art and Design.</td>
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<td>June</td>
<td>8</td>
<td>Queen's Birthday holiday.</td>
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<td></td>
<td>22</td>
<td>Examinations and breaks begin.</td>
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<td>July</td>
<td>8</td>
<td>Start re-enrolment.</td>
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<td></td>
<td>8</td>
<td>Last day for enrolment of new students offered places in Semester 2, and for students taking up places after deferment or leave of absence.</td>
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<td>27</td>
<td>Lectures start for all students.</td>
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<td>August</td>
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<td>Non-teaching week for all students.</td>
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<td>September</td>
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<td>Last day for applications for leave of absence, and correction of subject enrolment without penalty, for all students.</td>
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<td>24</td>
<td>Show Day — no holiday.</td>
</tr>
<tr>
<td>October</td>
<td>5-9</td>
<td>Non-teaching week for all students except Art and Design.</td>
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November
3  Melbourne Cup Day — no holiday.
16  Examinations and vacations begin, all students.

December
7-16  Enrolment for continuing students starts.
14  Last day for excluded students to apply for admission to a course in Semester 1, 1982.
24  Office closes.
STUDENT ADMINISTRATION

Administration Office

The Student Administration Office is located on Level 1 of the Boykett Building. People seeking administrative assistance should inquire there. Students seeking particular advice on their courses should see the appropriate School Administrative Officer first. Students, or prospective students, should note that all official communications from the Institute to them are conducted over the signature of the Academic Registrar.

Right of Redress

Any student who believes that he or she has been treated unfairly by an academic or administrative decision has the right to seek redress. Students should discuss their complaints with the appropriate Head of Department, School Administrative Officer or Student Administrative Services Officer. Unresolved problems may be taken up with the Academic Registrar.

Statutory Declarations

Declarations may be made before a Justice of the Peace or a Commissioner for Affidavits. The following CIT staff are Justices of the Peace:
Mrs W. Adams, Student Administrative Services Officer
Dr. R. Francis, Senior Lecturer, Applied Psychology
Mr D. Maling, Senior Lecturer, Administrative and Secretarial Studies

The following CIT staff are Commissioners for Affidavits:
Mr T. Davies, Lecturer in Chemistry
Mr P. Davis, Management and Secretarial Studies
Mr J. Greenwood, Supply Manager
Mr R. Semmel, Lecturer in Finance and Law
Mr L. Webb, Lecturer in Accounting
Ms L. Zaks, Senior Tutor in Applied Psychology

Admission to Courses

Applications for admission should be made as follows:

First year full-time: Applicants must apply through the Victorian Universities Admissions Committee (VUAC).

First year part-time: Applicants for first year part-time Arts and Welfare Studies courses must apply through the VUAC.

Part-time: All other applicants for part-time study apply direct to CIT.

Other Applications

Applicants for full-time and part-time places in the following areas must apply direct to CIT: admission with advanced standing (later year entry), special entry, graduate diploma, higher degrees or non-credit subjects.
Admission with Advanced Standing

(See Regulation 1.5.2 — Admission to Courses)

Applicants seeking to convert a diploma to a degree, or to be admitted (with advanced standing) to the final year of a degree, will have their program of study prescribed in their letter of offer. Changes to this program may be authorised in writing only through the Student Administration Office.

Course Conversion

Students who are enrolled in 1980 and who wish to enrol in a new course in 1981, including diploma to degree conversions, will be treated as new students and must seek admission through the Student Administration Office.

Current CIT TOP Students

All Tertiary Orientation Program (TOP) students wishing to enter the first year of a full-time degree or diploma course must apply through the Victorian Universities Admissions Committee (VUAC).

Special arrangements may be made for students who have completed the Tertiary Orientation Program in Applied Science and Engineering. Those students who have satisfactorily completed the TOP year in these areas may enrol directly into the first year of a degree or diploma course at CIT.

Special Entry

See Regulation 1 — Admission to Courses.

Applicants who do not possess the prescribed minimum educational qualifications may be admitted to a course provided that they have been in employment appropriate to the course for the three previous years, and the Institute Admissions Committee is satisfied that their academic background is such that they have a reasonable chance of completing the course within the prescribed time.

Non Credit Subjects

Students may apply for entry into one or more specific subjects. These subjects are not credited towards an award made or recommended by CIT. A separate fee will be charged for each subject in which a student is enrolled.

Direct Entry Applications

Application forms for direct entry are available from:
The Admissions Office,
Caulfield Institute of Technology,
PO Box 197,
CAULFIELD EAST, Vic. 3145
Telephone: 573 2222 ext. 2186.

Course prerequisites are outlined in this handbook and they should be read carefully. Proof of prerequisites must accompany the application form.
Completed direct entry applications should be returned to the Admissions Officer.

**VUAC Applications**

Applicants for admission through VUAC may obtain forms from any secondary school in Victoria or by writing to:

Victorian Universities Admissions Committee,
11 Queens Road,
Melbourne. Vic. 3000

**Closing Dates for Applications**

Undergraduate courses:
Applications through VUAC — 31 October 1980
Direct Entry — 12 December 1980

Graduate courses
- Applied Numerical Analysis — 10 November 1980
- Data Processing — 5 December 1980
- Secretarial Studies — 12 December 1980
- Agribusiness — 12 January 1981
- Community Education — 12 January 1981
- Computing and Information Systems — 12 January 1981
- Fine Art — 12 January 1981
- Accounting and Finance — 30 January 1981
- Marketing — 15 January 1981

**Acknowledgement of Receipt of Application Forms**

A stamped self-addressed envelope must be included if acknowledgement is required.

**Offer of a Place and Acceptance**

Letters offering places for all courses will be forwarded in late January. The ‘letter of offer’ will indicate the date and time for acceptance of the offer and enrolment. The offer of a place will lapse if enrolment procedures are not completed by the time specified in the offer letter. A proxy may attend the Institute and complete the enrolment procedure on behalf of any student.

**Cancellation of Subjects**

Prospective students should note that, under certain circumstances, classes may be cancelled. If classes are cancelled, students will be notified within two weeks of the start of the subject. Where possible, arrangements will be made for students to enter alternative classes or courses. If a student withdraws from a course because of cancellation of classes, a full refund of fees will be made.

**Deferment of an Offer**

Students offered a place in a course may wish to take time away from study
to gain experience in the workforce, to travel, to widen their horizons or for other reasons. These students must apply for a deferment of their offer before enrolment. Deferment may be granted for a minimum of one semester or a maximum of two semesters.

**Exemptions**

See Regulation 2—Credit Transfers.

Exemption from assessment may be granted from individual subjects or from an academic year of a course. Students seeking exemptions should apply at the time of making application for admission. In any case applications for exemption should be received by the Student Administration Office of the Institute no later than one month after first enrolment in the course.

**Studies for Credit at Another Tertiary Institution**

Applications to study a subject at CIT to be credited towards an award of another institution must be accompanied by a letter from the Registrar of that institution indicating the subject, or subjects, in which enrolment is requested.

**Overseas Students**

Students qualified to enter universities in their own country may be eligible for admission to CIT courses. However, for entry into some courses, it may be necessary for students to have completed the first year at a university in their own country. Students need to have the ability to communicate effectively in both written and spoken English. Any lack of understanding may lead to failure. No allowances are made for deficiencies in this area. Specific information regarding the educational standards required for entry to CIT courses should be sought from the official Australian representatives in the relevant country.

Students who are accepted must make their own arrangements to provide themselves with suitable accommodation. In order to pay all fees, purchase the necessary books and equipment, pay the daily cost of fares to and from the Institute, and pay a rental for accommodation, students should have an assured yearly income from their own country of at least A$3,500.

Overseas students must be engaged in full time study. They are not permitted to accept employment during the academic year, but some temporary employment may be available during the long summer vacation.

**Accommodation**

There is no accommodation for students on campus. Overseas students should direct inquiries about this to:
The Housing Officer,
Australian Development Assistance Bureau,
303 Collins Street,
MELBOURNE, 3000
Telephone: (03) 62 7021
Enrolment Procedures: First Semester 1981

New Students

A student who is not enrolled in a course in second semester 1980 and does not have leave of absence or deferment from that course will need to make an application as set out in the section headed Admission to Courses. When a student has been offered a place in the course he will be eligible to enrol on the day, or days, set aside for enrolment in that course. The student should present his letter of offer to the enrolment officers, where he will collect an enrolment form (SR2A), have his course of study for the year approved, and pay his fees. The form must be completed on both sides and lodged with the Student Administration Office.

Identification Cards

A student will be issued with an identification card at the time of his initial enrolment. This card is updated each year on re-enrolment. A fee of $2 is to be paid if a replacement is required. The ID card will allow the student to borrow books from the library, to use the facilities of the computer centre and to enter an examination room. In addition, students may use the ID card to gain travel and other concessions.

Fee Refunds for VUAC Applicants

A student who has enrolled through the VUAC scheme but has later accepted a higher or irregular offer, will receive a refund of the General Service fees provided that he applies for a refund on the appropriate form within 14 days of the acceptance of the other offer.

Continuing Students

Students who are enrolled in the second semester 1980 and who wish to enrol in the same course in 1981 must do so during the re-enrolment period in December. Because of the quota limits on courses, places cannot be kept for continuing students after the notified periods for re-enrolment. Applicants for re-enrolment after the notified periods must show cause in writing to the Academic Registrar why they should be given special consideration. Specific dates and instructions for re-enrolment in each school will be mailed to students before the end of second semester, together with examination entry slips. Students who are enrolled in 1980 and who wish to enrol in a new course in 1981, including diploma to degree conversions, will be treated as new students and must seek admission through the Student Administration Office.

Confirmation of Enrolment

Students will be sent details of their enrolment in mid-March. They should check that all the information is correct and complete. If any changes are necessary they should be discussed with the appropriate School Administrative Officer before the last date for change of enrolment.
Changes of Subjects

See Regulation 5.1.2.2 — Unsatisfactory Academic Performance.

Corrections are to be made within six weeks of the start of semester. Changes may be made for a further two weeks after this date, and if approved, are subject to a late fee.

Students should note that if they withdraw from a subject or subjects without permission, they will be graded as failing.

Withdrawals/Refund of Fees

Students who withdraw from their course before the course starts will, provided that they notify the Student Administration Office on the appropriate form, receive a refund of fees, less $10.

Students who withdraw with permission within six weeks of starting, that is, before the last day for withdrawal without penalty, will receive a refund of half the fees.

Fees are not refundable in any other circumstance.

Enrolment Procedures: Second Semester

Further Places

Limited places may be offered in second semester. Intending students should apply direct to the Institute on the application form SR1A.

New Students

Limited places may be offered in second semester. New students, including students returning after approved leave of absence, or taking up their course after an approved deferment, should enrol using form SR2A, not later than 8 July 1981.

Continuing Students

Students who are enrolled in first semester will be sent second semester enrolment and first semester examination information about two weeks before the end of first semester. The re-enrolment form should be checked and amended as directed. Any amendments must have the approval of the appropriate School Administrative Officer and the form should be lodged before the start of second semester. A late fee will be paid after that date. If a student does not complete this procedure it will be considered that he or she is no longer enrolled. (See also section above headed Changes of Subjects.)

General Information

Change of Address

Any amendments of personal enrolment details should be made on an SR7
form and submitted to the Student Administration Office as soon as possible after the change.

**Change of Course**

CIT students who wish to transfer to a different course must submit an application on Form SR1D. Such applications will be considered on their merits.

Overseas students wishing to change courses must obtain the prior approval of the Department of Immigration.

**Concurrent Study**

See Regulation 2 — *Credit Transfers*.

Students are advised that approval in writing must be obtained before undertaking study of a subject at another institution, if they wish the subject to be credited towards a CIT award.

**Exemptions**

See information in section headed Admission to Courses and Regulation 2 — *Credit Transfers*.

**Leave of Absence**

A student who is currently enrolled for a particular semester, or has completed a semester and would normally re-enrol in the following semester, may apply for leave of absence from his course.

A student may be granted leave of absence for a semester or semesters totalling not more than one academic year.

Applications for leave of absence for first semester or for the full year must be lodged not later than six weeks after the start of first semester. Applications for leave of absence for the second semester must be lodged not later than six weeks after the start of that semester. In exceptional cases at the discretion of both the appropriate Dean and the Academic Registrar, the time limit for applications for leave of absence may be extended. (Regulation 5.1.2.2 cannot apply to allow the cancellation of all subjects.)

Students considering applying for leave of absence should consult the clause *Special Consideration* in Regulation 4 — *Examinations*.

**Statement of Academic Record**

At the end of each year an academic record showing all results, exemptions and admission with advanced standing, will be provided to students. At other times statements may be obtained for enrolled students for a fee of $4 and for past students for a fee of $6.

It is not the practice of the Institute to issue a statement of subjects passed without the inclusion of subjects failed.
Course Structure

New students admitted to courses in 1981 will undertake subjects according to the structure specified in this Handbook and are entitled to continue on that basis, provided there is no break in their study other than that covered by authorised leave of absence.

Students granted deferment of offer will undertake subjects according to the structure specified in the handbook of the year in which they take up their place.

Students who are re-admitted following an unauthorised break in their study or after a period of exclusion for unsatisfactory performance or misconduct will undertake subjects according to the structure specified in the handbook of the year in which they are re-admitted. Such students will not retain credit for subjects previously passed which are no longer part of the course structure.

Assessment of Students

Rules

See Regulation 4 — Examinations.

The method of assessment for a subject can vary from continuous cumulative assessment to formal examinations. At the end of each semester a period is set aside for any formal examinations. Note that the date for examinations depends on the school in which the student is enrolled. Mid-year tests may also be held in the formal examination period.

Examination Timetables

These will be on display outside the Student Administration Office and throughout the Institute approximately four weeks before the examination period begins.

Examination Entry Slips

Before each examination period students will receive a listing of the subjects to be formally examined. As this is the authority to sit for an examination, students should check the slips carefully and contact the Student Administration Office if an error is found.

Seating Arrangements

Room and seat allocation for each examination will be posted on notice boards outside the Student Administration Office before each examination.

Publication of Results

Information on the date of publication of results will be posted to students with the examination entry slips. No results will be given over the telephone. Mid-year test results are available only from the relevant teaching department.
Application for Re-mark of Subject

See Regulation 4 — Examinations.

Application must be made to the Student Administration Office within two weeks of the publication of results on the noticeboard outside the cafeteria on Level 1 of the Boykett Building.

Unsatisfactory Progress

Rules

See Regulation 5 — Unsatisfactory Academic Performance.

Unsatisfactory Performance

Students may be excluded from the Institute or have their enrolment restricted if their performance is unsatisfactory. A student has the right of written appeal against such a decision.

Appeals

See Regulation 5.4 and note the deadlines for appeals.

Application for Re-admission

See Regulation 5.5.

Applications for re-admission should be submitted to the Academic Registrar by the following dates:
15 December 1980, for Semester 1, 1981
25 May 1981, for Semester 2, 1981

Application for Award

Rules

See Regulation 6 — Diplomas and Other Awards.

Applications

The onus is on the student to make written application, on the prescribed form (SR9), to receive an award. The last date for an application is 31 January in the year in which the award is to be made. However, students who complete their course at mid-year are encouraged to apply earlier. Students are not advised of their eligibility for an award.

Approximately four weeks before the conferring ceremony graduates will be notified by mail of the procedures concerning the ceremony.

Fees

Fees are charged for certain services set out below. At the time of writing,
the fees for 1981 have yet to be finalised. As a guide, however, the following fees applied in 1980:

**General Service**

These fees are paid annually, per calendar year, by students enrolled in a course. The fees are used by the Student Union Council for student and community services.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Full-time students</td>
<td>$70 (1980)</td>
</tr>
<tr>
<td>Part-time students</td>
<td>$36 (1980)</td>
</tr>
</tbody>
</table>

**Non Credit Subject**

The fee paid per subject by students enrolled in a subject not leading to an award.

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<table>
<thead>
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<tbody>
<tr>
<td>Semester subject</td>
<td>$100</td>
</tr>
<tr>
<td>Whole year subject</td>
<td>$160</td>
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</table>

**Late Fees**

Late fees are charged to those students permitted to enrol after the due date.

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<tbody>
<tr>
<td>Semester 1 January</td>
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<tr>
<td>Thereafter</td>
<td>$10</td>
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<tr>
<td>Semester 2 First week</td>
<td></td>
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<tr>
<td>Thereafter</td>
<td>$10</td>
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**Other Fees**

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Replacement of ID card</td>
<td>$2</td>
</tr>
<tr>
<td>Replacement of second semester enrolment form</td>
<td>$2</td>
</tr>
<tr>
<td>Requested copies of academic record</td>
<td></td>
</tr>
<tr>
<td>Current students</td>
<td>$4</td>
</tr>
<tr>
<td>Students who left not more than 10 years ago</td>
<td>$6</td>
</tr>
<tr>
<td>All others</td>
<td>$12</td>
</tr>
<tr>
<td>Re-assessment of examination</td>
<td>$10</td>
</tr>
<tr>
<td>Special examination</td>
<td>$30</td>
</tr>
</tbody>
</table>

**Fines**

Fines are charged by the Library for overdue books. If fines are not paid, examination results may be withheld.

**Refund of General Service Fee**

Under certain conditions, refunds may be made. See further details under Enrolment Procedures.

**Lost property**

All lost property found on campus is to be handed in to the Student Administration Office on Level 1 of the Boykett Building.

Where there is evidence of identity as to the owner, contact is made by letter or telephone with that person. Nevertheless, the onus is upon the owner to make the relevant inquiries at the Student Administration counter.
Lost property which remains unclaimed for a period of two months is sent to the Student Union where it is eventually auctioned. The proceeds go to Student Union funds.

Students are advised that private property is not covered by CIT insurance. CIT, therefore, is not liable for loss or damage to property of students on campus.

Financial Assistance

Tertiary Education Assistance Scheme (TEAS)
The Tertiary Education Assistance Scheme provides financial assistance for full-time students, on a non-competitive, means-tested basis. Satisfactory progress is a requirement for assistance. The maximum allowances in 1980 were $2,075 per annum living away from home, $1,250 living at home. An officer from the Education Department is in attendance in the Boykett Building during peak application periods. Further information can be obtained from the Department of Education, 450 St. Kilda Road, Melbourne, 3004 (telephone 267 4700) or from the Welfare Officer at Counselling Services on campus.

National Employment and Training Scheme (NEAT)
Application for NEAT Scheme benefits can be made only through your local Commonwealth Employment Office. The NEAT scheme is designed largely for people made redundant from the work force. If granted, the benefit is made up of two components: a basic component equal to unemployment benefits which includes, where applicable, a sum in relation to dependants; and an additional component called a training component. Both components vary according to age. In addition, the student may claim from the scheme reimbursement of all compulsory fees, and books and equipment to a maximum of $150 per annum. The reimbursements are not subject to an income test.

Financial Help To Students
Details of scholarships are given below. In special circumstances some students may be eligible for other scholarships provided by ex-service or welfare agencies interested in one-parent families or families facing severe problems. Counselling Services on campus should be consulted for details.

Student Loans and Other Financial Assistance
CIT administers several loan funds including Commonwealth help for needy students and VIC student loans. Students can apply for loans to cover living expenses and course materials. In both cases, applicants must have prospects of completing their studies successfully and, except for small loans, will be required to find a personal guarantor. Further details are available from Counselling Services on campus. Because it takes between one and two weeks to complete the necessary procedures, students are advised to contact Counselling Services as soon as their need becomes apparent.
Scholarships

Burn Brite Lights Scholarship
This award will be made to a first year student studying in the Department of Electrical and Electronic Engineering.

The award will provide a book allowance to the value of $150 and employment during vacation periods to the value of $1,000.

CIT Flying Scholarship
This award will provide the free use of a Cessna 150 aircraft to the value of $500. The scholarship will be awarded to a full-time electrical engineering student intending to specialise in avionics. Details are available from the Department of Electrical and Electronic Engineering.

Dafydd Lewis Scholarships
The Dafydd Lewis Trust offers scholarships to male students who have been educated in Victoria for a period not less than five years immediately preceding the award of a scholarship and who will become qualified to undertake degree study in 1981. The Trust pays all compulsory fees and charges, general service fees and a living allowance towards books, clothing, food, etc., subject to a means test of the parents. These benefits are payable for the duration of a degree course subject to satisfactory progress. Applications, which close on 1 December each year, should be made on forms available from the Secretary of the Dafydd Lewis Trust, c/o The Trustees Executors & Agency Co Ltd, 401 Collins Street, Melbourne, or from CIT.

Moorabbin Aviation Academy Scholarship
This award to the value of $500 will provide free services of a flight instructor for 30 hours of actual flight instruction. The scholarship will be awarded to a full time first year electrical engineering student intending to specialise in avionics.

To qualify for a private pilot’s licence, the Department of Transport requires a minimum 33 hours flying of which 15 hours must be solo. The award will therefore permit the recipient a total of 45 hours before incurring any instruction fees. Details are available from the Department of Electrical and Electronic Engineering.

Oscar Weigel Exhibitions in Engineering
Exhibitions for courses in engineering are available under the terms of the Oscar Weigel Trust. Applicants must be male and qualified to enter the second or later year of an engineering degree course or have been accepted as candidates for a master degree and must be an Australian or British subject normally resident in Australia. The Exhibitions are valued up to $400 per annum and are tenable for not more than five years. Applicants must not be aged less than 17 years or be more than 25 years old at the date of the award. Application forms and further particulars may be obtained

Application forms should be lodged with The Union-Fidelity Trustee Company of Australia Limited, 100 Exhibition Street, Melbourne, by 31 March 1981.

A. J. William Scholarship

This award will be made to a first year student studying in the Department of Electrical and Electronic Engineering.

The award will provide a book allowance to the value of $150 and employment during vacation periods to the value of $1,000.

Prizes

General

Students should note that where there is no competition, prizes are awarded without application. If in any year there is no student deemed of sufficient merit then the prize award will not be made.

National Bank

One prize of $125 is awarded for the best student in the subject Monetary Theory FIN233 and one prize of $125 is awarded for the best student in the subject International Financial Management FIN333.

ANZ Bank

Two $100 awards are made to students in the Bachelor of Business (Banking and Finance). One is for the top student in Financial Institutions Law FIN215, and one for the top student in Money and Capital Markets FIN231.

Arches-Rives

Three prizes are awarded as the result of a competition, judged by invitation, to find the best works on paper of Fine Art students. The first prize is to the value of $200 and there are second and third prizes each to the value of $100.

Arthur Andersen & Co.

One prize of $150 is awarded to the top student in Computerised Business Systems ACC260 and one prize of $150 is awarded to the top final year student in the Bachelor of Business (Accounting).

Austral Standard Cables Pty. Ltd.

One $50 prize is awarded to the best student in the third year of the Diploma of Engineering (Electronic).
Australian Computer Society Incorporated

One $100 prize is awarded for outstanding practical work to a third year student of the Bachelor of Applied Science (EDP) or Diploma of Electronic Data Processing courses.

Australian Society of Accountants

One $150 prize is awarded to the top student in Financial Accounting.

Robert Bosch (Australia) Pty. Ltd.

One $100 prize is awarded to the best student in the third year of the Bachelor of Engineering (Electrical).

CBC Bank

One prize of $125 is awarded to the best student in Policy Making in Financial Institutions FIN335 and one prize of $125 is awarded to the best student in Marketing for Financial Institutions FIN337.

City of Caulfield

Two $75 awards are made based on the first year results of students studying at tertiary level who have subsequently enrolled for the second year of a degree course.

City of Malvern

One $100 prize is awarded based on the first year results of a student studying at tertiary level who has enrolled for the second year of a degree course.

Coopers and Lybrand

A prize of $200 is awarded to the top student in Auditing ACC264.

Datec Prize for Systems

A first prize of $200 and a second prize of $150 are awarded annually to the second year students of the Bachelor of Applied Science (EDP) who achieve the best results in Computer Programming EDP200 and Systems EDP201.

Department of Civil Engineering

One prize of a book order to the value of $50 is awarded to the outstanding final year student of the Bachelor of Engineering (Civil) course.

One prize of a book order to the value of $50 is awarded to the best student in the final year design subject CIV420 of the Bachelor of Engineering (Civil) course.

Electrical Engineering

One $100 prize is made to the outstanding fourth year student of the Bachelor of Engineering (Electrical).
General Motors-Holden's
One $100 prize is awarded to the outstanding second year student in the subject Systems EDP201 in the Bachelor of Applied Science (EDP) course.

Greendale Engineering
One $120 prize is awarded to the best first year student of either the Diploma of Engineering (Electrical) or (Electronic).

Hungerfords
One $100 prize is awarded to the best final year student of Management Accounting ACC350.

Institution of Engineers, Australia-CIT
One prize of $100 together with a special medal is awarded to the best final year degree student in the School of Engineering.

Jennings Industries
One $100 prize is awarded to the outstanding first year student in Mathematics in the Bachelor of Applied Science (Multi-discipline).

J. L. Kepert Memorial
One $100 prize is awarded to the best third year mechanical engineering student in Thermodynamics MEC360.

The Lucato Peace Prize
One $270 prize is awarded to a Fine Art student as the result of a competition, judged by invitation. The prize is made available by Mr and Mrs George Lucato.

Mechanical Engineering Design
One $50 prize is awarded to the student who presents the best Design in the second year of the degree course.

Mechanical Engineering Project
One $50 prize is awarded to the student who completes the best Mechanical Engineering Project.

Mechanical Engineering Staff
One $50 prize is awarded to the best tertiary student of Mechanical Engineering.

National Bank of Australasia
One $100 prize is awarded to the outstanding second year student of the Bachelor of Science (Multi-Discipline) in Statistics and Operations Research MAT202.
Ogden Industries

One prize of $100 is awarded to the outstanding second year student of Bachelor of Science (Multi-discipline) in the analytical chemistry section Chemistry CHE224.

Philips Science and Industry

One $200 prize is awarded to the best first year student of the Bachelor of Engineering (Electrical).

Physics

One prize of $100 is awarded to the outstanding second year student attempting both Physics subjects PHY250 and PHY260 in the Bachelor of Applied Science (Multi-discipline), and one $100 prize is awarded to the outstanding 3rd year student in the subject Physics PHY350 in the Bachelor of Applied Science (Multi-discipline).

Plessey Pacific

One $50 prize is awarded to the best second year student of either the Diploma of Engineering (Electrical) or (Electronic).

Siemens Industries

One $100 prize is awarded to the best fourth year student of the Bachelor of Engineering (Electrical) specialising in power engineering.

A. J. William

A portable measuring instrument is awarded to the best third year student of the Diploma of Engineering (Electrical).

Academic Dress

Awards are conferred each year at the Institute's conferring ceremonies. There are usually two ceremonies held approximately mid-year, but the number of functions and the time of year at which they are held may alter according to the number of awards, and the way in which the academic calendar is organised.

Graduands presenting for their awards are required to wear full academic dress as described below. It may be either hired through the Institute or purchased from manufacturers.

At the time of publication all bachelor and master degrees are conferred by the Victoria Institute of Colleges and academic dress for these awards is as determined by the regulations of that Institute. All other awards are conferred by CIT and academic dress for these awards is as determined by the Institute Council.
Diploma

A plain black cotton poplin gown similar in design to the gown used at Swinburne College of Technology with a stole five inches in width made of black material and faced with the appropriate school colour as under:

Diploma in Applied Science — Honeysuckle
Diploma of Art & Design — Magenta
Diploma of Business — Heliotrope
Diploma of Electronic Data Processing — Honeysuckle
Diploma of Engineering — Spectrum Blue
Diploma of General Studies — Buttercup

Bachelor Degree

A gown similar to that worn by Bachelor of Arts in the University of Oxford with a hood of black silk similar to the Bachelor of Arts hood used at the University of Oxford but one metre in length with a white edging turned 20mm on both sides of the cowl and lined with silk of the following colours:

Bachelor of Applied Science — Honeysuckle
Bachelor of Arts — Magenta
Bachelor of Business — Heliotrope
Bachelor of Engineering — Spectrum Blue

Master Degree

A gown similar to that worn by Master of Arts in the University of Oxford, with a hood of black silk similar to the Bachelor of Arts hood used at the University of Oxford but one metre in length, lined with silk of the following colours:

Master of Applied Science — Honeysuckle
Master of Arts — Magenta
Master of Business — Heliotrope
Master of Engineering — Spectrum Blue

and a black cloth trencher cap with black silk tassel.

Colour Codes

Heliotrope — British Colour Code 178
Spectrum Blue — British Colour Code 86
Honeysuckle — British Colour Code 62
Magenta — British Colour Code 198
Buttercup — British Colour Code 53
CIT COMMUNITY SERVICES

Community Services at CIT include the Careers and Employment Service, Counselling Services and the Student Union Community House. Specifically, Community Services aim to:

1. Support those who seek assistance in such areas as learning or teaching, coping with difficulties in personal/family life, financial assistance, housing, child care, religious dilemmas, vocational uncertainties, legal matters, medical problems and dental care.

2. Encourage CIT students and staff to expand personal horizons by offering group sessions, information, lectures on subjects such as contraception, first-aid, resuscitation techniques, job seeking skills, diet, effective study methods and improved family, social and work relationships as well as career planning.

A committee of the CIT Council, the Community Services Committee, has been set up to make recommendations on the range, quality and types of services available, including catering and dining facilities and services. The committee reviews and monitors services and also considers new initiatives in the light of the changing needs of students and staff. It meets at 5.30 pm on the second Thursday of each month. Meetings are open to all students and staff who wish to attend.

Services available to students and staff are confidential. All services are either funded by the Student Union or CIT and are free except where otherwise indicated below.

Careers and Employment Service

Located in Rooms A201 and A215 on Level 2 of A Block (K.H. Boykett Building), telephones: 573 2565 (career information) and 573 2322 (employment inquiries).

The Careers and Employment Service is available to prospective students, enrolled students and graduates. It provides:

- general guidance and information about career choices, employment prospects and the career implications of various courses of study.
- assessment of abilities, skills and interests with a view to guiding career choice.
- assistance in finding casual, vacation, part-time and full-time employment. Campus interviews between employers and students are arranged as are career seminars and workshops on job-seeking skills such as interview job application techniques.

The service has a comprehensive careers information library to assist students continually in the clarification and assessment of both their career goals and choice of courses.

Chaplaincy

A chaplain is on campus part-time to assist people in coping with personal and religious problems and with social and moral issues. Various discussion
groups are organised from time to time. Contact can be made at Student Union Community House, 9 Princes Ave, telephone 573 2500.

**Child Care**

People needing help with child care may wish to consider two options available through CIT — the CIT Group Care Centre and the Family Day Care Scheme.

The **CIT Group Care Centre** operates on campus from 8.30 am to 5 pm Monday to Friday. Care is available at the centre for the children of CIT students and staff as well as for the children of parents in the Caulfield community. The centre is located at 882 Dandenong Road, telephone 573 2366.

A **Family Day Care Scheme** is also available. The scheme is provided jointly by the Caulfield City Council and CIT and involves the provision of care for children in selected supervised private homes close to the Institute. For any child care inquiries or problems call at Community House, 9 Princes Ave or telephone on 573 2500. This service is partially funded by the Student Union.

**Community House Facilities**

The Student Union Community House at 9 Princes Ave is a student-run area with the following facilities for both students and staff:

- quiet reading room, passive games room
- meeting room, quiet study room
- leisure and recreation courses
- kitchen and bathroom facilities
- housing noticeboard
- ’wanted to sell and buy’ noticeboards
- food co-operative (see below).

If you have no specific problem but just want to meet other people, find friends or form an interest group drop in to Community House for a chat over a cup of coffee.

**Counselling Services**

The aim of Counselling Services is to provide a place where students and staff will feel free to come and discuss worries and concerns. Psychologists, social workers and welfare officers are available to assist students, staff and their families in coping with difficulties in personal and/or family life, relationships with others or the general pressures of higher education. The emphasis is upon short-term support. Clients are given information and advice about what is available to them and options are discussed. The aim is to help people sort out their feelings about their situation, examine alternative courses of action and make and carry out decisions to their own satisfaction.

Services are completely free and confidential and counsellors are available
throughout the year including semester breaks. Appointments can be made at 7 Princes Ave (573 2500). Evening appointments are available on request.

The Services also offer small group sessions centering on issues such as life-planning, personal growth and awareness. Apart from accepting the rule of confidentiality, each group decides on its own objectives and way of working.

**Dental Service**

A dental service, wholly funded by the CIT Student Union, is located at 7 Princes Ave (573 2500) and is presently available only to students who are charged a booking fee of $5. There is no charge for treatment. Evening sessions are available.

**Financial Advice and Information**

Students can obtain information about all financial grants such as TEAS, ASEAS, SSA and social security payments (benefits or pensions) from the Welfare (Rights/Support) Worker who is located in Community House, 9 Princes Ave (573 2500).

Information is also available in relation to student loans (available both from the Student Union and CIT) and budget planning. It is best to discuss any financial problems with the Welfare Worker as schemes for helping students change from time to time.

**Food Co-operative**

A Student Union funded food co-operative is located at Community House, 9 Princes Ave (573 2500). The co-operative is open from noon-2 pm Monday to Friday and from 5 pm-7 pm Monday to Thursday. It sells a wide selection of health foods such as dried fruits, nuts, cereals, honey and the like at cost price.

**Handicapped Access**

CIT is concerned to overcome any barriers (architectural, academic or personal) which may hamper any handicapped person. Contact with the Working Party on Handicapped Access can be made through the Welfare (Rights/Support) Worker at Community House (573 2500).

**Health Service**

The Health Service is responsible for health care education and the provision of a medical service to students and staff. Nursing sisters are available every day to give first aid, carry out immunisation, give contraceptive and other advice, and to arrange appointments for the doctors who are in attendance for part of each day. Consultations with the doctors are charged but adjustments are made so that the vast majority of students are not out of pocket. Where resources are a problem no charge is made at all. This service is partially funded by the Student Union.

For appointments with either the nursing sisters or the doctors call at 7 Princes Ave or telephone on 573 2500.
Housing
CIT does not have any on-campus accommodation. Details of accommodation close to campus are available and students are welcome to drop into Community House, 9 Princes Ave to look through the wide display of houses and flats to rent, hostel accommodation, houses and flats to share, part and full board and so on. Emergency accommodation can be arranged. Specialist advice is also available on rental agreements, tenant's rights and housing costs, as is support for students leaving home. This service is funded by the Student Union.

Legal Service
A community lawyer is available part-time to provide information and advice on legal matters including tenancy agreements, hire purchase contracts, accidents and court appearances. Legal representation can also be arranged. The community lawyer may be contacted at Community House (573 2500).

Overseas Students
A welfare worker is available at Community House to assist migrant students in adjusting to life in a foreign country. Representation can be made on behalf of overseas students to relevant Government departments in relation to visas and administrative requirements. Good liaison also exists between CIT Community Services and the various community groups concerned with the welfare of overseas students. The welfare worker will make appropriate contacts on request (573 2500).

The CIT Overseas Student's Association (COSA) which runs an orientation program and various social and cultural activities also seeks to bridge any gaps between Australian and visiting students.

Part-Time Students
As well as the pressures common to all students, part-timers often have additional stresses concerning their careers, families and so on, associated with their studies. After hours appointments for all services can be made on 573 2500.

Study Skills
Competent students and those experiencing difficulties can be helped to acquire more effective study methods and reading skills either by speaking with lecturers and tutors or by contacting the Counselling Services. From time to time the Counselling Services run small groups concerned with developing more effective study skills.

All services are completely confidential.

Further information about CIT Community Services may be obtained from
- Careers & Employment, Level 2, Boykett Building (A Block)
- Community House, 9 Princes Ave
- Counselling Services, 7 Princes Ave.
The Computer Centre was established as a separate department in 1969. The first computer CIT installed was a Ferranti Sirius in 1963. A CDC 160A was installed in 1965, an ICL 1903A in 1969, the 1904A in 1970, DG C330 in 1978 and a dual Prime 750 system in 1979. The latter forms the principal system for direct academic use in 1980 and 1981. The Centre C330 is at present used principally for administration data processing.

**Hardware**

**PRIME 750 System**
- 2 PRIME 750 CPU's each with 1.5 MB store
- 2 System Consoles
- 2 300 MB disc drives and controllers
- 1 9 track MT drive and controller (800 bpi)
- 1 Unit record controller
- 1 285 cpm card reader
- 1 600 lpm line printer
- 4 x 16 line multiplexors
- 2 Primenet nodes

**D.G. Eclipse C 330**
- 2-96MB disc drives and controllers
- 1-9 track and 1-7 track MT drive and controller (800 bpi)
- 600 cpm card reader
- 300 lpm line printer
- 1-16 and 2-8 line multiplexors

**Software**

**PRIME 750 System**
Includes Assembler, COBOL, FORMS (layout for i/o), SCREEN (screen handling for i/o), Interpreting BASIC, Compiling BASIC, FORTRAN IV, FORTRAN 77, DBMS, PL/1, PASCAL, PRIMENET (network hardware/software for linking local and remote processors and terminals).

**D.G. Eclipse C 330**
Operating System Data General Commercial AOS; multi-programming, multi-access, timesharing. Includes COBOL, FORTRAN, BASIC, Assembler and INFOS.

**User Services**

Data preparation services are provided, together with key punches for self-service operation (F504, F507).

All data preparation requirements and background processing input and all output is handled through the Input/Output room (F506). An automatically answered recorded report on background processing, system status, etc. is available at all times on 573 2261.
A user advisory service for students and staff is available during the duty programmer hours — see the notice on the Duty Programmer Room door (F505). Master copies of manuals are held there.

Most frequently used manuals are also available in the CIT Library reference section.

Demonstrations may be arranged upon application to the Operations Manager. Access to the computer rooms is strictly limited to those specifically authorised by the Computer Centre management.

Terminals for interactive use by students and staff are located in F525, E212 and other rooms within various departments throughout the campus.

Further Information

One copy of the Computer Centre Users’ Handbook is issued to each user on application to the I/O room. Bulletins and newsletters can also be obtained at the I/O counter.

Computer Centre notices are displayed outside the I/O room and on the notice board.

EDUCATIONAL DEVELOPMENT UNIT

The Educational Development Unit (EDU) provides a range of services, including advice on academic methods, staff development programs and educational media. EDU services are directed mainly to members of staff, but some facilities are available for use by students.

Advisory Services

The EDU aims to advise members of staff on teaching methods and assessment including the application of educational media. As part of this service, a range of publications dealing with aspects of teaching and learning is available. Materials designed to assist students to improve their study skills have been developed. The EDU makes recommendations on the use of educational technology, including appropriate equipment standards.

Media Services

Current services are:
- photographic copying
- video recording/copying
- audio recording/copying
- film to video transfers

Users are asked to note that these services are provided subject to copyright restrictions.

Media Production

EDU facilities allow for the production of the following educational software:
- 35mm slides
— overhead projector transparencies
— graphics
— black and white prints
— video cassettes
— audio cassettes
— synchronised sound-slide programs

Departments are charged cost of materials only for all productions and services.

In-Service Education

The EDU conducts workshops and seminars on educational topics with the aim of improving teaching effectiveness. Training programs are provided in the use of audio visual equipment, including a 16mm projectionist course which is offered several times a year. An annual staff development conference is held, usually in conjunction with other colleges.

The EDU is located at 888 Dandenong Road (corner of Queens Avenue). Telephone inquiries may be made on either ext. 2376 or 2323.

THE LIBRARY

The CIT Library's principal aim is to serve the learning needs of both staff and students at the Institute. As well as the main campus library, there is a branch library located at the TAFE premises in Carnegie. The selection of resources to expand the Library's collections is carried out by professional librarians working in collaboration with academic staff. Constant vigilance is maintained to ensure that resources purchased are highly relevant to existing and approved new courses.

The Library's resources are divided into four main sections.

The Reference Collection includes materials such as dictionaries, encyclopaedias, handbooks, bibliographies, atlases, Acts of Parliament, periodical indexes and abstracts. This collection is located on Level 3, and because of its nature and the need for it to be available for immediate consultation, it is not available for loan.

The Periodical Collection is located on Level 3. Most of the 2,800 periodical titles are available for loan and many backruns of titles are held on microfilm. Library staff will assist you in the operation of reading and printing equipment which is located nearby.

The Main Collection is located on Level 4. It comprises books and non-book materials (audio cassettes, video cartridges, slides, kits, etc.) conveniently arranged by subject grouping. The collection is still growing. It comprises 67,000 book titles. Allowing for additional copies and audio visual items, the total collection is 105,000 items.

The Carnegie Branch Library collection supports courses within the School of Industrial and Commercial Studies, the School of Apprentice and Skill Training and some courses from the School of Foundation and Preparatory Studies. Although located at the TAFE Division, this collection may be used by all CIT staff and students.
Since 1979, an on-line computer based information retrieval service has been available. Called CITSEARCH, this facility has been well used since its introduction, by both academic staff and final year students.

There are two major points of contact between users and Library staff.

The Inquiries desk handles loans of audiovisual equipment, bookings for films and helps users with microfiche and microfilm equipment. It also co-ordinates bookings for seminar rooms and discussion rooms within the Library.

The ASK ME desk is a reference desk and is staffed by librarians who are specialists in providing people with information and in helping users to become skilled in retrieving information for themselves. This individual assistance is supplementary to the formal reader education programs which are conducted in co-operation with academic departments. These reader education programs reach all first year and final year students as well as other groups, as required.

The Carnegie Branch Library

This is a branch of the main CIT Library and is located on Level 2, 1068 Dandenong Road, Carnegie.

The Library provides print and audiovisual (AV) resources, equipment, and reference and general user services to support the teaching areas at Carnegie. As well as on-course material, some fiction and general interest titles are held. Through branch or direct loans, the staff and students at Carnegie have access to the extensive holdings at the main CIT Library.

The Branch Library features an integrated collection of approximately 5,000 books, 100 periodical titles, and 250 AV items shelved in one continuous sequence, which allows the user immediate access to all material on any topic, regardless of format. Two additional collections, shelved separately are current Australian Standards and manufacturers’ trade catalogues, both of which are indexed for easy use. New items are regularly added in all areas, and students and staff are welcome to suggest additional titles for purchase.

With the co-operation of teaching staff, the library staff provide formal and informal reader education programs for all new students. The content and extent of this instruction is varied according to the needs of individual classes, and all students are encouraged to ask for further help at any time.

STUDENT UNION COUNCIL

All students are automatically members of the Student Union through payment of their General Service Fee upon enrolment.

The Student Union Council is the democratically elected Executive of the Student Union and exists as an autonomous body within the CIT community.

It is elected annually and is the only representative body of the students.
The Student Union Council communicates with students on its activities through the campus newspaper *The Naked Wasp*, in general meetings, regular referendums on policy changes and surveys on the provision of facilities and services. The Student Union Council is comprised of an executive and a number of standing committees which deal with a range of issues concerning students’ academic and non-academic interests (see p 480).

The structure of the Student Union Council is regularly under review but generally covers most students’ interests during their stay at CIT. Areas of interest include welfare, sport, recreation, education, and political and cultural issues.

Through the Council the Student Union provides a number of services and facilities to students. These include:

- a dental service*
- student loans*
- personal accident insurance
- discount air fares
- *The Naked Wasp* campus newspaper
- *Input* weekly newsheet on campus events
- 3CT on-campus radio station
- music room
- a minibus, a removal van and a car
- CITSU Bookshop including secondhand book exchange (2nd level of the Boykett Building)
- a photocopying service
- an AUS information service
- noticeboards
- student diaries
- a subsidised Student Union canteen
- a food co-operative*
- child-care, chaplaincy, legal, financial and accommodation services*
- rooms and facilities for work and leisure, including the Student Union building, Community House*, a campsite at Lang Lang and barbecue facilities
- over 50 clubs and societies, with social and sports events throughout the year.

*See also under Community Services.

One of the most important functions of the Student Union Council is to represent students’ interests on various academic and administrative boards and committees of the Institute as well as the broader community.
The Student Union Council provides interest and a worthwhile involvement for students. The general office of the Student Union building, on the corner of Queens Avenue and Dandenong Road, can assist with any inquiries and has information pamphlets available (telephone 573 2525).
REGULATIONS

REGULATION 1 — ADMISSION TO COURSES

1.1 The formal prerequisites for admission to the first year of any tertiary course of study are set out in the current Handbook. Where the prospective student satisfies these requirements his application can be accepted, subject to any quota restrictions which may be in force.

1.2 Where the applicant does not fulfil all the prerequisites, his application shall be referred to the Admissions Committee for a decision.

1.3 The Admissions Committee shall be a standing sub-committee of the Board of Studies with executive powers. Its decisions shall be reported regularly to the Board.

1.4 The Committee shall assess each applicant referred to it in accordance with the following principles. An applicant may be admitted to the first year of a course provided that:

1.4.1 He has been in employment appropriate to the course for at least three years, and

1.4.2 The Committee is satisfied that his academic background is such that he has a reasonable chance of completing the course within the prescribed time. However, in the absence of substantial evidence of appropriate academic preparation, the Admissions Committee may waive this requirement if the Dean of School or Head of Department responsible for the course makes special recommendation, supported by documented evidence which may include the result of special admission or aptitude tests, for admission on the grounds of unusually appropriate and extensive experience and motivation of a high level, such as will lead, in the view of the head of the department, to the successful completion of the course.

1.4.3 In each such case the Committee may prescribe the course of study for the first year of enrolment and the standard to be attained thereat. The student may be excluded from further study in the event of failure to reach the set standard under the terms of Regulation 5.2 — Unsatisfactory Academic Performance.

1.5 The Board of Studies stresses that Schools Boards will set up appropriate guidelines where quotas are applied.

1.6 Notwithstanding anything else in this regulation, a person who has been excluded from a course shall not be eligible to apply for admission to another course unless his application is first approved by the Board of Studies as provided for in clauses 5.5.1 and 5.5.2 of Regulation 5 — Unsatisfactory Academic Performance.

REGULATION 2 — CREDIT TRANSFERS

2.1 Credit towards a course of study may be granted to students on the basis of qualifications gained previously at CIT or elsewhere or, if prior written approval is given, for concurrent or subsequent qualifications gained elsewhere.

2.2 Schools Boards are responsible to the Academic Board for the
assessment and approval of credit. Prospective students may apply for credit and/or exemption from specific parts of the course requirements at the time they apply to enter a course. Students may apply for credit and/or exemption from specific parts of the course requirements, provided that the application is lodged at the Student Administration Office during the first semester of the enrolment.

2.3 Credit may be granted in different ways:

2.3.1 Where an applicant is qualified to enter the second or later year of an undergraduate course, he may be admitted with advanced standing to that year, subject to the approval of the Admissions Committee, and given credit for elective subjects.

2.3.2 Credit may be given for elective subjects completed elsewhere either on a matched or unmatched basis.

2.3.3 In certain circumstances a student may be exempted from the requirement to enrol in a subject but not be granted credit towards the course. When this occurs the student will be required to enrol in and gain credit for another elective subject in lieu.

2.4 Notwithstanding anything else in these regulations, a student wishing to qualify for the award of an associate diploma, diploma, graduate diploma or certificate from this Institute, shall be required to complete at least the equivalent of one academic year of full-time study in the course at the Institute in order to do so; a student wishing to qualify for the award of a bachelor degree shall be required to complete at least the equivalent of the full-time final year of the course in order to do so.

2.5 When a student is awarded credit he will be advised by the Academic Registrar of his course requirements to complete the year or stage at which he is allowed to enrol.

REGULATION 3 — RULES FOR STUDENTS STUDYING PART-TIME

3.1 Program of Study
A student undertaking the whole or part of a course by part-time study must prepare on the appropriate form a program of study showing all subjects beyond preliminary year and with each subject the year in which it has been passed or the year in which it is proposed that it be passed. This program must be submitted to the Head of the Department responsible for the course and be approved by him prior to the student’s enrolment for part-time study.

3.2 Time Limit
3.2.1 The program of study must be so arranged that the student will complete the remaining tertiary portion of his course in an elapsed time not exceeding a period one year longer than three times the minimum time estimated (by the Head of Department responsible for the course) to be required for a full-time student to complete that portion.

3.2.2 Subject to the regulation relating to unsatisfactory performance a student who is unable to continue on a program already approved, whether by reason of failure or other cause, must revise his program of study and have it approved prior to his re-
enrolment for part-time study. The revised program must be such that the total elapsed time for part-time study satisfies clause 3.2.1 above.

3.2.3 In special circumstances the Board of Studies may approve an extension of the time within which a student must complete his course.

3.3 Application for rules
These rules will apply to all part-time students who at the end of 1971 have not passed any subject beyond the level of the preliminary year of their course. In the case of students who at the end of 1971 have passed one or more subjects beyond the level of preliminary year, the Head of Department responsible for the course will evaluate their position and determine the extent to which the above rules will apply.

REGULATION 4 — EXAMINATIONS

4.1 Definitions
In this regulation, unless the context requires otherwise, the following meanings shall apply:

Duty Examinations Officer — means the person in charge of the Examinations Centre for a particular examination session.

Examination — means any written test conducted under the control of the Academic Registrar.

Further test — means an additional assessment, whether by the setting of extra assignments or by further written or oral examination, required of the student by the Head of Department responsible for a subject in order to decide between pass and fail in that subject.

Irregular conduct — means conduct which gains or which may gain an unfair advantage to a student in any assignment, test, examination, or the like.

Examinations Officer — means an officer of the Institute appointed by the Academic Registrar to organise and supervise the conduct of examinations of the Institute.

Overseas student — means a student whose place of permanent residence is not within Australia or its territories.

Supervisor — means any person appointed by the Academic Registrar to supervise an examination of the Institute.

4.2 Entries
4.2.1 To be eligible to present for an examination of the Institute a candidate must either:

(a) be enrolled for classes in the subject of the examination (which includes payment of all prescribed fees), and have shown satisfactory attendances at classes pertaining to the subject and have completed and submitted satisfactory reports, laboratory work, projects or assignments and satisfactorily participated in group discussions as are appropriate;
(b) have been accepted by the Institute as eligible to sit for the examination without attending classes, in which case the necessary approval form, certified by the Head of Department responsible for the subject must be lodged at the Student Administration Office, and have paid any prescribed fee.

4.2.2 Any candidate who has been refused permission to sit for an examination may appeal to the Academic Registrar.

4.3 Time-tables, General Procedure

4.3.1 Notification of Time and Place of Examination
4.3.1.1 No information relating to the time or place of an examination will be given over the telephone.
4.3.1.2 The only official notification of examination times and room locations is on lists displayed on the Institute examination notice boards.

4.3.2 Clash of Subjects in the Examination Time-Table
4.3.2.1 Where a candidate wishes to sit for two examinations held at the same time, the Academic Registrar may approve his taking one of these examinations at another time on the same day, provided that he is under appropriate supervision between the times for the two examinations.
4.3.2.2 Application should be made in writing to the Academic Registrar through the Student Administration Office.

4.3.3 Absence from an Examination
4.3.3.1 Missing an examination through misreading the time-table does not entitle a candidate to any further examination.

4.3.3.2 Where a candidate is absent from an examination owing to illness, the Examinations Officer shall, on viewing a satisfactory medical certificate within 48 hours of the examination, inform the Head of Department responsible for the subject, who may grant such further test as will enable an assessment of the candidate to be made.

4.3.4 Procedure in the Examination Room
4.3.4.1 Normally candidates will be admitted to the examination room ten minutes before the starting time of all examinations. During this period they may study the examination paper, but no writing will be allowed.
4.3.4.2 Unless with the special permission of the Duty Examinations Officer, no candidate shall enter the examination room later than half an hour after the examination has commenced nor shall any candidate be allowed to leave the examination room before the expiration of half an hour from the start of the examination; and no candidate, having once left the room, shall be permitted to return unless during such absence he has been under supervision.
4.3.4.3 No writing will be permitted after the supervisor in charge has instructed candidates to cease writing.

4.3.4.4 Smoking is not permitted in an examination room.

4.3.4.5 No sources of information other than those named by the examiner, except as provided for in Clause 4.9.1 of this regulation, shall be brought into the examination room.

4.3.5 Consultation with Examiner
No candidate is permitted to consult the examiner concerning his performance at any examination except as shown in Clause 4.5 and 4.6 of the Regulation.

4.3.6 Irregular Conduct
Irregular conduct is a serious offence for which a number of penalties can be imposed, the most severe of which is exclusion from the Institute.

4.4 Assessment of Assignments, Projects, or Other Material

4.4.1 Where an assignment, project, or other material, forms part of the formal assessment requirement of a subject, such material must be submitted for assessment on or before the date notified by the Head of Department responsible for teaching the subject.

4.4.2 Where any project, report or other material is submitted after the due date, it will not be assessed until the normal time in the following year or semester as appropriate, unless approval has been given by the Head of Department.

4.5 Results of Assessment

4.5.1 Notification of Results

4.5.1.1 No information concerning the results of an assessment will be given over the telephone.

4.5.1.2 The only official results of assessment are those provided by the Academic Registrar. Such results are displayed on notice boards at the Institute.

4.5.1.3 After the official publication of results a candidate is permitted to obtain from the examiner his final mark where numeric marks are awarded.

4.5.1.4 After the official publication of results a candidate is permitted to see his examination script at the Institute.

4.5.2 Gradings used in Final Assessment
The results of the final assessment of a student will be denoted by one of the symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>PP</td>
<td>Pass (Lower Standard)</td>
</tr>
<tr>
<td>PQ</td>
<td>Pass. No higher grade is available in this subject.</td>
</tr>
<tr>
<td>X</td>
<td>Assessment Deferred</td>
</tr>
<tr>
<td>NA</td>
<td>Not finally assessed. Subject being examined over more than one semester</td>
</tr>
<tr>
<td>E</td>
<td>Exempt</td>
</tr>
<tr>
<td>N</td>
<td>Fail</td>
</tr>
<tr>
<td>WN</td>
<td>Fail — Withdrawn without permission</td>
</tr>
</tbody>
</table>
4.6 **Reassessment and Report in any Subject**

4.6.1 A candidate may obtain a reassessment and report on an examination provided:

4.6.1.1 the examination was conducted under the control of the Academic Registrar;
4.6.1.2 it was the final examination in that subject;
4.6.1.3 payment of the prescribed fee has been made.

4.7 **Examinations Held at Centres Away from the Institute**

A candidate who wishes to take an examination at a centre other than the Institute should lodge a written application addressed to the Academic Registrar at least four weeks before the date of the examination. The applicant should state why he cannot attend the examination at this Institute and what arrangements are proposed for supervision. Such supervision must be provided by an educational institution or other organisation approved by the Academic Registrar of this Institute. The candidate is required to make his own arrangements with the supervising organisation for the payment of any expenses thereby incurred.

4.8.1 The Head of Department responsible for a subject may require a candidate to take a further test in the subject.

4.8.2 If a further test in a subject is required, it will be conducted as soon as practicable after the annual or semester examination.

4.8.3 It is the responsibility of students to be available at short notice after the annual examination.

4.9 **Special Provision for Overseas Students**

4.9.1 Overseas students whose native language is not English may be permitted to take into the examination room a dictionary to be used solely for the purpose of translation.

4.9.2 Applications for such permission should be made in writing to the Academic Registrar.

4.10 **Special Examinations**

4.10.1 In exceptional circumstances the Board of Studies may approve a special examination in a single subject for a student provided that in addition —

4.10.1.1 the applicant is a candidate for an award made or recommended by CIT;
4.10.1.2 the applicant presented for the examination in that subject at the examinations immediately prior to the date of application;
4.10.1.3 the subject concerned is the only one remaining for the completion of the award;
4.10.1.4 the applicant has paid the prescribed fee.

4.10.2 Applications setting out the exceptional circumstances together with the prescribed fee must be lodged at the Student Administration Office not later than 31 July for the first semester examinations, or 31 January for second semester examinations.

4.11 **Special Consideration**

4.11.1 A student who considers that his preparation for an examination has been hampered by factors outside his control may apply to
the Head of Department teaching the subject for special consideration.

4.11.2 In considering such applications, the Head of Department may require an applicant to produce further evidence.

4.11.3 Applications for special consideration must be submitted to the Head of Department or the examinations supervisor prior to commencement of the examination for which consideration is sought; in a subject where assessment is continuous, applications must be lodged with the Head of Department teaching the subject not later than the date published in the current Handbook on which lectures for the semester cease.

5.1 Definitions

5.1.1 In this regulation the words ‘unsatisfactory academic performance’ shall mean:

5.1.1.1 failure on any two occasions to pass a subject in which the student enrolled, or

5.1.1.2 failure in the most recent two semesters of enrolment to pass subjects which, in the opinion of the Board of Studies, amount to at least one half of the academic content of the subjects for which the student enrolled.

5.1.2 For the purpose of the above definitions —

5.1.2.1 a subject is a program of study indicated with a separate code number in the Handbook with a duration of either one semester or one year;

5.1.2.2 if a student cancels enrolment in a subject and does not at the same time enrol in another subject of equivalent standard, the cancellation shall count as a failure in the former subject, unless the cancellation is otherwise approved, on the appropriate form, by the Head of Department or Dean appropriate to the course;

5.1.2.3 it is immaterial that a student was enrolled for different courses during the year in question.

5.2 Consequences of Unsatisfactory Academic Performance

5.2.1 Unsatisfactory Academic Performance in a Subject

The consequence of unsatisfactory academic performance as defined in Clause 5.1.1.1 above is that the student may be refused further enrolment in the subject: if that subject is a compulsory subject in any course the student may be refused further enrolment for any course.

5.2.2 Unsatisfactory Academic Performance in the Most Recent Two Semesters of Enrolment

The consequence of unsatisfactory academic performance as defined in Clause 5.1.1.2 above is that the student may be refused enrolment for any subject of any course.

5.3 Power of Dean to Exclude

If a student is liable to be refused enrolment under this regulation the Dean appropriate to the course shall decide whether or not the student shall be refused enrolment or whether the student shall be permitted to enrol on such conditions as the Dean may determine.

5.4 Appeal to Board of Studies

5.4.1 A person whose enrolment is so refused or restricted may appeal
to the Appeals Committee of the Board of Studies. The appeal must be in writing and be received:
at the end of Summer Semester or Semester 1
no later than 7 days after the date of posting of the letter
advising the person of the Dean’s decision;
at the end of Semester 2
no later than 21 days after the date of the posting of the letter
advising the person of the Dean’s decision.
The letter of appeal must indicate if documentary evidence (i.e. medical certificate, etc.) is to follow within a further seven days.
A person who wishes to appear in person in support of his written appeal must stipulate this in his written appeal. In this event the Academic Registrar shall in due course inform the person of the date and the approximate time of the hearing of the appeal.

5.4.2 In an appeal a person may seek approval to apply for admission to an alternative course. A person may not be admitted to any other course unless such approval is granted by the Board of Studies.

5.5 Re-admission after Exclusion.

5.5.1 A person who has been excluded from a course may apply to the Academic Registrar to be re-admitted by the Board of Studies to the course, such re-admission to occur not less than four full semesters, or in exceptional cases, not less than two full semesters, after the semester in which the person became liable for exclusion.

5.5.2 Applications for re-admission made in accordance with Clause 5.5.1 must be submitted to the Academic Registrar not later than two months prior to the start of the semester in which the student seeks to recommence study.

5.5.3 In considering applications made in accordance with Clause 5.5.1 the Board shall take into account —

5.5.3.1 academic performance subsequent to the applicant’s exclusion, and/or

5.5.3.2 employment for not less than the preceding twelve months in a vocation allied to the proposed course of study together with reports from the applicant’s employer.

5.5.4 The Board may require an applicant who has been re-admitted under Clause 5.5 of this regulation to enrol on such conditions as it may determine.

5.6 Breach of Condition of Enrolment
A person who fails to comply with any condition of enrolment imposed under this regulation shall be refused further enrolment at the Institute.

5.7 Failure at Another Institution
For the purpose of this regulation, results at another tertiary educational institution shall be treated as if they had been obtained at CIT.

5.8 Saving of Other Regulations or Rules
Nothing in this regulation shall operate to excuse a person from lodging an enrolment form required by the provisions of any other rule or
regulation, and no consequent action taken shall prevent the operation of any provision of this regulation.

REGULATION 6 — DIPLOMAS AND OTHER AWARDS

6.1 A candidate for a diploma or other award —
   6.1.1 shall possess the entrance qualifications prescribed for the course leading to the award, or shall have such alternative qualifications approved by the Board of Studies as being equivalent thereto, and
   6.1.2 shall have passed or been exempted from the assessment in each subject of the course as set out in the relevant edition of the Institute Handbook.

6.2 Application for a diploma or other award must be made on the prescribed form and submitted through the Student Administration Office.

REGULATION 7 — STUDENT DISCIPLINE

7.1 Definitions
   In this regulation unless the context otherwise requires —
   7.1.1 misconduct means conduct on the part of a student which is prejudicial to the good order and government of the Institute, impairs the reasonable freedom of other persons to pursue their studies or research in the Institute or to participate in the life of the Institute. It includes wilful disobedience to a reasonable direction of an officer of the Institute and any breach of the regulations which affect students which may from time to time be adopted by the Council of the Institute. Without prejudice to the generality of the foregoing, the expression includes:
     (a) wilfully obstructing any teaching activity, examination, official meeting, or official proceeding of the Institute;
     (b) failing to leave any building or part of a building of the Institute upon being directed by an officer of the Institute to leave it;
     (c) entering any place within the premises of the Institute which a student is forbidden to enter by an officer of the Institute, by a regulation, or by a publicly displayed notice;
     (d) failing to obey the rules laid down and displayed by a public notice by a Dean, a Head of Department, the Chief Librarian, or the Manager of the Computer Centre for the conduct of students in a particular area;
     (e) acting improperly or unfairly in connection with any examination of the Institute or the preparation or presentation of any essay, exercise, or thesis, or knowingly assisting another person to do so;
     (f) divulging any confidential information concerning any Institute matter;
     (g) wilfully obstructing or attempting to deter any
employee of the Council of the Institute in the performance of his duties;

(h) wilfully damaging or wrongfully dealing with any property in or upon Institute premises;

(i) assaulting a person on Institute premises.

7.1.2 officer of the Institute means a member of the Council of the Institute or any person whose place of employment is at the Institute;

7.1.3 student means an enrolled student of the Institute other than one who is a full-time member of the staff of the Institute;

7.1.4 supervisor means any person appointed by the Academic Registrar to supervise an examination of the Institute.

7.2 Discipline Committee

7.2.1 There shall be within the Institute a Discipline Committee comprising five members, three of whom shall be full-time members of academic staff and the remaining two shall be members of the Student Union Council. Three members shall constitute a quorum.

7.2.2 The Director shall from time to time nominate a Deputy Director as Chairman of the Committee. The Director shall from time to time designate one of the Deans as the alternate who will, in the absence of the Chairman, act in his stead.

7.2.3 For any hearing the other two academic members of the Committee shall be chosen by the Chairman from a panel of members of academic staff selected one from each School by the Chairman in consultation with the Director and the respective Deans. Members of the panel shall be appointed for a term of two years and shall be eligible for re-appointment.

7.2.4 The Secretary shall be the Academic Registrar or a member of his staff nominated by him.

7.2.5 No person who is directly involved in a matter referred to the Discipline Committee may serve as a member of or act as Secretary to that committee which hears the matter.

7.3 Procedure

7.3.1 On reference in writing to the Academic Registrar by a member of Council, the Director, Deputy Director, Secretary, a Dean, a Head of Department, Chief Librarian, Computer Manager, Financial Controller, Academic Registrar, Examinations Officer or the Student Union Council the Discipline Committee shall investigate matters which involve any question as to misconduct by a student.

7.3.2 Within three days after the reference of the alleged offence to the Academic Registrar the Secretary of the Discipline Committee shall arrange for a meeting of the Committee to be held as soon as possible.

7.3.3 When the Director or a Dean considers that the conduct of a student is such as to warrant reference to the Discipline Committee, he may suspend the student from use of the facilities of the Institute until the Discipline Committee has met and has decided the matter.

7.3.4 A student charged with an offence shall have the right to be
heard by the Discipline Committee. The student charged shall be notified of the date, time and place at which the Discipline Committee will meet. This notification shall be by letter or telegram dispatched to the address shown in the records so as to give him at least 24 hours notice of the hearing.

7.3.5 The decisions of the Discipline Committee on any matter shall be by a majority vote: any matter on which the vote is tied shall be determined in favour of the student.

7.3.6 A report of all proceedings of the Discipline Committee shall be placed before the Council as soon as practicable after the meeting of the Committee.

7.4 Penalties

7.4.1 Penalties Imposed by a Discipline Committee

7.4.1.1 The Discipline Committee shall have power to impose any one or more of the following penalties as it sees fit:

(a) a reprimand;
(b) a fine not exceeding $100;
(c) suspension of the right to enter the Institute premises or to enter any part thereof, or use all or any particular facilities of the Institute for a specified period not exceeding one academic semester;
(d) suspension from attendance at examinations held in a particular period or cancellation of examination results, or such cancellations to be graded as fails;
(e) cancellation of results of cumulative assessment in a subject or subjects such cancellations to be graded as fails;
(f) suspension of the right to re-enrol for a particular course or any part of a course for a specified period not exceeding one academic year;
(g) permanent expulsion from the Institute.

7.4.1.2 The power to impose penalties shall also include power to take all consequential action as may reasonably be required to give effect to and enforce such penalties including a power to impose any alternative penalty in default of the observance or performance of the original penalty.

7.4.1.3 All penalties imposed by the Discipline Committee shall take effect immediately except in the case of permanent expulsion, in which case the Discipline Committee may order the immediate suspension of the student concerned, pending the confirmation or variation or quashing of the penalty by the Council at its next meeting.

7.4.2 Summary Penalty — Failure in a Subject

7.4.2.1 For misconduct related to assessment in a subject, the appropriate Head of Department may grade the student as having failed in that subject.

7.4.2.2 If a summary penalty is to be imposed, seven days notice in writing of that intention must be given to the student, with a copy of this notice forwarded to the
Academic Registrar. If no objection is lodged within the seven days the Head of Department will advise the Academic Registrar who will formally notify the student of the failure in the subject.

7.4.2.3 A student against whom a notice of summary penalty has been issued has the right of representation to the Head of Department and the right to require that the matter be referred to the Academic Registrar.

7.4.3 Summary Penalties — Authority of Members of Staff

7.4.3.1 Any member of academic staff may exclude a student from the remainder of any lecture or laboratory class for any misconduct.

7.4.3.2 The senior member of the library staff present at the time may exclude a student from the use of the library for the remainder of a day for any misconduct.

7.4.3.3 The senior member of staff of the Computer Centre present at the time may exclude a student from the use of the Computer Centre for the remainder of a day for any misconduct.

7.4.3.4 Summary penalties imposed under sections 7.4.3.1, 7.4.3.2 and 7.4.3.3 must be reported to the Head of the Department as soon as possible.

7.4.4 Summary Penalties — Authority of Deans and Heads of Departments

7.4.4.1 A Dean may exclude a student from use of part or all of the Institute premises for a period of up to one week for misconduct.

7.4.4.2 The Head of any Department may exclude a student from use of part or all of the Institute premises for a period of up to two working days for misconduct.

7.4.4.3 All penalties imposed under sections 7.4.4.1 and 7.4.4.2 are to be reported in writing to the Academic Registrar as soon as possible.

7.4.4.4 The Academic Registrar shall at the end of each month report in writing to the Director all such summary penalties of which he has had notice.

7.4.4.5 Any student upon whom a penalty has been imposed under sections 7.4.4.1 and 7.4.4.2 hereof may appeal to the Director whose decision in relation to such an appeal shall be final.

7.4.4.6 All such appeals must be submitted within two working days after the student has been notified of the imposition of the penalty.

7.4.5 Compensation for Damage

The Discipline Committee may require a student to pay to the Institute due compensation for damage to Institute property caused by him.

7.5 Authority of the Director

7.5.1 In the case of misconduct the Director has power to suspend a student from the use of Institute premises and facilities for a period no longer than one week.
7.5.2 The Director has power to require a student to pay to the Institute due compensation for damage the student has caused to Institute property.

7.6 Appeals
A student may appeal to the Discipline Committee against any penalty imposed on him under Section 7.5.1 and against any order to pay compensation for damages under Section 7.5.2. Any such appeal shall be in writing, addressed to the Academic Registrar and delivered to him within three working days after the student has been notified of the penalty or the order to pay compensation for damages.

REGULATION 8 — WAIVING OF PRESCRIBED FEE
Where a fee is prescribed under the terms of the regulations, other than that governing student discipline, it may be waived at the discretion of the Academic Registrar. For the purposes of this regulation any fee so waived will be deemed to have been paid.

REGULATION 9 — DISCRETION OF DIRECTOR
Notwithstanding the provisions of any regulation relating to students and printed in the college handbooks, any student has the right of appeal in writing to the Director, who shall determine the appeal and report the decision to the Council. Such an appeal in writing to the Director by a student must be made within one calendar month of receipt of the decision made pursuant to the regulation.
BACHELOR DEGREES

Bachelor of Applied Science (EDP)  
Course Code: BP  
Course Leader: J. Greig

Content
This course is designed to satisfy the EDP needs of industry by emphasising training in the following two areas: (a) development of overall systems strategies, implementation plans and systems solutions; (b) writing and development of software programs and applications programs in more advanced areas.

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent; or
(d) satisfactory completion of the Certificate of Electronic Data Processing (Operating and Coding).

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

Part-time
All subjects of the first year are available in the evening. Other subjects will be provided in the evening when warranted by demand. Students should note that blocks of hours are provided during the day to facilitate day release. Also, depending on the subject, the hours per week for that subject may be varied.

Industrial Experience
Students will be required to accumulate six hours per week of industrial experience during the final year.

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

Course Structure
To qualify for the degree a student must pass a total of 14 subjects — five from the first year and nine from the remaining two years.
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Systems EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP100</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>* Mathematics and Statistics MAT121</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT122</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Systems EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and any two of the following elective units:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applied Psychology PSY191</td>
<td>3 (one semester)</td>
</tr>
<tr>
<td></td>
<td>Applied Sociology SOCI191</td>
<td>3 (one semester)</td>
</tr>
<tr>
<td></td>
<td>Human Communication</td>
<td>3 (first semester only)</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Technology EDP150</td>
<td>3 (second semester only)</td>
</tr>
<tr>
<td>2nd</td>
<td>Systems EDP201</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Administrative Studies ADM238</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Management Accounting Systems ACC294</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and one elective from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT221</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics FIN295</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing MKT291</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Two Social Science subjects (see below)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Four units on energy:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>— Energy Resources ENY101</td>
<td>2 (first semester only)</td>
</tr>
<tr>
<td></td>
<td>— Energy Consumption Patterns ENY102</td>
<td>2 (second semester only)</td>
</tr>
<tr>
<td></td>
<td>— Energy Policy in Australia ENY103</td>
<td>2 (first semester only)</td>
</tr>
<tr>
<td></td>
<td>— Energy Policy Options ENY104</td>
<td>2 (second semester only)</td>
</tr>
<tr>
<td>3rd</td>
<td>Systems EDP301</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Modern Computer Systems EDP302</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and one elective from:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT321</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Management Accounting Systems ACC395</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economics FIN396</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Marketing MKT393</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two Social Science single semester subjects (see below)</td>
<td></td>
</tr>
</tbody>
</table>

* In general, MAT121 will only be taken by students who have passed a mathematics subject at HSC (or equivalent).
Social Sciences Major

Option 1: A Social Sciences major may be obtained by the completion of four compulsory subjects (marked C) plus two other subjects from the list below (excluding PSY291 and PSY391). These may be taken in any order, provided that prerequisites are satisfied.

Option 2: A Social Sciences major can also be obtained by the completion of PSY191, SOC191, PSY291, SOC291, PSY391 and SOC391.

Option 3: Where an alternative subject combination is sought for the completion of a Social Sciences major, the relevant Heads of Department should be consulted.

Social Sciences Subjects

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Psychology PSY291</td>
<td>4</td>
</tr>
<tr>
<td>Applied Psychology PSY391</td>
<td>4</td>
</tr>
<tr>
<td>Applied Sociology SOC291</td>
<td>C</td>
</tr>
<tr>
<td>Sociology (Mass Media) SOC202</td>
<td>4</td>
</tr>
<tr>
<td>Sociology Immigration and Minority Relations SOC204</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Community Organisation) SOC206</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Organisation) SOC208</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Youth) SOC212</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Education) SOC214</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Industrial Sociology) SOC216</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Deviance and Social Control) SOC302</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Urban Sociology) SOC304</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Welfare Policy and Administration) SOC306</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Research Methods) SOC310</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Sociology of Religion) SOC312</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (Social Stratification) SOC314</td>
<td>4</td>
</tr>
<tr>
<td>* Sociology SOC391</td>
<td>C</td>
</tr>
</tbody>
</table>

* Sociology SOC391 must be one of the final two subjects of the Social Sciences major, option 1.

Bachelor of Applied Science (Multi-discipline)

Course Code: BS

Content
This course combines studies in the Departments of Applied Physics, Chemistry, Mathematics and Electronic Data Processing. Wide alternatives are provided to enable the student to tailor his course to his individual needs.

Standard of Admission (Multi-discipline)
For entry to the first year passes are desirable at HSC or TOP level in
English, Chemistry, Physics and Mathematics (preferably in Pure Mathematics and Applied Mathematics). Physical Science will be accepted in lieu of either Chemistry or Physics. Applicants who do not have the academic prerequisites but who have appropriate industrial experience may also be admitted.

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

Diploma to degree conversion (Multi-discipline)
Diplomates wishing to convert their DipAppSc (Multi-disc.) to a degree must complete the equivalent of the full-time final year of the degree course.

The final year is defined as two major studies plus one point of electives or one major study, one minor plus one point of electives. (See illustrative examples, page 55.)

For further information contact the School of Applied Science Administrative Officer.

Course Structure

Common First Year with Diploma  
Course Code: DS1
The first year of the course comprises the following four compulsory subjects, which must be completed before the student proceeds to any later year subject.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry CHE111</td>
<td>8</td>
</tr>
<tr>
<td>Physics PHY120</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics MAT102</td>
<td>4</td>
</tr>
<tr>
<td>Mathematical Methods MAT101</td>
<td>5</td>
</tr>
<tr>
<td>(MAT101 and MAT102 together comprise Part 1 for any Mathematics major)</td>
<td></td>
</tr>
</tbody>
</table>

Before starting second year a student must obtain approval for the course to be undertaken. An approved degree course is built up from the following tables. To qualify, a student must complete the first year of the course, then complete two major studies, or one major and two minors from the list of major and minor studies, together with two units of elective studies. (A major study is a study to third year level, a minor to second year level.) Some subjects may not be available if there is insufficient demand.

Major and Minor Studies

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>* Basic Chemistry CHE225</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>* Applied Chemistry CHE229</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>* Physics PHY250</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Physics PHY260</td>
<td>5</td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>* Pure Mathematics MAT203</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>* Applied Mathematics MAT201</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>* Statistics and Operations Research MAT202</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>* Applied Numerical Analysis MAT204</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>* Computer Science EDP281</td>
<td>6</td>
</tr>
</tbody>
</table>

* Indicates a minor study

3rd Year
- Basic Chemistry CHE335 10
- Applied Chemistry CHE339 10
- Physics PHY350 10
- Pure Mathematics MAT303 6
- Statistics and Operations Research MAT302 6
- Computer Science EDP381 6
- Applied Mathematics MAT301 6

**Alternative Course Structures**

**First Alternative** (Two major studies and two electives)

1st Year  Four Compulsory Subjects
2nd Year  Minor  Minor  * Elective (one Credit point or two half Credit points)
3rd Year  Major  Major  * Elective (one Credit point or two half Credit points)

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

1st Year  Four Compulsory Subjects
2nd Year  Minor  Minor  * Elective (one Credit point or two half Credit points)
3rd Year  Major  Minor  * Elective (one Credit point or two half Credit points)

* Note: subjects from the list of minor and major studies may be taken as electives.

**Typical Courses** (Illustrative not prescriptive)

Example 1
Majoring in Chemistry and Statistics.
1st Year  Four compulsory subjects.
2nd Year
Basic Chemistry CHE225.
Statistics and Operations Research MAT202 plus one point of electives, say Physics PHY250 or PHY260.

3rd Year
Basic Chemistry CHE335.
Statistics and Operations Research MAT302 plus one point of electives, say Programming EDP282 (½ point) and Applied Psychology PSY191, and Applied Sociology SOC191 (½ point).

Example 2
Majoring in Physics with minors in Computer Science and Applied Mathematics.

1st Year
Four compulsory subjects.

2nd Year
Computer Science EDP281.
Physics PHY250 and PHY260 plus one point of electives, say Electronics ELE231 (½ point) and Physical Astronomy PHY226 (½ point).

3rd Year
Physics PHY350
Applied Mathematics MAT201 plus one point of electives, say Principles of Marketing MKT291 (½ point) and Aquatic Ecology CHE299 (½ point).

Elective Subjects
All the elective subjects listed require as a prerequisite the successful completion of the first year and, in some cases, other prerequisite subjects.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any subject in the list of major and minor studies of at least five hours duration</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Applied Psychology PSY191</td>
<td>3 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Applied Sociology SOC191</td>
<td>3 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Applied Sociology SOC291</td>
<td>4 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Applied Psychology PSY294</td>
<td>4 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Aquatic Ecology CHE299</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Analytical Methods of Physics PHY225</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Applied Science Thesis/Project CHE333</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Administrative Studies ADM238</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Biology (Principles and Applications) CHE288</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Chemical Technology CHE334</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Electronics ELE231</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Electronics ELE331</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Engineering Science MEC299</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Engineering Science MEC399</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Economics FIN295</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Mathematical Methods MAT205</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Management Accounting Systems ACC294</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Milestones in Contemporary Science PHY228</td>
<td>2</td>
<td>½</td>
</tr>
<tr>
<td>Physical Astronomy PHY226</td>
<td>3</td>
<td>½</td>
</tr>
</tbody>
</table>
Subject | Hours per week | Credit Points
--- | --- | ---
Programming EDP282 | 3 | 
Programming EDP382 | 3 | 
Principles of Marketing MKT291 | 4 | 
Social Science HUM291 | 4 (one semester) | 
Social Science HUM391 | 2 |

An approved course cannot contain: (a) MAT205 as well as MAT201 (b) HUM291 or HUM391 as well as PSY191, SOC191, SOC294 or PSY291.

Bachelor of Applied Science/ Bachelor of Business (Data Processing and Accounting)

**Course Structure**

In order to qualify for the award of the degrees, a student will normally complete the equivalent of 38 half-year subjects (actually nine full-year subjects, 16 half-year subjects and two additional full-year subjects, or four additional half-year subjects or two additional half-year and one additional full-year subject).

**Standard of Admission**

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,

(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent; or,

(d) satisfactory completion of the Certificate of Electronic Data Processing (Operating and Coding).

**Private Study**

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

**Right of Challenge**

The right of challenge exists in the subject Accounting and Finance ACC101 and the first module of Accounting and Finance ACC102. A challenge consists of submitting to appropriate examinations before commencing the subject. Students who challenge successfully all modules of a subject will be credited with a pass in that subject. If some, but not all modules, are successfully challenged, the student will be required to pass only those modules not successfully challenged in order to be granted a pass in that subject.
A similar right of challenge also exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

**Exemptions**

The following exemptions have been standardised by the Board of Studies:

Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113.

Students who are members of a recognised professional accounting body in an English speaking country will be granted exemptions equivalent to that allowed under the Bachelor of Business (Accounting).

Students who hold the Certificate of Business (Accounting) and have a minimum of two years appropriate business experience may, upon application, be granted exemptions in MKT111, FIN171 and ACC101.

**Assessment**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Systems EDP101</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Systems EDP102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP100</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Business Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC101</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Mathematics and Statistics MAT121</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>or Principles of Statistics MAT122</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td>Marketing and Society MKT111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Law FIN113</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Corporate Law FIN319</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Microeconomics FIN271</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC240</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM231</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>Systems EDP201</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour and Performance ADM232</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC247</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One full-year elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

58
Subjects listed for Year 5 can be completed in the first half of the year unless the elective selected is a full-year subject.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two half-year electives</td>
<td>4 each</td>
</tr>
<tr>
<td>4th</td>
<td>Systems EDP301</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Computer Programming EDP300</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Modern Computer Systems EDP302</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC360</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance ACC248</td>
<td>4</td>
</tr>
<tr>
<td>5th*</td>
<td>Accounting and Finance ACC350</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economic Policy Towards the Firm FIN371</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One full-year elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two half-year electives</td>
<td>4 each</td>
</tr>
</tbody>
</table>

*Awards*

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

*Recognition*

Provided students take Taxation Law FIN393 and Auditing ACC264 as two half-year electives, they will meet the academic requirements for entry to the professional year of the accounting bodies.

*Mode of Study*

It is anticipated that this course will normally be taken by full-time study; however, all subjects are available on a part-time basis.

**Bachelor of Arts (Ceramic Design)**

*Content*

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

*Standard of Admission*

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

**Enrolment Procedure for New Students**

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

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

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

**Selection of Students**

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

**Assessment**

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

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

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

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

**Progression Through the Course**

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

**Course Structure**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Ceramic Design Theory and Practice ART101</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Semester 1 — Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART102</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART103</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Appreciation of Ceramics ART104</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Modelling ART105</td>
<td>3</td>
</tr>
<tr>
<td>Semester 2 — Degree/Diploma</td>
<td>Ceramic Design Theory and Practice ART111</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART112</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART113</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glazing and Decorating Techniques ART114</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART115</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Modelling and Mould-making ART116</td>
<td>3</td>
</tr>
<tr>
<td>*These subjects are interchangeable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 3 — Degree/Diploma</td>
<td>Ceramic Design Theory and Practice ART201</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART202</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART203</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glazing and Decorating Techniques ART204</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Architectural Modelling for Ceramics ART205</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Appreciation of Ceramics ART206</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Geology ART208</td>
<td>1</td>
</tr>
<tr>
<td>Semester 4 — Diploma</td>
<td>Ceramic Design Theory and Practice ART221</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART223</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Kiln Design and Construction ART224</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART225</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Studio Design and Management ART226</td>
<td>1</td>
</tr>
<tr>
<td>*These subjects are interchangeable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 4 — Degree</td>
<td>Ceramic Design Theory and Practice ART211</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART212</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Methods of Production ART213</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART214</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Concrete Studies ART215</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Glass Studies ART216</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Studio Design and Management ART217</td>
<td>1</td>
</tr>
<tr>
<td>*These subjects are interchangeable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 5</td>
<td>Ceramic Design Theory and Practice</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Students are to select from two</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of the following subjects:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One subject will be taken for 12 hours,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the second subject for six hours.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clay and Glaze ART301/302</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete ART311/312</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Glass ART321/322</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Drawing ART306</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Design ART307</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Appreciation of Ceramics ART308</td>
<td>2</td>
</tr>
</tbody>
</table>

**Semester 6**

Ceramic Design Theory and Practice 16

Note: Students wishing to study a specialised course may take one of the following studies for the 16 hours:
- Clay and Glaze ART303/304/305
- Concrete ART313/314/315
- Glass ART323/324/325

However, students may study a combination of two of these subjects for 10 and six hours duration. These will be a continuation of the subjects undertaken in Semester 5.

Kiln and Furnace Design and Construction ART309 or Metal Fabrication ART310 3

Electives: one of the following for two semesters:
- Figurative Drawing ART316
- Photography ART317
- Printmaking ART318
- Metal Studies ART319
- Stained Glass Techniques ART326 3

**Semester 7**

Ceramic Design Theory and Practice 16

Note: Students wishing to study a specialised course may take one of the following studies for the 16 hours:
- Clay and Glaze ART401/402/403
- Concrete ART411/412/413
- Glass ART421/422/423

However, students may study a combination of two of these subjects for 10 and six hours duration, respectively. These will be a continuation of the subjects undertaken in Semester 5.

Communication Studies ART447 2

Electives, continued: one of the following:
- Figurative drawing ART443
- Photography ART444
- Printmaking ART445
- Metal Studies ART446
- Stained Glass Techniques ART426 3
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 8</td>
<td>Ceramic Design Theory and Practice</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Students will complete the fourth year of the program in one or two of the following subjects:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clay and Glaze ART404/405</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concrete ART414/415</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glass ART424/425</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If one subject is studied it will comprise 18 hours studio time together with two hours for a tutorial. If two subjects are combined the total studio and tutorial time will remain the same.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>20</td>
</tr>
</tbody>
</table>

### Bachelor of Arts (Fine Art)

**Course Code:** BF  
**Course Leader:** Leon Morrocco

#### Content
This course is primarily designed to provide a professional education for fine artists and artists/craftsmen. A second objective of the course is to promote the arts and crafts in the studios and workshops by educating students in a variety of disciplines. It will supply training for professionals who could become teachers, curators of art galleries, art restorers, art critics and writers, aesthetics advisers, and fine artists working independently or with architects.

#### Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting;
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting;
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

#### Enrolment Procedure for New Students
Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education. Students who live in remote areas, or who cannot produce their folio because it is required for external examination purposes, should present photographic evidence of their work, preferably in colour, and a confidential report from their art teacher in support of their application.
Progression Through the Course
Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the Head of Department together with the Dean of the School of Art and Design.

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

Course Structure
In this three-year course a student will be required to study, with the approval of the Head of the Fine Art Department, subjects or combinations of subjects as set out in detail below. After first year, students will choose a course from a number of major studies together with support and related studies. In the second year two major studies are taken, and in the final year a student may elect to take one or two major studies from the six available. Where the liberal studies major is taken a wide range of combination subjects is available. The first semester of Year 1 is taken in common with Diploma students.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Design Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drawing ART141</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>General Design ART142</td>
<td>6 Semester 2</td>
</tr>
<tr>
<td></td>
<td><strong>Theory and Technology</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Ceramics ART143</td>
<td>3 three</td>
</tr>
<tr>
<td></td>
<td>* Goldsmithing and Silversmithing ART145</td>
<td>3 in one</td>
</tr>
<tr>
<td></td>
<td>* Painting ART144</td>
<td>3 Semester</td>
</tr>
<tr>
<td></td>
<td>* Printmaking ART146</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* Photography ART148</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Liberal Studies (Compulsory)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART147</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Liberal Studies (Elective)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Semester 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*These are subjects taken for one semester.</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Major Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramics ART243</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Goldsmithing and Silversmithing ART245</td>
<td>6</td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (see list under third year)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Painting ART244</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART246</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART248</td>
<td>6</td>
</tr>
<tr>
<td><strong>Support Study</strong></td>
<td><strong>Drawing ART241</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Related Studies</strong></td>
<td>Methods of Production and Material Studies ART249</td>
<td>2 Semester 1</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART247</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Elective)</td>
<td>4 Semester 2</td>
</tr>
</tbody>
</table>

In the first semester of third year the student will submit a work program for approval by the examination panel. This program will detail the work to be undertaken in second semester and may comprise one or two major areas together with drawing for those students taking practical majors.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Major Studies (both semesters)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramics ART343</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Goldsmithing and Silversmithing ART369</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (see list)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Painting ART344</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Printmaking ART346</td>
<td>12 or 6</td>
</tr>
<tr>
<td></td>
<td>Sculpture ART348</td>
<td>12 or 6</td>
</tr>
<tr>
<td><strong>Support Study</strong></td>
<td><strong>Drawing ART341</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Related Studies (Compulsory)</strong></td>
<td>Tutorial for Research Guidance ART340</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Liberal Studies (Compulsory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART347</td>
<td>2</td>
</tr>
</tbody>
</table>

**Liberal studies as Major Studies for second and third year students.**
Students may select from the following list of subjects if they are enrolled in a liberal study as a Major Study. These subjects may not be offered every year.
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>1 Strategic Planning ADM340</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Economic Policy Towards the Firm FIN371</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

NB: The normal progression shown above may vary slightly according to the choice of specialist elective subject area and the viability of classes. The structure and progression for full-time students will be decided with the course leader at the time of enrolment.

**Bachelor of Business**  
(Banking and Finance)

Course Code: BN  
Course Leader: Don Lyell

**Content**

This course is designed for students who seek a career with a financial institution. The course provides specialised study in the finance discipline in addition to a broad business core.

**Recognition**

Subjects offered in the course cover more than the minimum requirements of the associate and advanced qualification requirements of the Bankers’ Institute of Australasia.

**Standard of Admission**

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,

(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

**Exemptions**

Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113. In addition diploma candidates will be exempted from an elective subject.

Students who hold the Certificate of Business (Accounting) who wish to enter this course may be granted exemptions in MKT111, FIN171 and ACC101.

Students who are associates of the Bankers’ Institute of Australasia will, upon application, be granted exemption from the common first year.

Students wishing to enter the course who are university or CAE graduates may, upon application, be exempted from a maximum of 17 subjects. The subjects they will be required to undertake will be specified.

Students who are members of a recognised professional accounting body in
<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Studies (Elective)</td>
<td></td>
</tr>
<tr>
<td>* Aesthetics, Philosophy and Art ART342</td>
<td>2</td>
</tr>
<tr>
<td>* Art and Science/Technology PHY307</td>
<td>2</td>
</tr>
<tr>
<td>* Aesthetics/Philosophy and Art ART270</td>
<td>4</td>
</tr>
<tr>
<td>* Art and Science/Technology PHY207</td>
<td>2</td>
</tr>
<tr>
<td>** Art and Literature ART272</td>
<td>2</td>
</tr>
<tr>
<td>** Art Education ART279</td>
<td>2</td>
</tr>
<tr>
<td>** Art and Music ART273</td>
<td>2</td>
</tr>
<tr>
<td>* Art and Psychology ART274</td>
<td>2</td>
</tr>
<tr>
<td>Cinematography and the Communication Media ART275</td>
<td>2</td>
</tr>
<tr>
<td>* Elementary Computer Programming EDP205</td>
<td>2</td>
</tr>
<tr>
<td>** Gallery Management ART276</td>
<td>2</td>
</tr>
<tr>
<td>Preservation, Restoration, Conservation ART278</td>
<td>2</td>
</tr>
<tr>
<td>History of Art ART277</td>
<td>2</td>
</tr>
<tr>
<td>History of Art ART377</td>
<td>2</td>
</tr>
</tbody>
</table>

First and Second Year Electives

| Environmental Ecology CHE199                     | Political Studies HUM154 |
| Human Biology CHE188                            | Political Studies HUM250 |
| Literature HUM170                               | ** Political Studies HUM252 |
| ** Literature HUM171                            | ** Political Studies HUM254 |
| ** Literature HUM272                            | ** Political Studies HUM256 |
| ** Literature HUM274                            | ** Political Studies HUM258 |
| ** Literature and Communication HUM276           | * Psychology PSY101 (5 hours) |
| Philosophy HUM151                               | Science and Civilisation PHY128 |
| Political Studies HUM153                         | Sociology SOC101 |
| Science for Art PHY107 (2 hours)                | ** Sociology SOC103 |

Unless otherwise indicated, each of these subjects is four hours per week for one semester.

*These are subjects taken for one semester.

**Normal prerequisites may be waived for Fine Art students.

***This subject requires a prerequisite; see subject synopsis for details.

All of the above electives may not be available in any semester.

**Bachelor of Arts**

(Graphic Communication)

Course Code: BG

Content

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

**Standard of Admission for Degree/Diploma, first year**

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,

(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

**Standard of Admission for Degree, third year**

(a) Students who have demonstrated outstanding ability in the preliminary year of the Diploma of Art and Design, or post-Year 12 students who show outstanding ability may, with the approval of the selection panel which prescribe the necessary course of studies, enter the degree course at the appropriate level; or,

(b) mature-age students with special experience or qualifications will be considered; or,

(c) persons holding a Diploma of Art and Design, or another approved qualification, may be admitted to the degree course through the decision of the selection panel which will reserve the right to prescribe the necessary studies for the completion of a degree.

All students must be approved by the selection panel.

**Enrolment Procedure for New Students**

Students who seek admission to the Art and Design courses are advised to contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

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

**Progression Through the Course**

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

**Assessment**

An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Degree/Diploma</strong></td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td>Graphic Design Theory ART181</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print ART182</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Audio-visual Technology ART183</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Basic and Illustrative Drawing ART184</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Design ART185</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Studies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART167</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM196</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td><strong>Degree/Diploma</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic Design Theory ART281</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Media Theory</td>
<td>1</td>
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<td></td>
<td>Ethics and Methodology</td>
<td>1</td>
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<td></td>
<td>Graphic Design Practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print ART282</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Audio-visual Technology ART283</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Technical and Illustrative Drawing ART284</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Design ART285</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Studies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History of Art ART287</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM296</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Marketing MKT292</td>
<td>2</td>
</tr>
<tr>
<td>3rd</td>
<td><strong>Degree</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic Design Theory ART391</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print/Audio-visual Technology ART392</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Studio Practice/Professional Activities ART393</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Human Studies:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM396</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Evolution of Ideas and Visual Communication ART397</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>One subject from the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Organisation SOC392</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Introduction to Computer Theory/Statistical Method and Practice ART395</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Social Psychology PSY392</td>
<td>2</td>
</tr>
<tr>
<td>4th</td>
<td><strong>Graphic Design</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic Design Theory ART491</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Studio Practice/Professional Activities ART493</td>
<td>14</td>
</tr>
<tr>
<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>One subject from the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Studies HUM496</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Environmental/Architectural Design ART494</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Computer Technology ART495</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Administrative and Marketing Communication MKT392</td>
<td>2½</td>
</tr>
<tr>
<td></td>
<td>Research Paper on HUM496, ART494, ART495 or MKT392 (contact tutorial time for one semester)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Bachelor of Arts (Multi-discipline)**

This course is termed 'multi-discipline' because students are required to study several related subject areas in depth. Students must select either two major strands or one major and two minor strands, together with sufficient elective subjects to comprise, in total, 20 semester subjects to be studied over a period of not less than three years of full-time study, or part-time equivalent.

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

A cognate major in Statistics is available in conjunction with one of the four major strands; it comprises six semester subjects.

Most degree subjects offered by the Schools of Applied Science, Art and Design, Business, Engineering and Information and Computing Systems, are available as electives in the BA.

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

**Standard of Admission**

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects, including English, at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects, including English, at the one sitting; or,

(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

**Exemptions and Admission with Advanced Standing**

Applicants who have completed studies at tertiary level may apply for exemption from assessment in equivalent subjects in the BA. No exemption is allowed in a subject which forms part of the final year of the BA.
Application for exemption is made on form SR6, obtainable from the School Administration Office.

Admission with advanced standing may be granted to an applicant who provides evidence of tertiary study equivalent to a proportion of the BA program. All such admissions must be approved by the Admissions Committee. In all cases at least six semester subjects must be completed at CIT before a student is eligible for award of the BA. A student’s total program of tertiary study must meet the structural requirements of the BA (Multi-discipline) with respect to major and minor strands.

Conversion from Diploma to Degree

A student who has completed a Diploma of General Studies at CIT, or an approved equivalent course at another institution, may be admitted with advanced standing to the degree course, with the approval of the Admissions Committee of the Board of Studies. Successful applicants must complete studies which are equivalent to at least six semester subjects, and which, in combination with a previously completed course, expose the student to studies equivalent to the degree course.

Class Hours

Classes take the form of lectures, seminars or tutorials, and workshops or laboratory sessions. Full-time students are expected to undertake four subjects per semester during their first year, and at least three per semester thereafter. Students are required to attend classes for 16-20 hours per week.

Part-time students are expected to undertake two subjects per semester, involving six to 10 class hours per week. Part-time evening students are generally required to attend classes on two evenings per week.

Major and Minor Strands

Applied Psychology

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology (Introductory) PSY101</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Introductory) PSY102</td>
<td>5</td>
</tr>
<tr>
<td>Statistics MAT171* comp: 5</td>
<td>4</td>
</tr>
<tr>
<td>Statistics MAT172* for 5</td>
<td>4</td>
</tr>
<tr>
<td>Psychology (Human Development) PSY201 minor 5</td>
<td>5</td>
</tr>
<tr>
<td>Psychology (Personality and Interpersonal Behaviour) PSY202</td>
<td>5</td>
</tr>
</tbody>
</table>
Subject | Hours per week
--- | ---
Psychology (Psychology in the Industrial Setting) PSY301 | 5 5
Psychology (Vocational Development) PSY302 | 5 5
Psychology (Theory and Systems) PSY304 | 5 5
Psychology (Work Experience and the Work Environment) PSY303 | 2 2
**OR**
Psychology (Community Psychology) PSY305 | 5 5

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

**Applied Sociology**

A major in Applied Sociology requires the four compulsory Sociology subjects as well as MAT171, Statistics (all marked 'C' in the following table), plus four other upper division subjects. A minor requires SOC102 and SOC104, plus two upper division subjects.

The first year subjects, SOC102 and SOC104 must be completed before proceeding to upper division subjects.

Provided that the prerequisites are satisfied, upper division subjects may be undertaken in any order, except for the Research Practicum (SOC350, SOC351, or SOC352) which must be one of the final two subjects of the Applied Sociology major.

Not all optional subjects are available in each semester.

Subject | Hours per week
--- | ---
Sociology (Introductory) SOC102 | C 4 3
Sociology (Introductory) SOC104 | C 4 3
Statistics MAT171* | C 5 4

**Upper Division**

Sociology (Mass Media) SOC202 | 4 3
Sociology (Immigration and Minority Relations) SOC204 | 4 3
Sociology (Community Organisation) SOC206 | 4 3
Sociology (Sociology of Organisations) SOC208 | 4 3
Sociology (Theory and Methodology) SOC210 C | 4 3
Sociology (Sociology of Youth) SOC212 | 4 4
Sociology (Sociology of Education) SOC214 | 4 3
Sociology (Industrial Sociology) SOC216 | 4 3
Sociology (Sociology of Prisons) SOC218 | 4 3
Sociology (Deviance and Social Control) SOC302 | 4 3
Sociology (Urban Sociology) SOC304 | 4 3
Sociology (Welfare Policy and Administration) SOC306 | 4 3
Communication Studies

Students should complete the first-year subjects, HUM100 and HUM102, plus Psychology PSY101 and Statistics MAT171 before proceeding to upper division subjects. A major in Communication Studies requires the completion of the eight compulsory subjects listed below (marked 'C'), plus one of the five optional subjects (marked 'O'). A minor requires the completion of HUM100 and HUM102, plus two other subjects as prescribed.

Not all optional subjects are available in each semester.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day</strong></td>
<td><strong>Evening</strong></td>
</tr>
<tr>
<td>Communication Studies (Communication Theory) HUM100*</td>
<td>C</td>
</tr>
<tr>
<td>Communication Studies (Verbal Message Design) HUM102</td>
<td>C</td>
</tr>
<tr>
<td>Psychology (Introductory) PSY101</td>
<td>C</td>
</tr>
<tr>
<td>Statistics MAT171</td>
<td>C</td>
</tr>
<tr>
<td><strong>Upper Division</strong></td>
<td></td>
</tr>
<tr>
<td>Communication Studies (Communication Theory and Methodology) HUM200</td>
<td>C</td>
</tr>
<tr>
<td>Communication Studies (Audio-visual Languages) HUM202</td>
<td>C</td>
</tr>
<tr>
<td>Communication Studies (Mass Communication Theory) HUM204</td>
<td>C</td>
</tr>
<tr>
<td>Communication Studies (Communication and Information Diffusion) HUM300</td>
<td>C</td>
</tr>
<tr>
<td>Communication Studies (Publishing and Publications) HUM208</td>
<td>O</td>
</tr>
<tr>
<td>Communication Studies (Research in Communication) HUM302</td>
<td>O</td>
</tr>
<tr>
<td>Communication Studies (Organisational Communication) HUM304</td>
<td>O</td>
</tr>
<tr>
<td>Communication Studies (Film and Television Production: Applied Criticism) HUM306</td>
<td>O</td>
</tr>
<tr>
<td>Communication Studies (Seminar on Professional Problems) HUM308</td>
<td>O</td>
</tr>
</tbody>
</table>

*Psychology PSY202 is acceptable in lieu of HUM100.
Political Studies

A major in Political Studies requires the completion of eight of the subjects listed in the following table, of which three are compulsory (marked 'C'). A minor requires the completion of HUM153 and HUM154, plus two upper level subjects. Students must complete HUM153 and HUM154 before proceeding to upper level subjects; completion of a minor in Political Studies is a prerequisite for HUM360.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day</td>
</tr>
<tr>
<td>Political Studies (Political Systems) HUM153</td>
<td>C</td>
</tr>
<tr>
<td>Political Studies (Political Ideas) HUM154</td>
<td>C</td>
</tr>
<tr>
<td>Upper Level</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Australian 20th Century History) HUM250</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Australian Politics) HUM252</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Chinese History) HUM254</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Chinese Politics) HUM256</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Indian Politics) HUM258</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Australian State Politics) HUM260</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Politics of Industrial Relations) HUM262</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Political Philosophy) HUM350</td>
<td></td>
</tr>
<tr>
<td>Political Studies (International Relations) HUM352</td>
<td></td>
</tr>
<tr>
<td>Political Studies (Research and Methodology) HUM360</td>
<td>C</td>
</tr>
</tbody>
</table>

Statistics

Statistics is available as a minor or as a cognate major. The course is structured so that students with different levels of mathematical background knowledge can be accommodated. Statistics MAT171 and MAT172 are for non-mathematical students and are alternative to MAT173, which is for those who have studied mathematics at least to Year 11. Students completing MAT171 and MAT172 may be restricted in their subsequent choice of units from MAT273 and MAT274 (see Subject Synopses).

A major in Statistics requires the completion of MAT171, MAT172, or MAT173, plus MAT174 and the other four subjects listed in the following table. A minor requires the completion of MAT171, MAT172, or MAT173, MAT174, plus MAT273 and MAT274.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day</td>
</tr>
<tr>
<td>Statistics MAT171</td>
<td></td>
</tr>
<tr>
<td>Statistics MAT172</td>
<td>alternatives</td>
</tr>
<tr>
<td>or</td>
<td>for major</td>
</tr>
<tr>
<td>Statistics MAT173</td>
<td></td>
</tr>
<tr>
<td>Statistics MAT174</td>
<td></td>
</tr>
</tbody>
</table>
## Additional Minor Strands

### Literature

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week Day</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature (Literature and Society 1600-1800) HUM170</td>
<td>C</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Theory and Practice of Literature between 1800-1900) HUM171</td>
<td>C</td>
<td>4</td>
</tr>
<tr>
<td>Literature (Popular Literature) HUM172</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature (Dramatist as a Social Critic) HUM270</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature (Australian Literature) HUM271</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature (Contemporary Writers) HUM273</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature (Development of Australian Literature) HUM278</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature (Australian Literature) HUM272</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature (Contemporary Writers) HUM274</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Literature (Literature and Communication) HUM276</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

C = Compulsory subjects

For a minor in literature, students are required to complete HUM170 and HUM171, plus two other units.

### Economics

For a minor in economics, students are required to complete Macroeconomics MKT171 and Microeconomics MKT271, and either Economic Policy Towards the Firm MKT371 and Labour Relations ADM334, or International Economics MKT348 and Studies in the Economics of Australian Industry MKT347.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week Day</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macroeconomics FIN171</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td>Microeconomics FIN271</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td>Economic Policy Towards the Firm FIN371</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td>Labour Relations ADM334</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td>International Economics FIN348</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td>Studies in the Economics of Australian Industry FIN347</td>
<td>4</td>
<td>—</td>
</tr>
</tbody>
</table>
Other Subjects Available

Provided the appropriate prerequisites are met, subjects within the above major and minor strands may be taken as individual subjects in the course. In addition to the subjects already listed, the following may be taken as individual subjects to make up the 20 subjects required for the degree course:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting ADM180</td>
<td>3 Day</td>
</tr>
<tr>
<td>Human Studies HUM196</td>
<td>5 Day</td>
</tr>
<tr>
<td>Women’s Studies SOC105</td>
<td>4 Day</td>
</tr>
<tr>
<td>Science and Civilisation PHY128</td>
<td>3 Day</td>
</tr>
<tr>
<td>Milestones in Contemporary Science PHY228</td>
<td>4 Day</td>
</tr>
<tr>
<td>Environmental Ecology CHE199</td>
<td>4 Day</td>
</tr>
<tr>
<td>Human Biology CHE188</td>
<td>4 Day</td>
</tr>
<tr>
<td>Australian Colonial History HUM150</td>
<td>4 Day 3 Evening</td>
</tr>
<tr>
<td>Philosophy HUM151</td>
<td>4 Day 3 Evening</td>
</tr>
<tr>
<td>Welfare Studies HUM131</td>
<td>3* Day 3 Evening</td>
</tr>
<tr>
<td>Welfare Studies HUM133</td>
<td>4** Day 4 Evening</td>
</tr>
<tr>
<td>Professional Communication HUM190</td>
<td>4*** Day 4 Evening</td>
</tr>
</tbody>
</table>

* 1st semester only
** 2nd semester only
*** Available also over two semesters (2 hrs/week)

Subjects Offered by Other Schools

By individual arrangement, subjects offered by other CIT schools — Art and Design, Business and Applied Science — may be taken as electives.

Availability of Subjects

The offering of a particular subject depends on the availability of staff and other resources and adequate enrolments for the subject. Subjects available in each semester are notified prior to enrolment.

Bachelor of Business (Accounting)

Course Code: BA
Course Leader: Darrell Mahoney

Course Structure

In order to qualify for the award of the degree, normally a student must complete 25 semester subjects including certain prescribed core subjects.

Standard of Admission

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,

(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.
Content and Relationship to Diploma Courses
Like other business degree courses this course is designed to train students for future executive roles in a business environment by providing for the development of a theoretical framework and the application of theory to practical situations.

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

Recognition
The Australian Society of Accountants will admit to provisional membership students completing the BBus(Accounting). To gain associate membership in future students will be required to undertake a professional orientation program conducted by the ASA, meet requirements related to experience, and include three specified electives during the course of their studies.

The Institute of Chartered Accountants will admit to the professional year students who have successfully completed the BBus(Accounting) providing their course includes passes in Auditing ACC264 and Taxation Law FIN393, subject to their meeting other non-academic requirements.

Transfer Between Major Strands
Marketing, Banking and Finance, Administration and Secretarial students may seek permission to change their specialisation at the end of the first year of their course to Accounting, and Accounting students to one of the other specialisations. Permission to transfer will depend on academic performance during the first year and the availability of places.

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

Right of Challenge
The right of challenge exists in the subject Accounting and Finance ACC101 and in Accounting and Finance ACC102. A challenge consists of submitting to appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.

A similar right of challenge also exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

Exemptions
The following exemptions have been standardised by the Board of Studies: Members of the Institute of Chartered Secretaries and Administrators will
be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113.

Students who are members of a recognised professional accounting body in an English speaking country will be given credit for all subjects in the first year of the Bachelor of Business (Accounting) award.

Students who hold the Certificate of Business (Accounting) and have a minimum of two years appropriate business experience may, upon application, be granted exemptions in MKT111, FIN171 and ACC101.

It is the student's responsibility to seek exemptions, and to provide supporting evidence for his/her application.

Assessment

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

Course Structure for Students Enrolled before 1981

Students enrolled before 1981 will undertake the equivalent to the course set out in the CIT handbook for the year in which they first enrolled. Where there has been a break in study other than by Leave of Absence the student will undertake the equivalent to the course set out in the CIT handbook for the year in which they resumed study.

Course Structure (for 1981)

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
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The following is the normal progression showing subjects by codes as indicated in the course structure.

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Year | Semester | Full-Time | Part-Time  
--- | --- | --- | ---  
 |  | A-K* | L-Z* | A-K* | L-Z*  
 | 2 | — | — | ACC350 | Elective | Elective  
 | 6th | 1 | — | FIN371 | Elective | Elective  
 | 2 | — | — | Elective | Elective | Elective  

*First letter of student's surname.

**Electives**
For choice of electives please see pages 92 et seq.

Students may be allowed to undertake any other unlisted subject offered at CIT as an elective if it is at an equivalent level, provided that it is approved prior to enrolment in the subject by the course leader or the head of the Accounting Department, and the head of the department teaching the subject.

Students should indicate, at the time they enrol, the electives they wish to pursue.

**Bachelor of Business**  
(Administration)

Course Code: BK  
Course Leader: Gerald Lascelles

**Content**
This course enables students with work experience to develop and extend their knowledge of basic business principles and to acquire expertise in a broad range of management skills. The provision of seven elective subject units also allows considerable flexibility for students to complement their development in general management skills with specialist studies in an area of vocational interest.

Existing students are enrolled mainly on a part-time basis and come from a wide range of backgrounds. They include graduates from non-business courses, senior managers entering under mature-age regulations and students seeking a double major to widen their career options.

Core subjects in administrative studies are taught within an action-oriented framework, which encourages mastery of conceptual and practical skills. Early emphasis is placed on exploring the manager’s role in systematic analysis and evaluation of organisational behaviour and performance. More advanced prescribed administrative studies subjects examine practical issues of relevance to the managerial process and raise questions concerning the effective management of resources and work situations within a rapidly changing environment.

The course will normally be of six years duration for part-time students. Candidates for full-time entry should be able to demonstrate appropriate work experience and be prepared to attend some evening classes in their second and third academic years.
Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.
(d) At least three years relevant work experience is essential.

First Year
Upon completion of the common first year, only those students who have demonstrated by their results the ability to handle degree level studies are permitted to enter the post first year degree course. As with all other DSBS students, Administration students may seek to change their specialisation at the end of the first academic year of study.

Right of Challenge
The right of challenge has been established in the subjects Accounting and Finance ACC101, and in Accounting and Finance ACC102. A challenge consists of submitting to appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject. A similar right of challenge exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

Exemptions
Students who hold the Certificate of Business (Accounting) or the Certificate of Business (Sales) and have a minimum of two years appropriate business experience may, upon application, be granted exemptions in MKT111, FIN171 and ACC101.

Students wishing to enter the course who are university or CAE graduates may, upon application, be considered for exemption from subjects which they have successfully completed in a previous course of study.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they spend in class contact hours.

Electives
The inclusion of seven elective subjects enables the student to follow an in-depth specialisation in the area of administrative studies, where a range of specialised electives can be taken to develop skills in the areas of management decision-making and personnel administration. Alternatively, elective studies can be chosen in consultation with the course leader, to provide major studies in a different business discipline.
For choice of electives please see pages 92 et seq.
Students may be allowed to undertake any other subject offered at CIT at an
equivalent level as an elective, provided that it is approved by the head of the appropriate business department and the head of the department teaching the subject prior to enrolment in the subject. Students should indicate, at the time they enrol, the electives they wish to pursue.

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

Course Structure
In order to qualify for the award of Bachelor of Business (Administration) a student must pass (or be exempted from) a total of 25 single semester subjects. Eighteen are prescribed subjects and seven are elective subjects chosen in consultation with the course leader. (See schedule of electives offered within the David Syme Business School on pages 92 et seq.)
The structure and normal progression in which subjects will be taken is shown below.

Part-time Students

<table>
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<tr>
<th>Year</th>
<th>Semester</th>
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<td>Accounting &amp; Finance ACC101</td>
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<td>* Aesthetics/Philosophy and Art ART270</td>
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<td>* Art and Science/Technology PHY207</td>
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<td>* Art Education ART279</td>
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<td>Cinematography and the Communication Media ART275</td>
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First and Second Year Electives

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<td>Human Biology CHE188</td>
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<td>** Political Studies HUM254</td>
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<td>** Literature HUM272</td>
<td>** Political Studies HUM256</td>
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<td>** Literature HUM274</td>
<td>** Political Studies HUM258</td>
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<td>** Literature and Communication HUM276</td>
<td>* Psychology PSY101 (5 hours)</td>
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<td>Political Studies HUM153</td>
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<td>Science for Art PHY107 (2 hours)</td>
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Unless otherwise indicated, each of these subjects is four hours per week for one semester.

*These are subjects taken for one semester.

**Normal prerequisites may be waived for Fine Art students.

***This subject requires a prerequisite; see subject synopsis for details.

All of the above electives may not be available in any semester.

**Bachelor of Arts**

(Graphic Communication)

Course Code: BG

Content
This course deals in depth with visual communication as a comprehensive
NB: The normal progression shown above may vary slightly according to the choice of specialist elective subject area and the viability of classes. The structure and progression for full-time students will be decided with the course leader at the time of enrolment.

**Bachelor of Business**  
(Banking and Finance)  

**Course Code:** BN  
**Course Leader:** Don Lyell

**Content**  
This course is designed for students who seek a career with a financial institution. The course provides specialised study in the finance discipline in addition to a broad business core.

**Recognition**  
Subjects offered in the course cover more than the minimum requirements of the associate and advanced qualification requirements of the Bankers' Institute of Australasia.

**Standard of Admission**  
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

**Exemptions**  
Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN171, Business Law FIN111, and Business Law FIN113. In addition diploma candidates will be exempted from an elective subject.

Students who hold the Certificate of Business (Accounting) who wish to enter this course may be granted exemptions in MKT111, FIN171 and ACC101.

Students who are associates of the Bankers' Institute of Australasia will, upon application, be granted exemption from the common first year.

Students wishing to enter the course who are university or CAE graduates may, upon application, be exempted from a maximum of 17 subjects. The subjects they will be required to undertake will be specified.

Students who are members of a recognised professional accounting body in

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<th>Year</th>
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an English-speaking country will be required to pass 17 units out of the 25 prescribed. The subjects they will be required to undertake will be specified.

**Assessment**

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

**Right of Challenge**

Right of challenge has been established in the subjects Accounting and Finance ACC101 and in Accounting and Finance ACC102. A challenge consists of submitting to appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all, parts of a module are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject. A similar right of challenge also exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

**Private Study**

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

**Course Structure**

In order to qualify for the award, a student must complete 25 semester subjects. The various subjects should normally be undertaken in the order indicated in the course outlines shown in this section.

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<th>Year</th>
<th>Subject</th>
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The following is the normal progression showing subjects by codes as indicated in the course structure:

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Bachelor of Business
(Marketing)

Course Code: BM
Course Leader: David Higginbottom

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

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

First Year
Upon completion of the common first year only those students who have demonstrated by their results the ability to handle degree level studies are permitted to enter the post first year degree course. As with all other David Syme Business School students, Marketing students may seek to change to a different specialisation at the end of the first year.

Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attend classes.
Right of Challenge
The right of challenge has been established in the subjects Accounting and Finance ACC 101, and in Accounting and Finance ACC 102. A challenge consists of submitting to appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.

A similar right of challenge also exists for the subject Business Statistics MAT 164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

Exemptions
The following exemptions have been standardised by the Board of Studies: Members of the Institute of Chartered Secretaries and Administrators will be granted exemptions in Macroeconomics FIN 171, Business Law FIN 111, and Business Law FIN 113.

Students who are members of a recognised professional accounting body in an English speaking country will be required to pass 17 units out of the 25 prescribed. The subjects they will be required to undertake will be specified. Students who hold the Certificate of Business (Sales) and have a minimum of two years appropriate business experience may, upon application, be granted exemptions in MKT 111, FIN 171 and ACC 101.

Course Structure for Students Enrolled before 1981
Students enrolled before 1981 will undertake the equivalent to the course set out in the CIT handbook for the year in which they first enrolled. Where there has been a break in study other than by Leave of Absence the student will undertake the equivalent to the course set out in the CIT handbook for the year in which they resumed study.

Electives
The inclusion of five elective subjects enables the student to follow an in-depth specialisation or to gain a broadening of the base developed in the core. To be approved, the electives, together with the compulsory units, must constitute an integrated program of study.

By appropriate choice of electives, students who wish to do so may specialise in marketing management, selling, retailing, economic research, international marketing (including the Japanese language), market research or accounting (and thereby satisfy the requirements for provisional membership of the Australian Society of Accountants). All electives must be approved by the course leader.

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

In order to qualify for the degree, a student must normally complete 25 semester subjects including 14 prescribed core subjects which are common with the Bachelor of Business (Accounting) together with six prescribed marketing subjects.

The structure of the course and the sequence in which subjects will normally be taken is set out below. Courses of study in the second and third year of the course will be individually planned and approved by the course leader.

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<th>Year</th>
<th>Subject</th>
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Selection of one of the five electives must be made from the following subjects:

- Promotional Theory and Practice MKT241
- Sales Management MKT242
- Physical Distribution and Supply Management MKT246
- Marketing Research and Forecasting MKT342.

The following is the normal progression showing subjects by code as indicated in the course structure:
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* First letter of student's surname.
For choice of electives see the schedule on pages 92 et seq.
Bachelor of Business  
(Secretarial Studies)  
Course Code: BB  
Course Leader: Joanne Sarver

Content  
This three-year course adequately prepares potential executive secretaries for their role as members of a management team. The course also offers people interested in a teaching career the opportunity to obtain a degree qualification in secretarial studies.  
Areas studied include the aims and objectives of an organisation, concepts of business administration, accounting, finance, marketing, law, economics and data processing as well as expert skills and knowledge of those tasks normally associated with the professional secretary. Communication, interpersonal relation skills and leadership training are also integrated into the curriculum through role-playing, case studies and simulated office situations.

Standard of Admission  
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,  
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,  
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

First Year  
Upon completion of the common first year only those students who have demonstrated by their results the ability to handle degree level studies are permitted to enter the post first year degree course. As with all other David Syme Business School students, Secretarial students may seek permission to change their specialisation at the end of the first year of their course.

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

Right of Challenge  
The right of challenge has been established in the subjects Accounting and Finance ACC101, and in Accounting and Finance ACC102. A challenge consists of submitting to an appropriate examination before starting the subject. Students who successfully challenge all modules of a subject will be credited with a pass in that subject. If some, but not all parts of a module, are successfully challenged, the student will be required to pass only those parts not successfully challenged in order to be granted a pass in that subject.  
A similar right of challenge also exists for the subject Business Statistics MAT164. In this case, as the subject is not subdivided into modules, the one challenge covers the complete unit.

Exemptions  
Certificate of Business (Secretarial) holders with a minimum of two years
appropriate business experience may be granted exemptions in ADM133, ADM134, ADM235, EDP170 and ADM121 or ACC101.

Students who have completed an Associate Diploma in Private Secretarial Practice at CIT will, upon application, be granted exemption from 13 of the 25 prescribed subjects. The subjects they will be required to undertake will be specified.

Electives
Scope is available for elective studies within special interest areas. For choice of electives, see pages 92 et seq.

Course Structure
In order to qualify for the degree, normally a student must complete a minimum of eight units in the areas of major study:

- Five units in Secretarial Studies;
- One unit in Management Information Systems;
- One unit in Office Management;
- One unit in Office Law.

In addition, a compulsory business core must be undertaken which is common with the other degree strands.

Normally, the course will be taken in the following sequence. Students’ courses of study in the second and third year of the course will be individually planned and must be approved by the course leader.

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<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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Table of Electives (E) and Compulsory (C) Subjects Available to Diploma and Degree Students in the David Syme Business School at CIT.

| Subject                                      | Subject Code | Old Code | BA | BB | BK | BM | BN | DA | DM | Semester Normally Available: |
|----------------------------------------------|--------------|----------|----|----|----|----|----|----|----|Part-time|Full-time|
| Accounting and Finance                       | ACC101       | FF15     | C  | C  | C  | C  | C  | C  | C  | 3       | 3        |
| Accounting and Finance                       | ACC102       | FF16     | C  | C  | C  | C  | C  | C  | C  | 3       | 3        |
| Quantitative Applications for Business       | ACC201       | FQ21     |    |    |    |    |    |    | C  | E  | 2       | 1        |
| Accounting                                   | ACC210       | FA22     |    |    |    |    |    |    | C  | E  | 2 & 1   | 2*       |
| Accounting                                   | ACC218       | FA21     |    |    |    |    |    |    | C  | E  | 2 & 1   | 2*       |
| Accounting and Finance                       | ACC240       | FF27     | C  | E  | E  | C  |    |    |    |    | 3       | 3        |
| Accounting and Finance                       | ACC247       | FN25     | C  | E  | E  |    |    |    |    |    | 3       | 3        |
| Accounting and Finance                       | ACC248       | FN26     | C  | E  | E  |    |    |    |    |    | 3       | 3        |
| Computerised Business Systems                 | ACC260       | FE39     | E  | E  | E  |    |    |    |    |    | 1       | 2        |
| Management Accounting                        | ACC261       | FE37     | E  | E  | E  |    |    |    |    |    | 1       | 2        |
| Financial Management                         | ACC262       | FE38     | E  | E  | E  |    |    |    |    |    | 1       | 2        |
| Auditing                                     | ACC264       | FE35     | E  | E  | E  |    |    |    |    |    | 3       | 3        |
| Accounting Theory                            | ACC267       | FE36     | E  |    | E  | E  |    |    |    |    | 1*      |          |
| Advanced Corporate Accounting and Law        | ACC268       | FN35     | E  | E  | E  | E  |    |    |    |    | 1       | 2        |
| Accounting and Finance                       | ACC269       | FN36     | E  | E  | E  | E  |    |    |    |    | 2       | 1 & 2*   |
| Accounting Applications for Marketers        | ACC290       | FA25     |    |    |    |    |    |    | C  |    | 1       |          |
| Accounting and Finance                       | ACC291       | FF25     |    |    |    |    |    |    | C  |    | 1       | 2*       |
| Marketing Controllership                     | ACC292       | FF28     | E  | E  | C  |    |    |    |    |    | 1       | 2        |
| Accounting                                   | ACC320       | FA30     |    |    |    |    |    |    | C  | E  | 3       | 3*       |
| Accounting                                   | ACC321       | FA24     |    |    |    |    |    |    | C  | E  | 1 & 2   | 1*       |
| Accounting                                   | ACC324       | FA35     |    |    |    |    |    |    | C  | E  | 3       | 1*       |
| Accounting                                   | ACC327       | FA36     |    |    |    |    |    |    | C  | E  | 3       | 1*       |
| Accounting                                   | ACC328       | FA37     |    |    |    |    |    |    | C  |    | 1       | 2        |

*Subject to viable numbers 1 = first semester only 2 = second semester only 3 = both semesters

**Available as a reading unit for those who passed FF25 (ACC291) before 1978.
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*Subject to viable numbers  
1 = first semester only  
2 = second semester only  
3 = both semesters
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*Subject to viable numbers  1 = first semester only  2 = second semester only  3 = both semesters
†Taught at Swinburne College of Technology.  ‡ Odd years only.
**Table of Electives (E) and Compulsory (C) Subjects Available to Diploma and Degree Students in the David Syme Business School at CIT.**

| Subject                                      | Subject Code | Old Code | BA | BB | BK | BM | BN | DA | DM | Semester Normally Available: |
|----------------------------------------------|--------------|----------|----|----|----|----|----|----|----|Part-time | Full-time |
| Promotional Strategy and Communication       | MKT261       | JA31     | —  | —  | —  | —  | —  | —  | —  | C          | 1          | 1         |
| Case Studies in Marketing                    | MKT268       | JM22     | —  | —  | —  | —  | —  | —  | —  | E C        | 2          | 2         |
| Marketing Management                         | MKT311       | JD26     | —  | E  | E  | E  | E  | —  | —  | 3          | 3          |
| Marketing Management                         | MKT312       | JD27     | —  | —  | —  | —  | —  | —  | —  | 3*         | 3*         |
| Salesmanship and Sales Force Management      | MKT341       | JD31     | —  | —  | —  | —  | —  | —  | —  | C          | 1          | 1         |
| Marketing Research and Forecasting           | MKT342       | JR36     | —  | E  | E  | E  | E  | —  | —  | 2          | 2          |
| Product Management                           | MKT343       | JM33     | —  | —  | —  | —  | —  | —  | —  | 1          | —          |
| Market Planning and Control                  | MKT344       | JM34     | —  | —  | —  | —  | —  | —  | —  | C          | 2          | 2         |
| Retail Management                            | MKT345       | JN25     | —  | E  | E  | E  | E  | —  | —  | 2          | —          |
| Basic Japanese                               | MKT352†      | JY35     | —  | —  | —  | E  | —  | —  | —  | —          | —          |
| Marketing Research Techniques                | MKT367       | JR21     | —  | —  | —  | —  | —  | —  | —  | E C        | 2          | 2         |
| Distribution Systems                         | MKT398       | JF31     | —  | —  | —  | —  | —  | —  | —  | E          | 1          | 3         |

*Subject to viable numbers  1 = first semester only  2 = second semester only  3 = both semesters  
†Taught at Swinburne College of Technology.
Bachelor of Engineering (Civil)  

Content  
A course designed for the more capable student interested in engineering science.

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

Standard of Admission  
(a) Satisfactory completion of the appropriate TOP; or,  
(b) HSC at university entrance level. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry, Physical Science or, preferably, Physics. The branches of Mathematics are, in order of preference, Pure and Applied, Pure only, General, Applied only; or,  
(c) completion of stages A and B of the appropriate Certificate of Technology.

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

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

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

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**Students must select two of the following three electives:**
- Land Use Planning CIV423
- Structural Mechanics CIV424
- Water Resources CIV425

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### Bachelor of Engineering

**(Electrical)**

**Course Code:** BE

**Content**

The course covers a broad field of electrical engineering and provides for specialisation in power engineering, communication engineering or navigational electronics.
Recognition of Course
This course is recognised by the Institution of Engineers, Australia, as a qualification admitting to the grade of Graduate. It is also recognised by the Institution of Electrical Engineers, London.

Standard of Admission
(a) Satisfactory completion of the appropriate TOP; or,
(b) HSC at university entrance level. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry, Physical Science or, preferably, Physics. The branches of Mathematics are, in order of preference, Pure and Applied, Pure only, General, Applied only; or,
(c) completion of stages A and B of the appropriate Certificate of Technology.

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

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

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

Course Structure

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All first-year students are required to attend a short full-time Workshop Practice Course or provide evidence of similar workshop experience.

* Two to be selected.

2nd
- Mathematics MAT241
- Thermodynamics MEC262
- Mechanics of Fluids MEC270
- Physics PHY270
- Machines ELE 220
- Electronics ELE230
- Measurements and Field Theory ELE240
- Signals and Linear Systems ELE200
- Network Analysis ELE201
- Design ELE210
- Australian Politics HUM290
- Economics FIN272

3rd
- Mathematics MAT341
- Control Systems ELE340
- Machines ELE320
- Power Systems ELE321
- Electromagnetic Theory ELE360
- or Illumination ELE322
- Electronics ELE330
- Data Transmission ELE362
- Digital Electronics ELE350
- Design ELE310
- Principles of Management MEC354
- Management of Production MEC353

4th
- Students are required to attend all the compulsory subjects (*)
  - Design ELE410
  - Instrumentation ELE440
  - Computer Control ELE441
  - Digital Information Processing ELE450
  - Digital Systems ELE451
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**Bachelor of Engineering (Electrical)**  
Course Code: BY  
(Part time)

Subjects at a lower level must be studied before subjects at a higher level. The order of studying subjects in a particular year may be arranged through the head of department.

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<tr>
<td></td>
<td>Signals and Linear Systems ELE200</td>
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<tr>
<td></td>
<td>Electromagnetic Theory ELE360</td>
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<td>Electronics ELE330</td>
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<tr>
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<td>Mathematics MAT341</td>
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<td>5th</td>
<td>Design ELE310</td>
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<td>Machines ELE320</td>
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<td>Data Transmission ELE362</td>
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<td>Digital Electronics ELE350</td>
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<tr>
<td></td>
<td>Power Systems ELE321</td>
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<tr>
<td></td>
<td>Control Systems ELE340</td>
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<td>Instrumentation ELE440</td>
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<td>Computer Control ELE441</td>
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<tr>
<td></td>
<td>Digital Information Processing ELE450</td>
<td>4</td>
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<tr>
<td></td>
<td>Digital Systems ELE451</td>
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<tr>
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<td>Two subjects from the following:</td>
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<tr>
<td></td>
<td>Production Control MAT441</td>
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<td></td>
<td>Marketing Fundamentals MKT195</td>
<td>—</td>
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<tr>
<td></td>
<td>Air and Sea Legislation ELE472</td>
<td>2</td>
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<td></td>
<td>Navigational Engineering Regulations ELE473</td>
<td>—</td>
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<td></td>
<td>Principles of Management MEC354</td>
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<td></td>
<td>Management of Production MEC353</td>
<td>—</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>or Thermodynamics MEC262</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>7th</td>
<td>Design ELE410</td>
<td>4</td>
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<tr>
<td></td>
<td>Four subjects from the following:</td>
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<tr>
<td></td>
<td>Machine Analysis ELE420</td>
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<td></td>
<td>Power Utilisation ELE421</td>
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<td></td>
<td>Power System Dynamics ELE422</td>
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<tr>
<td></td>
<td>Power System Equipment ELE423</td>
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<tr>
<td></td>
<td>Network Synthesis ELE400</td>
<td>4</td>
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</tr>
<tr>
<td></td>
<td>Antennas and Propagation ELE460</td>
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<td>Power Utilisation ELE424</td>
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<tr>
<td></td>
<td>Communications Networks ELE461</td>
<td>4</td>
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<tr>
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<td>Communications Networks ELE462</td>
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<td>4</td>
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<td></td>
<td>Navigational Aids ELE470</td>
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<tr>
<td></td>
<td>Airborne Instrumentation ELE471</td>
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</table>
Bachelor of Engineering  
(Mechanical)  

Content  
A course for the more capable student who aims to reach the professional level in Mechanical Engineering. It includes study in the major disciplines: Mechanics of Solids, Fluids and Machines, Thermodynamics, Materials, Design and Management, supported by Mathematics, Physics and General Studies.

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

Standard of Admission  
(a) Satisfactory completion of the appropriate TOP; or,  
(b) HSC at university entrance level. It is recommended that passes be obtained in English, a branch of Mathematics, Chemistry, Physical Science or, preferably, Physics. The branches of mathematics are, in order of preference, Pure and Applied, Pure only, General, Applied only; or,  
(c) completion of stages A and B of the appropriate Certificate of Technology.

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

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

Diploma to Degree Conversion  
Provision is made for diplomates to upgrade their qualifications to that of a degree. Diplomates may enter the degree course on a full-time or part-time basis at a stage appropriate to their qualifications.  
The course prescribed would depend upon the academic level attained and selected applicants could qualify for a degree after approximately one year of full-time study or the equivalent on a part-time basis.
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>1st</td>
<td>Mechanics of Machines MEC120</td>
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<tr>
<td></td>
<td>Mechanics of Solids MEC130</td>
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<tr>
<td></td>
<td>Engineering Drawing MEC110</td>
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<td>Electrical Engineering ELE101</td>
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<td>Mathematics MAT151</td>
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<td>Engineering Materials MEC140</td>
<td>6</td>
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<tr>
<td></td>
<td>Production Technology MEC150</td>
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<tr>
<td></td>
<td>Thermodynamics MEC160</td>
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<tr>
<td></td>
<td>Engineering Practices MEC151</td>
<td>4</td>
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<tr>
<td>2nd</td>
<td>Mechanics of Machines MEC220</td>
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</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC230</td>
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<tr>
<td></td>
<td>Engineering Design MEC210</td>
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<tr>
<td></td>
<td>Electronics ELE232</td>
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<td>Mathematics MAT251</td>
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<td>Engineering Materials MEC240</td>
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<tr>
<td></td>
<td>Physics PHY215</td>
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<tr>
<td></td>
<td>Social Science HUM291</td>
<td>4</td>
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<tr>
<td></td>
<td>Thermodynamics MEC260</td>
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<td></td>
<td>Engineering Practices MEC250</td>
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<tr>
<td>3rd</td>
<td>Mechanics of Fluids MEC370</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Machines MEC320</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Mechanics of Solids MEC330</td>
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<tr>
<td></td>
<td>Process Control MEC380</td>
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<td>Engineering Materials MEC340</td>
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<td></td>
<td>Mathematics MAT351</td>
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<td>Industrial Management MEC350</td>
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<td>Engineering Design MEC310</td>
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<td></td>
<td>Mechanical Engineering Project MEC300</td>
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<td></td>
<td>Thermodynamics MEC360</td>
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<td>4th</td>
<td>Mechanics of Machines MEC420</td>
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<td></td>
<td>Mechanics of Solids MEC430</td>
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<td></td>
<td>Elective — one to be chosen</td>
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<tr>
<td></td>
<td>Lubrication MEC471</td>
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<td>Engineering Materials MEC330</td>
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<td></td>
<td>Mathematics MAT451</td>
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<td>Macroeconomics FIN297</td>
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<td>Mechanics of Fluids MEC470</td>
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<td></td>
<td>Thermodynamics MEC460</td>
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<td>Engineering Design MEC410</td>
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<td>Engineering Projects MEC400</td>
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<tr>
<td></td>
<td>Project Management MEC450</td>
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</table>
DIPLOMAS

Diploma in Applied Science (Multi-Discipline)  
Course Code: DS

Content
This three year course has been designed to provide a wide choice of alternatives which will enable a student to tailor a course to his or her individual needs. The course combines studies in Applied Physics, Chemistry, Mathematics and Electronic Data Processing.

Standard of Admission
Passes are desirable in TOP or HSC in English, Chemistry, Physics and Mathematics (preferably in Pure Mathematics and Applied Mathematics). Physical Science will be accepted in lieu of either Chemistry or Physics.

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

Course Structure

Common First Year with Degree  
Course Code: DS1
The first year of the course comprises the following four compulsory subjects, which must be completed before the student proceeds to any later year subject.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>Chemistry CHE111</td>
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<tr>
<td>Physics PHY120</td>
<td>7</td>
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<tr>
<td>Mathematics MAT102</td>
<td>4</td>
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<tr>
<td>Mathematical Methods MAT101</td>
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<tr>
<td>(MAT101 and MAT102 together comprise Part 1 for any Mathematics major).</td>
<td></td>
</tr>
</tbody>
</table>

Before starting second year a student must obtain approval for the course to be undertaken. An approved diploma course is built up from the following tables. To qualify, a student must undertake the first year of the course, then complete two majors in Chemistry or two majors in Physics or two majors from Mathematics, Statistics and Computer Science, together with sufficient elective subjects to make a total of 10 credit points. (A major study is a study to third year level.) Some subjects may not be available if there is insufficient demand.

Major Subjects

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
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<td>Chemistry CHE221</td>
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<td>Chemistry CHE212</td>
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<td>Year</td>
<td>Subject</td>
<td>Hours per week</td>
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<tr>
<td>------</td>
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<tr>
<td></td>
<td>Chemistry CHE222</td>
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<tr>
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<td>Physics PHY210</td>
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<td>Computer Science EDP280</td>
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<td>Mathematics MAT206</td>
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<td></td>
<td>Statistics MAT207</td>
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<td>3rd</td>
<td>Chemistry CHE331</td>
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<td>Chemistry CHE332</td>
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<td>Mathematics MAT304</td>
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<td>Statistics MAT307</td>
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</table>

**Elective Subjects**

All elective subjects require as a prerequisite the completion of first year and, in some cases, other prerequisite subjects.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours per week</th>
<th>Credit points</th>
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</thead>
<tbody>
<tr>
<td>Any subject on the list of major and minor studies</td>
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<td>1</td>
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<tr>
<td>Analytical Methods of Physics PHY225</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Applied Psychology PSY191</td>
<td>3 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Applied Sociology SOC191</td>
<td>3 (one semester)</td>
<td></td>
</tr>
<tr>
<td>Applied Sociology SOC294</td>
<td>4 (one semester)</td>
<td>½</td>
</tr>
<tr>
<td>Applied Psychology PSY291</td>
<td>4 (one semester)</td>
<td></td>
</tr>
<tr>
<td>Aquatic Ecology CHE299</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Administrative Studies ADM238</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Biology (Principles and Applications) CHE288</td>
<td>4</td>
<td>½</td>
</tr>
<tr>
<td>Chemical Technology CHE334</td>
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<td>Electronics ELE231</td>
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<td>Electronics ELE331</td>
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<tr>
<td>Engineering Science MEC299</td>
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<td>Engineering Science MEC399</td>
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<tr>
<td>Economics FIN295</td>
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<tr>
<td>Mathematical Methods MAT205</td>
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<td>½</td>
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<tr>
<td>Management Accounting Systems ACC294</td>
<td>4</td>
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<tr>
<td>Milestones in Contemporary Science PHY228</td>
<td>3</td>
<td>½</td>
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<tr>
<td>Physical Astronomy PHY226</td>
<td>3</td>
<td>½</td>
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<tr>
<td>Programming EDP282</td>
<td>3</td>
<td>½</td>
</tr>
<tr>
<td>Programming EDP382</td>
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<td>½</td>
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<tr>
<td>Principles of Marketing MKT291</td>
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<tr>
<td>Social Science HUM291</td>
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<td>½</td>
</tr>
<tr>
<td>Social Science HUM391</td>
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<td>½</td>
</tr>
</tbody>
</table>
An approved course cannot contain HUM291 or HUM391 as well as PSY191, PSY294, SOC194 or SOC291.

Note: subjects from the list of minor and major studies may be taken as electives.

Diploma of Art and Design  
(Fine Art)

Course Code: DF  
Course Leader: Leon Morrocco

Content
This three year course is a flexible one allowing for considerable breadth of study. In contrast with the degree course the diploma course is directed to the promotion of skills, with less emphasis on related academic studies.

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

Enrolment Procedure for New Students
Students seeking admission to this course should contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

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

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

Assessment
An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.
Structure
Subject to the approval of the head of department, a student will be required to complete the following: a major study in painting, printmaking or sculpture, a compulsory unit at each level in Professional Practice and Related Drawing, at least one supporting study per year; and some liberal studies subjects. The last includes a compulsory three year sequence in the History of Art. There is a common first semester.

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Major Studies</td>
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</tr>
<tr>
<td></td>
<td>Painting ART151</td>
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<tr>
<td></td>
<td>Painting ART152</td>
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</tr>
<tr>
<td></td>
<td>Printmaking ART154</td>
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<td>Printmaking ART155</td>
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<tr>
<td></td>
<td>Sculpture ART157</td>
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<td></td>
<td>Sculpture ART158</td>
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<tr>
<td></td>
<td>Professional Practice ART150</td>
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<td>Related Drawing ART153</td>
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<td></td>
<td>Support Studies (Elective)</td>
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<td></td>
<td>Goldsmithing and Silversmithing ART159</td>
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<td></td>
<td>Ceramics ART160</td>
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<td>Photography ART161</td>
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<tr>
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<td>Drawing ART162</td>
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<td>Mural Design ART163</td>
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<tr>
<td></td>
<td>Painting ART164</td>
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<tr>
<td></td>
<td>Printmaking ART165</td>
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<tr>
<td></td>
<td>Sculpture ART166</td>
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<td></td>
<td>Stained Glass and Related Studies ART168</td>
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<td></td>
<td>Liberal Studies (Compulsory)</td>
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<td>History of Art ART167</td>
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<td>Liberal Studies (Elective)</td>
<td>4 (Semester 1)</td>
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<td>Major Studies</td>
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<td></td>
<td>Painting ART251</td>
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</tr>
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<td></td>
<td>Painting ART252</td>
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Diploma of Art and Design  
(Graphic Design)

Course Code: DD

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

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

Enrolment Procedure for New Students
Students seeking admission to this course should contact the Administrative Officer of the School of Art and Design, preferably before October of the preceding year, for an interview prior to enrolment. Applicants are required to present examples of their art work and school reports covering the entire period of their secondary education.

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

Progression Through the Course
Progress through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel.

Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of department together with the Dean of the School of Art and Design.

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

Course Structure

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<th>Hours per week</th>
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<td>Illustration ART388</td>
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<td>Photographic Design ART389</td>
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**Diploma of Business (Accounting)**

Course Code: DA  
Course Leader: Neil S. Smith

**Content**

This course has been designed to provide students with a suitable level of training for a career in business, especially accounting and financial management, and to provide the foundations for further study.

**Relationship between Degree and Diploma courses**

This course is similar to the degree course in that it is designed to train students for future executive roles in a business environment. Both types of courses provide for the development of a theoretical framework and the
application of theory to practice. However, in contrast to the degree course, the diploma course concentrates more on the application of theory.

Recognition
The Australian Society of Accountants will admit to provisional membership students completing the diploma, provided that they first enrolled for the course not later than the first semester of 1980 and that they complete the requirements for the Diploma by December 1987. As a result of this policy decision by the Society, no new enrolments will be accepted for this course as from December 1979.

To gain associate membership all students in future will be required to undertake a professional orientation program conducted by the ASA and meet requirements related to experience.

The Institute of Chartered Accountants will admit to their professional year students who have successfully completed the diploma, providing it includes passes in Auditing ACC264 and Taxation Law FIN393, subject to their meeting other non-academic requirements.

Students who are desirous of completing the requirements for this award in the minimum time are advised to enrol for approved equivalent Bachelor of Business (Accounting) subjects. Such students will be required to pass the degree subjects at degree level. Degree equivalent subjects for compulsory diploma subjects are as follows:

<table>
<thead>
<tr>
<th>Diploma Subject(s)</th>
<th>Equivalent Degree Subject(s)</th>
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<tbody>
<tr>
<td>ACC217 and ACC218</td>
<td>ACC247 and FIN319</td>
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<td>FIN276</td>
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<td>ACC321</td>
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<td>ACC328</td>
<td>ACC360</td>
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<tr>
<td>ACC324</td>
<td>ACC264</td>
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Note: There are no single degree equivalents for the compulsory diploma subjects ACC217, ACC218 or ACC201. However, the degree subjects ACC247 and FIN319 may be done in place of ACC217 and ACC218. The degree subjects FIN217 and ACC240 may be done in place of ACC201 and ACC210.

Electives
See statement under Bachelor of Business (Accounting).

Assessment
Where subjects are partly or wholly assessed on a cumulative basis, students may not qualify for a pass unless attendance is satisfactory and all prescribed assignments are submitted.
Private Study
Students are expected to devote at least as much time per week per subject in private study as they do to attending classes.

Course Structure
To qualify for the award of the diploma, a student must pass 25 semester subjects of which 21 are compulsory and four are electives.

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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The following is the normal progression showing subjects by codes as indicated in the course structure.

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*First letter of student’s surname.

Diploma of Business (Marketing)

Course Code: DM
Course Leader: Joan M. McPhee

Admission

No new students will be admitted. Only those students who first enrolled in 1977 or earlier will be permitted to complete this course.
Course Structure

In order to complete the course, a student must complete 25 semester subjects of which 22 are compulsory and three are electives.

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<th>Class hours per week</th>
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<td>Accounting Applications for Marketers ACC290</td>
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<td>Economics Elective FIN277 or FIN278</td>
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<td>Promotional Strategy and Communication MKT261</td>
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<td>Salesmanship and Sales Force Management MKT341</td>
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The following table shows the normal progression through the course. The subject codes refer to the subjects listed above. For choice of electives, see pages 92 et seq.

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</table>

*First letter of student’s surname.*
Diploma of Electronic Data Processing

Course Code: DL
Course Leader: John White

Content
The main purpose of this three-year course is to provide the skills to analyse, design, program, document and test systems at the sub-system level to interface with the total system plan, and to provide a detailed knowledge of the hardware and software available for use.

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

Note: no new enrolments will be accepted in this course.

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

Part-time
All subjects of the course are available in the evening, provided that sufficient numbers are available. Also, depending on the subject, the hours per week for that subject may be varied.

Assessment
To qualify a student must pass a total of 14 subjects — five from the first year and nine from the remaining two years.

Course Structure
Common First Year with Degree

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<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>1st</td>
<td>Systems EDP101</td>
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<tr>
<td></td>
<td>Computer Programming EDP100</td>
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</tr>
<tr>
<td></td>
<td>*Mathematics and Statistics MAT121</td>
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<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Mathematics and Statistics MAT122</td>
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<tr>
<td></td>
<td>Systems EDP102</td>
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<tr>
<td></td>
<td>**Applied Psychology PSY191</td>
<td>3 (one semester)</td>
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<tr>
<td></td>
<td>**Applied Sociology SOC191</td>
<td>3 (one semester)</td>
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</table>

* In general, Mathematics and Statistics MAT121 will be taken only by students who have passed a mathematics subject at HSC (or equivalent) level.
** The student must pass both subjects in order to receive full credit.

At the end of first year, students will be selected to proceed with either the degree or diploma stream.

**Diploma Course**

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tr>
<td>2nd</td>
<td>Systems EDP251</td>
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<td>Computer Programming EDP250</td>
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<td>Administrative Studies ADM226</td>
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<td>Management Accounting Systems ACC293</td>
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<td>*one elective from: Mathematics and Statistics MAT222</td>
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<td>Economics FIN294</td>
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<td></td>
<td>Principles of Marketing MKT291</td>
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<tr>
<td></td>
<td>*Applied Psychology PSY291</td>
<td>4 (one semester)</td>
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<tr>
<td></td>
<td>*Applied Sociology SOC291</td>
<td>4 (one semester)</td>
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<tr>
<td>3rd</td>
<td>Systems EDP351</td>
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<tr>
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<td>Computer Programming EDP350</td>
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<td>Modern Computer Systems EDP353</td>
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<tr>
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<td>Systems EDP352</td>
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</table>

* A student must pass both subjects in order to be credited with a full elective.

**Diploma of Engineering (Electrical)**
**Diploma of Engineering (Electronic)**  
Course Code: DW

**(part-time)**

**(part-time)**

**Content**
These courses involve six years part-time study with one day release each week. They are abbreviated courses of degree standard in the major disciplines for students employed in the engineering industry.

**Recognition**
Both courses are structured to meet the requirements of the Institution of Engineers, Australia for corporate membership, and have been provisionally approved.

**Standard of Admission**
TOP, or HSC at university entrance level, preferably with passes in English, a branch of Mathematics, Physical Science or Physics; or, completion of parts A and B of the appropriate Certificate of Technology course.
## Course Structure

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<tr>
<th>Year</th>
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<th>Electronic</th>
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<td>1st</td>
<td>Mathematics MAT141</td>
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<td>Electrical Engineering ELE100</td>
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<td>Engineering Drawing ELE110</td>
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<td>Materials Science MEC142</td>
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<td>Applied Mechanics MEC131</td>
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<td>Physics PHY170</td>
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<td>Mathematics MAT351</td>
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<td>Thermodynamics MEC261</td>
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<td>4th</td>
<td>Electrical and Electronic Design ELE211</td>
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<td>Electrical Machines ELE320</td>
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<td>Measurements and Field Theory ELE240</td>
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<td>Signals and Linear Systems ELE200</td>
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<td>Design ELE310</td>
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<td>Data Transmission/Digital Electronics ELE362/ELE350</td>
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<td>Power Systems ELE321</td>
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<td>Instrumentation/Computer Control ELE440/ELE441</td>
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<td>Power Utilisation ELE421</td>
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<td>Power System Equipment/P.S. Dynamics ELE423/ELE422</td>
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<td>Communication Networks ELE462</td>
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<td>Digital Systems/Digital Information Processing ELE451/ELE450</td>
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<td>*Principles of Management/Management of Production MEC351/MEC353</td>
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<td>*Tensors and Complex Calculus MAT341</td>
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*One subject to be selected.
Diploma of Engineering (Mechanical) (Part-Time)

Course Code: DT

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

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

Standard of Admission
TOP, or HSC at university entrance level preferably with passes in English, a branch of Mathematics, Chemistry, Physical Science or Physics or completion of parts A and B of the appropriate Certificate of Technology course.

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

Course Structure

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<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<td>Mathematics MAT151</td>
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<td>Physics PHY215</td>
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<td>Social Science HUM291</td>
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<td>(For ex-Preliminary students)</td>
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<td>or Engineering Drawing MEC110* (Semester 1)</td>
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<td>Engineering Materials MEC140</td>
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<td>Mathematics MAT251</td>
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<td>Mechanics of Solids MEC230</td>
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<td>Engineering Design MEC111 (Semester 2)</td>
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<td>Mechanics of Solids MEC330</td>
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<td>Engineering Materials MEC340</td>
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<td>Mechanics of Fluids MEC370</td>
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120
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<th>Subject</th>
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<td>Mechanics of Fluids MEC470</td>
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<td>Thermodynamics MEC360</td>
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<td>6th</td>
<td>Engineering Design MEC410</td>
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<td>Mechanics of Machines MEC420</td>
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<td>Engineering Organisation MEC352</td>
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<td>or Production Technology MEC150</td>
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* For ex HSC students.

**Diploma of General Studies**

No new enrolments are accepted in this course. Students currently enrolled for the Diploma of General Studies will note the following:

A student must pass in at least 20 semester subjects with either two major strands, or one major and two minor strands. A major consists of at least six approved semester subjects in sequence, and a minor of at least four such subjects.

**Major Strands**

**Applied Psychology**
Contact Department of Applied Psychology for information.

**Applied Sociology**
Diploma students majoring in Sociology must complete Sociology SOC101, SOC103 and SOC349 as well as any three other available upper division subjects.

**Communication Studies**
Diploma students majoring in Communication Studies must complete HUM100, HUM102, HUM301 and HUM303 as well as any other two second year subjects.

**Political Studies**
Contact Department of Humanities for information.

**Statistics**
Contact Department of Mathematics for information.
Minor Strands

Other approved subjects
Environmental Ecology CHE199, History HUM150, HUM253 and HUM251, Human Biology CHE188, Milestones in Contemporary Science PHY228, Philosophy HUM151 and HUM152, Politics HUM257 and HUM259, Science and Civilisation PHY128, Typewriting ADM180, Welfare Studies HUM131 and HUM133 and Women’s Studies SOC105.

Other subjects
By individual arrangement, subjects offered by other CIT schools.

Availability and choice of subjects
Not all subjects listed above are available in each semester. Enrolling students will be advised at the time of enrolment about the subjects to be offered.
ASSOCIATE DIPLOMAS

Associate Diploma in Art and Design
(Ceramic Design)

Course Code: QX
Course Leader: Lindsay Anderson

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

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.

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

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

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

Progression Through the Course
Progression through the course will depend on the successful completion of each semester or year. If a student fails in a single subject, the examination panel will decide, at its discretion, whether that student has failed or completed the semester or year successfully. However the failed subject must be satisfactorily completed as recommended by the examining panel. Only in exceptional circumstances will a student who has failed in a subject be allowed to undertake more advanced studies; this will be subject to the approval of the head of department together with the Dean of the School of Art and Design.
Assessment
An 80 per cent attendance record is required before a student may present for assessment in any subject. Exceptions will be subject to the approval of the head of department.

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

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Semester Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td>1st</td>
<td>Ceramic Design Theory and Practice ART101</td>
<td>12</td>
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<td></td>
<td>Ceramic Design Drawing ART102</td>
<td>6</td>
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<td></td>
<td>Ceramic Methods of Production ART103</td>
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<tr>
<td></td>
<td>*Appreciation of Ceramics ART104</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Three-dimensional Modelling ART105</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Second Semester Degree/Diploma</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART111</td>
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<td>Ceramic Design Drawing ART112</td>
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<td></td>
<td>Ceramic Methods of Production ART113</td>
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<tr>
<td></td>
<td>Glazing and Decorating Techniques ART114</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Design ART115</td>
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</tr>
<tr>
<td></td>
<td>Modelling and Mould-making ART116</td>
<td>3</td>
</tr>
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<td></td>
<td>Third Semester Degree/Diploma</td>
<td></td>
</tr>
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<td>2nd</td>
<td>Ceramic Design Theory and Practice ART201</td>
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<td>Ceramic Design Drawing ART202</td>
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<td>Ceramic Methods of Production ART203</td>
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<tr>
<td></td>
<td>Glazing and Decorating Techniques ART204</td>
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<td></td>
<td>*Appreciation of Ceramics ART206</td>
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<td></td>
<td>Architectural Modelling for Ceramics ART205</td>
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<td></td>
<td>Geology ART208</td>
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<td></td>
<td>Fourth Semester/Associate Diploma</td>
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<tr>
<td></td>
<td>Ceramic Design Theory and Practice ART221</td>
<td>15</td>
</tr>
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<td>Ceramic Methods of Production ART223</td>
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</tr>
<tr>
<td></td>
<td>*Design ART225</td>
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<td></td>
<td>Kiln Design and Construction ART224</td>
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</tr>
<tr>
<td></td>
<td>Studio Design and Management ART226</td>
<td>1</td>
</tr>
</tbody>
</table>

♦These subjects are interchangeable.
Associate Diploma in Marketing

Course Code: QM
Course Leader: Joan M. McPhee

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

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent; or,
(d) Certificate of Business Studies (Sales and Marketing) and Certificate of Business Studies in any other specialisation. Holders of these qualifications will be eligible for some exemptions.

Exemptions
Students who hold the Certificate of Business Studies (Sales and Marketing) may, upon application, be granted exemptions in seven of nine first year subjects of the Associate Diploma in Marketing. The two remaining first year subjects each student will be required to complete will be determined by the course leader of the Associate Diploma in Marketing, but will normally comprise Case Studies in Marketing MKT268 and either Business Statistics MAT164 or Macroeconomics FIN171.

Students who hold the Certificate of Business Studies (other than with a specialisation in Sales and Marketing) and who have had a minimum of two years’ business experience may, upon application, be granted exemptions in four first year subjects of the Associate Diploma in Marketing. The exemptions granted will be determined by the course leader in the light of the subjects the student has studied in the Certificate of Business Studies.

Course Structure
Students must complete 17 semester subjects of which 14 are compulsory and three are electives. Students will normally take two subjects each semester.

In most instances the course will be taken in the following sequence.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Contemporary Business ADM111</td>
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<tr>
<td></td>
<td></td>
<td>Business Statistics MAT164</td>
<td>4-5</td>
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<td>Data Processing EDP170</td>
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</tr>
<tr>
<td></td>
<td>2</td>
<td>Business Communications ADM121</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing and Society MKT111</td>
<td>4</td>
</tr>
<tr>
<td>Year</td>
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<td>Subject</td>
<td>Class hours per week</td>
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</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Business Law FIN111</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting Principles ACC297</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Macroeconomics FIN171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case Studies in Marketing MKT268</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>1</td>
<td>Elective*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting Applications for Marketers ACC290</td>
<td>4</td>
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<td></td>
<td>2</td>
<td>Marketing Law FIN317</td>
<td>4</td>
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<td></td>
<td>Marketing Research Techniques MKT367</td>
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<tr>
<td>4th</td>
<td>1</td>
<td>Administrative Studies ADM412</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>Elective*</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketing Planning and Control MKT344</td>
<td>4</td>
</tr>
</tbody>
</table>

* Two of these electives to be chosen from:
  - Salesmanship and Sales Force Management MKT341
  - Promotional Strategy and Communication MKT261
  - Product Management MKT343
  One elective from the Bachelor of Business (Marketing) subjects at second or third year level listed in this handbook.

**Associate Diploma in Police Studies**

Course Code: QP
Course Leader: James J. Reilly

**Content**

This part-time course provides higher training in both academic and professional studies for serving members of police forces and can be completed in a minimum time of 3½ years (7 semesters).

**Standard of Admission**

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,

(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent; or,

(d) be employed by a recognised police force or security organisation; or,

(e) Certificate in Police Studies.

**Course Structure**

The course is designed around a core of ten compulsory semester subjects
plus elective subjects, a total of 14. Students take two subjects per semester and are usually required to attend the Institute on two evenings per week for three hours each evening.

The compulsory subjects are:
Police Studies HUM121, HUM123, and HUM221 (three units)
Legal Studies HUM125, HUM127, and HUM223 (three units)
Social and Behavioural Studies — Applied Psychology and Applied Sociology (four units)

Elective subjects may be selected from a wide range eg. Communication Studies, Political Studies, Accounting and Finance, Data Processing, Economics, Statistics, etc.

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**Associate Diploma in Private Secretarial Practice**

(Legal)

**Associate Diploma in Private Secretarial Practice**

(Medical)

Course Code: QS

Course Leader: Kathleen P. Ralston

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**Content**

These courses provide a broad business education, advanced secretarial skills and basic management training for potential secretaries.

Each course is based on the need for particular expertise in either the legal or medical secretarial area, and this expertise is an additional element to the normal competence and skills of the secretary.

**Exemptions**

Students who hold the Certificate of Business Studies (Secretarial) who wish to enter an Associate Diploma in Private Secretarial Practice and have a minimum of two years' appropriate business experience may, upon application, be granted exemptions in ADM141, ADM142, ADM143, ADM144, FIN150, ADM121, and ACC101 provided their certificate includes the Advanced Typewriting 1B and 2A (Advanced Typewriting I and II in old course) and Secretarial Projects A and B.

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**Class Hours**

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

Students are expected to undertake five subjects per semester during the first year, and four subjects per semester in the second year.

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**Standard of Admission**

(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,

(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or
the qualifications and/or experience considered by the Admissions Committee to be equivalent.

**Course Structure**

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

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
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<tbody>
<tr>
<td>Medical</td>
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<td>Typewriting ADM141</td>
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<tr>
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<td>Business Communications ADM121</td>
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<td></td>
<td></td>
<td>Applied Sociology SOC193</td>
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<td></td>
<td></td>
<td>Aust. Legal &amp; Economic Systems FIN150</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>Typewriting ADM142</td>
<td>5</td>
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<tr>
<td></td>
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<td>Private Secretarial Practice ADM144</td>
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<td></td>
<td>Data Processing EDP170</td>
<td>3</td>
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<td></td>
<td></td>
<td>Aust. Health Care Systems ADM171</td>
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<td></td>
<td></td>
<td>Biological Sciences ADM172</td>
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<tr>
<td></td>
<td>2nd 1</td>
<td>Private Secretarial Practice (Medical) ADM273</td>
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<td></td>
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<td>Office Management ADM247</td>
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<td></td>
<td></td>
<td>Accounting/Medical ACC198</td>
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<td>Medical Terminology ADM275</td>
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<td></td>
<td>2</td>
<td>Private Secretarial Practice (Medical) ADM274</td>
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<td></td>
<td>Medical Terminology ADM276</td>
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<tr>
<td></td>
<td></td>
<td>Practical Work Experience ADM240/ADM241 (2 units)</td>
<td>8*</td>
</tr>
</tbody>
</table>

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

**Legal**

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>1st 1</td>
<td>Typewriting ADM141</td>
<td>5</td>
</tr>
<tr>
<td></td>
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<td>Business Communications ADM121</td>
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<td></td>
<td>Applied Sociology SOC193</td>
<td>4</td>
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<tr>
<td></td>
<td></td>
<td>Aust. Legal &amp; Economic Systems FIN150</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>Typewriting ADM142</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private Secretarial Practice ADM144</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting and Finance ACC101</td>
<td>4-6</td>
</tr>
<tr>
<td>Year</td>
<td>Semester</td>
<td>Subject</td>
<td>Hours per week</td>
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<td></td>
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<td>Data Processing EDP170</td>
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<td>Legal Procedures I FIN151</td>
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<td>2nd</td>
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<td>Private Secretarial Practice (Legal) ADM255</td>
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<td>Word Processing Systems ADM254</td>
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<td>Legal Procedures III FIN255</td>
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<tr>
<td></td>
<td></td>
<td>Practical Work Experience ADM240/ADM241 (2 units)</td>
<td>8*</td>
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</tbody>
</table>

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

**Associate Diploma in Retail Management**  
Course Code: QT  
Course Leader: Michael J. S. Collins

**Content**
This four year part-time course is designed to provide a broad understanding of business principles as they relate to retailing and an in-depth knowledge of retail theory and practice. It is appropriate for those who seek to develop their retail management skills and prepare themselves for future senior management responsibilities.

**Standard of Admission**
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.
(d) Holders of the Certificate of Business Studies (in relevant discipline) will be considered for exemptions.
(e) A minimum three years relevant experience is essential.

**Exemptions**
Holders of the Certificate of Business Studies (Sales and Marketing) will be eligible for exemptions. Similarly, graduates may gain exemptions for units under *ad eundum statum* regulations.
Class Hours
Classes take the form of lectures, tutorials and special study periods. The course is part-time only and is held on Tuesday afternoons and evenings from 1.30 pm to 9.30 pm. Students are expected to take two subjects per semester.

Course Structure
The course has no elective subjects and requires students to undertake an initial group of general business subjects related to retailing followed by a group of specialist retail subjects. The final year of the course requires students to complete a project and to provide CIT with formal feedback on the application of the knowledge acquired during the course.

The normal sequence of subjects will be as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Management and People in Organisations ADM113</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Accounting Principles in Business ACC196</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>The Economic Environment and the Retail Industry FIN133</td>
<td>4</td>
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<tr>
<td></td>
<td>2</td>
<td>Marketing and Retailing MKT134</td>
<td>4</td>
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<tr>
<td>2nd</td>
<td>1</td>
<td>Retail Management I MKT233</td>
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<td></td>
<td>2</td>
<td>Business Analysis MAT165</td>
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<td></td>
<td></td>
<td>Retailing and Consumer Law FIN121</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retail Promotion MKT234</td>
<td>4</td>
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<tr>
<td>3rd</td>
<td>1</td>
<td>Retail Distribution and Inventory Management MKT331</td>
<td>4</td>
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<td></td>
<td>2</td>
<td>Employee Relations and Personnel Development ADM321</td>
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<td>Financial Control and Information Systems ACC322</td>
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<td>Retail Management II MKT334</td>
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<td>4th</td>
<td>1</td>
<td>Retail Project MKT431</td>
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<td>Practical Application MKT432</td>
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<td></td>
<td>2</td>
<td>Retail Project MKT431</td>
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<tr>
<td></td>
<td></td>
<td>Practical Application MKT432</td>
<td>4</td>
</tr>
</tbody>
</table>

The fourth year will not require formal class attendance but students will be individually supervised. They will undertake a project which has direct relevance to their work to demonstrate their analytical capability and depth of knowledge. In addition they will be required to present regular reports on the application and review of course material in their particular work situation.
Associate Diploma in Welfare Studies

Course Code: QW
Course Leader: George M. Clarke

Content
This course is designed to provide academic and practical training for prospective welfare workers. Although the course will concentrate on the provision of service to individuals and family units, students will be given the opportunity to develop skills in working with groups and the systems of the wider community.

Students normally complete the course in two years of full-time study. The course may be completed on a part-time basis over a longer period, normally not more than four years.

Standard of Admission
(a) Successful completion of a Year 12 course of study accredited by VISE (HSC), being passes in four subjects including English at the one sitting; or,
(b) successful completion of a Tertiary Orientation Program, being passes in four subjects including English at the one sitting; or,
(c) the qualifications and/or experience considered by the Admissions Committee to be equivalent.
(d) Having reached 17 years of age. Special entry provisions will apply for mature age applicants.

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

Normally the course is taken in the following sequence:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<td>Day</td>
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<tr>
<td>1st</td>
<td>1</td>
<td>Psychology PSY101</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Sociology SOC101</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Law HUM135</td>
<td>4</td>
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<td>Welfare Studies HUM131</td>
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<td>2</td>
<td>1</td>
<td>Psychology PSY102</td>
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<td>Sociology SOC103</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies HUM133</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Welfare Psychology HUM239</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies HUM231</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**Welfare Fieldwork and Practice HUM235</td>
<td>4</td>
</tr>
<tr>
<td>Year</td>
<td>Semester</td>
<td>Subject</td>
<td>Hours per week</td>
</tr>
<tr>
<td>------</td>
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<td>---------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Welfare Sociology HUM241</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welfare Studies HUM233</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**Welfare Fieldwork and Practice HUM237</td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

* For the range of electives, students should refer to the list of subjects for the Diploma of General Studies.

** A course of 38 days of practical experience per semester, plus a two-hour seminar each week.
GRADUATE DIPLOMAS

Graduate Diploma in Accounting and Finance

Course Code: PM5
Course Leader: Paul Berger

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

Recognition
The graduate diploma entitles associates of the Australian Society of Accountants to advance to the level of senior associate.
CIT and the Institute of Chartered Secretaries and Administrators have established co-examining arrangements whereby students may take additional elective subjects towards Institute membership.

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

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

Each subject entails attendance at classes for three hours per week for one semester of 15 weeks. Normally, two subjects are taken concurrently.

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

Course Structure
The course structure provides students with a range of electives so that they may specialise in an area of interest. Two major options are available: Finance and Management Accounting.
To complete the Graduate Diploma in Accounting and Finance, a student must complete eight semester subjects, including five compulsory core subjects of three hours duration per subject per week. Two subjects are normally studied concurrently per semester. The subjects are undertaken in the order indicated in the course structure below. Intending students should indicate in advance to the Admissions Office the specialisation areas they wish to pursue.
Year 1

Finance Option
Sem.1  *Financial Mgt.
       ACC674
Admin. Studies
ADM612 OR
†Personnel Admin.
ADM613

Accounting Option
Sem.1  *Financial Mgt.
       ACC674
Admin. Studies
ADM612 OR
†Personnel Admin.
ADM613

Sem.2  Quantitative Methods
       FIN692
*Institutional Invest.
Mgt. FIN665

Sem.2  Quantitative Methods
       FIN692
*Management Planning
       ACC673

Year 2

Sem.1  *Invest. & Portfolio
       Management
       FIN663
*Tax Planning FIN691

Sem.1  *Financial Management
       of Operations
       ACC670
Financial Reporting
       ACC672

Sem.2  *Corporate Financial
       Policy ACC675
Corporate Strategy
ADM668

Sem.2  *Contemporary Acct.
       Problems ACC671
Corporate Strategy
ADM668

Elective subjects co-examined with the Institute of Chartered Secretaries and Administrators

†Advanced Company Law        FIN613
†Corporate Secretarial Practice FIN617

*Any four of the subjects marked with an asterisk are required, together with satisfactory completion of the course, for advancement to senior associateship of the Australian Society of Accountants.

†The subjects marked † are normally required towards membership of the Institute of Chartered Secretaries and Administrators, together with any other subjects the Institute may require when matching its course requirements with undergraduate subjects completed. The Personnel Administration subject may not be required if the Institute accepts an equivalent undergraduate subject for this purpose.

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

together with two restrictive core electives:
One of — Administrative Studies ADM612
Personnel Administration     ADM613
One of — Institutional Investment Management FIN665
Management Planning          ACC673

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Graduate Diploma in Agribusiness

Course Code: PAS
Course Leader: Ian D. Wardrop

Content
This two year part-time course is concerned with financing, producing, processing and marketing foods and fibres. It covers the role of all participants — from the farm sector supplier to consumer. Emphasis is placed on business administration, financial management and marketing as related to the farm sector, and has been designed specifically for executives working in various sectors of agribusiness.

Standard of Admission
(a) An approved degree or diploma; or,
(b) an equivalent tertiary level course with academic accreditation.

A minimum of three years work experience is also required.

Exemptions
Applicants who are Associates of the Australian Society of Accountants may be granted an exemption from Financial Management ACC681. However, they will be required to enrol for an alternative suitable elective.

Course Structure
Participants are required to successfully complete two subjects per semester. No electives are allowed in the first year. One elective is possible in the second year. The normal subject progression is shown below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Agribusiness MKT662</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Management ACC681</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Government in Agribusiness MKT661</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Management Process ADM641</td>
<td>3</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Marketing Theory &amp; Practice MKT671</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Management ACC667</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Agribusiness MKT672</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agribusiness MKT673</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agricultural Marketing MKT663</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Distribution MKT641</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduate Diploma in Applied Numerical Analysis

Course Code: PN5
Course Leader: Ken Mann

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

**Standard of Admission**

An approved degree or diploma in science or engineering, which includes a pass in a suitable second year mathematics subject or its equivalent.

Appropriate vocational experience may form a suitable foundation for the course. Entry via this alternative will require a recommendation from the Head of the Mathematics Department to the CIT Admissions Committee.

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

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

**Graduate Diploma in Applied Polymer Science**

**Course Code:** PL5  
**Course Leader:** Kevin R. Chynoweth

**Content**

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

**Standard of Admission**

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

It is primarily intended to attract graduates and diplomates in Chemistry. However, graduates with suitable backgrounds in other science and engineering areas will be considered by the CIT Admissions Committee.
Course Structure
Eight hours per week are devoted to formal lectures, practical work and field trips.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polymer Structure and Synthesis CHE611</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Polymer Characterisation CHE612</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Polymer Degradation and Thermodynamics CHE613</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Polymer Processing CHE614</td>
<td>8</td>
</tr>
</tbody>
</table>

Graduate Diploma in Applied Psychology

Course Code: PY5
Course Leader: Arthur E. Crook

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

Standard of Admission
A degree with an accredited major in Psychology.

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

The six subjects are:
Psychology (Psychological Assessment) PSY401
Psychology (Changing Behaviour) PSY402
Psychology (Multivariate Data Analysis) PSY403
Psychology (Professional Experience) PSY404
Psychology (Professional Experience) PSY405
Psychology (Applied Research Project) PSY406

(Syllabuses for individual subjects are contained under Subject Synopses under the heading Psychology.)

Each of the subjects PSY401, PSY402 and PSY403 requires class attendance of six hours a week.
Each of the subjects PSY404 and PSY405 involves the equivalent of 25 days attendance in a psychology placement setting. (Placements are arranged by the department.) In addition there are fortnightly seminars of two hours’ duration.

PSY406 requires the student to design and carry out an applied research project. Fortnightly seminars are held and each student is obliged to see his supervisor approximately once a week in order to facilitate the successful completion of the project.

The typical class attendance time for full-time students is 12 hours a week; and for part-time students is nine hours a week in the first year of the course and three hours a week in the second year. (Part-time students usually undertake PSY401, PSY402 and PSY403 in the first year, and PSY404, PSY405 and PSY406 in the second year.)

---

**Graduate Diploma in Community Education**

**Course Code:** PB5  
**Course Leader:** Jim Ross

**Content**

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

**Standard of Admission**

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

**Course Structure**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Class hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Sociology (Community Development) SOC408</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Human Growth and Development) SOC402</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology (Group Reflection and Community Education Forum) SOC403</td>
<td>2</td>
</tr>
</tbody>
</table>

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Graduate Diploma in Computing and Information Systems  
Course Code: PC5  
Course Leader: Peter Torokfalvy

Content
This two year part-time course builds on a previous course such as the Bachelor of Applied Science (EDP) or the Graduate Diploma in Data Processing. The course offers advanced study in computer programming, systems analysis and design, and information storage and retrieval.

Standard of Admission
The minimum entry standard is a recognised degree or graduate qualification in computing and/or data processing, or equivalent.
Consideration may be given to an applicant who has a relevant diploma plus work experience, or who has relevant professional qualifications and experience, and is occupying a higher level position in electronic data processing. In some cases an applicant may be required to undertake a bridging course to bring him up to the required entry standard.

Course Structure
A student will be required to take eight semester subjects. Each subject involves four hours class contact per week for one semester.
To complete the course a student must accumulate eight (8) credit points by passing:

- Three of the basic subjects 3 credit points
- Two advanced subjects of the selected major strand 2 credit points
- A project from one of the significant areas related to the major strand selected 2 credit points
One subject of free choice (not a second project) 1 credit point

Total 8 credit points

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Information Storage and Retrieval EDP623</td>
<td>1</td>
</tr>
<tr>
<td>Analysis and Design EDP622</td>
<td>1</td>
</tr>
<tr>
<td>Programming Systems EDP624</td>
<td>1</td>
</tr>
<tr>
<td>Computer Systems EDP620</td>
<td>1</td>
</tr>
<tr>
<td>Systems Theory EDP621</td>
<td>1</td>
</tr>
<tr>
<td><strong>Advanced Subjects</strong></td>
<td></td>
</tr>
<tr>
<td>Information Storage and Retrieval EDP630</td>
<td>1</td>
</tr>
<tr>
<td>Analysis and Design EDP627</td>
<td>1</td>
</tr>
<tr>
<td>Programming Systems EDP628</td>
<td>1</td>
</tr>
<tr>
<td>Systems Theory EDP625</td>
<td>1</td>
</tr>
<tr>
<td>Information Storage and Retrieval EDP631</td>
<td>1</td>
</tr>
<tr>
<td>Programming Systems EDP629</td>
<td>1</td>
</tr>
<tr>
<td>Systems Theory EDP626</td>
<td>1</td>
</tr>
<tr>
<td><strong>Project Areas</strong></td>
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</tr>
<tr>
<td>Information Storage and Retrieval EDP634</td>
<td>2</td>
</tr>
<tr>
<td>Programming Systems EDP633</td>
<td>2</td>
</tr>
<tr>
<td>Systems Theory EDP632</td>
<td>2</td>
</tr>
</tbody>
</table>

**Graduate Diploma in Data Processing**

Course Code: PP5

Course Leader: David W. Goble

**Content**

This course is available for both full-time and part-time study, and is designed to give students who have a tertiary qualification in another area a sound general education in the field of data processing.

**Standard of Admission**

An approved degree or diploma, or equivalent.

**Course Structure**

Students must pass six subjects from the following list. No exemptions are granted.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Average hours per week (over the year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Computer Programming EDP600</td>
<td>4</td>
</tr>
<tr>
<td>* Systems EDP602</td>
<td>4</td>
</tr>
<tr>
<td>Computer Programming EDP601</td>
<td>4</td>
</tr>
<tr>
<td>Systems EDP603</td>
<td>4</td>
</tr>
<tr>
<td>Systems EDP604</td>
<td>4</td>
</tr>
</tbody>
</table>

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Digital Computer Equipment EDP681 • 4
Analogue Computer Techniques ELE680 • 4
Mathematics and Numerical Methods MAT621 • 3
Systems EDP605 • 4
Modern Computer Systems EDP606 • 4

* These subjects should be passed before a student can proceed to other selected subjects: this condition may be waived at the discretion of the head of department.

Graduate Diploma in Electrical Services and Protection

Course Code: PE5
Course Leader: George N. Bell

Content
This two year part-time course has been structured to provide graduates with a specialised course of study of modern engineering principles and current practices in the fields of electrical services and protection of electrical plant.

Standard of Admission
A diploma or degree in electrical and/or electronic engineering or an applied science degree, or equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>1st</td>
<td>Power System Performance ELE620</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Electrical Machine Performance ELE621</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Switchgear ELE622</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Logic Devices and Systems ELE623</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Protection Principles ELE624</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Lighting Services ELE625</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>System Protection ELE626</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Building Services ELE627</td>
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</tr>
<tr>
<td></td>
<td>Design Projects ELE628</td>
<td></td>
</tr>
</tbody>
</table>

Graduate Diploma in Engineering Tribology

Course Code: PT
Course Leader: W. F. Wiles

Content
A two year part-time course to give academic training in the field of lubrication, friction and wear.

Standard of Admission
An approved degree or diploma in applied science or engineering.
Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Mathematics MAT651</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Fluid Dynamics MEC610</td>
<td>1</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Machine Health Monitoring CHE621</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Applied Science Practical CHE622</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Surface Mechanics Friction and Wear MEC611</td>
<td>—</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Numerical Analysis and Computation Techniques MAT652</td>
<td>—</td>
<td>1</td>
</tr>
<tr>
<td>2nd</td>
<td>Surface Mechanics Friction and Wear MEC612/613</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Lubrication MEC614</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Bearings MEC615</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Engineering Practical MEC617</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Project MEC619</td>
<td>—</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduate Diploma in Fine Art

Course Code: PF
Course Leader: Leon Morrocco

Content
The one-year course is suited to those students who wish to pursue the subject of their undergraduate courses at a higher level. It will also cater for a student who wishes to make a specialised study of a particular area, or the professional artist who wishes to study new directions or specialised interests.
The emphasis in the course will be on studio practice. The award of the qualification will depend upon the student mounting a professional exhibition and presenting a related paper.

Standard of Admission
To qualify for entry a student should hold one of the following:
(a) Diploma of Art and Design (Fine Art), or
(b) Bachelor of Arts (Fine Art)
Applicants with alternative or equivalent qualifications will be considered on their merits. It is expected that most potential students will have had some relevant experience in the practice of the arts.

Graduate Diploma in Highway and Traffic Engineering

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

Content
This two year part-time course offers specialised training for qualified engineers. The course involves attendance at classes for six hours per week.
Standard of Admission
A recognised degree or diploma in civil engineering, or in an associated discipline.
Applicants who lack the necessary qualifications, or who do not wish to undertake the complete course, will be permitted to enrol for single subjects.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Planning for Transportation Systems CIV670</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highway Design CIV671</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Construction Planning CIV672</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project CIV673</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Traffic Engineering CIV674</td>
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<tr>
<td></td>
<td></td>
<td>Bridge Engineering CIV675</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pavement Design CIV676</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hydrology and Drainage CIV677</td>
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<td>Project CIV673</td>
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<tr>
<td>2nd</td>
<td>1</td>
<td>Highway Elective Stream</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Bridge Engineering CIV679</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Highway Construction CIV680</td>
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<td>Project CIV681</td>
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</tr>
<tr>
<td>2</td>
<td></td>
<td>Geotechnical Engineering CIV682</td>
<td>3</td>
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<td></td>
<td></td>
<td>Highway Design CIV683</td>
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<td></td>
<td>Project CIV681</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Traffic Elective Stream</td>
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<tr>
<td>1</td>
<td></td>
<td>Traffic Flow Theory CIV685</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Systems Analysis CIV686</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Advanced Statistics MAT631</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Computer Aided Design CIV687</td>
<td>2</td>
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<td></td>
<td></td>
<td>Project CIV681</td>
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<td>2</td>
<td></td>
<td>Transportation Engineering CIV689</td>
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<td></td>
<td>Regional and Urban Planning CIV690</td>
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<td>Traffic Engineering CIV691</td>
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<tr>
<td></td>
<td></td>
<td>Project CIV681</td>
<td>2</td>
</tr>
</tbody>
</table>

*Electives, one of two to be selected.

Graduate Diploma in Marketing
Course Code: PJ5
Course Leader: George Papasavvas

Content
The aim of this course is to provide students with an understanding of
marketing and marketing functions, and to give them specialist knowledge in either marketing management or marketing research.

The course is designed principally for diplomates and graduates who have undertaken tertiary level study in an area other than marketing.

**Standard of Admission**

An approved degree or diploma, or equivalent. Candidates are required to have passed a statistical component in their tertiary qualification or in an equivalent course. Where this is not the case, candidates will be required to undertake a preliminary statistics subject.

A minimum of five years relevant business experience is also required.

**Course Structure**

The course involves two years part-time study comprising eight subjects. The first year is common to both streams and comprises four compulsory core subjects or their equivalent. In second year students may elect to choose the Marketing Management stream or the Marketing Research stream.

Each unit requires three class hours per week. Classes in elective units will not run unless there are sufficient enrolments.

**First Year:**

Semester 1
- Marketing Theory and Practice MKT616
- Buyer Behaviour MKT611

Semester 2
- Marketing Research and Forecasting MKT612
- The Management Process ADM641

**Second Year:**

*Marketing Management Stream:*

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

*Marketing Research Stream:*

- Marketing Research Practice MKT629
- Analysis in Marketing MKT631
- Behavioural Applications in Marketing Research MKT632
- Advanced Marketing Research Analysis MKT633

*plus* Special Assignment MKT635 (compulsory)

**Graduate Diploma in Navigational Electronics**

**Course Code:** PR5

**Course Leader:** J. Chamberlain

**Content**

This two year part-time course has been structured for graduates interested in modern developments in avionics or marine navigation. It examines in detail recent developments in digital and high frequency systems and their impact on the design philosophy of navigation systems.
Standard of Admission
A diploma in electrical and/or electronic engineering or a science degree or equivalent.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Computational Techniques for Navigation ELE670</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Navigational System Organisation ELE671</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Digital Logic and Components ELE672</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Navigation ELE673</td>
<td>—</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Digital Information Processing ELE674</td>
<td>—</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>High Frequency Techniques and Devices ELE675</td>
<td>—</td>
<td>3</td>
</tr>
<tr>
<td>2nd</td>
<td>Self-contained Navigational Aids ELE676</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Computer Architecture and Interfacing ELE677</td>
<td>4</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Radio-navigational Aids ELE678</td>
<td>—</td>
<td>4</td>
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<tr>
<td></td>
<td>Project ELE679</td>
<td>—</td>
<td>4</td>
</tr>
</tbody>
</table>

Graduate Diploma in Physical Distribution Management

Course Code: PD
Course Leader: Rolyyn Graham

Content
This course is designed to prepare graduates for careers in physical distribution management or in some aspect of the physical distribution function. The course is particularly useful to people in supervisory/middle or higher management positions in engineering, accounting, general business, or the sciences.

Standard of Admission
An approved degree or diploma or equivalent, together with relevant business experience.

A candidate who does not have an appropriate statistical component in an undergraduate qualification is required to take an additional single subject (Basic Statistics MAT661) during the first semester of first year.

Course Structure
The course consists of two years part-time study comprising eight 15 week semester subjects, each requiring three class hours per week.

Considerable emphasis is placed on discussion and debate in the form of syndicate and seminar work. Students are expected to devote a minimum of three hours per week per subject in private study or assignment work. Assessment is based on a combination of assignments, class participation and examinations.
A student must submit a written paper based upon research begun in second year before the award of the Graduate Diploma. Candidates must complete two compulsory core units listed for the first year of the course before being eligible to take second year core subjects.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>Physical Distribution MKT641</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>2nd</td>
<td>1</td>
<td>Physical Distribution MKT643</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Physical Distribution MKT644</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives *

- Techniques of Materials Handling MKT645
- Decision Making Techniques MAT662
- Applied Operation Research MAT664
- Techniques of Forecasting MAT663
- Computer Programming EDP690
- System Analysis and Design EDP691
- Investment Analysis and Portfolio Management FIN663
- Accounting and Budget Planning ACC682
- Macroeconomics FIN653
- Transport Economics and Spatial Analysis CIV654
- Marketing Theory and Practice MKT671
- Personnel Administration ADM631
- Principles of Purchasing MKT655
- Law for Physical Distribution Managers FIN611
- Basic Statistics MAT661**
- Applied Inventory Theory MKT646
- Introduction to Social Organisation SOC491
- Simulation Techniques MAT666

*Available subject to sufficient number of enrolments.
**Students without an educational qualification in Basic Statistics will be required to take this additional single unit (MAT661) during the first semester.

**Graduate Diploma in Process Computer Systems (part-time)**

Course Code: PC
Course Leader: Max L. Telfer

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

Standard of Admission
A degree or diploma in engineering or applied science.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
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<tr>
<td></td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>1st</td>
<td>Process Modelling ELE650</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Digital Logic and Components ELE651</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Process Simulation ELE652</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Process Control and Identification ELE653</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>Small-computer Software ELE654</td>
<td>—</td>
</tr>
<tr>
<td>2nd</td>
<td>Measurement and Instrumentation ELE655</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Computer Architecture and Interfacing ELE656</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Computer Process Control ELE657</td>
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<tr>
<td></td>
<td>Operating System Software ELE658</td>
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<td></td>
<td>Project ELE679</td>
<td>4</td>
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</tr>
</tbody>
</table>

Graduate Diploma in Process Plant Engineering

Course Code: PH
Course Leader: R. W. A. Clark

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

Standard of Admission
An approved degree or diploma.

Course Structure

<table>
<thead>
<tr>
<th>Year</th>
<th>Subject</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Semester 1</td>
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<tr>
<td></td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>1st</td>
<td>Project Management I MEC631</td>
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<tr>
<td></td>
<td>Project Technology I MEC635</td>
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<tr>
<td></td>
<td>Project Management II MEC632</td>
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<tr>
<td></td>
<td>Project Technology II MEC636</td>
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<tr>
<td>2nd</td>
<td>Project Management III MEC633</td>
<td>3</td>
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<tr>
<td></td>
<td>Project Technology III MEC637</td>
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<tr>
<td></td>
<td>Project Management IV MEC634</td>
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</tr>
<tr>
<td></td>
<td>Project Technology IV MEC638</td>
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</tbody>
</table>
Graduate Diploma in Secretarial Studies

Course Code: PS5
Course Leader: Hazel A. Ryan

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

Standard of Admission
An approved degree or diploma.

Assessment
Satisfactory completion of 10 subjects and a research paper.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Shorthand ADM663</td>
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<td>Basic Typewriting ADM664</td>
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<tr>
<td></td>
<td>Business Structures and Systems ADM665</td>
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<td></td>
<td>Organisational Behaviour and Management ADM621</td>
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<tr>
<td></td>
<td>Office Procedures ADM662</td>
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<td>Research Paper ADM661</td>
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<td>2</td>
<td>Collective Secretarial Problems ADM666</td>
<td>6</td>
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<tr>
<td></td>
<td>Effective Transcription ADM667</td>
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<td>Research Paper ADM661</td>
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<td>Personnel Function ADM622</td>
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<td>Data Processing EDP681</td>
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<td>Editing and Publishing ADM669</td>
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<td></td>
<td>Marketing Principles and Practice MKT691</td>
<td>1½</td>
</tr>
</tbody>
</table>

Graduate Diploma in Structural Computations

Course Code: PZ5
Course Leader: W.J. Spencer

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

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

Course Structure

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

Graduate Diploma in Water Science

Course Code: PK5
Course Leader: Barry T. Hart

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

Standard of Admission
A degree or diploma in science or engineering.

Course Structure
This part-time course requires two years of attendance on one afternoon and two evenings per week.
Ten hours per week are devoted to formal lectures, discussion groups, practical work and field trips.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Water Science Concepts CHE601</td>
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<tr>
<td>2</td>
<td>Water Systems CHE602</td>
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<tr>
<td>3</td>
<td>Water Pollution CHE603</td>
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<tr>
<td>3</td>
<td>Water Science Project CHE605</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Water Management CHE604</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Water Science Project CHE605</td>
<td>4</td>
</tr>
</tbody>
</table>
Postgraduate study, by research project and thesis, leading to a VIC Master degree in Applied Science, Arts, Business or Engineering is available through CIT.

Normally, the course requires at least two years full-time, or equivalent part-time study.

The first year is a preliminary program to raise the level of the candidate's knowledge of the theoretical principles and practices underlying his chosen field of research, and to introduce him to the techniques of research methodology. Subject to his completing the preliminary study program satisfactorily, in the second year the candidate is permitted to proceed with his research project and thesis. However, candidates with a good honours degree, or equivalent, may be permitted to complete the preliminary study program in less than one year.

The standard required for entry to the preliminary course of study is a degree or diploma of the VIC or another approved institution, plus appropriate employment experience. Applications must be submitted to the head of the relevant department and must be approved by the Higher Degrees Committee of CIT before being forwarded for ratification by VIC.

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

**Master of Applied Science**

*Course Code: MS5*

*Applied Physics* — acoustics, instrumentation and materials.
*Chemistry* — water sciences, applied electro-chemistry and the manufacture of synthetic drugs.
*EDP* — the organisation of large data systems; data processing in small businesses; data communications systems; the architecture of data processing systems; theory of systems; the design of operating systems; the design and application of ‘intelligent’ systems; machine-assisted management systems.
*Mathematics* — mathematical modelling of large physical systems; models of the patterns of deposition of strontium 90 in Australia; of power production systems in Victoria; of rainfall runoff.

**Master of Arts**

*Course Code: MA*

*Applied Psychology* — applied experimental psychology; criminology; developmental, forensic, occupational, and organisational psychology; stress and stress management.
*Applied Sociology* — social theory; deviance; community relations; adolescence; religion; minority groups; organisations.
*Communication Studies* — Social psychology of communications; telecommunications in education.
**Political Studies** — the Labour Movement in Australia in the 20th Century; Australian State politics; political implications of the 1930s depression; war and morality; natural rights; post-1949 politics of the Chinese Communist Party and army.

**Master of Business**

*Accounting* — all areas.

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

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

**Master of Engineering**

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

*Electrical and Electronic* — avionics; communications; electric power.

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

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Course Code: MB

Course Code: ME
SUBJECT SYNOPSISES

A

ACCOUNTING ACC210
A course of one hour lecture and three hours tutorial and case work per week for one semester.
Prerequisites: Accounting and Finance ACC101 and ACC102. It is desirable that Quantitative Methods for Business FIN201 be taken before or concurrently with this subject.
Syllabus: Management accounting techniques for planning, cost control, and product costing.
Detailed study of standard and historical costing for job and process systems; inventory control.
Reference:

ACCOUNTING ACC218
The course will average two hours of tutorials, one hour of lecture and one hour of laboratory work per week for one semester.
Prerequisite: Accounting ACC217.
Syllabus: The growth of multi-company organisations including financial and legal aspects, accounting for takeovers, mergers, absorptions and amalgamations. Reporting of financial operations for subsidiary and associated companies including problems associated with conglomerates.
References:
HUGGAN, N., Student Guide to Intercorporate Investments, latest edition, CIT publication.

ACCOUNTING ACC320
A course of one hour lecture and three hours tutorial and case work per week for one semester.
Prerequisites: A pass in Accounting ACC321 and Quantitative Applications for Business FIN201.
Syllabus: Corporate planning and control, financial ratios, takeovers, production scheduling and quality costs.
Reference:
ACCOUNTING ACC321

A course of one hour lecture and three hours tutorial and case work per week for one semester.

Prerequisite: Accounting ACC210, and it is desirable that Quantitative Applications for Business FIN201 be taken concurrently or before the study of this subject.

Syllabus: Budgetary and standard costing systems, and rate of return measures for enterprise control and performance evaluation. Cost-volume profit and other cost analysis for decision making.

Reference:

ACCOUNTING ACC324

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisites: Accounting ACC217 and Accounting ACC218.

Syllabus: The objects of audits; principles of internal control and the use of flow charts and questionnaires in its evaluation; audit of balance sheets and revenue statements; the audit reports; statistical sampling; audit of E.D.P. installations; appointment and dismissal of auditors; auditors' duty, rights and liabilities; investigations; professional ethics.

References:
The Institute of Chartered Accountants in Australia and/or Australian Society of Accountants, *Statements of accounting and auditing standards, and auditing practice etc.*

ACCOUNTING ACC327

A course of four hours per week for one semester consisting of an average of one one-hour lecture, and one one-hour case study and two hours of tutorials.

Prerequisite: A pass in Accounting ACC217 is essential and it is highly desirable to have passed Accounting ACC218.

Syllabus: Basic financial accounting theory; financial accounting reports — underlying concepts and their limitations; analysis and interpretation; funds statements; the uses and limitations of analysis and interpretation. Selected contemporary issues and problems associated with financial reporting.

References:

Additional references to be advised.
ACCOUNTING ACC328

A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars, or alternatively four hours of class instruction.

Prerequisite: Accounting ACC327.

Syllabus: Corporate financial objectives; interpretation of corporate financial objectives with investment, financing and dividend policy decisions.

References:

ACCOUNTING FIN392

A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

Prerequisites: Business Law FIN111 and normally Accounting ACC217 will be required. Business Law FIN113 is desirable.

Syllabus: The course will cover incidence of income tax, income recognition, deductions and rebates, classes of taxpayers, double tax agreements, returns and assessments, payment of tax, appeals and objections, sales and payroll tax.

References:
Australia, Income Tax (international agreements) Act.
Australia, Sales Tax Act.

ACCOUNTING AND BUDGET PLANNING ACC682

A course of three class contact hours per week for one semester.

Prerequisite: Nil.

Syllabus: This subject has been specifically designed for physical distribution
managers and, therefore, concentrates on the use of accounting data rather than the recording process.
Planning and control systems; revenue, expense and profit planning; analysing profit alternatives, sales and cash forecasts; managing liquidity; planning for inventories; capital expenditure decisions; capital structure and the rate of return; responsibility reporting and control; budgeting for the distribution effort.

Reference:

ACCOUNTING AND FINANCE ACC101

A course of four to six hours instruction per week for one semester. Students may be offered alternative learning paths including lectures/tutorials, teaching classes and laboratory sessions.

Prerequisite: Nil.

Syllabus: The aim of this course is to develop an accounting framework for the firm by developing the fundamental concepts related to reporting and to provide a training in the techniques of collecting, classifying and presenting financial information.

References:

ACCOUNTING AND FINANCE ACC102

A course of four hours instruction per week for one semester. Students may be offered alternative learning paths including lectures/tutorials, teaching classes and laboratory sessions.

Prerequisite: Accounting and Finance ACC101.

Syllabus: To extend the basic accounting framework treated in Accounting and Finance ACC101 by developing the ability of the student:
(a) to record and report changes in capital structure (including distribution of profits) of partnerships and companies; and to prepare final accounting reports for companies and partnerships;
(b) to understand and apply the basic principles underlying funds statements, and the tools of financial analysis and interpretation;
(c) to understand and apply the basic tools of business finance.

References: To be advised.
ACCOUNTING AND FINANCE ACC240

A course of a two hour lecture and two hours tutorial and case work per week for one semester.

Prerequisite: A pass in Accounting and Finance ACC102.

Syllabus: The subject is designed to develop the basic techniques of managerial accounting for an enterprise, with particular reference to cost behaviour and the development and use of relevant accounting data for management decision making. Topics covered include cost concepts, behaviour, and classification, job and process costing, inventory valuation, accounting for overhead, standard costing, cost-volume profit analysis and contribution analysis.

References:

ACCOUNTING AND FINANCE ACC247

A second year degree subject with class contact of four hours per week which will comprise a lecture and a tutorial.

Prerequisite: Admission to the degree course with a pass in ACC102. FIN319 must have been passed or be taken concurrently.

Syllabus: The nature, purpose and preparation of company accounts including the associated professional, legal and stock exchange requirements. The subject considers reporting for subsidiary and associated companies including corporate joint ventures. Limitations of contemporary reporting.

References:

Victorian Companies Act, latest ed., CCH or Government Printer.

ACCOUNTING AND FINANCE ACC248

A second year second semester unit of four hours per week class contact consisting of lectures, tutorials and laboratory sessions as appropriate.

Prerequisite: A pass in Accounting and Finance ACC247 will normally be required.

Syllabus: Valuation systems — conventional historical cost, adjusted historical cost, current value and others. Income determination — revenue recognition, the matching process, depreciation and inventory valuation. Analysis and interpretation including funds statements.

Reference:

Additional references to be advised.
ACCOUNTING AND FINANCE ACC269

Prerequisite: A pass in Accounting and Finance ACC247 will normally be required.

Syllabus: Attention is focused on contemporary issues and problems associated with financial reporting. Topics relating to extensions to disclosure include segmented financial reports, accounting for intangibles and leasehold property, topics relating to contemporary practice include extractive industry reporting, foreign operations; topics relating to alternative reporting dimensions include social accounting, reporting to employees. Also considered is computerised systems design for financial reporting.

References:

ACCOUNTING AND FINANCE ACC291

A course of four hours per week for one semester.

Prerequisites: Passes in Accounting and Finance ACC101, Accounting and Finance ACC102, Business Law FIN111 and Business Law FIN113.

Syllabus: The accounting entity; the corporate form of business organisation; the formation of a company; the operation of a company. Accounting for and reporting the operations of a company, including legal requirements; recommendations of accounting bodies; stock exchange requirements and selected contemporary issues and problems associated with such accounting and reporting.

References:

ACCOUNTING AND FINANCE ACC350

A course of a two hour lecture and two hours tutorial and case work per week for one semester.

Prerequisite: A pass in Accounting and Finance ACC240.

Syllabus: The subject is designed to develop the concept of an integrated financial system for multi-division firms. Topics covered include planning and control systems, corporate goals and objectives, divisional performance, residual income and rate of return measures, transfer pricing, budgetary control and profit planning.

Reference:
ACCOUNTING AND FINANCE ACC357

A final year degree subject with four hours class contact weekly consisting of lecture, seminar and tutorial sessions.

Prerequisite: Pass in Accounting and Finance ACC291.

Syllabus: Analysis and interpretation of financial statements, including the preparation of historic and budgeted funds statements. Accounting for price-level changes, including current cost accounting. Examination of basic financial accounting concepts and selected issues and controversies related to financial accounting.

References:

Additional references to be advised.

ACCOUNTING AND FINANCE ACC360

Four hours class contact per week for one semester.

Prerequisite: Successful completion of all first and second year compulsory subjects.

Syllabus: Corporate financial objectives, financial planning and forecasting, financial mathematics, working capital management, capital budgeting, financing decisions, capital markets and introduction to portfolio theory.

References:


ACCOUNTING APPLICATIONS FOR MARKETERS ACC290

A course of two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.

Prerequisite: Accounting and Finance ACC102.

Syllabus: Cost concepts and behaviour, cost-volume-profit analysis and incremental profit analysis for decision making. Responsibility accounting. Budgets as part of a total planning and control system, with special consideration of marketing and research costs. An introduction to financial...
management, including the adjustment of marketing strategies to fit financial resource constraints.

References:

ACCOUNTING FOR THE MARKETING FUNCTION ACC679

A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Marketing strategy. The design of marketing information systems and the role of accounting information including its limitations. Accounting information for the planning and control of the total marketing effort and the specific areas of product mix, source, quality, promotion and distribution costs.
References:

ACCOUNTING/MEDICAL ACC198

A course of four hours instruction per week for one semester consisting of two hours lectures and two hours tutorials. Laboratory assistance is also available.
Prerequisite: Nil.
Syllabus: To give students a vocationally oriented, as well as theoretical grasp of a double entry bookkeeping system of service industries, and a special grasp of the requirements of medical practitioners, either as sole trader, or in partnership. This includes recording and summarising of transactions applicable to those practitioners.
References:

ACCOUNTING PRINCIPLES ACC297

A course of four hours instruction per week for one semester.
Prerequisites: Nil.
Syllabus: The aim of the course is to provide students with a basic understanding of accounting principles and procedures to assist them in analysing and interpreting financial reports.
ACCOUNTING PRINCIPLES IN BUSINESS ACC196

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: This course provides students with an understanding of the basic accounting information flows and concepts. It examines the accounting framework, accounting reports and processes, applications to retailing, retail inventory and contribution accounting, interpretation of financial statements and design of retail accounting systems. It will be taught by lectures, tutorials, case studies and practical work.

References:
MAHONEY, D., Accounting for Inventories, VCTA, 1979.

ACCOUNTING SYSTEMS ACC230

A one semester unit of two hours of lectures and two hours of tutorials per week.

Prerequisite: All second year accounting core units either completed or taken concurrently.

Syllabus: Business systems model and basic document flows; information requirements of business organisations; system development procedures and controls; alternative methods of processing.

References:

ACCOUNTING THEORY ACC238

A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars, or alternatively four hours of class instruction.

Prerequisite: Pass in Accounting ACC327 will normally be required.
**Syllabus:** Basic concepts of accounting; historical development of accounting and accounting theory; terminology and methodology of accounting theory; the application of accounting concepts to the solution of specific problem areas and the attempted resolution of controversies.

**References:**
The Institute of Chartered Accountants and/or The Australian Society of Accountants, *Statements of Accounting Standards*.

**ACCOUNTING THEORY ACC267**

A course of four hours per week for one semester.

**Prerequisite:** Pass in Accounting and Finance ACC357 will normally be required.

**Syllabus:** The importance of financial accounting theory; historical development of accounting and its underlying concepts; terminology and methodology; basic concepts of accounting theory; controversies and problems in accounting theory. Various concepts of income and asset evaluation, contemporary developments.

**References:**
The Institute of Chartered Accountants and/or The Australian Society of Accountants, *Statements of Accounting Standards*.
Other references to be advised.

**ACCOUNTING THEORY ACC601**

A course of three hours per week for one semester.

**Prerequisite:** No formal prerequisite is required; however, a sound basic knowledge of financial accounting is assumed.

**Syllabus:** Basic concepts and methodology of financial accounting theory. Problems and controversies such as accounting for: price-level changes; leases; deferred tax; goodwill; business combinations; human resources; diversified companies; extractive industries; overseas subsidiaries and governments. The practical application of accounting theory will be emphasised.

**Texts:**
Institute of Chartered Accountants in Australia, *Statements on Accounting Practice*.

**References:**


**ADMINISTRATION AND MARKETING COMMUNICATION MKT392**

A course for degree students of two hours per week for two semesters, with an additional one hour tutorial for one semester. This subject may constitute the theme for the degree research paper.

**Prerequisite:** Satisfactory completion of the third year degree studies in Graphic Communication with MKT292.

**Syllabus:** Promotion and the relationship with the marketing mix. Consumer motivation and behaviour in terms of communication requirements and in-depth study of the function of advertising.

**Assessment:** The research paper will be assessed by the examination panel. Also one test and four written assignments are required.

**ADMINISTRATIVE COMMUNICATION ADM264**

A course of four hours per week for one semester.

**Prerequisite:** Organisational Behaviour and Performance ADM231.

**Syllabus:** Content of the course is designed principally to improve verbal skills in a business context. Areas covered include communication theory and practice, workshops in oral communication, persuasive communication, interviewing techniques and the preparation and presentation of action-oriented reports.

**Preliminary Reading:**


**References:**
Specific reference materials will be advised in first class.

**ADMINISTRATIVE POLICY ADM333**

A course of four hours per week for one semester.

**Prerequisite:** Normally this unit will be taken as one of the last four units in the degree.

**Syllabus:**
1. Determining Company Strategy
   (a) Analysing the Dynamic Environment
   (b) Identifying Relative Strengths of a Company
   (c) Selecting Company Strategy
2. Defining Major Policy
   (a) Marketing Policy — Product Line and Customers
   (b) Production Policy
(c) Personnel and Industrial Relations Policy
(d) Financial Policy — Allocating Capital

3. Organising for Action
   (a) Grouping Activities for Effective Action
   (b) Organisational Relationships
   (c) Board of Directors and Central Management Organisation

4. Guiding the Execution
   (a) Short-Range and Long-Range Programming
   (b) Activating

References:

ADMINISTRATIVE REVIEW ADM263

A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM232.
Syllabus: This elective subject explores practical considerations in the analysis and design of administrative systems and procedures. Students completing the subject are expected to acquire a sound understanding of relevant tools, techniques, services and equipment necessary for procedural review.
References: To be advised during first week of classes.

ADMINISTRATIVE STUDIES ADM226

A course of four hours per week for one year.
Syllabus: This subject surveys the nature and significance of major variables affecting the management and performance of work organisations.
Text:
References:

ADMINISTRATIVE STUDIES ADM238

A course of four hours per week for one year.
Syllabus: This subject surveys the nature and significance of major variables affecting the performance of work organisations, and of leading theoretical models advanced in this connection.
References:

ADMINISTRATIVE STUDIES ADM412
A course of two one hour lectures and one two hour tutorial per week for one semester.
Prerequisites: Contemporary Business ADM111.
Syllabus: This subject gives an overview of the organisation at work. As such students will examine the components of an organisation model including individual and group behaviour, the impact of technology, the environment, particularly related to the survival and decision making activity of the organisation.
References: To be advised.

ADMINISTRATIVE STUDIES ADM611
A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Students will be introduced to the broad sweep of organisation theory, concentrating on its rationale, evolution and major contributors, and modern perspectives.
References:

ADMINISTRATIVE STUDIES ADM612
A course of three hours per week for one semester.
Prerequisites: Nil
Syllabus: The program studies the organisational system through an analysis of its major components, structure, technology, management practices and people. Practical cases and field work projects will focus on the process of management.
Text:
References:
ADVANCED COMPANY LAW FIN613

A course of two two-hour seminars per week for one semester.

Prerequisite: Nil.

Syllabus: An in-depth study of the company as a corporate entity, contractual effect of the memorandum and articles of association, the raising and maintenance of capital (including loan finance, and a consideration of the kinds of securities available), the rights of shareholders, the relationship of the company to parties dealing with it, reporting requirements, the duties of its directors and officers, and the control of takeovers.

References:

ADVANCED CORPORATE ACCOUNTING AND LAW ACC268

A third year degree elective with four hours of class contact per week for one semester. The subject is divided into two units i.e., Merger/Takeovers and Corporate Failures.

Prerequisites: Accounting and Finance ACC247, and Corporate Law FIN319.


References:

ADVANCED ECONOMICS FIN277

A course of four hours of class work per week for one semester.

Prerequisites: Macroeconomics MKT171, Microeconomics MKT276.

Syllabus: Topics will be chosen from the following areas of applied economics: international trade and protection, urban economics, economic growth and labour economics and industrial relations.

Assessment: Assignments and class texts.

References: To be advised.

ADVANCED ECONOMICS FIN278

A course of four hours of class work per week for one semester.

Prerequisites: Macroeconomics MKT171, Microeconomics MKT276.
Syllabus: Topics will be chosen from the following areas of applied economics: economic analysis and forecasting, money and banking and public finance.

Assessment: Assignments and class tests.

References: To be advised.

ADVANCED MARKETING RESEARCH ANALYSIS MKT633

A course of three hours per week for one semester.

Prerequisite: Marketing Research and Forecasting MKT612.


References: To be advised.

ADVANCED STATISTICS MAT631

A course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Probabilistic model building using engineering based data; statistical inference, parameter estimation and significance tests; quality assurance, control charts and acceptance sampling; Simulation, monte-carlo methods, random variate generation; Regression analysis, linear and non-linear models; Experimental design and analysis of variance; Estimation of extreme values.

References: To be advised.

AESTHETICS/PHILOSOPHY AND ART ART270

This course is offered for students majoring in either practical or theoretical areas of the degree and diploma, but it may not be available every year. It consists of two hours of lectures and a two-hour tutorial-seminar for one semester.

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

Syllabus: The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art forms. It is a study of the translation of common experience into visual or creative expression and the aesthetic premises involved.

The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.

Assessment: By assignment and class papers.

References: To be advised.

AESTHETICS/PHILOSOPHY AND ART ART342

A course for degree students consisting of a one hour lecture and a one hour tutorial per week for one semester.
Prerequisite: Second year of the Bachelor of Arts (Fine Art).

Syllabus: This subject is offered as an alternative related study for the third year student majoring in areas other than liberal studies. This subject is also available for selection by those majoring in the theoretical area but may not be available every year. The subject will be designed to acquaint artists with the role of visual phenomena in aesthetic form in an attempt to disclose information on how the dynamics of the visual process itself affects what we see, how we see and how that relates to various art forms. It is a study of the translation of common experience into visual or creative expression and the aesthetic premises involved.
The subject will also include a brief introduction to philosophical method and selected philosophers and areas of philosophy which are of particular importance to art and artists.

Assessment: By assignment and class papers.

References: To be advised.

AGRIBUSINESS MKT662

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisites: Nil


References:
DAVIS, J. H. & GOLDBERG, R. A., A Concept of Agribusiness, Graduate School of Business, Harvard University, 1951.

AGRIBUSINESS MKT672

A course of two hours of lectures and two hours of tutorial/seminars per week for one semester.

Prerequisite: Agribusiness MKT662.

Syllabus: A detailed consideration of the management of each of the major Australian food and fibre commodity systems.

References:


**AGRICULTURAL MARKETING MKT663**

A course of two hours of lectures and two hours of tutorials per week for one semester.

*Prerequisites:* Marketing Theory and Practice MKT671 and Agribusiness MKT662.


**AIR AND SEA LEGISLATION ELE472**

A course of two hours per week for two semesters.

*Syllabus:* Basic flight rules, air space organisation, operations near airports, visual and instrumental flight rules. Airways system and controlled aerospace, fractions of air traffic control, operating procedures of ATC. Airport installations, lighting, communications, airport radars, weather installations. Port installations and controlled sea space, definitions, sea traffic organisation and control, communication and radar networks.

*References:* Current publications of the Department of Transport to be advised by the lecturer in charge.
AIRBORNE INSTRUMENTATION ELE471

A course of four hours per week for one semester.


References:
VAN SICKLE, N. D., Modern Airmanship, Van Nostrand, 1957.

ANALOGUE COMPUTER TECHNIQUES ELE680

A course of four hours of lectures and practical work per week.

Prerequisite: Mathematics MAT151 or equivalent.

Syllabus: Computation elements; solution of differential equations on analog portion of hybrid computer; hybrid computer configurations; interface requirements in a hybrid computer; automatic operation of a hybrid computer; solution of partial differential equations on hybrid; generation of functions of a variable, and of time; simulation of transfer functions; application of hybrid computer to problems in science and engineering.

References:

ANALYSIS AND DESIGN EDP622

A course of four hours per week for one semester.

Prerequisites: Required entrance level.

Syllabus: Review and explanation of work on system documentation techniques including trends towards automation; study of structured analysis and design approaches with a view to ease of implementation, maintenance and documentation; structure and control of the systems project team — scheduling, progress monitoring; evaluation of systems, estimation of costs and equipment needs and staffing.

References:
GANE CHRIS. & SARSON T., Structured Systems Analysis: tools and techniques.

Relevant research papers.

**ANALYSIS AND DESIGN EDP627**

A course of four hours per week for one semester.

*Prerequisites:* Systems Analysis and Design EDP622.

*Syllabus:* Selection of computer hardware to satisfy various system specifications, including performance estimates and cost/benefit analysis; design calculations for real time systems including ‘tuning’ a real time system — queueing calculations and simulation; practical work to include measurement of ‘live’ systems.

*References:*


Relevant research papers.

**ANALYSIS IN MARKETING MKT631**

A course of three hours workshop per week for one semester.

*Prerequisite:* Marketing Research and Forecasting MKT612.

*Syllabus:* This course provides an appreciation of marketing information systems and quantitative techniques of data organisation and analysis. Students are required to work on the practical exercises in analysis and interpretation of actual data. The course also covers the development of market-specific models oriented towards forecasting.

*References: To be advised.*

**ANALYTICAL METHODS OF PHYSICS PHY225**

A course of two hours theory and one hour tutorial per week for two semesters.

*Prerequisite:* It is recommended that students have at least attempted Mathematical Methods MAT205.

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

*References: To be advised.*

**ANTENNAS AND PROPAGATION ELE460**

A course of four hours per week for one semester.

*Syllabus:* Radiation from radiating structures. Infinitesimal wire and aperture antennas. Derivation of gain, input impedance, propagation, antenna arrays, numerical methods for current distribution, special antennas.
References:

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

APPLIED CHEMISTRY CHE339
A course of five hours lectures and five hours practical work per week for two semesters.
Prerequisite: CHE225, CHE229. To be taken only in conjunction with CHE335.
References: To be advised.

APPLIED INVENTORY THEORY MKT646
A course of three hours per week for one semester.
Syllabus: This unit further develops the theory of inventory management in a distribution system. Topics will include: economic order quantities and cycles under seasonal variations and uncertainty; use of forecasts; influence of market demand and production planning; computer modelling.
References:
APPLIED MATHEMATICS MAT201

A course of six hours per week for two semesters. Credit will not be given for both this subject and Mathematical Methods MAT205.

Prerequisites: Mathematics MAT102 and Mathematical Methods MAT101.

Syllabus: Fluid dynamics and modelling techniques including vectors, vector calculus, introduction to cartesian tensors, physical properties of fluids, governing equations of fluid motion, Navier-Stokes equation developed from analogy with simple shear flow, some exact solutions of the Navier-Stokes equation.

Differential equations including Fourier series, Laplace transforms, special functions defined by differential equations, boundary value problems, separation of variables, numerical solution.

System dynamics. Linear control theory including feed-back characteristics, sensitivity, transient response, stability criteria, time domain analysis. Analogue computer techniques.

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

APPLIED MATHEMATICS MAT301

A course of six hours per week for two semesters.

Prerequisite: Applied Mathematics MAT201.

Syllabus: This course emphasises the setting up of mathematical models which describe a wide range of physical problems and the techniques of determining approximate and exact solutions of these problems. Techniques are introduced through case studies of applications.

A selection of the following topics will be offered:

Continuum mechanics.
Partial differential equations.
Optimisation concepts and search techniques.
Mathematical modelling.
Approximate methods.
Viscous flow, boundary layers and vortex dynamics.
Hydrodynamic lubrication.

References:

APPLIED MECHANICS MEC123

A course of three hours of lectures per week and two hours of laboratory work per fortnight throughout the year.
Prerequisite: As prescribed under Standard of Admission to First Year.

Syllabus: Mechanics of Machines: Application of Newton’s laws, units, inertia force, inertia couple, D’Alembert’s principle, free body diagrams, combined linear and angular systems; non-uniform acceleration systems; energy work and power, kinetic and potential energy, conservation of energy; momentum, linear and angular systems, impulse and impact; friction, static and kinetic, inclined plane, screw application, friction in accelerated systems, mechanisms instantaneous centre, relative velocity, external forces. Mechanics of solids: external force systems; plane statics, light plane frames, heavy frames, simple three-dimensional force systems. Internal forces in beams and shafts; thrust, shearing force, bending moment, twisting moment.

Analysis of stress and strain: load-deflection relationships, relationship between stress and strain, elastic constants strain energy. Application of strength of materials theory: thin walled pressure vessels, simple connections (riveted and welded), compound bars, thermal strain, bending on beams, deflection of beams (moment area method), eccentric loading in the rods and short struts, torsions of circular shafts.

References:

APPLIED MECHANICS MEC131

A course of three hours of theory per week and two hours of laboratory per month for two semesters.


References:

Semester 2 Syllabus: Basic dynamics: Newton’s Laws; units, inertia force, D’Alembert’s principle, free body diagrams; non-uniform acceleration; rotational dynamics, moment of inertia, combined linear and angular systems; friction, static and kinetic; work, energy, power, conservation of
energy, momentum, impulse and impact. Applied dynamics: simple gear trains; belt drives, balancing brakes and dynamometers, flywheels, clutches, mechanisms, vibration.

References:

APPLIED MECHANICS MEC223

A course of two hours per week of lectures related to the theoretical and practical aspects of the course, throughout the year.
Prerequisite: Applied Mechanics MEC131.

Syllabus:

Mechanics of Machines
Friction, screw applications. Mechanisms, velocity and acceleration diagrams, Epicyclic gear trains, torque and tooth forces, acceleration. Vibration.

Mechanics of Solids

References:

APPLIED NUMERICAL ANALYSIS MAT204

A course of six hours per week for two semesters.
Prerequisite: Mathematics MAT101.

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

References:

**APPLIED OPERATIONS RESEARCH MAT664**

A course of three hours per week for one semester.

_**Syllabus:**_ This unit caters for candidates who have undertaken studies in mathematics at an undergraduate level. Topics covered will include: linear and dynamic programming; transportation methods; theory of queues and applications; resource scheduling and planning; CPM; PERT.

Use of computer packages.

Emphasis will be placed on physical distribution problems.

**References:**

**APPLIED PSYCHOLOGY PSY191**

Three hours of lectures and tutorials per week for one semester.

_**Syllabus:**_ The subject introduces basic principles of psychology with an emphasis on their application in everyday life. Consequently, the theme is to assist the student in understanding human behaviour in various contexts.

Topics include perceptual processes; acquiring and modifying behaviour patterns; needs, values and attitudes; interpersonal communication skills; basic processes in groups; the concern with personal adjustment.

_**Assessment:**_ Cumulative, based on tests, tutorial reports and participation.

**References:**

**APPLIED PSYCHOLOGY PSY291**

A course of four hours per week for one semester.

_**Prerequisite:**_ Applied Psychology PSY191.

_**Syllabus:**_ To extend basic psychological theory and concepts in terms of organisational behaviour. To examine the problems arising from the organisation – individual interface. Specifically these problems will be examined within the area of group dynamics; work motivation and adjustment; leadership; productivity and effectiveness; conflict resolution and organisational change.

**References:** To be advised.
APPLIED PSYCHOLOGY PSY391
A course of four hours per week for one semester.
Prerequisite: Applied Psychology PSY291.
References: To be advised.

APPLIED SCIENCE PRACTICAL CHE622
A course of one hour per week for two semesters.
Prerequisite: This unit can only be studied in combination with the Machine Health Monitoring CHE621.
Syllabus: It is designed to provide practical instruction in those instruments which form the basis of the Machine Health Monitoring unit.
References: To be advised.

APPLIED SCIENCE THESIS/PROJECT CHE333
Students may undertake a project and complete a thesis in an area of special interest under the supervision of a member of staff of one of the departments within the School of Applied Science.

APPLIED SOCIOLOGY SOC191
A course of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: Factors and processes through which an individual becomes a member of society. Social differentiation in terms of class, sex, race and age. An examination of social factors which affect family, minority group relations, community problems and social change. Social control and deviance, organisations, the environment and unemployment.
Assessment: Cumulative, based on class assignments and a test.
References:

APPLIED SOCIOLOGY SOC193
A course for secretarial studies students of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Relationship between individual and society; socialisation, social control and deviance; group interaction and dynamics; eg. listening skills, assertiveness skills; cultural and social change; women in society.
Assessment: Cumulative, based on assignments, projects and workshop participation.
References: To be advised.
APPLIED SOCIOLOGY SOC291
A course of four hours per week for one semester. Intended primarily for Electronic Data Processing Degree students.
Prerequisite: Applied Sociology SOC191. 
Syllabus: The syllabus falls into three main sections. Section A — Social Change & Social Institutions: an examination of some central aspects of contemporary society (social class, large business corporations, the mass media, urban and environmental problems). Section B — Computers, Technology & Social Organisations: an analysis of the impact of computer and technological change in society, and an introduction to the sociology of complex organisations. Section C — Social Problems & Social Control: an analysis of various types of social deviance, their relation to law and law-enforcement, the social situations and processes associated with them. Introduction to the research process — design of social research sampling and methods of data-collection.
Assessment: Cumulative, based on class assignments and tests.
Reference:

APPLIED SOCIOLOGY SOC391
A course of four hours per week for one semester. A group research project will be conducted; small groups will meet in three class hours with the instructor in charge of the project, and there will be one scheduled hour of individual supervision per week. Alternatively, individual research projects may be carried out under supervision.
Syllabus: A project of social research, involving the following stages: formulation of a sociological problem, theoretical conceptualisations, coding and analysis of data, and the writing and presentation of a research report.
Assessment: Satisfactory completion of the research report is the final requirement in the three semester sociology program.

APPRECIATION OF CERAMICS ART104
A course including a one-hour lecture and a one-hour tutorial for one semester.
Prerequisite: Nil.
Syllabus: This subject will encourage students to appreciate that any enduring ceramic work cannot really be separated from cultural elements. The ceramics of various ages, countries and specific periods will be studied to emphasise the wide range of ceramics included in what must be considered one of man’s oldest art forms.
Assessment: Students will be required to prepare and deliver a class paper on an aspect of importance relating to the work covered. They will be required to produce visual aids to accompany this paper.

APPRECIATION OF CERAMICS ART206
A course including a one-hour lecture and a one-hour tutorial for one semester.
Prerequisite: Appreciation of Ceramics ART104.

Syllabus: A world survey of 19th and 20th century ceramics which will not only seek to show the influence of social environment on the ceramic artist and his work but also show how individual artists have their own modes of expression.

Assessment: As in Appreciation of Ceramics ART104 students will be required to produce and present a class paper complete with visual aids.

APPRECIATION OF CERAMICS ART308
A course for degree students including a one-hour lecture and a one-hour tutorial for one semester.

Prerequisite: Appreciation of Ceramics ART206

Syllabus: By this semester students will be orientated towards one of the three major studies, Clay and Glaze Studies, Concrete Studies and Glass Studies. Lectures will be given to cover the needs of the three major studies and a reasonable knowledge and appreciation of the three areas concerned would be expected of all degree students.

Assessment: A 3000 word paper involving a considerable amount of personal comment and investigation must be completed. The topic will be chosen by the student in consultation with the lecturer in charge of the subject.

AQUATIC ECOLOGY CHE299
A course of three hours per week for two semesters. One hour per week will be devoted to lectures, and two hours per week to practical sessions and field excursions.

Prerequisite: Chemistry CHE111.

Syllabus: Morphology of lake basins, and thermal characteristics of lakes. Chemical composition of lake waters, ecosystem concept, mineral cycles, benthic and plankton communities, eutrophication, morphology of streams, chemical features of running waters, biological adaptations to running waters, river pollution, reservoirs and resource conflicts; Resource management; Oceanography.

References:

ARCHITECTURAL MODELLING FOR CERAMICS ART205
A course of three hours per week for one semester.

Prerequisite: Modelling and Mould-making.

Syllabus: This study is designed to provide varied and practical experience in the field of architecture and environment design and to include work for exterior and interior cladding, semi-structural units and other forms of architectural elements. Emphasis will be on introducing industrial techniques and the basic disciplines of the work will be drawn from that already taught in ceramic studio sessions.
Assessment: This will be on a progressive basis by the lecturer in charge of the subject. There will be an examination of folio work by the examination panel at mid-semester and at the end of the semester.

ART AND LITERATURE ART272
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.

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

Syllabus: The time allocated for this study is one semester. The subject may not be offered every year. The subject will deal with the relationships which have occurred between the visual arts and literature during the 18th, 19th and 20th centuries. Rather than just show literary examples in the visual arts and vice-versa the student will study how general philosophical ideas find tangible expression in paint, stone or words.

Assessment: By a class paper.

References: To be advised.

ART AND MUSIC ART273
A course for degree or diploma students consisting of a one hour lecture and a one hour tutorial per week for one semester.

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

Syllabus: The subject may not be offered every year. The subject is designed to stimulate a sensitivity to form in music and an awareness of the parallels which often occur with other forms of cultural expression, in particular the visual arts. The lectures and tutorials will be conducted with both audio and visual comparisons and constant cross-references. Particular emphasis will be placed on the origins in the mass media of pop culture and pop music. Other selected areas from the history of music will also be presented.

Assessment: By a tutorial program and papers.

References: To be advised.

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

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

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

Assessment: By class papers.

References: To be advised.
ART AND SCIENCE/TECHNOLOGY PHY207

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

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

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

Assessment: By assignment and class papers.

References: To be advised.

ART AND SCIENCE/TECHNOLOGY PHY307

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

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

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

Assessment: By assignment and class papers.

References: To be advised.

ART EDUCATION ART279

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

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

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

Assessment: By assignment.

References: To be advised.

AUDIO-VISUAL TECHNOLOGY ART183

A course for degree/diploma students of six hours per week for two semesters.

Prerequisites: Nil.
Syllabus: Introduction to basic principles of photography, sensitised materials, mechanical and optional controls over image formation, laboratory processing, print finishing. Types of camera, features and applications. Distortion, lenses, their purpose. Lighting, lighting techniques, natural/artificial. Special characteristics of photographic image, camera as a recording tool, reportage. Industrial, educational uses, systems and sequences in photography. Introduction to overhead projectors, slide projectors and their usage.

Assessment: This will be on a progressive basis with final review by examination panel at end of the year.

Reference: To be advised.

AUDIENCE TECHNOLOGY ART283

A course of five hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: Basic principles of colour photography, filters, processing, laboratory manual, machine print processing. Specialist photography, time regulated shots, high speed shots.

Instruction and practice in audio-visual programs. Basic techniques of animation. Introduction to filming procedures and practice, scripting, storyboarding, production, timing, shot sequences, nomenclature of shot, continuity, sequential presentation of information. Practice in use of equipment of film and animation, shooting, editing, sound recording, synchronising, voice/music over.

Assessment: This will be on progressive basis with final review by examination panel at end of the year.

Reference: To be advised.

AUDITING ACC264

A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars or alternatively four hours of class instruction.

Prerequisites: Accounting and Finance ACC247.

Syllabus: Nature of auditing; relationship between auditing philosophy and methodology; an examination of audit standards; planning, delegation and supervision, audit evidence, documentation, study and evaluation of internal control; audit reporting; audit techniques and procedures, external conditions governing the audit; independence, due care, skill and competence; auditor's appointment, duties and liabilities; audit testing; audit of EDP systems.

References:


Companies Act 1961.
The Institute of Chartered Accountants in Australia and/or Australian Society of Accountants, Statements of Accounting and Auditing Standards and Auditing Practice.
AUSTRALIAN COLONIAL HISTORY HUM150
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: The course will examine the development of Australian society and culture from the foundation of the colony of New South Wales to the inauguration of the Australian Commonwealth, with the object of establishing an understanding of the relative contributions of social, economic, and political forces in the transformation from penal settlement to nation state.
Assessment: Cumulative, based on tutorial work and essays. A formal examination may be set.
References:

AUSTRALIAN HEALTH CARE SYSTEMS ADM171
A course of two hours per week for one semester.
Prerequisite: Nil.
Assessment: One assignment and one two-hour examination.
References:
*Report of the Committee of Inquiry into Hospital and Health Services in Victoria*, July 1975.

AUSTRALIAN LEGAL AND ECONOMIC SYSTEMS FIN150
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: Introduction to law and society, the social role of law, the concepts of justice and their interaction with legal systems, the court system, the making of the law, the divisions of the law and the makers of the law. An overview of the Australian economy, components of aggregate demand and their effect on the economy, the pricing mechanism/resource allocation and contemporary and future problems.

References:

AUSTRALIAN POLITICS HUM290
A course of three hours per week of lectures and tutorials for one semester.
Syllabus: The course covers the Australian political system and includes the formal institutions of government, eg Federalism, Cabinet Government and Parliament. It also examines the principal elements in the political process: the role of pressure groups, elections and electoral systems and the organisation, policies and bases of support of political parties.
Assessment: By class papers and assignment work.
References: To be advised.

AUTOMATIC CONTROL MEC380
A course of four hours per fortnight of lectures related to the theoretical and practical aspects of the course and one hour per week of experimental work for one semester aimed at the development of the theory and practice of process plant control.
Prerequisites: Mathematics MAT251, Mechanics of Machines MEC220 and the student must have attempted Electronics ELE232.
Syllabus: Modelling of engineering components and systems in process plant. The time response of process plant systems subjected to various input and load disturbances. The matching and performance of industrial control valves in lines. Industrial three term process plant controllers. Stability of control systems using harmonic and root locus analysis. Design and adjustment of control systems to meet process plant specifications.
Laboratory work. This must be completed before candidates will be allowed to sit for the final examination.
References:
BASIC AERONAUTICAL KNOWLEDGE ELE170

A course of one hour per week lecture and one hour per week tutorial for one semester.


Assessment: Continuous assessment by class tests and assignments.

References:

BASIC AND ILLUSTRATIVE DRAWING ART184

A course of four hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Drawing will be taught fundamentally as an analytical, organisational, and communication skill, though there will be allowances made, in the case of exceptionally gifted students, for the more expressive and emotive forms of illustration. Introduction to drawing instruments and techniques. Object drawing, basic geometric shapes, three-dimensional rendering. Principles of one and two point perspective. Architectural perspective. Basic anatomical studies. Figure drawing, drapped, undrapped. Topographical analysis of the body. Basic techniques of illustration; line, line and wash, gouache, pastel. Diagramatic and instructional illustration. Editorial illustration. Introduction to botanical, zoological and anatomical illustration.

Assessment: This will be on a progressive basis with a final review by the examination panel at the end of the year.

References: To be advised.

BASIC CHEMISTRY CHE225

A course of four hours lectures and four hours practical work per week for two semesters.

Prerequisites: Completion of first year.


References:
CIT, Applied Thermodynamics Notes and Problems.
CIT, Analytical Chemistry II Problems.

BASIC CHEMISTRY CHE335
A course of five hours lectures and five hours practical work per week for two semesters.

Prerequisites: CHE226.


Preparative Chemistry: Classification of reaction types. Reaction mechanisms. Industrial processes.

Separation and Purification Processes: Chromatography.


Industrial Chemistry: Topics to be selected from the chemistry of pigments and dyes; surface coatings; agrochemicals, polymers, lubricants, surfactants.

References:
CIT, Analytical Chemistry III Notes.
CIT, Applied Electrolyte Chemistry Notes and Problems.
CIT, Pharmaceutical Chemistry lecture notes.
CIT, Practical Organic Chemistry notes.
BASIC JAPANESE MKT252/MKT352
These subjects are taught at Swinburne College of Technology. For details contact that college.

BASIC SHORTHAND ADM663
A course of six hours per week for one semester.
Prerequisite: Nil.
Syllabus: This will be an intensive study using the functional approach, of Pitman Shorthand. Concentration will be placed on the writing of smooth, naturally connected vocational shorthand material through simple logical presentation of the principles governing the construction of outlines. It is anticipated that students will obtain a shorthand writing skill of approximately 50 words per minute upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Based on class tests and assignments.
References:
SHEEDY, M. I., Shorthand for Today — Correlated Reading and Dictation, Pitman, 1976.

BASIC STATISTICS MAT661
A course of three hours per week for one semester.
Syllabus: A course in basic statistics designed for post graduate students in the physical distribution field. The topics to be covered include: descriptive statistics, empirical distributions, probability distributions, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term precasting and least squares curve fitting techniques.
References: To be advised.

BASIC TYPEWRITING ADM664
A course of six hours per week for one semester.
Prerequisite: Nil.
Syllabus: This will be an intensive study of the principles of typewriting. Concentration will be placed on rapid accurate production of material through the acquisition of correct touch and manipulating techniques. It is anticipated that students will have developed the ability and judgment to reproduce data with suitable presentation at approximately 35 words per minute upon completion of the subject.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.
Assessment: Based on class tests and assignments.
References:
Working papers for Vocational Typing.
BEARINGS MEC615

A lecture course of one hour per week in one semester and two hours per week in the following semester.

Syllabus: Classification — by operation, by load and shape.
Types — dry, impregnated, fluid-film and rolling contact.
Selection — based upon load, speed, environment and materials.
Design — rubbing bearings, rolling contact bearings, hydrodynamic thrust bearings, internally pressurised bearings, gas bearings, water lubricated bearings and dynamically loaded bearings — reciprocating machinery.
Bearing failure — thermal effects, distortion, effect of lubricants, etc.

BEHAVIOURAL APPLICATIONS IN MARKETING RESEARCH MKT632

A course of three hours per week for one semester.

Prerequisite: Marketing Research and Forecasting MKT612.

Syllabus: This course provides an advanced understanding of behavioural and attitudinal techniques and their application. Qualitative research techniques. Large group testing. Attitudes and Opinion Measurement Projective techniques. Image measurement. Advertising research. Consumer panels.

References: To be advised.

BIOLOGICAL SCIENCES ADM172

A course of three hours per week for one semester.

Prerequisite: Nil.

Syllabus: An introduction to cellular physiology leading to the study of peripheral nerves and muscle. The muscular system and the skeleton. The structure of the thorax and the lung mechanics of respiration. The heart and circulatory system, anatomy and function. Alimentary tract structure and its role in digestion. The structure of kidney and bladder, the formation of urine. The central nervous system, structure and function. Structure of eye and ear. The endocrine system. The organs of reproduction.

Assessment: There will be frequent testing with objective (multiple choice) questions during the course to give the student adequate feedback on progress in the subject. There will be a final assessment using both multiple choice questions and extended responses.

References:

BIOLOGY CHE288

The course consists of two hours of lectures per week, and four hours of practical work once every two weeks, for two semesters.

Syllabus: Biology at the cellular level. Cell structure, size, cell walls, membranes, the nucleus, endoplasmic reticulum, energy transformations
within cells, photosynthesis, cytochrome system, cellular reproduction. Biology at the organism level. Nutrient procurement, gas exchange, internal transport, water balance, chemical and nervous control, effectors, origins of life, diversity of animal and plant life, patterns of inheritance, nature of the gene, genetic manipulation, animal behaviour.

Biology at the population level. Darwin’s theory, genetic variation, importance of sex, gene pools, natural selection, adaptation, speciation, physical environment, food webs, energy pyramids, cycles of materials, intraspecific and interspecific organisation, population growth and regulation, ecological succession.


BRIDGE ENGINEERING CIV675

A course of lectures and discussion sessions of one hour per week for one semester.

Syllabus: Bridge types and superstructures, design philosophies, factors influencing selection, material properties. Sites, choice of foundation type, pier spacing, aesthetic and hydraulic considerations. Bridge loadings, design standards. Practical and economic considerations.

Assessment: To be based on a series of assignments submitted during the semester.

References: NAASRA and SRA publications to be advised.

BRIDGE ENGINEERING CIV679

A course of four hours per week of lectures and project work for one semester.

Prerequisite: Bridge Engineering CIV675.

Syllabus: Bridge superstructure types; structural characteristics. Analysis of decks; manual methods, computer methods including finite element approach. Design methods; elastic, ultimate strength and limit state approach. Details; formwork, prestressing, bearings, surfacing, services.

Assessment: To be based on a series of submitted assignments throughout the semester.

References: To be advised.

BUILDING SERVICES ELE627

A course of four hours per week for one semester including lecture, laboratory and tutorials.

Syllabus: Electricity supply, reticulation, metering, plant location, standby and emergency supplies, battery supplies, special supplies. Electrical and mechanical services, fire protection. Plant control and supervisors, centralised control, access and security controls, plant optimisation, control console design, economics and ergonomics. Codes and practices.

Assessment: One written examination together with performance in laboratory and assignment work.
**BUSINESS ANALYSIS MAT165**

A course of four hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Use of data in business decision making, sources of data and use of computer data output, presentation of data, critical assessment of the quality of data. Special retailing applications — forecasting and budgeting, merchandising analysis, inventory management (open-to-buy). Critical appraisal of more advanced statistical techniques for use in retailing.

**References:**

**BUSINESS COMMUNICATIONS ADM121**

A course of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** This unit aims to develop and extend skills in the application of oral and written communication within a business environment. Common forms of verbal and non-verbal communication are explored and considerable emphasis is placed on strategies for effective letter and report writing. Opportunities are provided for students to obtain feedback on their ability to make brief speeches, and attention is also put on the management of meetings. It is stressed that this subject is not intended as a remedial unit and students with marked deficiencies in English expression should approach the TAFE Division for specialised assistance.

**Text and References:** To be advised during the first week of classes.

**BUSINESS LAW FIN111**

A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

**Prerequisites:** Nil.

**Syllabus:** Legal institutions; the process of litigation; how law is made; aspects of contract law and the Goods Act.

**Preliminary Reading:**

**References:** To be advised.

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BUSINESS LAW FIN113

A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

Prerequisite: A pass in Business Law FIN111.

Syllabus: Bailment, hire purchase, agency, partnership, guarantees, indemnities, negotiable instruments, bankruptcy law, law of tort, insurance, consumer protection.

References: To be advised.

BUSINESS LAW FIN211

A course of four hours per week for one semester.

Prerequisite: Business Law FIN113.


References: To be advised.

BUSINESS STATISTICS MAT164

A course of four hours per week for one semester, with extra tutorials available.

Prerequisites: Nil.

Syllabus: The course is designed to show students how quantitative techniques can be used to assist in the solution of business problems. Simple deterministic and probabilistic models are considered. Topics include: description and analysis of data; applications of linear functions; simple linear regression; probability; the normal distribution; estimation and hypothesis testing, including chi-square and analysis of variance; mathematics of finance.

References:

BUSINESS STATISTICS FIN217

A course of four hours per week for one semester.

Prerequisite: Business Statistics MAT164.

Syllabus: Utility and discounted cash flows; conditional probability and Bayes' rule; linear programming: graphical solution, outline only of simplex procedure, formulation, preparation for computer solution and interpretation, including sensitivity analysis. Forecasting: indicator analysis. Regression, naive models including linear regression, smoothing by moving average and auto-regressive methods.

References:


**BUSINESS STATISTICS FIN284**

A course of four hours per week for one semester.

*Prerequisite:* Business Statistics MKT217.

*Syllabus:* Students will study two or three modules concerned with the application of mathematical techniques to business decision problems to be chosen from the following — business forecasting, critical path analysis and dynamic programming, inventory management, market research, simulation.

*References:*


**BUSINESS STRUCTURES AND SYSTEMS ADM665**

A course of two two-hour seminars per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* This course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraint under which they operate. The constraints discussed include those imposed by trade unions, government, the stock exchange and the legal system. Emphasis is also placed on the importance of communications in the business environment. Where appropriate, preparation and interpretation of business statistics and financial statements are included. Student discussion is at all times encouraged and developed. Speakers are invited to talk to students and if time permits, excursions are arranged. Wherever possible the topics discussed are inter-related with other areas students are currently studying.

*Assessment:* Assessment is continuous throughout the semester and is based on class exercises, essay, practical projects, etc.

*References:* To be advised.

**BUYER BEHAVIOUR MKT611**

A course of three hours class work per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Essential concepts in psychology and sociology relevant to consumer behaviour; essential frameworks, models and concepts; fundamental processes of motivation, perception and learning in individual 192
behaviour: nature and influence of individual predispositions, including personality characteristics, attitude formation and change; the social influences of culture, class, reference groups and family; consumer decision processes; diffusions culture, class reference groups and family; consumer decision processes; diffusions of innovations and fads; aspects of industrial buying.

References: To be advised.

CASE STUDIES IN MARKETING MKT268

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisites: Marketing and Society MKT111.

Syllabus: Framework for approaching marketing problems through case studies: break-even analysis, marketing research, demand concepts, influence of the consumer, product policy, pricing policy, advertising, sales management and competition. Seminars in effective communication.

References: To be advised.

CERAMIC DESIGN DRAWING ART102

A course of six hours per week for one semester.

Prerequisites: Nil.

Syllabus: This study will be part of an integrated program which is designed to develop fundamental drawing skills and stimulate visual and aesthetic awareness. Many exercises will be closely involved with design studies so that drawing will be taught within the context of a broader understanding of the creative needs of students.

Assessment: This will be on a progressive basis by the lecturer in charge of the subject. There will be an examination of folio work by the examination panel at the mid-semester and at the end of the semester.

CERAMIC DESIGN DRAWING ART112

A course of three hours per week for one semester.

Prerequisite: Ceramic Design Drawing ART102.

Syllabus: This subject will lead to a further development of the basic drawing skills commenced in Ceramic Drawing 1. A greater use will be made of the human form and natural forms as the actual source of material to extend the drawing experience and a greater emphasis will be placed on the development of three-dimensional forms. The work will be closely integrated with Ceramic Design Theory and Practice 2 and Design 1.

Assessment: This subject will be assessed with Design 1 at the mid-semester and at the end of the semester by the examination panel and a separate mark
will be given for each subject. There will be a cumulative assessment by the 
lecturer in charge of the subject.

CERAMIC DESIGN DRAWING ART202

A course of three hours per week for one semester.
Prerequisite: Ceramic Design Drawing ART112.
Syllabus: This subject will continue to develop the communication drawing 
.skills, with emphasis placed upon the development of ideas and designs 
through drawing and the teaching of techniques of presentation drawing and 
rendering. Design ideas developed will be carried through to production in 
studio sessions and the final work will be assessed in conjunction with the 
preliminary drawings and client presentation drawings.
Assessment: This subject will be assessed with Ceramic Design Theory and 
Practice 3 at mid-semester and at the end of the semester by the examination 
panel. A separate mark will be given for each subject. There will be a 
cumulative assessment by the lecturer in charge of the subject.

CERAMIC DESIGN DRAWING ART212

A course of three hours per week for one semester for degree students.
Prerequisite: Ceramic Design Drawing ART202.
Syllabus: This subject will continue the general development of drawing 
skills and idea-forming through drawing. In addition students will be given 
lectures and tutorials dealing with the history of drawing. Students will be 
encouraged to experiment with a wide range of materials and techniques to 
discuss those most suited to their needs. Increased emphasis will also be 
placed upon drawing as a means of personal expression and as an art form in 
its own right. Design considerations will continue to be central in the 
teaching of drawing.
Assessment: This subject will be assessed with Ceramic Design Theory and 
Practice 4 and Design 2 at mid-semester and at the end of the semester by 
the examination panel. A separate mark will be given for each subject and 
there will be cumulative assessments throughout the year by the lecturers in 
charge of the subjects.

CERAMIC DESIGN DRAWING ART306

A course of three hours per week for one semester.
Prerequisite: Ceramic Design Drawing ART212.
Syllabus: This subject will continue the general development of drawing 
skills and idea-forming through drawing. In addition students will be given 
lectures and tutorials dealing with the history of drawing. Students will be 
encouraged to experiment with a wide range of materials and techniques to 
discuss those most suited to their needs. Increased emphasis will also be 
placed upon drawing as a means of personal expression and as an art form in 
its own right. Design considerations will continue to be central in the 
teaching of drawing.
Assessment: This subject will be assessed with Ceramic Design Theory and 
Practice 5 and Design 3 at mid-semester and at the end of the semester by 
the examination panel. A separate mark will be given for each subject and
there will be progressive assessments throughout the year by the lecturers in charge of the subjects.

**CERAMIC DESIGN THEORY AND PRACTICE ART101**

A course of 12 hours per week for one semester.  
*Prerequisites:* Nil.  
*Syllabus:* This course will develop in students an understanding of clay and an appreciation of its qualities, and will involve studio work, regular tutorials and demonstrations. Students will study basic forming methods and decorating techniques associated with clay.  
*Assessment:* There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

**CERAMIC DESIGN THEORY AND PRACTICE ART111**

A course of 12 hours per week for one semester.  
*Prerequisite:* Ceramic Design Theory and Practice ART101.  
*Syllabus:* Projects developed by students during this semester should start to show greater individuality as students gain skill and as the impact of Design 1 and Ceramic Design Drawing 1 and 2 courses take effect. The regular tutorials and demonstrations will deal equally with design factors as well as the techniques and processes. The background studies for this subject fall basically into the four areas: — mould-making, wheelwork, decoration and design studies.  
*Assessment:* There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

**CERAMIC DESIGN THEORY AND PRACTICE ART201**

A course of 12 hours per week for one semester.  
*Prerequisite:* Ceramic Design Theory and Practice ART111.  
*Syllabus:* This course will build on the work done in Ceramic Design Theory and Practice 2. The design teaching embodied in tutorials will relate directly to the techniques taught and demonstrated.  
*Assessment:* There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

**CERAMIC DESIGN THEORY AND PRACTICE ART211**

A course of 12 hours per week for one semester for degree students.  
*Prerequisite:* Ceramic Design Theory and Practice ART201.  
*Syllabus:* Students will study more thoroughly certain topics dealt with in their third semester. They will be presented with a greater number of design-based problems.  
*Assessment:* There will be progressive assessment of work by the lecturer in charge of the subject, and an examination panel will review a folio of work at mid-semester and at the end of the semester.
CERAMIC DESIGN THEORY AND PRACTICE ART221

A course of 15 hours per week for one semester.

Prerequisite: Ceramic Design Theory and Practice ART201.

Syllabus: Students will be expected to develop the skills learnt in the preceding three semesters. Considerable emphasis will be placed upon the design quality of their work as this will be important to their subsequent development as potters. Tutorials and demonstrations will continue during this semester, and planned individual work programs will give the student the opportunity to specialise to some extent.

Assessment: In addition to the progressive assessment of work by the lecturer in charge of the subject, an examination panel will review a folio of work at mid-semester and at the end of the semester. As this will be the final assessment, the examination panel will include at least two practising professional potters.

CERAMIC DESIGN THEORY AND PRACTICE — CLAY AND GLAZE
ART301/ART302

ART301 12 hours per week for one semester.
ART302 6 hours per week for one semester.

A course of 18 hours per week involving studies in Clay and Glaze, Concrete and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.

Prerequisite: Ceramic Design Theory and Practice ART211.

Syllabus: This subject will involve three main areas of study. The development of quantity production methods, the continued development of studio pottery and the making of non-utilitarian forms.

Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

CERAMIC DESIGN THEORY & PRACTICE — CLAY AND GLAZE
ART303/ART304/ART305

ART303 16 hours per week for one semester.
ART304 10 hours per week for one semester.
ART305 6 hours per week for one semester.

A course of 16 hours per week for one semester involving studies in Clay and Glaze, Concrete, and Glass. Students may elect to specialise in one main study or choose to exploit the possibilities to study in two areas. They may do this for the remaining two semesters of the course or can elect at the end of any semester to study only one area. If two studies are undertaken it is important to realise that the second study is a study of emphasis and not a separate minor study. Students will be encouraged to use the combination of studies to produce work of a distinctly different character. One study may be taken for 16 hours, but alternatively two studies may be taken in combination for 10 and six hours duration.

Prerequisite: That the student has met the requirements of the previous semester.
Syllabus: This subject will require students to work on an approved program which will be based on the central design structure of the course, and which will allow for individual development. These approved programs will be determined by class consultation with the lecturer in charge of the study.

Assessment: Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

CERAMIC DESIGN THEORY & PRACTICE — CLAY AND GLAZE
ART401/ART402/ART403

ART401 16 hours per week for one semester.
ART402 10 hours per week for one semester.
ART403 6 hours per week for one semester.

A course of 16 hours per week for one semester in studies of Clay, Glaze, Concrete, and Glass. Students may elect to specialise in only one main study or exploit the possibilities of continuing to study in two areas; they will do this for the remaining semester or they can elect at the end of the semester to study only one area. It is important to realise that the second study is a study of emphasis and not a separate minor study. Students will use the combination of studies to produce work of a distinctly different character.

Students in this semester will be required to study the theoretical components of only one subject.

Prerequisite: That the student has met the requirements of the previous semester.

Syllabus: At the beginning of Semester 7, students involved in the studies of Clay and Glaze will work with their design lecturer to obtain a practical design commission which they will complete during the final semester. Students in this semester will work on approved programs which will be based on the central design structure of the course. Areas from which students will select their program of work will be the following: architectural ceramics; product design; studio pottery; and non-functional ceramics.

CERAMIC DESIGN THEORY & PRACTICE — CLAY & GLAZE
ART404/ART405

ART404 20 hours for one semester.
ART405 10 hours of study for one semester.

A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete, and Glass. Students may elect to specialise in only one study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars.

Prerequisite: That the student has met the requirements of the previous semester.

Syllabus: Students will be given the freedom to work in an independent way once their programs of work for each have been approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it appears to be required or at the request of the students.

A major task will be the successful completion of the design commission begun in the previous semester. An evaluation of the success of this work by
the examination panel and the client will be one important aspect of the qualifying examination.

Assessment: There will be a presentation of folio work at the end of the semester which will be examined by the examination panel and the lecturer in charge of the subject. The examination panel will include not less than two outside examiners.

**CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE**

**ART311/ART312**

ART311 12 hours per week for one semester.
ART312 6 hours per week for one semester.

A course of 18 hours per week involving studies in Clay and Glaze, Concrete and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.

**Prerequisite:** Ceramic Design Theory and Practice ART211.

**Syllabus:** This subject will require the student to gain an extensive understanding of the technical requirements of the materials used in the composition of concrete and its industrial and studio application. The decorative potential of concrete will be explored and creative expression encouraged.

**Assessment:** There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.

**CERAMIC DESIGN THEORY AND PRACTICE — CONCRETE**

**ART313/ART314/ART315**

ART313 16 hours per week for one semester.
ART314 10 hours per week for one semester.
ART315 6 hours per week for one semester.

See course details for Ceramic Design Theory & Practice — Clay & Glaze ART303, ART304 and ART305.

**Prerequisite:** That the student has met the requirements of the previous semester.

**Syllabus:** This subject is intended to consolidate the experience gained in the previous semesters. Lectures, laboratory and studio practice sessions will be associated with exercises undertaken in the subject Metal Fabrication. Design exercises will be correlated accordingly.

**Assessment:** It is not considered practicable to assess work on a progressive basis or at mid-semester. Work will be examined at the end of the semester by the examination panel and the lecturer in charge of the subject.

**CERAMIC DESIGN THEORY & PRACTICE — CONCRETE**

**ART411/ART412/ART413**

ART411 16 hours per week for one semester.
ART412 10 hours per week for one semester.
ART413 6 hours per week for one semester.

See course details for Ceramic Design Theory & Practice — Clay & Glaze ART401, ART402, ART403.
Prerequisite: That the student has met the requirements of the previous semester.

Syllabus: Students of Concrete Studies will work with the lecturer to obtain practical design commissions which will be completed during the final semester. Students will continue to work at practical exercises and explore the variety of structures and forms already presented. They will be further involved with the integration of glass and ceramic motifs with concrete and the development of structures utilising these particular materials allowing the full investigation of surface finishes and textures and firing techniques.

CERAMIC DESIGN THEORY & PRACTICE — CONCRETE ART414/ART415

ART414 20 hours study for one semester.
ART415 10 hours study for one semester.

A course of 20 hours per week for one semester in studies of Clay and Glaze, Concrete and Glass. Students may elect to specialise in only one study or alternatively complete the course by studying in two areas. They must attend all programmed lectures, tutorials and seminars.

Prerequisite: That the student has met the requirements of the previous semester.

Syllabus: Students will be given the freedom to work in an independent way once their programs of work for each have been approved. The lecturer responsible for the study will supervise the programs and give tutorial guidance as it appears to be required or at the request of the students. A major task will be the successful completion of the design commission begun in the previous semester. An evaluation of the success of this work by the examination panel and the client will be one important aspect of the qualifying examination.

Assessment: There will be a presentation of folio work at the end of the semester which will be examined by an examination panel and the lecturer in charge of the subject.

CERAMIC DESIGN THEORY AND PRACTICE — GLASS ART321/ART322

ART321 12 hours per week for one semester.
ART322 6 hours per week for one semester.

A course of 18 hours per week involving studies in Clay and Glaze, Concrete and Glass. This involves the study of two of these subjects, one taken as a major study of 12 hours, the other as a supporting study of six hours.

Prerequisite: Ceramic Design Theory and Practice ART211.

Syllabus: This subject will require students to spend a considerable amount of time practising basic studio techniques in order to obtain skills necessary to carry through their designs. Both hot and cold methods of working glass will be pursued.

Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. In addition to this the examination panel will review a folio of work at mid-semester and at the end of the semester.
CERAMIC DESIGN THEORY & PRACTICE — GLASS
ART323/ART324/ART325

ART323 16 hours per week for one semester.
ART324 10 hours per week for one semester.
ART325 6 hours per week for one semester.

See course details for Ceramic Design Theory & Practice — Clay & Glaze
ART303, ART304 and ART305.

Prerequisite: That the student has met the requirements of the previous semester.

Syllabus: This subject will help students to build on the experience gained in
the previous two semesters of glass studies. It is intended that the further
development of techniques in this semester will allow students to select a
minimum of at least two techniques for specialisation in the final year of the
course. In keeping with their greater technical competence students will be
given a wider range of specific design problems. Time will also be allowed
for students to produce work which is self-motivated.

Assessment: It is not considered practicable to assess work on a progressive
basis or at mid-semester. Work will be examined at the end of the semester
by the examination panel and the lecturer in charge of the subject.

CERAMIC DESIGN THEORY & PRACTICE — GLASS
ART421/ART422/ART423

ART421 16 hours per week for one semester.
ART422 10 hours per week for one semester.
ART423 6 hours per week for one semester.

See course details for Ceramic Design Theory & Practice — Clay and Glaze
ART401, ART402, ART403.

Prerequisite: That the student has met the requirements of the previous semester.

Syllabus: Students of Glass Studies will work with their design lecturer to
obtain practical design commissions which will be completed during the final
semester. Students will continue to work with the glass blower who will
produce the more sophisticated or complex design forms for them. There
will be a regular program of lectures dealing with the specific needs of
setting up a glass studio or workshop and professional design practice for
architectural glass designers and industrial glass designers.

CERAMIC DESIGN THEORY & PRACTICE — GLASS
ART424/ART425

ART424 20 hours of study for one semester.
ART425 10 hours of study for one semester.

A course of 20 hours per week for one semester in studies of Clay and Glaze,
Concrete and Glass. Students may elect to specialise in only one area of
study or alternatively complete the course by studying in two areas. They
must attend all programmed lectures, tutorials and seminars.

Prerequisite: That the student has met the requirements of the previous semester.

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Syllabus: As above for ART414, ART415.
Assessment: As above for ART414, ART415.

CERAMIC METHODS OF PRODUCTION ART103
A course including a one-hour lecture followed by a two-hour laboratory class for one semester.
Prerequisite: Nil.
Syllabus: This subject will present students with an introductory knowledge of the materials and processes commonly used in studio and industrial ceramics. The technology of ceramics will be covered, including the demonstration of equipment and methods used to produce clays and ceramic material. Using correct laboratory procedures, students will carry out standardised tests on ceramic materials.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.

CERAMIC METHODS OF PRODUCTION ART113
A course including a one-hour lecture followed by a two-hour laboratory class for one semester.
Prerequisite: Ceramic Methods of Production ART103.
Syllabus: This subject will be taught through a series of lectures and laboratory classes. Where possible the study is to be closely followed and supported by the tutorials taken in Ceramic Design Theory and Practice 2. It will present the students with further knowledge of the materials and processes used in studio and industrial ceramics. Subject matter will include decorating and finishing techniques, glazes and heat measurement.
Assessment: Students will be required to submit practice assignments throughout the semester and sit for a written examination at the end of the semester. A pass in both areas is required.

CERAMIC METHODS OF PRODUCTION ART203
A course including a one-hour lecture followed by a two-hour laboratory class for one semester.
Prerequisite: Ceramic Methods of Production ART113.
Syllabus: This subject will be taught through a series of lectures and laboratory classes. It will extend some of the topics dealt with in Ceramic Methods of Production 1 and 2. It will provide the students with a deeper understanding of the materials and processes used in ceramics. Specifically it will increase the knowledge of chemical processes and bonds, and the balancing of chemical equations to investigate the theoretical compositions of glazes and raw materials.
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas will be required.
CERAMIC METHODS OF PRODUCTION ART213/ART223
A course including a one-hour lecture followed by a two-hour laboratory class for one semester for degree and diploma students. 
Prerequisite: Ceramic Methods of Production ART203. 
Syllabus: This subject will be taught through a series of lectures and laboratory classes. It will extend some of the topics dealt with in Ceramic Methods of Production 1, 2 and 3. It includes a study of kilns which is intended to correlate with Kiln Design and Construction and to serve as a foundation for Kiln and Furnace Design and Construction. 
Assessment: Students will be required to submit practical assignments throughout the semester. They will also present for a written examination at the end of the semester. A pass in both areas is required.

CERAMICS ART143
A course for Fine Art degree students of two hours of practical work and a one hour lecture per week for one semester. 
Prerequisite: Nil. 
Syllabus: This subject will basically be a material and media study. Its aim will be to introduce the students to the special properties of clay and associated ceramic materials. 
Assessment: Progressively by the examination panel. 
References: To be advised.

CERAMICS ART160
A course of three hours per week for two semesters for the Fine Art diploma students. 
Prerequisites: Nil. 
Syllabus: The aim of this course is to introduce students to the properties of clay and associated ceramic materials. The possibilities of various handbuilding techniques are studied and, as well, students are introduced to wheel-work. Emphasis is placed on developing an understanding and appreciation of the ceramic medium. 
Assessment: Progressive assessment of work throughout the year, together with the major study.

CERAMICS ART243
A course for Fine Art degree students of six hours per week — five hours of studio work and a one hour lecture for two semesters. 
Prerequisite: Ceramics ART143. 
Syllabus: This subject will be a continuation and development of skills and techniques introduced during the first year, by means of direct studio/ workshop practice. Design principles and problems peculiar to the ceramic medium will be dealt with in relation to form and decoration. A specific study of methods will also be conducted within the allotted studio time. This study will take the form of lectures and demonstrations and will be examined separately. It is envisaged that the lectures will be supported by studio and gallery visits.
Assessment: Progressively by the examination panel.
References: To be advised.

CERAMICS ART260

A course of three hours per week for two semesters for Fine Art diploma students.

Prerequisite: Ceramics ART160 or equivalent.

Syllabus: This is a course designed to expand the number of skills and techniques learnt during the first year. Students are given sufficient technical knowledge to enable them to develop their own finishes and glazes. The possibilities of press and drape moulds are studied and tile making and decorating are included in the course. Where possible students are encouraged to relate this elective to their major study.

Assessment: Progressive assessment of work throughout the year, together with the major study.

CERAMICS ART343

A course for Fine Art degree students of 12 or six hours per week for two semesters.

Prerequisite: Ceramics ART243.

First semester

Syllabus: While it is again intended that the further development of techniques and skills towards a professional standard will take place, it is envisaged that during this semester of study students will be encouraged to develop a 'bridging' between their two study areas, e.g. ceramics-printmaking, ceramics-sculpture. It is also intended that the study areas of sculpture, architecture and domestic ware, as applied to ceramics, which were undertaken during the second year course, will be developed into a unit study involving design problems of specific situations.

Methods of Production will continue as a one hour study during this semester. This will be accomplished by a series of lecture demonstrations. In addition to this there will be organised visits to craftsmen's studios, current art exhibitions and galleries.

Second semester

Syllabus: During the first semester of the final year of study the student will present a program of work for approval by the examination panel. This program will detail the work which the student proposes to undertake during the second semester.

The student will be required to select and present a folio of his year's work in an appropriate setting.

Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

References: To be advised.

CERAMICS ART360

A course of three hours per week for two semesters for Fine Art diploma students.
**Prerequisite:** Ceramics ART260 or equivalent.

**Syllabus:** At this level students have sufficient skill and knowledge to enable them to concentrate even more on design principles peculiar to the ceramic medium. Every encouragement is given to them to use materials to suit their individual needs for expression and, if they so desire, to support the work of their major studies. Although this course allows considerable freedom, a number of new disciplines are taught. Students learn how to extend colour ranges by firing glazes both under oxidation and reduction. Pyrometry as it is associated with the firing of a kiln is another unit of study, and students also receive working knowledge of kiln setting and operation.

**Assessment:** As for Ceramics ART160.

**CHEMICAL TECHNOLOGY CHE334**

A course of three hours per week for two semesters. Approximately half the time will be devoted to formal lectures, and the other half to industrial visits and project work.

**Prerequisites:** Chemistry CHE225 or CHE229 or CHE221 and CHE212.

**Syllabus:** Chemical Engineering Unit Processes: Pollution Control Technology — study of the technology used in the control of water, air and noise pollution, energy usage, resource recovery. Industrial processes — a study of the processes of such industries as petroleum refining, organic coatings, dye stuffs, paper making, food processing, resin and polymer production, paint production, textile dyeing and brewing.

**Reference:**

**CHEMISTRY CHE111**

A course of four hours lectures and four hours practical work per week in two semesters.

**Prerequisite:** Nil.

**Syllabus:** Physical (45 hours): Phase relationships, one and two component systems, Clapeyron equation, Raoult's and Henry's laws, practical distillation, cooling curves, colligative properties. Electrochemistry; electrolytes, conductivity, pH and other electrolyte equilibria, including acid-base titration, back titration, oxidation-reduction, disproportionation, solubilities, electrode potentials, cells and the Nernst equation. Kinetics; first, second and third order reactions, differential and integral methods of deriving rate constants. Thermo-chemistry; enthalpy, internal energy, heat capacity, Kirchoff equation. Spectroscopy; atomic structure, energy levels, Beer's law, I.R. and U.V., simple molecules.

Organic (22 hours): Introduction to general organic chemistry covering areas of practical interest; e.g., pesticides, surfactants, detergents, cosmetics, functional group chemistry and medical compounds, etc.

Inorganic and Analytical (45 hours): Bonding methods, resonance, directed valence, overlap, Sidgwick-Powell theory. Hydrides, trends, types, applications, d-block elements, properties, valence, oxidation state, complex formation, f-block elements, lanthanide contraction, properties, uses. Coordination compounds; Werner's theory, chelation, crystal field theory, spin
complexes, spectra of metal complexes. Errors, accuracy, precision, determinate errors, blanks and controls, significance of results.

References:

CHEMISTRY CHE115

A course of three hours per week of lectures and laboratory work for two semesters.

Prerequisite: Nil.


References:

CHEMISTRY CHE212

A course of two hours theory and four hours practical in analytical chemistry.

Prerequisite: to be studied concurrently with or subsequent to Chemistry CHE221 and Chemistry CHE222.

Syllabus: Analytical: Gravimetric separations, thermogravimetry, D.T.A., precipitation titrations, curves, concentrations, endpoint detection, Mohr and Volhard, limitations, redox titrations, standard electrode potentials, formal potentials, indicators, acid-base titrations, indicators, constants, concentration, ionic strength, solvents, colloids, mixed and screened indicators, distribution in multiprotic systems, limitations of such titrations, partial titration, mixtures. Complexometric titrations, mono- and polydentate ligands, E.D.T.A., stability constants, pH, Ringbom’s curve, metallochrome indicators, interference, solvent extraction, ion exchange,
transformation of valence, masking. Spectrophotometry, laws and definitions, cation and anion estimation methods. Electroanalytical chemistry, electrodes, junction potentials, I.R. drop, polarisation, overvoltage, electrogravimetric analysis, potentiometric titrations, acidbase, redox and precipitation titrations, derivative curves. Ion selective electrodes, types and applications.

CHEMISTRY CHE221

Two hours physical and two hours inorganic theory lectures, and three hours practical work per week for two semesters.

Prerequisite: Completed first year.


Surface chemistry, surface and interfacial tension, surface active agents, wetting agents, water repellency, ore flotation. Detergency, solution and gas absorption isotherms, surface area and porosity of solids.

Spectrochemistry of non-transition elements. d-orbital hybridisation, multiple-bonded systems. Elements B to F. co-ordination numbers, groups.


References:
SHAW, D. J., Introduction to Colloid and Surface Chemistry. Butterworths.

CHEMISTRY CHE222

A course of three hours theory and three hours practical in organic chemistry.

Prerequisite: To be studied concurrently with or subsequent to Chemistry CHE212.
Syllabus: Organic Hybridisation of 2s and 2p orbitals, aromaticity, U.V. and I.R. spectroscopy, nuclear spin resonance, stereochemistry, saturations, distortions, conformations, buckling, isomerism, optical activity, inductive and mesomeric effects, resonance and M.O., hyperconjugation, free radicals. Acidity, conjugate base, sulphoic and carboxylic acids, phenols, alcohols, amides and hydrocarbons, basicity. Mechanistic treatment of reaction types, addition, aliphatic, nucleophilic and free radical and aromatic substitution, elimination, tautomerism, re-arrangements. Functional group chemistry, synthesis, properties, reactions, applications of ethers, alkenes, alkynes, phenols, acids, anhydrides, aldehydes, ketones and amines.

References:

CHEMISTRY CHE331
A course of two hours Organic and two hours Physical Chemistry lectures and six hours practical work per week for two semesters.

Prerequisitses: Chemistry CHE221, CHE212 and CHE222.


References:

CHEMISTRY CHE332
A course of two hours lectures and six hours practical work per week for two semesters.
**Prerequisite:** Chemistry CHE221, CHE212 and CHE222.

**Syllabus:** Electro-analytical methods, polarography, coulometric analysis. Absorption spectroscopy, visible ultra-violet, and atomic absorption spectroscopy. Separations: solvent extractions, ion exchange, paper chromatography, gel chromatography, gas chromatography. Selection of an analytical method. Miscellaneous methods, Kjeldahl nitrogen, Karl Fischer moisture.

**References:**
CIT, *Analytical Chemistry III Notes*.

**CINEMATOGRAPHY AND THE COMMUNICATIONS MEDIA ART275**

A course for degree and diploma students consisting of a one hour lecture and a one hour tutorial per week for two semesters.

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

**Syllabus:** The time allocated for this study is one year. The subject may not be offered every year. The first part of the subject will consist of a brief survey of the history and techniques of film-making, and the viewing and analysis of film classics and recent films. The second part of the subject will be a study of the nature and effects of the media from the point of view of world culture. It will trace interactions through a study of media samples and the work of such writers as Colin Cherry, Buckminster Fuller and Marshal McLuhan. Constant references will be made to current information published in journals.

**Assessment:** By assignment and examination.

**References:** To be advised.

**CIVIL ENGINEERING MANAGEMENT CIV418**

A course of four hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** This subject surveys the nature and influence of major variables in co-operative achievement, viz., environment, structure, technology and psycho-social factors. The main streams of organisation theory will be reviewed and evaluated, the elements and administrative significance of organisation behaviour examined, and attention directed to phases of the administrative process. Economic management, interest, annual cost, present worth, benefit cost analysis. Economic study techniques, estimation of costs and benefits. Cost indices, sources of funds, capital budgeting. Construction planning techniques, introduction to Critical Path Techniques. Construction programming, site organisation, types of contracts, contract administration.

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Assessment: To be based on assignments and projects submitted throughout the year.

References:

CIVIL ENGINEERING MATERIALS CIV205
A course of four hours per week of lectures and laboratory work for two semesters.

Prerequisites: Nil.


Assessment: To be based on examinations at the end of each semester, together with assignments and reports.

References:
Cement & Concrete Associations of Australia, various publications.
NAASRA, various publications.
SAA, Steel Structures, Part 1, Planning, Part 9, Erection.

COLLECTIVE SECRETARIAL PROBLEMS ADM666
A course of six hours per week for second semester.

Prerequisites: Office Procedures ADM662, Basic Shorthand ADM663, and Basic Typewriting ADM664.

Syllabus: This is a ‘finishing course’ for the potential professional administrative secretary. Emphasis in the subject is on the refinement of skills, attitudes and techniques needed by the professional secretary. Students are expected to reach minimum speeds of 100 w.p.m. in shorthand and 50 w.p.m. in typewriting non-technical general material. It is anticipated that at the end of the course students will be able to fill positions which require people of the very highest calibre.

Laboratory Facilities: Students are expected to use programmed materials in the stenographic laboratory to supplement class work.
Assessment: Assessment is continuous and based on class projects and assignments.

References: To be advised.

COMMUNICATION AND LITERATURE HUM276
This unit is taught jointly by staff of Humanities and Communication Studies sections. It consists of lectures, workshops and tutorials for one semester and is available as an elective or as part of a minor. It does not form part of the approved major strand in Communication Studies.

For further details, see Literature and Communications.

COMMUNICATION STUDIES HUM100
A course for degree and diploma students of four hours per week, including one lecture, two tutorials and one workshop for one semester.

Prerequisites: Nil.

Syllabus:
1. Theories of Communication.
2. Perception and interpersonal communication.
3. Attitudes and the socio-cultural context.
4. Social behaviour, group influence and communication.

Assessment: Assessment will be based on assigned exercises, tutorial papers and a final test.


COMMUNICATION STUDIES HUM102
A course for degree and diploma students of four hours per week, including one lecture, two tutorials and one workshop for one semester.

Prerequisites: Nil.

Syllabus: Contents will be organised around the following items:
2. The structure of verbal messages. Overview of rhetorics: cases and applications.

Assessment: Assessment will be continuous and based on oral and written exercises assigned to each student, formal unit tests and/or tutorial papers.


COMMUNICATION STUDIES HUM200
A course for degree students of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM100 or approved equivalent.
Syllabus: The main topics to be covered will be:

1. • Methodological and theoretical backgrounds of communication studies.
   - Scientific method.
   - Communication process and models: description of variables and elements involved: advantages/limitations of each model. Contributions of Information Theory, etc.

2. Signs, Codes and Culture.
   - Definitions and Interrelations.
   - Signs, Sign-Systems and Codes.
   - Contextual Variables.
   - Semiotics and the Study of Codes.
   - Code and Medium.

Assessment: Tutorial papers, assignments and tests.

References:

COMMUNICATION STUDIES HUM202

A course for degree students of four hours per week of lectures, tutorials and workshops for one semester.

Prerequisites: HUM102 or approved equivalent.

Syllabus:
- The visual and aural signs and codes in the media: types and characteristics.
  The structure of visual messages: static and dynamic arrangements.
  Pre-signifying and signifying levels. Perceptual factors. Form, space and movement.
- Audio-visual languages.
  The language of cinema etc. as examples.
  Basic components, main theoretical approaches to film language.
  Semiotics and the study of film.
- Denotative and connotative dimensions in film. Framing and composition criteria. Basic montage principles: film and reality. Approaches to the rhetorics of audio-visual messages.

Assessment: Analytical and critical reports and production exercises for both individual and group work.

Reference:
MONACO, J., How to Read a Film, OUP, New York, 1977.

COMMUNICATION STUDIES HUM204

A course for degree students of four hours per week, including one lecture, two tutorials and one workshop for one semester.
Prerequisite: HUM200 or approved equivalent.

Syllabus:
- Functional and structural approaches to the study of mass communication.
- Role of the mass media and patterns of influence: research findings and interpretations.
- Media content and cultural codes. Structural approaches.
- Audiences and the media; overview of the media and audiences in Australia.

Assessment: Assessment will be cumulative throughout the semester, based on tutorial papers and assignments.

Reference:

COMMUNICATION STUDIES HUM208

A course for degree students of four hours per week of lectures, tutorials and workshops for one semester.

Prerequisites: HUM102 or approved equivalent.

Syllabus:
2. Information gathering, interviewing and writing for print.
3. Sub-editing, proof reading and print preparation.
4. Design and the print medium: layout, typefaces, illustrations and other factors influencing effective visual communication.
5. Production decisions including selection of materials and equipment.

Assessment: Individual projects and tests.

Reference:

COMMUNICATION STUDIES HUM300

A course for degree students of four hours per week of lectures and tutorials for one semester.

Prerequisite: HUM204 or approved equivalent.

Syllabus:
- Persuasion and the communication process. Logic and persuasion. Rhetoric and persuasion. Social and behavioural theories and approaches relevant to persuasion and information diffusion.
- The innovation process; information and opinion change. Persuasion and decision making; the social and cultural context.

Assessment: Individual and group assignments, essays and short tests.

Reference:


COMMUNICATION STUDIES HUM301

To be advised.

COMMUNICATION STUDIES HUM302

A course for degree students of four hours per week of lectures and tutorials for one semester.

*Prerequisites*: HUM300 and Statistics MAT171 and MAT172, or MAT173 or approved equivalent.

*Syllabus*:

- Audience research: information needs and problem definition. Criteria for audience definition and differentiation. Definition of relevant variables.
- Message analysis. Introduction to the principles and methods of content analysis. Qualitative methods and structural analysis: an introductory view into principles and methods.

*Assessment*: Assigned exercises, a unit test and team projects.

*Reference*:


COMMUNICATION STUDIES HUM303

To be advised.

COMMUNICATION STUDIES HUM304

A course for degree students of three hours per week of lectures and tutorials for one semester.

*Prerequisite*: Communication Studies HUM300. (HUM300 may be studied concurrently.)

*Syllabus*:

- Organisation as systems. Communication systems and the encompassing major system. Information systems and organisational communication.
- Formal and informal communication systems: description and role. The system and its environment: outward and inward communication.
- Communication problems in organisations: cases and examples:
innovation and development of new communication systems and practices.

Assessment: Students will be assessed on the basis of written assignments and a unit test.

References:

COMMUNICATION STUDIES HUM306
A course for degree students in film and television production — applied criticism. Four hours per week of tutorials and production exercises for one semester.

Prerequisites: HUM202, (HUM276 or equivalent in special circumstances).

Syllabus:
- 'Open' and 'Closed' structures (of discourse, icon and narrative).
- 'Filmic' and 'Pro-filmic' as epistemological categories.
- 'Event' and 'Process' as hermeneutic categories.

This unit is an extension of HUM202. Students will be expected to work at a higher standard, and some additional theoretical notions will be encountered.

Assessment: As in HUM202.

References: As in HUM202 plus

COMMUNICATION STUDIES HUM308
A course for degree students of three hours per week of seminars and lectures on Professional Problems for one semester.

Prerequisites: HUM300 and MAT171.

Syllabus: The topics to be covered will vary from year to year but will explore issues of relevance to the communicator in vocational and social environments. The range of topics may include: communication in industrial settings and emergency organisations; information dissemination and evaluation of communication strategies; ethics and philosophical issues in communication.

Assessment: Seminar papers and specific individual or group projects.

References: To be advised.

COMMUNICATIONS NETWORKS I ELE461
A course of four hours per week for one semester.
Syllabus: Telephony, FM and time multiplex, broadband carrier telephony, television systems, concepts, TV studios and transmission, receivers, colour television.

References:
FREEMAN, A. H., Automatic Telephony in APO, A.T.M. No. 4., TSA.

COMMUNICATIONS NETWORKS II ELE462

A course of four hours per week for one semester.

Syllabus: Radar systems, radio aids to aeronavigation: long and short distance en-route; aids to air traffic control, aids to approach and landing.

References:

COMPANY FAILURES ACC237

The course will average two hours of tutorials, and two hours of lectures per week for one semester.

Prerequisite: Accounting ACC217 and the concurrent or previous study of Accounting ACC218 will be desirable.

Syllabus: The course covers legal, social and economic aspects of failure including the effects of failure, law and practice of liquidations, causes of failure, predicting the company at risk and avoidance of failure.

References:

COMPETITION AND CONSUMER LAW FIN615

A course of three hours of class work each week for one semester.

Prerequisites: Nil.

Syllabus: In depth study of trade practices including cartelisation and its various forms — price fixing; exclusive dealing; contracts in restraint of trade. Monopolisation and its various forms — price discrimination, mergers, R.P.M. Consumer protection on a federal and state level and credit law affecting merchandising.

References:
Trade Practices Act (Federal).
Consumer Protection Act (State).
Goods Act (State).
Hire Purchase Act (State).
Instruments Act (State).
COMPUTATIONAL TECHNIQUES FOR NAVIGATION ELE670

A course of four hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.


COMPUTER AIDED DESIGN CIV687

A course of lectures, discussion and practical sessions for two hours per week.

Prerequisites: Nil.

Syllabus: Review of computer hardware; digital, analogue and hybrid machines, peripheral units including input/output modes. Interactive programming; computer graphics. Computer software; commercial packages, pre-processor and post-processor programs. Use of software in traffic engineering, bridge engineering and highway design.

Assessment: To be based on continual assignment during the semester.

References: To be advised.

COMPUTER APPLICATION I (PROJECT) CIV604

An industrially based project involving an application relevant to skeletal frame analysis and design.

COMPUTER APPLICATION II (PROJECT) CIV608

An industrially based project involving an application relevant to finite element analysis.

COMPUTER ARCHITECTURE AND INTERFACING ELE656

A course of two hours per week for one semester including lectures, laboratory and tutorials.

Assessment: One written examination together with performance in laboratory and assignment work.

References:

**COMPUTER CONTROL ELE441**

A course of four hours per week for one semester.

*Syllabus:* Concepts, computer hardware and interfacing, software, principles and real-time programming, examples of control implementation, economics and reliability considerations, hierarchical control.

References:

**COMPUTER PROCESS CONTROL ELE657**

A course of two hours per week for one semester including lectures, laboratory and tutorials.

*Syllabus:* Role of the computer: process control problem, data collection, supervisory control, DDC, management information systems, hierarchical systems involving microprocessors and larger processors. Project organisation: economic justification; project phases; study, planning, design, implementation, test, operation, personnel; project control, physical planning. Models: physical; steady state, dynamic, experimental; economic; procedural; transforms of process models. Controller algorithms: design using z transforms to a criteria for set point changes and disturbances; ringing; tuning.

Assessment: One written examination together with performance in laboratory and assignment work.

References:

**COMPUTER PROGRAMMING EDP100**

A course of three hours of lectures and two hours of tutorials per week for two semesters.

Prerequisite: HSC (or equivalent).

*Syllabus:* Design and construction of programs, commercial programming techniques, COBOL programming — sequential processing, indexed sequential and random processing. Introduction to Operating Systems; testing and debugging approaches.
References:
Manufacturers’ manuals as required.

**COMPUTER PROGRAMMING EDP200**

A course of five hours of classes per week for two semesters.

Prerequisites: Computer Programming EDP100 and Systems EDP101, and to have been selected to proceed to the degree course.

Syllabus: Operating Systems — general functions and facilities, user privileges and security, program compiling execution, macros.
Data Structures and program design — types of structure and program manipulation of structures.
Assembler programming, Fortran programming, Basic programming, RPG programming.
Advanced COBOL programming.

References: Manufacturers’ manuals as required.

**COMPUTER PROGRAMMING EDP250**

A course of five hours of classes per week for two semesters.

Prerequisites: Computer Programming EDP100 and Systems EDP101.

Syllabus: Programming: Further features of business-orientated languages and their applications to business systems; further assembly language facilities, with emphasis upon magnetic tape and disc file organisation and processing; the use and structure of multi-language programs; detailed study of programming techniques, debugging aids and documentation. Software: An overview of software systems; utility routines and their role; a study of job control languages.

References: To be advised.

**COMPUTER PROGRAMMING EDP300**

A course of five hours of classes per week for two semesters.

Prerequisites: Computer Programming EDP200 and Systems EDP201.


References: Manufacturers’ manuals as required.

**COMPUTER PROGRAMMING EDP350**

A course of five hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP250 and Systems EDP251.

Syllabus: Programming: Problem solving using a computational language; report programming language; comparison of programming languages; summary of problem solving techniques; interactive computing; languages, file handling and editing.
Software: Multi-programming, core management, scheduling, timesharing, further operating system features, use of utilities and application packages on small, medium and large systems.

References: To be advised.

COMPUTER PROGRAMMING EDP600
A course of four hours of classes per week for two semesters.
Prerequisite: A relevant diploma, degree, or equivalent qualification.
Syllabus: Problem solving by computers, including the steps involved, equipment and data representation, machine language, assembly language, program execution, source and object programs, higher level languages, flowcharting, debugging, program testing, documentation; program processing including computer centres and staff, processing procedures, batch processing, operating systems. Compiler Language programming, including a business-oriented language or a technically-oriented language as selected by the student.

References: Manufacturers’ manuals as required.

COMPUTER PROGRAMMING EDP601
A course of four hours of classes per week for two semesters.
Prerequisites: Computer Programming EDP600 and Systems EDP602.
Syllabus: Assembly Language Programming, including use of the language for general programming applications, power, aims and features, computation, data manipulation, efficient use of computing power and time, modification, indexing, indirect addressing, translation, program listing; computer installation software including comparison of operating systems, detailed treatment of job control language, range of utilities and other support software. Compiler Language Programming, including a business-oriented language or a technically-oriented language, either of which will be treated in much less detail than for Computer Programming EDP600.

References: Manufacturers’ manuals as required.

COMPUTER PROGRAMMING EDP640
A course of one hour per week for two semesters.
Prerequisites: Nil.
Syllabus:
Introduction to Programming:
Problem definition and solution using algorithms defined by logic diagrams such as flowcharts, structure diagrams and decision tables; the benefits of modular and structured programming methods.
Programming Techniques:
- the need for adequate program documentation and techniques to achieve this; ‘forced self-documentation’ possibilities;
• introduction to secondary storage data structures and file processing;
• division of a program into logically separate and hierarchically structured modules which are either 'manager' — or 'worker' — oriented;
• test data selection, use of trace facilities and general debugging techniques.

Programming Languages:
BASIC

ANSI FORTRAN IV

References:

Manufacturers' Programming References Manuals to be decided.

COMPUTER PROGRAMMING EDP690

A course of three hours per week for one semester.

Syllabus: This unit is designed to familiarise students with computers and to acquire an ability to write simple computer programs. Topics covered will include: configuration of a computer system; analysis of problems and flowcharts; programming with a high level language (FORTRAN, ALGOL or COBOL).

References:
Manufacturers' manuals as required.
Reading lists and lecture materials will be issued during the course.

COMPUTER SCIENCE EDP280

A course of four hours of lectures and two hours of tutorials per week for two semesters.

Prerequisite: Mathematical Methods MAT101.

Syllabus: Introduction to computer equipment and its logic; formats of data and instructions; algorithms, addressing modes and techniques; programming; flowcharting, documentation and program check out. The development of the architecture of computing systems, and techniques of organisation; the development of hardware technology; current and possible future technologies and their effect upon architecture.

References:

COMPUTER SCIENCE EDP281

A course of four hours of lectures and two hours of tutorials per week for two semesters.

Prerequisite: Mathematical Methods MAT101.
Syllabus: Introduction to computer equipment and its logic; formats of data and instructions; algorithms, addressing modes and techniques, programming; flowcharting, documentation and program check out. The development of the architecture of computing systems, and techniques of organisation; the development of hardware technology; current and possible future technologies and their effect upon architecture.

References: As for EDP280.

COMPUTER SCIENCE EDP380

A course of four hours of lectures and two of tutorials per week for two semesters.

Prerequisite: Computer Science EDP280.

Syllabus: Analog computation, its theory and techniques and applications; systems programming, translation techniques, macro-generation, program relocation and loading; file structure, their management and manipulation, COBOL programming; on-line systems, design, case studies.

References:

COMPUTER SCIENCE EDP381

A course of four hours of lectures and two hours of tutorials per week for two semesters.

Prerequisite: Computer Science EDP280.

Syllabus: Analog computation, its theory and techniques and applications; systems programming, translation techniques, macro-generation, program relocation and loading; file structure, their management and manipulation, COBOL programming; on-line systems, design, case studies.

References: As for EDP380.

COMPUTER SYSTEMS EDP620

A course of four hours per week for one semester.

Prerequisites: Required entrance level.

Syllabus: Review the latest developments in computer hardware — in the areas of the CPU, mass storage devices and input/output equipment; review the latest developments in software packages — data entry, file organisation application etc.; consideration of the implications of these developments on the design of information systems; consideration of trends in these areas with a view to prediction of the future.

References:
Manufacturer documentation of both hardware and software. Research papers.

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COMPUTER SYSTEMS EDP641
A course of one hour per week for two semesters.
Prerequisite: Nil.
Syllabus:
Operating Systems:
- definition of operating systems;
- the evolution from simple, batch orientation through developmental stages to complex batch-streaming and/or multiple-access, on-line orientation;
- the objectives of a typical, modern operating system, its functions and its constituent components;
- the study of a typical, modern operating system job control language;
- an overview of the facilities offered by a typical, modern operating system.
Computing Systems:
- investigation of criteria for selection of hardware and software.
- specification of requirements for purchasing purposes.
References:
Manufacturers' Operating Systems Reference Manuals to be decided.

COMPUTER TECHNOLOGY ART495
A course for degree students of two hours per week for two semesters, plus one hour tutorial per week for one semester. This subject may constitute the theme for the Degree research paper.
Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication.
Syllabus: Programming: concepts of programming, formal methods of describing input. Systems software, operating systems, compilers and packages. Students will be required to write and run programs.
Equipment: The architecture, software, and equipment components of minicomputers, methods of interfacing with typesetting, photo-composition, printing, visual display and plotting equipment.
Assessment: The assessment of the research paper to be by the examination panel. Assessment will also be on a progressive basis if necessitated by the nature of the work undertaken.

COMPUTERISED BUSINESS SYSTEMS ACC260
A course of four hours per week for one semester consisting of two hours of lectures plus one two-hour seminar for the first half of the course, and for the second half two two-hour seminars.
Prerequisites: All second year accounting core units either completed or taken concurrently.
Syllabus: This course will cover the application of the computer to the business environment and particularly the design and implementation of business systems from the point of view of the auditor, the accountant and the marketer and their roles in planning the application. Case studies of
business systems will be the major vehicle of learning in the latter half of the course, utilising the school’s computer laboratory.

References:

CONCRETE STUDIES ART215
A course of three hours per week for one semester for degree students.
Prerequisite: Nil.
Syllabus: This subject will introduce students to concrete as a ceramic material and demonstrate its application over a wide range of architectural, studio and industrial uses. Practical studio classes will be held in conjunction with lectures and demonstration classes.
Assessment: There will be an assessment of student work at mid-semester and the end of the semester by the examination panel and the lecturer in charge of the subject.

CONSTRUCTION AND ADVANCED SURVEYING CIV315
A course of three hours per week for two semesters.
Prerequisite: Surveying CIV103.
Syllabus: Cadastral and topographic surveys; engineering surveys; investigation, surveys, preparation of site plan and setting out surveys; hydrographic surveys; methods of sounding and location of soundings; introduction to photogrammetry; solving problems relating to the above topics. Examination of the techniques and equipment used in engineering works: Excavation and earthmoving, rock drilling and blasting, tunnelling, piling, hoisting, paving material production and concrete handling.
Assessment: To be based on examination at each semester.
References:
SCHOFIELD, W., Engineering Surveying, Vol. 1 and 2.
WILSON, R. J. P., Land Surveying, McDonald & Evans, 1971.
CIT, Exercises in Surveying Computation II.

CONSTRUCTION PLANNING CIV672
A course of lectures and discussion sessions of two hours per week.
Syllabus: Job planning, preliminary and detailed, scheduling of operations, bar charts, critical path methods. Job estimates. Project organisation, the resident engineer, labour plant and material control and costing, job
financing, cost indices. Job safety, industrial relations, demarcation disputes. Day labour and contract options, contract documents, legal considerations, arbitration.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:
Australian Federation of Construction Contractors, various publications.

CONTEMPORARY ACCOUNTING PROBLEMS ACC671
A course of one two-hour seminar and one one-hour tutorial per week for one semester.
Prerequisites: Nil.
Syllabus: Recent developments in the theory and practice of financial accounting, with an emphasis on problems encountered by the practicing accountant and on areas of controversy. Selected topics, which may vary from one semester to another, will be examined in depth. They include: accounting for leases, R&D expenditure, foreign operations, extractive industries, business segments, inter-company investments, labour fringe benefits, taxation, management forecasts, etc.
References: To be advised.

CONTEMPORARY BUSINESS ADM111
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course aims to provide a basic knowledge and understanding of business organisations, their structures, systems and the constraints under which they operate. Student discussion is at all times encouraged and developed.
Assessment: Assessment will be continuous throughout the semester based on assignments.
References:

CONTEMPORARY ISSUES IN ECONOMICS AND FINANCE FIN331
A course of four hours per week for one semester.
Prerequisites: Economic Policy Towards the Firm FIN371 and Monetary Theory FIN233.
Syllabus: Because of the nature of this subject, this syllabus will vary depending on current policy problems existing at the time of offering the subject. Examples of potential areas of study would be: international realignment of currencies, and their effects on financial decision-making; EFTS developments; impact of price level changes; patterns of development of our existing financial institutions, wealth-maximisation models applied to financial institutions; and the dynamic environment in which financial institutions must operate.

References: To be advised.

CONTEMPORARY PHYSICS PHY330

A course of two hours per week for two semesters.

Prerequisites: To be admitted to the final year of the Bachelor of Engineering (Mechanical) course. This course is designed to give engineers an appreciation of the use of Physics in a modern society.


Assessment: The assessment will be a combination of report and examination (approximately equal weight).

CONTROL SYSTEMS ELE340

A course of three hours per week for two semesters.

First semester

Syllabus: The control system, open loop, closed loop, continuous time, discrete time, block diagram representation. Analysis of continuous-time systems, concepts of controllability and observability, state variable feedback system, multivariable systems, steady state error constants, stability criteria with emphasis on root locus approach. Discrete-time systems and their response, z-transforms, sampling processes and hold circuits. Analysis of discrete-time systems, non-linear system, describing functions, phase plane, Liapunov.

Second semester

transfer function from the impulse response, philosophy of automatic identification.

References:

CORPORATE FINANCIAL POLICY AND STRATEGY ACC675
A course of one three hour seminar per week for one semester.
Prerequisites: Nil.
Syllabus: The evaluation of computerised financial models in solving corporate financial planning problems. Participants will interactively build models and use sensitivity analysis to suggest additions.
References:
CAS, Financial modelling package.
INFONET, A guide to FLARES — financial analysis and reporting system, Infonet, 1975.

CORPORATE LAW FIN319
A second year degree subject with four hours of class contact per week for one semester.
Prerequisites: Admission to the degree course with a pass in FIN113.
Syllabus: Historical background; types of business organisations. The corporate entity — its formation and constitution; sources of company finance; management of the company; minority protection; trading in securities.
References:
Uniform Companies Act (latest edition), CCH or Government Printer.

CORPORATE SECRETARIAL PRACTICE FIN617
A course of one two-hour seminar and one one-hour tutorial per week for one semester.
Prerequisites: Nil.
Syllabus: The course comprises two segments:
The Administrative Function in Business and Government: Management fundamentals; investigation, planning co-ordination, control, communication, forecasting, budgeting, committees; departmental organisation; record maintenance, security; system analysis and design; documents and form design; office equipment and layout; management responsibility and EDP; credit management; insurance; business names, patents, trade marks, copyright; export and import procedures; the law and procedure of meetings.
References:

C.C.H. *Business names guide*.

The Law and Procedure of Meetings: Private and public meetings; conduct, notice, quorum, agenda; rules of debate; notions, amendments, addendums, proxies; defamation; terms; minutes; company meetings — directors, members, creditors; Stock Exchange requirements as to meetings of listed companies.

References:

CORPORATE STRATEGY ADM668
A course of one two-hour seminar and one one-hour tutorial per week for one semester.

Prerequisite: A pass in at least five of the units offered for the Graduate Diploma in Accounting and Finance.

Syllabus: Introduction, the objectives of business enterprise, decision making, the concept of corporate strategy; corporate planning models; determination of corporate strategy; implementation of strategy; concept of financial mobility; case studies.

References:

CUSTOMER BEHAVIOUR MKT221
A course of four hours per week.
Prerequisite: Marketing and Society MKT111.

Syllabus: Concepts from the behavioural sciences relevant to understanding the buying behaviour of both consumer and industrial buyers. The consumer, the development of buyer behaviour theories, contribution of the social sciences in understanding buyer behaviour, the consumer decision process, concepts in buyer behaviour, industrial buying, techniques in buyer research.

References: To be advised.

DATA PROCESSING EDP170

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: Analysis of business systems; the range of data processing equipment; basic computer programming, including flowcharting, use of a high level language and interactive computing.

References: To be advised.

DATA PROCESSING EDP270

A course of four hours per week for one semester.

Prerequisite: Data Processing EDP170.

Syllabus: Problem solving by computers, using a business oriented language; general programming techniques; program processing; an overview of facilities offered by computing systems, particularly data base and packages.

References: To be advised.

DATA PROCESSING EDP271

A course of four hours per week for one semester.

Prerequisite: Data Processing EDP170.

Syllabus: An introduction to general systems theory; information systems; introduction to an EDP systems study; systems development including constraints, output design, input design, file design, run design, clerical procedure design, forms design; standards and documentation; systems and programming specifications; an understanding of such techniques as real-time, data base information retrieval.

References: To be advised.

DATA PROCESSING EDP275

A course of four hours per week for one semester.

Prerequisite: Data Processing EDP170.

Aim: To familiarise students with a commercial programming language and
general programming techniques; develop programs interactively; become familiar with features offered by most computer operating systems.

**Syllabus:** Program design tools and techniques; COBOL language features including direct access file handling; interactive program development; use of operating system features — file handling, editing, copying — the operating system job control language.

**References:**
Appropriate Manufacturer's COBOL reference manual.

**Assessment:** Assignment work and examination.

**DATA PROCESSING EDP276**

A course of four hours per week for one semester.

**Prerequisite:** Data Processing EDP170.

**Aims of unit:**
To enable the student to understand the role of the systems analyst/designer in the commercial environment.

To provide the student with the major tools of the systems analyst/designer.

**Syllabus:** Concepts of information and its relevance to running a company; the systems analysis/design/implementation of a life cycle; basic computer hardware and its relevance to systems design; systems analysis techniques. Systems design; output design, input design, file design, run design, clerical procedure design; standards and documentation; systems and programming specifications.

An understanding of terms such as real-time systems, data base management systems.

**References:**

**Assessment:** Assignment work and examination.

**DATA PROCESSING EDP370**

A course of four hours per week for one semester.

**Prerequisite:** Data Processing EDP271.

**Syllabus:** Mass storage, information systems, telecommunications; real-time; database; information retrieval; case study research involving projects in selected areas.

**References:**
DATA PROCESSING EDP371

A course of four hours per week for one semester.

Prerequisite: Data Processing EDP276.

Syllabus: Data, data structures, database, data base applications. Telecommunications, computer networks, distributed processing. Systems analysis, systems documentation. The computer system and the information system for management. Security and the Computer based system.

Assessment: One significant project (50%) Unit test (50%).

References:
KROENKE, David, Database Processing, SRA, 1977.

DATA PROCESSING EDP680

A course of three hours of classes per week for one semester.

Prerequisites: Nil.

Syllabus: Business systems: a review of the significance of and need for processing; the data processing cycle; basic business operations. Electronic data processing systems: basic types of computers; elements of an EDP system — hardware, software, staffing; Management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program listing and debugging, program documentation.

References: To be advised.

DATA PROCESSING EDP681

A course of one and a half hours of classes per week for one semester.

Prerequisites: Nil.

Syllabus: Business systems: a review of the significance of, and need for data processing; the data processing cycle; basic business operations. Electronic data processing systems: basic types of computers; elements of an EDP system — hardware, software, staffing; management and the computer. Computer programming: stored program concept, program flowcharting, writing simple programs, program listing and debugging, program documentation.

References: To be advised.

DATA TRANSMISSION ELE362

A course of three hours per week for one semester.


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References:
GOODYEAR, C. C., Signals and Information, Butterworths, 1971.

DECISION MAKING TECHNIQUES MAT662
A course of three hours per week for one semester.

Syllabus: This unit is designed to provide an awareness and appreciation of the importance of quantitative analysis to decision making.

Topics covered will include: linear programming with special reference to allocation and transportation problems; waiting time policy and queueing problems; planning and scheduling with reference to networks, CPM and PERT.

Emphasis will be given to physical distribution problems.

References:
WAGNER, Principles of Management Science, Prentice-Hall.

DESIGN ART115
A course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject will be taught in close relation with Ceramic Design Theory and Practice 2 and Ceramic Design Drawing 2. It will consist of a series of lectures and studio classes dealing with an introduction to the basic elements of design. The subject will be treated broadly but will also be directed towards the particular needs of ceramic design students.

Assessment: This subject will be assessed with Ceramic Design Drawing 2 at midsemester and at the end of the semester by the examination panel and a separate mark will be given for each subject. There will be cumulative assessment also throughout the semester.

DESIGN ART214/ART225
A course of two hours per week for one semester for degree and diploma students.

Prerequisite: Design ART115.

Syllabus: This subject will complement the lectures and studio classes covered in Design 1, and will relate to areas of instruction which will be studied concurrently in Ceramic Drawing 4 and Ceramic Design Theory and Practice 4. It will direct the students to a more critical awareness of the purpose of design and the work sequence necessary for the solution of design problems.

Assessment: This subject will be assessed with Ceramic Design Drawing 4 at
midsemester and at the end of the semester by the examination panel, and a separate mark will be given for each subject. There will be cumulative assessment also throughout the semester.

**DESIGN ART307**

A course of two hours per week for one semester.

*Prerequisite:* Design ART214.

*Syllabus:* This subject will complement the lectures and studio classes covered in Design 2, and will relate to areas of instruction which will be studied concurrently in Ceramic Drawing 5 and Ceramic Design Theory and Practice 5. It will direct the students to a more critical awareness of the purpose of design and the work sequence necessary for the solution of design problems. This subject will encourage students to explore the properties of the material they have chosen to work with in their major studies and will require a restatement of design elements and principles.

**DESIGN CIV316**

A course of four hours per week of lectures and design office work for two semesters.

*Prerequisites:* Mechanics of Solids CIV207, Structural Mechanics CIV311 (concurrently).

*Syllabus:* Lectures will cover the theory and design methods required for the proportioning of timber, structural steel, reinforced and prestressed concrete structural members and connections. Project work will relate to the planning, evaluation, design and detailing of structural systems with particular reference to currently accepted practice.

*Assessment:* To be based on mid-year and final examinations, together with assignment work submitted throughout the year.

*References:*


**DESIGN CIV420**

A course of seven hours per week of lectures and design office work for two semesters.

*Prerequisites:* Structural Mechanics CIV419 (concurrently).

*Syllabus:* Lectures to cover design of engineering projects as a whole with reference to function, site, aesthetic requirements, alternative solutions and decision of best alternative. Design office work will consist of design of large projects related to the elective chosen by the student.
Assessment: To be based on project work and other material presented during the year.

References: To be advised.

**DESIGN ELE110**

A course of four hours per week for each semester.

**Graphic Communication 1**

*Syllabus:* The principle of engineering, drawing, as laid down in Australian Standards; basic knowledge of geometry; training in sketching; simple drafting including details, assembly and layouts; first and third angle orthographic projections and isometric projection.

*References:*  

**Graphic Communication 2**

*Syllabus:* Standard graphical symbols and codes, schematic diagrams, block diagrams, industrial and domestic wiring diagrams and specifications including S.A.A. regulations, control circuit diagrams, printed circuits production and circuits layouts.

*References:*  
BSI BS/3939, *Graphical Symbols for Electrical Power, Telecommunications and Electronic Diagrams.*  

**DESIGN ELE210**

A course of two hours per week for each semester.

**Design 1**

*Syllabus:* Electronic components, heat sinks, design of basic semi-conductor circuits, equalisation network design.

**Design 2**

*Syllabus:* Thermal behaviour of electrical equipment, thermal design, magnetic circuits, permanent magnets, coil, electromagnet, A.C. relays and design, insulator, cable and bus-bar design, transformer.

*Assessment:* Continuous assessment by assignment and test.

*References:*  
FAIRCHILD, T. T. L., *Data Book.*  

**DESIGN ELE310**

A course of two hours per week for each semester.
Design 3


Design 4

Syllabus: Speed control and starting circuits for DC and AC motors. Transformer and rotating machine design. Economics of design. Insulators and cables, including thermal problems.

References:

DESIGN ELE410

A course of five hours per week for two semesters. There is no prescribed syllabus for the project subjects. A student will work individually or in a team to investigate an industrial research or design problem, starting from the stage of defining the problem to the presentation of a final report.

DESIGN PROJECTS ELE628

A course of four hours per week for one semester. Either one major design project or several lesser projects may be undertaken during the semester. The major project or lesser projects will incorporate as many of the following features as possible: Electrical plant and services protection, plant safety and reliability and maintenance schedules, technical and economic selection of equipment.

Assessment: To be based on a written report and project work.

DIFFERENTIAL EQUATIONS AND DATA ANALYSIS MAT606

A course of 45 hours lectures/tutorials.

Syllabus: Initial value problems (linear and non-linear): Taylor series, line multistep and Runge-Kutta methods. Extension to higher order systems at stiff ordinary differential equations. Boundary value and eigenvalue problems: finite difference, shooting, collocation, variational (Rayleigh-Ritz) and Galerkin methods.

References:


The need and choice of approximating function. Collocation, Taylor, least squares, minimax, rational functions and spline approximations. Data analysis (including fast Fourier transform). Statistical tests of 'goodness of fit'.

**References:**


**DIGITAL COMPUTER EQUIPMENT ELE681**

A course of four hours per week.

**Prerequisite:** Mathematics MAT151 or equivalent.

**Syllabus:** Logic for computing circuits; information storage circuits; input and output media; protocols and standards for interfacing; hardware interface including elements of digital-analog conversion, analog-digital conversion, multiplexing; microprocessor hardware and software.

**References:**


Motorola Semiconductor products incorporated, Applications and reference material apropos M6800.

**DIGITAL COMPUTER EQUIPMENT EDP642**

A course of lectures and tutorial work of one hour per week.

**Syllabus:** Combinational logic; integrated circuits and their characterisation. Sequential logic. Microprocessor Systems and programming. Interfacing standards and techniques.

**References:**


**DIGITAL ELECTRONICS ELE350**

A course of three hours per week for two semesters.

**First semester**

**Syllabus:** Digital representation of quantities, number systems and codes. Boolean algebra and binary arithmetic, combinational logic network, map and tabular minimisation, sequential networks, survey of available functional units, design of adders and decoders. Boolean algebra applied to reliability analysis.

**Second semester**

**Syllabus:** Diode, bipolar and field effect transistor as switching elements,
dynamic behaviour, charge controlled models; clipping, clamping, amplitude gating circuits; voltage and current sweeps; noise immunity, loading and performance of various integrated circuit logic families; medium scale integration; discrete and integrated circuit multi-vibrators; voltage comparators and Schmitt triggers.

References:

DIGITAL INFORMATION PROCESSING ELE450

A course of four hours per week for one semester.
Syllabus: Information flow in digital systems, stored program processes, machine language programs, assemblers and assembly language programming, memory units, channel and I/O units, combination of the computer components to form a structure, programming languages and compilers.

References:

DIGITAL INFORMATION PROCESSING ELE674

A course of three hours per week for one semester including lectures, laboratory and tutorials.
Assessment: One written examination together with performance in laboratory and assignment work.

References:
Manufacturers' Reference and Programming Manuals.

DIGITAL LOGIC AND COMPONENTS ELE651

A course of two hours per week for one semester, including lecture, laboratory and tutorial.

**Assessment:** One written examination together with performance in laboratory and assignment work.

**References:**
KERSHAW, J. D., *Digital Electronics: Logic and Systems*, Duxbury.
Manufacturers' Data and Application Manuals.

**DIGITAL LOGIC AND COMPONENTS ELE672**

A course of two hours per week for one semester including lectures, laboratory and tutorials.


**Assessment:** One written examination together with performance in laboratory and assignment work.

**References:**
KERSHAW, J. D., *Digital Electronics: Logic and Systems*, Duxbury.
Manufacturers' Data and Application Manuals.

**DIGITAL SYSTEMS ELE451**

A course of four hours per week for one semester.

**Syllabus:** Computer architecture and implementation. Minicomputers. The computer and its environment. Man-machine interaction. Overview of computer science.

**References:**

**DISTRIBUTION SYSTEMS MKT398**

A course of two hours of lectures and two hours of tutorials per week for one semester.

**Prerequisite:** Marketing & Society MKT111.

**Syllabus:** The distribution mix; channels of distribution and trends in their development; elements, operation and marketing implications of physical distribution; design, development and planning of distribution systems, including their adaptation to change; the administration of distribution systems; the selection, motivation, and development of members of the distribution system.

**References:**

**DRAWING ART141**
A course for degree students of six hours per week for two semesters.
*Prerequisites:* Nil.
*Syllabus:* This area of study is designed to give the degree student a wide range of fundamental skills in the drawing area. It will impart knowledge and develop competence in the handling of drawing techniques and media leading to later specialisation and progress in major areas.
*Assessment:* Progressively by the assessment panel during the year.

**DRAWING ART162**
A course of three hours per week for two semesters.
*Prerequisites:* Nil.
*Syllabus:* During the first year of the course the emphasis is on acquiring the basic skills and concepts of drawing, using the human figure, still life, landscape and genre.
*Assessment:* Progressively by the assessment panel during the year.

**DRAWING ART241**
A course for degree students of four hours per week for two semesters.
*Prerequisite:* Drawing ART141.
*Syllabus:* This area of study will be an extension of first year drawing and will expand previous skills. It will be divided into two study areas: the study of the human figure and general drawing.
*Assessment:* Progressively by the assessment panel during the year.

**DRAWING ART262**
A course of three hours per week for two semesters.
*Prerequisite:* Drawing ART162.
*Syllabus:* The basic skills and concepts of drawing are reinforced. Students are also encouraged to search for their own individual means of interpreting forms and to become more self motivated.
*Assessment:* Progressively by the assessment panel during the year.

**DRAWING ART341**
A course for degree students of four hours per week for two semesters.
*Prerequisite:* Drawing ART241.
First semester
*Syllabus:* During this semester the emphasis will be on techniques and media in direct relationship to their major area of study or studies.
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Second semester

Syllabus: The drawing folio submitted for the final assessment should show the personal development of the candidate in the drawing area and, in addition to that, must complement the work of the major study area or areas of the final semester.

Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

**DRAWING ART362**

A course of three hours per week for two semesters.

*Prerequisite:* Drawing ART262.

*Syllabus:* In this unit of drawing the emphasis is on the individual development of creativity and expression. The students in this year as in previous years, are involved with a variety of media and concepts to allow their drawings to form a strong relationship with the major study area.

*Assessment:* Progressively by the assessment panel during the year.

**DRAWING ART382**

A course of three hours per week.

*Prerequisite:* Satisfactory completion of second year Graphic Design Studies.

*Syllabus:* The senior student should have a sensitive appreciation of his materials. He should have an awareness of what is meant by creative drawing and how he is to express himself in terms of his major area of study.

*Assessment:* Assessments of folio at mid-year and end of year.

*References:* To be advised.

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**THE ECONOMIC ENVIRONMENT AND THE RETAIL INDUSTRY FIN133**

A course of four hours per week for one semester.

*Prerequisites:* Nil

*Syllabus:* This course provides students with an understanding of Australia’s economic environment and how it impinges on the retailing sector. It covers economic systems, business organisations, government objectives, policies and activities that have an impact on the retail industry, aggregate demand and economic instability. It will be taught through lectures, tutorials and special research projects.

*References:*

ECONOMIC POLICY TOWARDS THE FIRM FIN371

A course of four hours per week for one semester.

Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.

Syllabus: An overview of government instrumentalities which effect operations of the firm. A study of three to four current economic issues such as: mineral resources policy, prices and incomes policy, government credit management policy; the degree of protection in Australia and its effects on resource allocation; urban problems and policies toward decentralisation.

References: To be advised.

ECONOMICS FIN294

A course of two one-hour lectures and two hours of tutorial work per week for two semesters.

Prerequisites: Nil.

Syllabus: Macroeconomics: analysis of the forces determining the level of economic activity in the Australian economy, in particular the role of government and international trade. Microeconomics: the theory of the firm and its behaviour in various market structures; the organisation of firms, conditions of demand, costs of production and price variables.

Assessment: Assignments, class tests, final examination.

References: To be advised.

ECONOMICS FIN295

A course of two one-hour lectures and two hours of tutorial work per week for two semesters.

Prerequisites: Nil.

Syllabus: Macroeconomics: analysis of the forces determining the level of economic activity in the Australian economy, in particular the role of government and international trade. Microeconomics: the theory of the firm and its behaviour in various market structures; the organisation of firms, conditions of demand, costs of production and price variables.

Assessment: Assignments, class tests, final examination.

References: To be advised.

ECONOMICS FIN272

A course of four hours per week for one semester.

Prerequisites: Nil.


References: To be advised.
ECONOMICS FIN396

A course of four hours of class work per week for two semesters.

Prerequisite: Economics FIN295.

Syllabus: The topics to be covered will be chosen from the following areas of applied economics: tariffs and trade, money and banking, business forecasting, economic growth, public finance, labour relations and labour economics, industrial economics.

Assessment: Assignments and class tests.

References: To be advised.

ECONOMICS FOR MANAGEMENT FIN652

A course of three hours per week for one semester.

Prerequisites: While there are no formal prerequisites students are expected to have a sound basic knowledge of economic theory.

Syllabus: The task of the manager; objectives of the firm. A study of three major areas of managerial concern such as analysis of economic conditions; money markets and monetary policy; international trade and industry assistance; location theory and environmental constraints; benefit-cost analysis.

References:

ECONOMICS RESEARCH FIN375


Syllabus: A minimum of two case studies will be undertaken by students under the guidance of staff members. Students will be required to participate in seminar discussion and analysis of case studies. The case studies will involve the preparation and presentation of:

- A comprehensive report on relevant economic factors to assist management to determine effective strategy with respect to some hypothetical business problem.

OR

- A critical analysis of relevant economic factors to assist in the development of a mission by a firm to a government agency or tribunal on a hypothetical issue affecting the firm’s operations.

References:
No specific texts or references will be given. Students will be expected to seek out relevant data and to refer to journals, papers and texts as necessary.

EDITING AND PUBLISHING ADM669

A course of one and a half hours per week of lectures, tutorials and
workshop for one semester (for graduate diploma students in Secretarial Studies).

Prerequisites for PS 5 Students: Nil.

Syllabus: A detailed history of the publishing and printing industry underpinning discussion of the modern book. The functions of the various specialists in a publishing house are analysed (commissioning editor, house editor, designer, production manager and sales manager). The study of modern publishing is focussed on Australia, and the place of the book in a multi-media society is considered. A practical course in copy editing and proof reading is followed in tutorials.

Assessment: There will be two projects and two-hour formal examination at the end of the semester.

Reference:

EFFECTIVE TRANSCRIPTION ADM667

This is a course of six hours per week for one semester.

Prerequisite: Basic Shorthand ADM663 and Basic Typewriting ADM664.

Syllabus: This course will consist of practical shorthand writing and transcription of notes into accurate mailable typewritten matter. Students should develop the ability to record vocational material dictated at approximately 100 words per minute and to transcribe this material at no less than 30 words per minute.

Assessment: Assessment will be based on class exercises and practical assignments.

Reference:

ELECTRICAL AND ELECTRONIC DESIGN ELE211

A course of two lectures and two hours practical work per week.

Prerequisites: Electrical Engineering ELE100, Design ELE110 and concurrently Electrical Engineering ELE202 and Electronics ELE231.


Project Work: Each student should complete a number of minor projects with relevant design and adequate sketches of normal drawing office standard. The emphasis should be on calculation, design and clear ruled sketches.

Assessment: Continuous assessment by assignment work and test through the year.

References:
BOOTH, T. L., Digital Networks and Computer Systems.
COPPER DEVELOPMENT ASSN., Copper for Busbars, 1954.
FAIRCHILD, TTL Data Book.
FAIRCHILD, TTL Applications Book.
ELECTRICAL ENGINEERING ELE100

A course of six hours per week including lecture, tutorial and laboratory work.

Network Analysis 1


References:
GOTHMAN, W., Digital Electronics, Prentice-Hall.

Network Analysis 2


References:

Laboratory and assignment work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

Assessment: Each unit will be assessed by one written examination together with performance in laboratory and assignment work.

ELECTRICAL ENGINEERING ELE101

A course of three hours per week including lecture, tutorial and practical work throughout the year.

This subject covers basic circuit theory as an introduction to Electronics ELE232, and also gives an introduction to electrical power circuits and machines with an emphasis on the applications applicable to mechanical engineers.

Prerequisites: Nil.

Syllabus: The electric circuit, resistance, capacitance and inductance. The solution of simple magnetic circuit problems. The AC circuit, use of phasors, power, volt-amps and reactive volt-amps. The DC machine, motors, generators, speed-control. The AC machine, induction and syn-

**Laboratory and Assignment Work:** Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examinations.

**Assessment:** Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

**Reference:**

**ELECTRICAL ENGINEERING ELE202**

A course of two lectures and two hours practical work per week.

**Prerequisites:** Electrical Engineering ELE100.

**Syllabus:** Circuit theory, impedance, admittance and transfer functions, complex frequency plane, natural and forced response of simple R, L and C networks, locus methods, non-sinusoidal waveforms, network theorems, network topology, active and passive four terminal networks, polyphase circuits. Basic rotating machines, elements of construction, types of windings, e.m.f. and torque equations, the DC machine and the single-phase transformer.

**Laboratory and Assignment Work:** A series of experiments and assignments related directly to the theory covered in the course must be satisfactorily passed before the student is allowed to take the written examination.

**Assessment:** Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

**References:**

**ELECTRICAL ENGINEERING ELE203**

A course of two hours per week of lectures and laboratory work.

**Prerequisites:** Nil.

**Syllabus:** DC electric circuits, resistance, capacitance and inductance. The solution of simple electric and magnetic circuit problems. AC electric circuits and use of phasors. The basic theory of DC machines and speed-control. The basic theory of AC machines. Transformers, power production, distribution and illumination.

**Laboratory and Assignment Work:** Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

**Assessment:** Two written examinations, one taken at mid-year and one
taken at the end of the year, together with performance in laboratory and assignment work.

Reference:

**ELECTRICAL MACHINE PERFORMANCE ELE621**

A course of four hours per week for one semester including lectures, laboratory and tutorials.

**Syllabus:** A classification of requirements of industrial drives. Drive dynamics, load characteristics, duty cycles, load equalisation, electric motor drive selection. Starting and control of AC and DC machines. Transient performance of rotating machines and transformers.

**Assessment:** One written examination together with performance in laboratory and assignment work.

**References:**

**ELECTRICAL MACHINES ELE320**

A course of four hours per week for two semesters.

**First semester**


**Second semester**


**References:**
ELECTRICAL PROJECT ELE313
A course of three hours per week of practical work.
Generally one project is undertaken during the year. The project may be of
an investigational, research or constructional nature in which some electrical
problem is considered in detail.
Assessment: To be based on written report and project work.

ELECTROMAGNETIC THEORY ELE360
A course of three hours per week for one semester.
Syllabus: Maxwell’s equations and their applications, Poynting’s theorem.
Propagation of plane waves. Guided waves. Resonant cavities. Microwave
generators. Microwave networks.
References:
RAMO, S., WHINNEY, R. & VAN DUZER, T., Fields and Waves in

ELECTRONIC PROJECT ELE314
A course of three hours per week for practical work.
Generally one project is undertaken during the year. The project may be of
an investigational, research or constructional nature in which some electrical
problem is considered in detail.
Assessment: To be based on a written report and project work.

ELECTRONICS ELE230
A course of four hours per week for one semester.
Syllabus: Diode circuits and models. Principles of operation and models of
bipolar, MOSFET and JFET transistors; biasing, techniques for bipolar and
FET transistors. Linear integrated circuits, introduction to operational
amplifiers.
References:
CHERRY, E. M. & HOOPER, D. E., Amplifying Devices and Low-pass
GRAY, P. E. & SEARLE, C. L., Electronic Principles: physics, models &
HAYT, H. W. & NEUDECK, G. W., Electronic Circuit Analysis and

ELECTRONICS ELE231
A course of two lectures and two hours practical work per week.
Prerequisites: Electrical Engineering ELE100.
Syllabus: Semi-conductor theory, diodes, rectifiers and filters, transistors,
biasing, simple amplifiers, frequency and transient response. Photo-electric
devices, field effect transistors, thyristors, operational amplifiers.
Laboratory and Assignment Work: A series of experiments and assignments
related directly to the theory covered in the course must be satisfactorily
passed before the student is allowed to take the written examination.
Assessment: Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

References:

ELECTRONICS ELE232

The course of two lectures and two hours practical work per week for one semester is designed to provide an understanding of, and ability to use, electronic equipment for the measurement and control of mechanical quantities.

Prerequisite: Electrical Engineering ELE101.

Syllabus: The representation of mechanical variables by electrical signals, the processing of electrical signals. Transducers, recorders and display devices. The principles of feedback and control.

Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examinations.

Assessment: Two written examinations, one taken at mid-year and one taken at end of year, together with performance in laboratory and assignment work.

References:

ELECTRONICS ELE330

A course of three hours per week for two semesters.

First semester

Second semester

References:

ELECTRONICS ELE331

A course of two lectures and two hours practical work per week.

Prerequisites: Electronics ELE231 and Electrical Engineering ELE202.

Syllabus: Multistage amplifiers, feedback, wideband, tuned and power
amplifiers, DC regulators, linear integrated circuits, pulse forming and logic circuits, industrial electronics.

Laboratory and Assignment Work: A series of experiments and assignments related directly to the theory covered in the course must be satisfactorily passed before the student is allowed to take the written examinations.

Assessment: Two written examinations, one taken in mid-year and one taken at end of year, together with performance in laboratory and assignment work.

References:

ELEMENTARY COMPUTER PROGRAMMING EDP205
A course for degree students of two hours per week for one semester.
Prerequisite: First Year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by students majoring in the liberal studies area but may not be available every year. The aim will be to provide an understanding of elementary programming techniques which could be used by artists' configurations or gallery assistants for surveys. This is considered to be important in the light of increased use of computers in visualisation and the conceivable use of computers in art gallery surveys in the near future.
Assessment: By assignment.
References: To be advised.

EMPLOYEE RELATIONS AND PERSONNEL DEVELOPMENT ADM321
A course of four hours per week for one semester.
Prerequisites: Management and People in Organisations ADM113.
Syllabus: Career planning and management succession, training and development, improving productivity; employee relations — issues, awards, practices and procedures, including the role of management and unions; personnel administration, recruitment, selection, performance appraisal, motivation and counselling.
References: To be advised.

ENERGY CONSUMPTION PATTERNS ENY102
A course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Processes of fuel utilisation: sectors of consumption; laws of energy conversion; elementary energy analysis; transportation and transmission of energy. The consumption pattern in Australia: historical development; energy sources and end-uses; trends and projections; impact of conservation measures. International comparisons: Australia and countries
of different agricultural, industrial and economic patterns. Socio-economic analysis: economic forces, lifestyles and values; social impact of energy uses in transport, urban planning and large industries. Environmental impacts: resource depletion, pollution, changes in ecosystems.

Assessment: Assignments and class tests.

References:


ENERGY POLICY IN AUSTRALIA ENY103

A course of two hours per week for one semester.

Prerequisites: Nil.


Assessment: Assignments and class tests.

References:


ENERGY POLICY OPTIONS ENY104

A course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Energy future studies: selected examples. The high-growth option for Australia: future implications of current policies and trends; resource limitations; impact of major decisions; lead times for new technologies; lifestyles, social structures and employment. The sustainable society option: role of renewable energy sources; scale of organisation; appropriate technologies; employment and socially useful work. Problems of energy policy change: institutional arrangements limiting options for change; effect of existing large-scale projects; current community initiatives.
Assessment: Assignments and class tests.

References:

ENERGY RESOURCES ENY101

A course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: The assessment of energy resources: historical development of resource utilisation; role of economics and technology; static and dynamic resource models. Energy in the biosphere: earth’s energy balance; ecological cycles; human modification of ecosystems. The non-renewable resources: geographical distribution of resources; trade patterns; reserves, geology and economics of oil, coal, natural gas, uranium, oil shale and tar sands. The renewable sources of energy: potential and economics of energy from the sun, wind, tides, waves, biological fuels, hydro and geothermal sources; nuclear fusion; the storage of energy. Global politics of energy resources: control and marketing of resources; role of OPEC, energy companies and governments.

Assessment: Assignments and class tests.

References:

ENGINEERING DESIGN CIV101

A course of four hours per week of lectures and drawing office work for two semesters.

Prerequisites: Nil.


Assessment: To be based on project work, reports and other material presented during the year.

References:

ENGINEERING DESIGN MEC111

A course of four hours per week over one semester.
Prerequisite: Engineering Drawing MEC110.
Syllabus: Functional and Spatial design through the use of layouts and assembly drawings. Influence of basic manufacturing processes on produced shape. Design and specification of machine elements. Miscellaneous linkages, fluid power components and circuits. Methods of approach to creative design. The subject provides practice in advanced layout drawing, creative design, design synthesis for common engineering components.
Design Office Practice: Design projects will carry substantial marks, and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:

ENGINEERING DESIGN MEC210

A course of six hours theory and supervised design practice per week, for one semester.
Prerequisites: Engineering Design MEC111, Mechanics of Solids MEC230 must be taken concurrently.
Syllabus: Design procedures for function, safety and servicing, from concept to detail design and drawing simple machines and components. Use of mathematical models.
Selection of materials, factors of safety and shock loads. Secondary design problems (accidental loads, structural instability, redundant constraint).
Analysis and design of components, eg beams, shafts, keys, bolted and welded joints (eccentrically loaded).
Design against fatigue, preloaded bolted joints. Design of pressure vessels.
Forces on spur, helical and bevel gears.
Design of spur gears. Selection of plain and rolling-element bearings, and methods of lubrication. Selection of belt and chain drives.
Design Office Practice: Students will be required to submit a specified number of fully-documented design projects and assignments during the year. These carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.
References:
Manufacturer's Catalogues, (bearings, drives, and components).

**ENGINEERING DESIGN MEC310**

A course of two hours supervised design practice per week in first semester and two hours of lectures with two hours of supervised design practice per week in second semester.

*Prerequisites*: Engineering Design MEC210. Students must also have attempted Mechanics of Solids MEC230, Mechanics of Machines MEC220.


*Design Office Practice*: This will include at least three design projects involving several disciplines. Design projects carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.

*References:*

**ENGINEERING DESIGN MEC410**

A course of seven hours per week throughout the year.

*Prerequisites*: Entry standard for degree year as prescribed in handbook.

*Syllabus*: A major design project involving a complex engineering system, under the auspices of an industrial organisation and CIT. Layout planning, specification for contracts and selection of thermal or fluid plant will be involved, as well as detailed investigation of selected design problems.

*References:*
Company manuals as provided by an industrial organisation concerned.
Others as advised.

**ENGINEERING DRAWING MEC110**

A course of four hours per week for one semester

*Prerequisites*: As prescribed under Standard of Admission for first year.

*Syllabus*: Line techniques; scales, proportion; multiview drawing including orthogonal projection methods; pictorial sketching; machine drawing: detailing, sectioning, dimensioning; tolerancing, surface and welding symbols, assembly and layout drawings. Application to basic machine elements using standard engineering drawing conventions.

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Drawing Office Practice: Drawing projects will carry substantial marks and must be completed satisfactorily before a student is allowed to sit for the final examination.

References:
AS 1100, Parts 1 to 9 (Metric Units).

ENGINEERING MATERIALS MEC140
A course of four hours of lectures per week and two hours of laboratory work per week, for one semester.
Prerequisites: As prescribed under Standard of Admission to first year.

References:

ENGINEERING MATERIALS MEC240
A course of four hours of lectures per week and two hours of laboratory work per week, for one semester.
Prerequisites: Engineering Materials MEC140 or equivalent.
ENGINEERING MATERIALS MEC340

A course of four hours per week of lectures related to the theoretical and practical aspects of the course for one semester.

Prerequisites: Engineering Materials MEC240 or equivalent.

Syllabus: Hardenability; hardenability tests, critical diameter, calculation of hardenability.
Processes: metallurgical principles of foundry technology, mechanical working of metals, powder metallurgy, high speed forming of metals. Metal finishing; electrochemistry, electroplating, electroforming, chemical plating, electroless plating, anodising.
Metallic materials: alloy steels, stainless steels, cast irons, tool and die steels.
Polymers: testing methods, additives and compounding, elastomers, friction and wear, adhesion and adhesives.

References: To be advised.

ENGINEERING MATERIALS MEC440
(Selective)

A course of three hours per week of lectures/laboratory work for one semester.

Prerequisites: As prescribed under Progression through the Course.

Syllabus: Fracture: occurrence and types, Griffiths Theory, toughness and brittleness in metals, temper brittleness.
Failure of metals: theories and mechanisms of hydrogen embrittlement, stress corrosion, fatigue, corrosion fatigue, creep, high temperature fatigue and thermal fatigue.
Polymers: the effects of processing on structure and properties, fibre reinforcement; joining methods; degradation; recycling.
Materials selection: value analysis, selection of materials based on design, fabrication and application.

References: To be advised.

ENGINEERING ORGANISATION MEC352

A course of two hours per week for two semesters.

Principles of Management and Organisation — first semester


References:


**Management of Production — second semester**


*References:*


**ENGINEERING PRACTICAL MEC617**

Laboratory work: two hours per fortnight for one semester.

*Syllabus:* The laboratory work will involve experiments on journal bearings, thrust bearings, oil pumps and oil systems, measurement of surface finishes, wear measurement and the like. The project work can be industry or college-based in which the student undertakes work on his own, but suggested by his supervisor or work of his own choosing provided it is approved by his supervisor.

**ENGINEERING PRACTICES MEC151**

A course of four hours of lectures and practical work per week for one semester.

*Prerequisites:* As prescribed under Standard of Admission to first year.

*Syllabus:* Elementary machine shop, welding and electric wiring practice.

**ENGINEERING PRACTICES MEC250**

A course of four hours of lectures and practical work per week for one semester.

*Prerequisites:* Engineering Practices MEC151.

*Syllabus:* Advanced welding processes. Surveying: introduction to the principles of location, linear and angular measurement. Levelling: use of theodolite, compass level and other basic instruments. Pattern-making, core making, machine moulding and casting design. Works visits to a variety of engineering works.

*References:*


A large number of other relevant texts are available in the library and should be consulted.
ENGINEERING PROJECTS MEC400

A course of four hours per week of investigational work. This will be in any two of the areas of solids, machines, materials, fluids or thermodynamics (one semester each).

Syllabus: The object of this unit is for the student to complete a task under conditions more like those to be met in industry. He is given an objective to achieve; he has to manage the resources available to him in the best possible manner; and he has to communicate his results satisfactorily to his supervisor.

Students will be assessed both individually and collectively on the basis of their performance throughout both semesters, and on the standard of their written and oral reports.

ENGINEERING SCIENCE MEC299

A course of four hours theory per week for two semesters.

Prerequisites: A pass in Mathematics MAT102 and Physics PHY125.

Syllabus: Electrical: electrical sources and elements; electrical circuits; electrical measurement; non-sinusoidal wave forms; steady state A.C. circuits, transformers.

Mechanical: An introduction to mechanical engineering problems and their solution; concepts of statics; internal forces in parts; deflection, strain energy and impact; plane stresses including principal stresses; kinematics; dynamics and vibration.

Assessment: Two written examination papers; one at mid-year and one at the end of the year, together with performance in assignment work.

References: To be advised.

ENGINEERING SCIENCE MEC399

A course of six hours theory per week for two semesters.

Prerequisite: A pass in Engineering Science MEC299.

Syllabus: Civil: the principles of analysis and design of structural elements; beams, including beams of two materials and pre-stressed beams, simple and continuous beams; short and long columns; joints using simple and moment connections; frameworks and massive structures; arches and postal frames; the flow of water in pipes and channels, pipework systems, network analysis. Electrical: network and analysis; switching algebra; power systems; principles of electrical machines.

Mechanical: first and second laws of thermodynamics; heat transfer, conduction and radiation; properties of fluids, hydrostatics, fluid dynamics, Reynold's no., continuity, Bernoulli equation, fluid friction and pipe flow problems.

ENVIRONMENTAL AND ARCHITECTURAL DESIGN ART494

A course for degree students of two hours per week for two semesters with an additional one hour tutorial for one semester. This subject may constitute the theme for the degree research paper.

Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication.
Syllabus: The basis of modern architecture and the development of the functionalist movement. Discussion of problematical questions in modern city planning. This will form the basis of studies concerning the architectural and urban use of signage and information as they apply to these two fields.

Assessment: The research paper is to be assessed by the examination panel. Assessment will also be made on a progressive basis if necessitated by the nature of the work undertaken.

ENVIRONMENTAL ECOLOGY CHE199

A course for one semester of four hours per week of lectures and tutorials plus field trip of five days.

Prerequisites: Nil.

Syllabus: This course deals with current environmental issues. After a short introduction on the history of human impact on the earth, topics dealt with include issues such as growth of human populations, energy consumption, resource depletion, forestry and forest resources, pollution, nature conservation and uranium mining.

Assessment: By written assignment, tutorial papers and participation.

References: To be advised.

ENVIRONMENTAL ENGINEERING CIV204

A course of three hours per week of lectures and discussion throughout the year.

Prerequisites: Nil.


Assessment: To be based on examination at the end of each semester, together with assignment work submitted throughout the year.

References:

ESTATE PLANNING FIN693

A course of three hours per week for one semester.

Prerequisite: Nil.

Syllabus: Establishing estate planning objectives: the relationship between estate planning and tax savings; the use of gifts — outright, with tags, gift duty, State and Federal; what property is subject to probate and estate duties — actual estate, notional estate, stamp duty; what vehicles can be used — partnership, co-ownership, companies, trusts — discretionary or otherwise.

References:
Australia, Estate Duty Assessment Act.
Australia, Gift Duty Assessment Act.
Victoria, Gift Duty Act.
EVOLUTION OF IDEAS AND VISUAL COMMUNICATION ART397

A course for degree students of three hours a week for two semesters.

**Prerequisite:** Successful completion of second year Graphic Design Studies, or entry into the degree course.

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

**Assessment:** This subject will be assessed by the presentation of one class paper and written or audio-visual assignments as considered necessary. Evaluation will be by the lecturer concerned, subject to approval by the examination panel.

**References:** To be advised.

FIGURATIVE DRAWING ART316

An elective for Ceramic Design degree students to be taken for three hours per week.

**Prerequisites:** Nil.

**Syllabus:** This subject is designed as an elective study for those students who wish to develop their drawing skills and extend their experience so that drawing may be used as a means of artistic expression in its own right, or as a principal tool to further design investigation in their main area of study.

**Assessment:** There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

FIGURATIVE DRAWING ART443

A further development of Figurative Drawing to be taken for three hours per week. This subject will be taught on a tutorial basis. Students will use the studios and facilities of the drawing section to work on an individual drawing program.

**Prerequisite:** Figurative Drawing ART316.

**Syllabus:** Individual programs of work will be prepared by the students in consultation with the lecturers in charge of Figurative Drawing and Ceramic and Design Theory and Practice.

As this is the final level of drawing studies the work will be assessed not only for its artistic merit but for the part it plays in assisting the creation of work in the main study. In general, students will not be encouraged to produce highly finished drawings merely for the sake of exhibition. The drawings will be assessed together with the finished work of which they are a result.
Assessment: Folio work will be assessed in conjunction with the practical work produced in Ceramic Design Theory and Practice by the examination panel and two lecturers in charge of the subjects. This will be done at mid-semester and at the end of the semester.

FILM ART383
A course for Diploma students of two hours per week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies.
Syllabus: This involves the participation in the production of projects directly related to the study (eg production of group film).
Assessment: By assignments throughout the year.
References: To be advised.

FILM AND TV GRAPHICS ART386
A course of lectures and projects for four hours per week for two semesters.
Prerequisite: Pass in the second year of Graphic Design Studies.
Syllabus: An advanced study of Graphic Design for film and television.
Assessment: Projects only.
References: To be advised.

FINANCIAL CONTROL & INFORMATION SYSTEMS ACC322
A course of four hours per week for one semester.
Prerequisites: Business Analysis MAT165 and Accounting Principles in Business ACC196.
Syllabus: Components of retail information systems; evaluation of current systems; the development of computerised systems, particularly P.O.S. terminals; the interpretation and consolidation of financial and stock data including application in different types of retail organisations.
References: To be advised.

FINANCIAL INSTITUTIONS LAW FIN215
A course of four hours per week for one semester.
Prerequisites: Business Law FIN111 and FIN113.
Syllabus: The legal organisation and inter-relationships of the financial industry in Australia. State and Federal legislation on the subject. Banks including merchant banking, finance companies, building societies, credit unions and co-operative societies; negotiable instruments; legal control and methods of financing international trade, government controls, incentives, etc.; carriage of goods by sea, air and road, containerisation and its impact; securities for advances of all types; banker/customer relationship and obligations arising therefrom; insurance — basic principles; securities industry.

FINANCIAL MANAGEMENT ACC262
Evaluation and formulation of an integrated, dynamic approach to
corporate financial planning and model building. Four hours class contact per week for one semester.

Prerequisite: Successful completion of Accounting and Finance FIN361.

Syllabus: Determination and evaluation of optimal investment and financing strategy through time; extension of cost of capital analysis to incorporate taxes and growth; derivation of investment cut-off rates where capital structure is variable. Evaluation of the use of integrated corporate models; sensitivity analysis with regard to expected return and risk.

References: To be advised.

FINANCIAL MANAGEMENT ACC667

A course of two hours lectures and one hour seminar per week for one semester.

Prerequisites: Financial Management ACC681.


References:

FINANCIAL MANAGEMENT ACC674

A course of one two-hour lecture and one one-hour seminar per week for one semester.

Syllabus: Integration of corporate investment, financing and dividend policy functions within the wealth maximisation objective. Development of analytical skills in the specialised areas of valuation, takeovers and mergers; sensitivity analysis.

References:

**FINANCIAL MANAGEMENT ACC681**

A course of two hour lectures and one hour tutorial per week for one semester.

Prerequisites: Nil.

Syllabus: Basic accounting principles. The construction and interpretation of annual financial reports. Management accounting techniques, particularly in the areas of costing and budgeting.

References:

**FINANCIAL MANAGEMENT OF OPERATIONS ACC670**

A course of one three-hour seminar per week for one semester.

Prerequisites: Nil.

Syllabus: Production system controls — bill of material data base manipulation, dependent and independent inventory systems, scheduling, job design, quality control.

References:

**FINANCIAL REPORTING ACC672**

A course of one three-hour seminar per week for one semester.

Prerequisites: Nil, but a prior study of advanced financial accounting at undergraduate standard will be assumed.

Syllabus: In depth examination at an advanced level of selected accounting concepts and accounting practices which underlie or have evolved from the
preparation and presentation of accounting reports. Topics areas will include: reporting objectives and standards setting, valuation and costing systems, research into the decision usefulness of public information, multidimensional reporting.

References:

**FINITE ELEMENT ANALYSIS CIV606**
A course of lectures and tutorial work of two hours per week.

*Syllabus*: Introduction to the finite element method; energy principles, approximate solutions, the Rayleigh-Ritz method, displacement finite element approach. Membrane elements, isoparametric elements, plate bending and shell elements. Practical application of the finite element methods.

References:

**FINITE ELEMENT ANALYSIS MAT608**
A course of 45 hours lectures/tutorials.

*Syllabus*: Construction of the equations for an element. The assembled matrix for the system. Inclusion of boundary conditions. Derivation of finite element equations by: physical, variational (Rayleigh-Ritz); weighted residuals (Galerkin, least squares) and energy balance methods. Relative merits and limitations of each. Elements and interpolation functions. Transient and non-linear problems. Singularities.

References:

**FLUID DYNAMICS MEC610**
A lecture course of one hour per week for one semester on the principles of fluid dynamics which are essential to lubrication.


**FOLIO OF WORK ART384**
The folio of work consists of the presentation of specified work done in the areas of study in the Graphic Design diploma course.
Prerequisite: 80% attendance in all subjects of the Graphic Design diploma.

Assessment: The folio will be assessed at mid-year and end of year by a panel of lecturers in charge of specific areas and the results are subject to approval by the Head of the Department of Art and Design. A fail in the folio indicates a fail in the overall performance during the first or second half of the year. Only in exceptional circumstances can a student who has failed in one subject be granted a pass in his folio and the Head of Department must be satisfied that such a pass is justified.

FURTHER NUMERICAL TOPICS MAT610

A course of 45 hours lectures/tutorials.

Syllabus: A selection from the following topics:

Numerical solution of integral equations.
Classification. Relation between integral and differential equations (Green’s function). Fredholm equations (a selection of the following: separation of variables; quadrature; collocation; Galerkin; least-squares; iteration; variational).

Reference:

Numerical optimisation techniques.

References:

Numerical analysis in industry.
Specific examples from invited experts.

References:
Text and journal articles as selected by the lecturer.

G

GALLERY MANAGEMENT ART276

A course for degree and diploma students of two hours per week for two semesters.

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

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The subject is designed to provide an insight into the range of problems encountered in operating art galleries both large and small.
Emphasis will be placed on practical matters but interest will be developed in the changing roles and significance of art galleries and museums in the 20th century.  
Assessment: By assignment.  
References: To be advised.  

GENERAL DESIGN ART142  
A course for degree students of six hours per week for one semester.  
Prerequisites: Nil.  
Syllabus: The aim of this subject is to integrate two-dimensional and three-dimensional forms into a comprehensive design study. Through practical exercises the students will be made aware of the following factors: design is not merely an intuitive process; design is based on order; design works through the interactions of relationships such as proportions of form and of colour. Design study requires the student to comprehend and apply a terminology through which he can implement his own artistic expression intelligently.  
Assessment: Progressively by the examination panel.  
References: To be advised.  

GEOLOGY ART208  
A course of one hour per week for one semester for Ceramic Design students.  
Prerequisites: Nil.  
Syllabus: This subject will introduce students to the occurrence and properties of natural materials used in ceramics. As well as lectures there will be excursions and field work. Subject matter will include: methods of obtaining raw materials, and geological and geographical distribution of ceramic materials.  
Assessment: Students will be required to compile and present assignments as specified by the examination panel.  

GEOLOGY CIV206  
A course of two hours per week of lectures and tutorials for two semesters. In addition, four field excursions will be conducted during the year.  
Prerequisite: Chemistry CHE115.  
Syllabus: Fundamental geological concepts, crystallography and mineralogy, petrology, structural geology, geomorphology, basic elements of the geology of Victoria. Practical work; examination of the common minerals and rocks, geology map exercises, introductory air-photo interpretation.  
Assessment: To be based on examinations at the end of each semester together with assignment work submitted throughout the year.  
References:  

264
GEOTECHNICAL ENGINEERING CIV682

A course of lectures, discussion and practical work of three hours per week for one semester.

Prerequisites: Nil.


References:

GLASS STUDIES ART216

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject will introduce students to glass as a ceramic material and demonstrate its application over a wide range of domestic and industrial uses. This introductory unit will concentrate on basic aspects of glass blowing and cold glass working. Practical studios will be held in conjunction with lectures. The lecture program will deal with glass constituents and the theory of glassmaking.

Assessment: There will be an assessment of student work at mid-semester and at the end of the semester by the examination panel and the lecturer in charge of the subject.

GLAZING AND DECORATING TECHNIQUES ART114

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject will introduce students to a wide variety of glazes and techniques suitable for use in a studio situation. It will also be a practical outlet for much of what is taught in Ceramic Methods of Production 1 and 2. Students will learn how ceramic designs of other countries and periods, and those connected with industry, have developed certain glaze and decorating techniques.

Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

GLAZING AND DECORATING TECHNIQUES ART204

A course of three hours per week for one semester.

Prerequisite: Glazing and Decorating Techniques ART114.
**Syllabus:** This subject will cover most aspects of glazing and decorating. Areas of study will include techniques associated with engobe, underglaze and overglaze decoration. Salt glazing and work with lustres and enamels will be covered.

**Assessment:** There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

**GOLD AND SILVERSMITHING ART145**

A course for degree students of three hours per week for one semester.

**Prerequisite:** Nil.

**Syllabus:** This subject will be basically a material and media study to introduce the student to the fundamental problems involved in his work. It will aim to induce a general appreciation, curiosity, understanding and affinity for the subject.

**Assessment:** Progressively by the examination panel.

**References:** To be advised.

**GOLD AND SILVERSMITHING ART159**

A course of three hours per week for two semesters.

**Syllabus:** Students learn basic techniques and working methods related to casting, use of fabrication and forming in several metals, and methods of finishing, use of 'pickles', chemical oxidants and the properties of various metals and solders. Students are instructed in the safe and efficient use of hand-tools and machinery. Preliminary drawing and sketches are required to ensure an understanding of the fundamental design principles involved in designing and making jewellery and hollow-ware.

**Assessment:** Progressive assessment of work throughout the year, together with the major study.

**GOLD AND SILVERSMITHING ART245**

A course for degree students of six hours per week for two semesters.

**Prerequisite:** Goldsmithing and Silversmithing ART145.

**Syllabus:** Students will be introduced to new media and processes, knowledge of which in conjunction with exploratory and experimental studies is necessary to form a basic appreciation of the subject. Concurrent with the development of skills, techniques, and experience, students will develop design consciousness and inventiveness necessary to practise at a professional level. Regular weekly lectures and demonstrations will be given in methods of production, workshop routine, and aspects of safety. A program of visits to galleries, exhibitions and factories will be used in conjunction with lectures in design and history of the subject. A folio of designs together with relevant drawings and notebooks will be required with finished work.

**Assessment:** Progressively by the examination panel during the year.

**References:** To be advised.

266
GOLD AND SILVERSMITHING ART259
A course of three hours per week for two semesters.
*Syllabus:* Students elect to study some aspect of jewellery or silversmithing that interests them. They design and make a number of objects that continue their technical development and foster aesthetic judgements; these are based on knowledge from the previous year's study, or encompass an area of interest new to the student such as lost-wax casting, gem setting, enamelling, or the use of precious metals. Students are encouraged to become competent craftsmen but are given freedom to develop personal ideas and styles. Design aesthetics are initiated through workshop drawings for their proposed projects.
*Assessment:* Progressive assessment of work throughout the year, together with the major study.

GOLD AND SILVERSMITHING ART359
A course of three hours per week for two semesters.
*Prerequisite:* Gold and Silversmithing ART259.
*Syllabus:* A continuation in greater depth of the work of first and second years.
*Assessment:* Progressive and final folio assessments.

GOLD AND SILVERSMITHING ART369
A course for fine art degree students consisting of 12 or six hours per week for two semesters.
*Prerequisite:* Gold and Silversmithing ART245.

First semester
*Syllabus:* During this semester it is envisaged that students will develop a bridging between their two study areas, e.g. a liaison between goldsmithing and silversmithing and ceramics; or goldsmithing and silversmithing and printmaking. As the student develops an empathy for design in this subject it is anticipated that he will specialise in techniques appropriate to his needs. He will also be encouraged to use contemporary techniques and materials in association with traditional techniques and materials where they are appropriate to design needs.

Second semester
*Syllabus:* During the first semester of the final year of study the student will present a program of work for approval by the examination panel. The program will detail the work which the student intends to undertake during the second semester. The student will be required to select and present a folio of his year's work.
*Assessment:* The degree folio assessed by the examination panel progressively and at the end of the second semester.
*References:* To be advised.

GOVERNMENT IN AGRIBUSINESS MKT661
A course of three hours per week for one semester.
Prerequisites: Nil.

Syllabus: The Australian public sector and agribusiness — an overview. The role of the Australian public sector within the major sectors of agribusiness. Foreign agricultural policies which influence Australian agribusiness. Seminars on the major Australian industries within agribusiness.

References:
Working Group on All Aspects of Rural Policy in Australia, AGPS, Canberra, 1974.

GRAPHIC DESIGN ART381

Lectures and project studies for seven hours per week for two semesters.

**Prerequisite:** Pass in Graphic Design studies second year.

**Syllabus:** A series of lectures and projects on design co-ordination, group planning, information design, documentary merchandising and other major aspects of design. A student selected program (approved by the department) of specialised design studies within one of the following areas: advertising design, publication design, animation design.

**Assessment:** Diploma folio assessed by the examination panel progressively, and at the end of the second semester.

GRAPHIC DESIGN THEORY ART181

A course for degree and diploma students of two hours per week for two semesters.

**Prerequisites:** Nil.

**Syllabus:** Introduction to the design process and communication theory. Study of measurement; qualitative and quantitative measurement. Introduction to grids and organisational structures; organisational method as applied to type and image. Alphabet and the drawn letter. Networks, nets, net organisations and variants. Colour theory; systems, Munsel, Ostwald, ISCC-MBS; scientific principles of light/colour, optics; how we see colour, eye, nervous system, brain. Subtractive and additive primaries, secondaries, tertiaries, print. Some applications of colour; colour coding, colour as sign. Image and the nature of information in picture form; various types of image and their application. Graphs, charts and statistics. Introduction to symbols and symbol application.

**Assessment:** This will be on a progressive basis with final review by examination panel at end of the year.

References: To be advised.

GRAPHIC DESIGN THEORY ART281

A course for degree and diploma students of two hours per week for two semesters.

**Prerequisite:** Satisfactory completion of first year Graphic Design studies.

268
Syllabus: Introduction to media theory, audience evaluation; suitability of media for specific purposes. Picture as instruction, picture as icon; emotive use of imagery. Visual/verbal analogues. Methods and concepts related to visual persuasion; some ethical questions related to mass-media usage. Semiotic theory; sign communication, sign categories, picts, pictomorphs, pictophrases, pictures. Readability and legibility in type, visual skid, reading patterns; information analysis of verbal material, hierarchical structures in information design. Organisational tools and structures in information design; flow charts, rank order charts, metric and arrow diagrams. Corporate identity programs, organisational method; analogues, army, tribal, team, state; traditional and modern use of symbol as identity.

Assessment: This will be on a progressive basis with final review by examination panel at end of the year.

References: To be advised.

GRAPHIC DESIGN THEORY ART391

A course for degree students of two hours per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies, or entry to the degree course.

Syllabus: Project based studies relating support studies to practical work in semiotics and linguistics.

Assessment: This will be on a progressive basis with final review by examination panel at end of year.

References: To be advised.

GRAPHIC DESIGN THEORY ART491

A course for degree students of two hours per week for two semesters.

Prerequisites: Satisfactory completion of the third year degree studies in Graphic Communication.

Syllabus: Professional practice for the graphic designer in business. Presenting work to clients, costing and accounting. The law of libel, copyright, statutory regulations regarding advertising material. The design of educational visual-aid material. An introduction to the methods employed in cartography in the display of point-located visual material. Concepts, principles and theories of communication introduced as an integral part of practical graphic design project work.

Assessment: This will be on a progressive basis with final review by examination panel at the end of the year.

H

HIGH FREQUENCY TECHNIQUES AND DEVICES ELE675

A course of three hours per week for one semester including lectures, laboratory and tutorials.

Assessment: One written examination together with performance in laboratory and assignment work.

References:  

HIGHWAY AND TRAFFIC ENGINEERING CIV317

A course of two hours per week including some field work for two semesters.  
Prerequisites: Nil.


Assessment: To be based on examination at end of each semester along with coursework submitted throughout the year.

References:  
ARRB, various publications.  
CRB, *Road and freeway design manuals*.  
NAASRA, *Geometrical design of rural roads, urban roads and freeways*.

HIGHWAY CONSTRUCTION CIV680

A course of lectures and discussion sessions of two hours per week.  
Prerequisites: Nil.


Assessment: To be based on submitted assignments and open book examination at the end of the semester.

References:  
NAASRA and SRA publications to be advised during the course.

HIGHWAY DESIGN CIV671

A course of lectures and discussion sessions of two hours per week.  
Syllabus: Geometric design and standards for the various road classes, design speed and economic implications, capacity, mid-block intersection
designing, channelisation, rotary, signalised, grade separated. Safety considerations, human factor engineering, road furniture. Earthworks, manual and computer analysis.

Assessment: To be based on a series of submitted assignments during the semester.


HIGHWAY DESIGN CIV683

A course of lectures, discussion sessions and project work of three hours per week.

Prerequisite: Highway Design CIV671


Assessment: To be based on submitted assignments throughout the semester.

References: NAASRA and SRA publications to be advised during the course. CIT, *Highway Design II*, 1978.

HISTORY OF ART ART147

A course of three hours per week for two semesters.

Syllabus: This subject is to be taken by all students in the first year as a related study. It will be devoted to tracing the major developments in western art in the period prior to the 19th century. This will involve a study of the art and culture of the Classical, Medieval and Renaissance periods. The course will emphasise the inter-relationship of art and culture and involve the student in a study of the ways in which mythology, religion and philosophy relate to the development of content and artistic form.

Assessment: By assignments and class tests.

References: To be advised.

HISTORY OF ART ART167

A course of one hour lecture and one hour tutorial per week.

Prerequisite: A pass in HSC Art, or an approved equivalent study.

Syllabus: The content for this course will be chosen from periods prior to the 19th century. Various themes will be developed, from historic evidence, and through visual appreciation.

Assessment: By assignments throughout the year and class tests based on the content of the year's course.

References: To be advised.
HISTORY OF ART ART247
A course for degree students of two hours of lecture work and a one hour tutorial per week for two semesters.
Prerequisite: History of Art ART147.
Syllabus: This subject is to be taken by all students in the second year of the course as a related study. It will be devoted to tracing, throughout the history of western art, the descriptive mode of image making. This will involve the study of classical civilisations, the Renaissance and selected periods from the Renaissance to the present day. Thus emphasis will be thrown on the implications of the eye in production of visual images and involve the student in study of aspects such as the development of humanism, scientific thought, the perception and codifying of the visual image and the concepts of ideal beauty and visual truth. This thematic approach will thus continue to trace the durable and dynamic elements that seem to persist in artistic expression.
Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART ART269
A course of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in History of Art ART167 or an approved equivalent study.
Syllabus: A series of lecture programs based on more advanced study of visual form in the fine arts, in the 19th and 20th centuries.
Assessment: By assignments throughout the year and class tests based on the content of the year's course.
References: To be advised.

HISTORY OF ART ART277
A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.
Prerequisite: First Year of the Bachelor of Arts (Fine Art).
Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. This subject will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic analysis of the works of the period concerned, detailed reference will be made to the comparative methods of historians and writers who have contributed to the scholarship of that era.
Assessment: By assignment and class tests.
References: To be advised.

HISTORY OF ART ART287
A course of one hour lecture and one hour tutorial per week.
Prerequisite: A pass in History of Art ART167 or an approved equivalent study.
Syllabus: A series of lecture programs based on more advanced aspects of
visual form, with an emphasis on aesthetics and design. An interrelated historical and contemporary study with reference to visual communication skills of the past.

Assessment: By research assignments throughout the year and class tests based on the content of the year's course.

References: To be advised.

HISTORY OF ART ART347

A course for degree students consisting of a one hour lecture and a one hour tutorial per week for two semesters.

Prerequisite: History of Art ART247.

Syllabus: This subject is offered for two semesters as a compulsory related study for all degree students. The content of the course will emphasise aesthetic theories and the interrelationship of art, artists, and society in the 20th century.

During the first semester the student will present a program of work for approval by the examination panel. This program will include a substantial research project requiring a high standard of scholarship in the History of Art, in the form of a dissertation. Students will be advised regarding choice of subject matter and research techniques at the end of course ART247 and will be given tutorial assistance through course ART340 as an aid to their research. The dissertation will be presented to the examination panel at the end of the second semester.

Assessment: By dissertation.

References: To be advised.

HISTORY OF ART ART367

A course of a one hour lecture and a one hour tutorial per week.

Prerequisites: A pass in History of Art ART269 and completion of the second year of the Fine Art course.

Syllabus: A series of lecture programs on themes of contemporary relevance for a student finalising his course. Emphasis will be on aesthetics, communication, society and the individual, projected towards the specialised interest of the fine artist.

Assessment: On the submission of a class paper and a substantial research paper which may be accompanied by audio-visual information.

References: To be advised.

HISTORY OF ART ART377

A course for degree students, consisting of a one hour lecture and a one hour tutorial per week for two semesters.

Prerequisite: A pass in History of Art ART247 and completion of the second year of the Fine Art degree course.

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area. It may not be offered every year. The program of lectures and tutorial meetings will involve a full and detailed study of one selected period in the history of western art. In addition to the stylistic
analysis of major works of the time, a detailed study will be made of primary sources and the comparative methods of historians and writers who have contributed to the evaluation and analysis of art within the cultural context of the period.

Assessment: By assignment and class tests.

References: To be advised.

HISTORY OF ART ART387

A course of a one hour lecture and one hour tutorial per week.

Prerequisites: A pass in History of Art ART287 and completion of the second year of Graphic Design studies.

Syllabus: A series of lecture programs on themes of contemporary relevance for a student finalising his or her course. Emphasis will be on aesthetics, communication, society and the individual, projected towards the special interest of the graphic designer.

Assessment: On the submission of a class paper and a research project which may be accompanied by audio-visual information.

References: To be advised.

HUMAN BEHAVIOUR IN MARKETING MKT211

A course of four hours per week for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: Introduction to consumer behaviour, the individual, personality, attitudes, attitudes change, culture, social influences, family influences, diffusion and adoption, decision processes, market segmentation, consumerism.

References: To be advised.

HUMAN BIOLOGY CHE188

A course of two hours of lectures and two hours of practical work per week for one semester.

Prerequisites: Nil.

Syllabus: Origin of humans, structural elements of the human body, physiology of muscle, neurophysiology, circulatory and excretory systems, endocrine system, reproductive system, human development.

Assessment: Continuous, based on tests, essays and practical reports.

References: To be announced.

HUMAN COMMUNICATIONS HUM192

A course of one hour of lecture and two hours of tutorial/workshops per week for one semester.

Syllabus: The English language, communication models, definitions and principles, ethics and communication, language, General Semantics, non verbal communication, intrapersonal communication, interpersonal communication, small group communication, mass communication, inter-cultural communication, logic.
References:

HUMAN RESOURCES ACCOUNTING ACC678
A course of one three-hour seminar per week for one semester.
Prerequisite: Nil.
References:

HUMAN STUDIES HUM196
A course for degree and diploma students of five hours per week, consisting of two hours of type-writing and three hours of Language Communication Studies for two semesters.
Prerequisites: Nil.
Syllabus: Typewriting — Development of basic keyboard competence and familiarity with the operation of the typewriter. Manuscript and report typing including: proofreading signs, quotations, footnotes, statistics, outlines, contents, bibliographies and appendices, letter typing and placement. Acquisition of a typing speed of 25-30 w.p.m. on a five minute writing, with five or fewer errors. Acquisition of methodical work patterns.
Communication — In this introductory unit an attempt is made to amalgamate some of the thinking on communications from various disciplines. The basic communication process is analysed into a transaction consisting of: information source/medium or transmitter/message. The term ‘communications’ is limited in this unit to language; but some consideration is given to different codes of meaning, eg music. The relationship between communications and human relations is close so that concepts of the ‘self’ and ‘identity’, the ‘internalised other’ and ‘symbolic interactionism’ must be introduced; together with some treatment of nonverbal communications. Reasons for poor communications and methods of eliminating communication barriers are discussed.
Further, a social context theory of communications relating the social influence of roles, groups, social class, power, status, etc. on communications is considered.
Preparation is given in the art and practice of oral and written communication. Oral communication such as lectures, speeches, interviewing, conduct of meetings, group discussions, conferences, etc. involves some training in reasoning and argumentation. It involves the
promotion of better habits of listening and speaking. Written communication such as the preparation of technical reports, seminar reports, memoranda, and letters will demand training in the use of library facilities and of information acquisition in general.

Assessment: Assessment for the typewriting component will be cumulative; assessment for the communication studies is 50% cumulative and 50% final examination.

References: To be advised.

HUMAN STUDIES HUM296

A course for degree and diploma students of three hours per week over two semesters.

Prerequisites: A pass in first year Graphic Design studies.

Syllabus: Communication Studies — This unit aims to examine some of the inter-relationships between mass communication and mass society, the potential of the media to influence attitude, opinion and action, and the techniques by which the media do this. Topics to be studied will include: the characteristics of mass communication, Wright's functional analysis of mass communication, the mass media and culture, communication and social stratification, self and society as determined by communication. The role of media in education as an information resource, and as a major vehicle for bringing reality to the learning situation will be studied. The psychology and sociology of advertising together with the advertisers' use of the media will be examined.

Assessment: Assessment will be on a cumulative basis with a formal examination in Communication Studies.

References: To be advised.

HUMAN STUDIES HUM396

A course for degree students of three hours per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies, or entry to the degree course.

Syllabus: This course provides a comprehensive study of the way individuals and social groups communicate; it examines the various ways in which different categories of information are absorbed. Human and artificial systems of communication are compared and the barriers and limitations of these are examined.

Assessment: Assessment is 50% cumulative and 50% final examination.

References: To be advised.

HUMAN STUDIES HUM496

A course for degree students of two hours per week for two semesters with an additional one hour tutorial for one semester. This subject may constitute the theme of the degree research paper.

Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication.

Syllabus: Communication problems in complex activities and in inter-
disciplinary communication. The role of the media in education. Psychological and sociological aspects of advertising and propaganda. Research in communication.

Assessment: Assessment of the research paper to be by the examination panel. Assessment will be also made on a progressive basis if necessitated by the nature of the work undertaken.

References: To be advised.

HYDRAULICS CIV208

A course of three hours per week of lectures, tutorials and laboratory work for two semesters.

Prerequisites: Nil.


Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.

References:

HYDRAULICS CIV312

A course of two hours per week of lectures, tutorials and laboratory work for two semesters.

Syllabus: Flow in open channels; flow states, the hydraulic jump, flow resistance. Controls in open channels, channel transitions, bed and wave models. Flow measurement, sediment transport. Hydraulic machines.

Assessment: To be based on examinations at the end of each semester.

References:

HYDROLOGY AND DRAINAGE CIV677

A course of lectures and discussion sessions of one hour per week.

Syllabus: Hydrologic analysis, rainfall-runoff estimation and probability, flood control methods. Hydraulic analysis, flow in various conduits, control structures, culvert design, scouring effects. Erosion and sedimentation control. Drainage, surface and sub-surface design.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References:

**ILLUMINATION ELE322**

A course of three hours per week for one semester.
This unit may be selected in place of Electromagnetic Theory.


*Laboratory and Assignment Work:* Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

*Assessment:* Each unit will be assessed by one written examination together with performance in laboratory and assignment work.

*References:*

**ILLUSTRATION ART388**

A course for diploma students of four hours per week for two semesters.

*Prerequisite:* Pass in the second year of the Graphic Design course.

*Syllabus:* A study of the problems of illustrations, of the work of prominent illustrators, advanced media techniques and applications. Advanced illustration project related to advertising or publication (or both).

*Assessment:* Progressive and total folio assessment.

*References:* To be advised.

**INDUSTRIAL MANAGEMENT MEC350**

A course of two hours per week for two semesters.

*Principles of Management and Organisation — first semester*

References:
CIT, Lecture Notes, The Principles of Industrial Management, Part I.

Management of Production — second semester


References:
HARRY, M., Production Management, Hutchinson, 1972.
CIT, Principles of Industrial Management, Part 2.

INDUSTRY ANALYSIS FIN382

A course of four hours per week for one semester.

Prerequisite: Studies in the Economics of Australian Industry MKT347 must either precede or be taken concurrently with this unit.

Syllabus: The structure and operation of the mining, manufacturing and tertiary sectors of the Australian economy, including an analysis of each sector's significance in the future development of the Australian economy. An analysis and evaluation of the extent and significance of overseas investment in these sectors, government minerals and energy policies, trade practices legislation. An in-depth study by each student of the structure, conduct and performance of an industry operating in the Australian economy including the preparation of a demand/supply forecast for the industry. For this study each student will engage in independent research under the supervision of a member of staff.

References: To be advised.

INFORMATION STORAGE AND RETRIEVAL EDP623

A course of four hours per week for one semester.

Prerequisite: Required entrance level.

Syllabus: Investigation of information structures and study of the technique of storing and accessing various structures; review of existing approaches and future trends for database structuring and access, e.g. hierarchic, network and relational databases and query languages.
References:
Relevant research papers.

INFORMATION STORAGE AND RETRIEVAL EDP630

A course of four hours per week for one semester.  
Prerequisite: Information Storage and Retrieval EDP623.  
Syllabus: Detailed study of the role of the database administrator function especially the design, operation and control of the database (including security and integrity considerations); the relevance of company structure to the design of the information system and use of the computer; a study of distributed processing aspects and the problems and advantages associated with distributed databases.  
References:  
Relevant research papers.

INFORMATION STORAGE AND RETRIEVAL EDP631

A course of four hours per week for one semester.  
Prerequisite: Information Storage and Retrieval EDP630.  
Syllabus: Detailed study of ‘query’ languages including both natural languages and designed ‘query’ packages; detailed study of approaches to information retrieval including such aspects as ‘key word’.  
References:  
Relevant research papers.

INFORMATION STORAGE AND RETRIEVAL EDP634

A project involving the presentation and submission of a paper of approximately ten thousand words.  
Prerequisite: Information Storage and Retrieval EDP631.  
Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of information storage and retrieval.  
References: To be advised.
INSTITUTIONAL INVESTMENT MANAGEMENT FIN665
A course of one three-hour seminar per week for one semester.
Prerequisite: Nil.
Syllabus: Description and analysis of the financial markets — money markets and liquidity adjustment — capital markets and flow of funds — evaluation of financial market performance.
References: To be advised.

INSTRUMENTATION ELE440
A course of four hours per week for one semester.
References:

INTERNATIONAL ECONOMICS FIN348
A course of four hours a week for one semester.
Prerequisite: Microeconomics FIN271.
References: To be advised.

INTERNATIONAL FINANCIAL MANAGEMENT FIN333
A course of four hours per week for one semester.
Prerequisite: Monetary Theory FIN233.
Syllabus: Application of financial management principles to the financial decisions of multi-national corporations, and the manner in which financial institutions aid this decision making. Consideration of the impact of exchange rate uncertainty, differing rates of inflation, and different taxation systems on the capital budgeting and working capital management decisions of the firm with operations in several nations, and the financial institution's role in this. Review of sources of funds for multi-national operations, including Euro-currency and bond markets, retained earnings of the parent company and its foreign subsidiaries, and various national markets.
References: To be advised.
INTERNATIONAL MARKETING MKT243

A course of four hours class contact for one semester.

*Prerequisites:* Marketing and Society MKT111, Marketing Management MKT311.

*Syllabus:* The organisation of international marketing programs. Adapting to foreign marketing conditions. Environmental influences on international marketing. International marketing intelligence. International product policy, distribution, promotion. Export procedure. Each student will complete an individual in-depth study into an aspect of the subject.

*References:*

INTRODUCTION TO COMPUTER THEORY/STATISTICAL METHOD AND PRACTICE ART395

A course for degree students of two hours a week for two semesters.

*Prerequisite:* Satisfactory completion of second year Graphic Design studies, or entry to the degree course.

*Syllabus:* Anatomy of computers; what they are not; what they are; attributes of computers. Representation of data: computer arithmetic including representation of values by symbols, non-positional and positional systems i.e., decimal, octal, hexadecimal, binary, grouped binary; the character set, representation of characters in traditional and computer media form, methods of conversion. Computer equipment: central processing unit; input units; output units, off-line units including decollators, guillotines, envelope inserters and sealers, card and paper punches, key tape units, microfilm, etc., interfaces with other equipment such as typesetting, photo composition, and printing equipment.

INVESTIGATION PROJECT CIV422

A nominal two hours per week for two semesters devoted to an original study, supported by laboratory work, field work or literature search, related to an area of special interest to the student.

*Assessment:* To be based on a typewritten report submitted at the end of the year.

INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT FIN663

A course of one three-hour seminar per week for one semester.

*Prerequisite:* Successful completion of ACC674.

*Syllabus:* Yield patterns in the Australian capital markets, security analysis and valuation, forecasting, portfolio construction and management.

*References:* To be advised.
INVESTMENT AND PORTFOLIO MANAGEMENT FIN363

Four hours class contact per week for one semester.

Prerequisite: Successful completion of Accounting and Finance ACC360.

Syllabus: Evaluation, formulation and implementation of a flexible portfolio policy and management. Yield patterns in the Australian capital market, value analysis and selection of securities, forecasting, portfolio theory, construction and management.

References: To be advised.

K

KILN DESIGN AND CONSTRUCTION ART224

A one hour lecture to be followed by a two hour practical class.

As a result of this subject, the students will have a better understanding of kiln management and use which will give them the necessary background to operate a studio kiln. The design and construction of kilns will be approached through a series of lectures and practical classes. This subject will be of one semester’s duration and will be taken by diploma students in the final semester of their course.

Assessment: Assessment will be based upon group projects. Students will also be required to present for a written examination at the end of the semester. A pass in both areas will be required.

KILN AND FURNACE DESIGN AND CONSTRUCTION ART309

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject will be approached through a series of lectures and practical classes. It will enable students to acquire a knowledge and understanding of kilns designed for use by the studio potter and furnaces suitable for the glass craftsman. The students will gain insight into kiln and furnace construction and management. This study will give them the necessary background to operate equipment safely and effectively.

Assessment: This will be based upon group projects. Students will also be required to present for a written examination at the end of the semester. A pass in both areas will be required.

L

LABOUR RELATIONS ADM334

A course of four hours per week for one semester.
Prerequisites: Microeconomics FIN271 and Organisational Behaviour and Performance ADM231.

Syllabus: The influence of environment, personality and industrial relations institutions on the behaviour of labour and management.

References:
Journal of Industrial Relations and other periodicals.

LAND USE PLANNING CIV423
A course of two hours per week, mainly lectures, for two semesters.
Prerequisites: Nil.

Syllabus: Interaction and competition between land use types. The interaction between transport facilities and land use. Provision of services and the relevance of civil engineering to town, regional and national planning within a social, economic and political framework.
Assessment: To be based on examinations at the end of each semester and on assignments submitted throughout the year.

References:

LAW FIN311
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: The completion of FIN111.

Syllabus: Product development; protection and liability; competitive relations and promotional activities; restrictive practices; debt recovery.

References:
Australia, Trade Practices Act.
Victoria, Collusive Practices Act.
Victoria, Consumer Protection Act.
Victoria, Lotteries, Gaming and Betting Act.

LAW FOR PHYSICAL DISTRIBUTION MANAGERS FIN611
A course of four hours a week class contact for one semester.
Prerequisites: Nil.

Syllabus: To provide an appreciation of the law relating to physical distribution with emphasis on carriage of goods, bailment, channels of distribution, Bills of Lading and Bills of Exchange.

References:
Victoria, Goods Act.
LEGAL PROCEDURES I FIN151

A course of two hours per week for one semester.
Prerequisite: Australian Legal and Economic Systems FIN150.
Syllabus: An understanding of the legal terminology and concepts in conveyancing, family law, corporate affairs, business names and criminal litigation.
References:

LEGAL PROCEDURES II FIN254

A course of four hours per week for one semester.
Prerequisite: Legal Procedures I FIN151.
Syllabus: A detailed working knowledge of the civil legal procedure and forms involved in legal work in Victoria: the parties and documents involved in civil litigation work, the structure of the courts and the role of solicitors and barristers.
References:
Supreme Court Rules, County Court Rules, Justices Act and Rules.

LEGAL PROCEDURES III FIN255

A course of four hours per week for one semester.
Prerequisite: Legal Procedures II FIN254.
Syllabus: A detailed working knowledge of procedures and forms in regard to conveyancing, opening a file, arranging for search of title, letters to clients and solicitors, arranging settlement and costing out.
References:

LEGAL STUDIES HUM125

A course of three hours per week for one semester (part-time): four hours per week (full-time).
Prerequisites: Nil.
Syllabus: An introduction to the sociology of law and legal systems emphasising the Australian common law pattern but with comparative studies of other systems where appropriate. Particular emphasis will be given to the development of the law as an instrument of social control, and recent reforms and changes in the legal system in which reference will be made to concepts of legally enforceable social rights, the provision of legal aid and alternative legal procedures to the traditional adversary system.
Assessment: A combination of cumulative work and formal examination.
References: To be advised.
LEGAL STUDIES HUM127

A course of three hours per week for one semester (part-time): four hours per week (full-time).

Prerequisite: Legal Studies HUM125.

Syllabus: A study of some specialised areas of criminal law including crimes without victims; compensation for crimes; the unmaking of criminal law; political crimes and civil liberties; administrative sanctions and redress (eg, ombudsmen): legal rights of law officers; concepts of deviance and crime; interpretation of criminal statistics and the role of community agencies in the treatment of offenders.

Assessment: A combination of cumulative work and formal examination.

References: To be advised.

LEGAL STUDIES HUM223

A course of three hours per week for one semester (part-time): four hours per week (full-time).

Prerequisites: Legal Studies HUM125 and HUM127.

Syllabus: A detailed study of two broad areas of substantive law —

a. the law of persons, covering personal capacity, status and responsibility (eg, citizenship, family law, privacy) and

b. the law of property, covering such areas as fraud, embezzlement, negotiable instruments, hire purchase and allied transactions. In each case, the possible involvement and role of the police officer will be examined.

Assessment: A combination of cumulative work and formal examination.

References: To be advised.

LIGHTING SERVICES ELE625

A course of two hours per week for one semester including lectures, laboratory and tutorials.

Syllabus: Light production, incandescent, low and high pressure mercury vapour, sodium vapour lamps, special light sources. Lighting equipment, fittings and control schemes, lighting calculations and cost estimates. Interior and exterior lighting installations.

Assessment: One written examination together with performance in laboratory and assignment work.

References:


LINEAR ALGEBRA MAT603

A course of 45 hours lectures/tutorials.

Syllabus: Introduction to numerical analysis and computational errors.
Review of matrices. Elimination, iterative and relaxation methods. Relative merits of methods w.r.t. efficiency and accuracy for large systems. Special algorithms for sparse systems, including symmetric.

Computation of eigenvalues and eigenvectors: Mises' power method (dominant eigenvalue) and its extension. Eigenvalues of a real symmetric matrix. Homogeneous systems.

All methods will be illustrated by case studies involving computer usage.

References:

LITERATURE HUM170

A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.

Syllabus: A course in prose, poetry and drama designed to illustrate relationships between literature and society between approximately 1600 and 1800. A fundamental academic aim of the course is to develop a framework of critical concepts, which may be applied in textual analysis and evaluation, undertaken in the light of the historical circumstances in which the texts were produced.

Assessment: Cumulative, by essays and tutorial papers.

References: To be advised.

LITERATURE HUM171

A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.

Syllabus: A course which looks at the development in theory and practice of literature that occurred in the 19th century. An attempt will be made to isolate some of the factors which precipitated and/or hastened this change and determined the direction it would take. In essence, this course presents a study in romantic thought and expression which existed alongside realistic approaches, especially in fiction, throughout the century. The causes of the modern movement will be explored.

Assessment: Cumulative, by essays and tutorial papers.

References: Students should be familiar with the writings of some of the following: Charles Dickens, William Wordsworth, George Eliot and Thomas Hardy.

LITERATURE HUM172

A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: Nil.
Syllabus: This is a course in popular literature: an introduction to the study of the popular novel since about 1850, specialising in the novel of mystery and suspense. Students will be expected to read widely and critically and to relate the changing trends in popular fiction of this time to the evolution of modern society.

Assessment: Cumulative, by essays and tutorial papers.

References:

COLLINS, W., The Moonstone.
DICKENS, C., The Mystery of Edwin Drood.
A wide reading of the works of John le Carre, Dorothy Sayers, Michael Innes and Georges Simenon would also be an advantage.

LITERATURE HUM270

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171 or approved equivalents. Also available as an elective.

Syllabus: The Dramatist as Social Critic. Eight plays are chosen from classical Greek drama to modern drama. Each play will be studied over two weeks, the first week spent looking at historical and social background, the second consisting of play-readings and critical discussion with theatrical information. The aim is to encourage students to see the wider social implications of staged drama; plays grow out of, and make comment on their particular culture. Students will be expected to develop their skills in historical and philosophical research, and will be guided to participate in reading aloud and develop theatrical skills through workshop sessions.

Assessment: Essays, research for tutorial papers, practical stagecraft and participation in an acted reading of one of the plays at the end of the semester. Teamwork is essential in the assessment.

References: To be advised.

LITERATURE HUM271

See HUM272 below.

LITERATURE HUM272

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: HUM170 and HUM171 or approved equivalents.

Syllabus: A course in Australian literature from the beginnings in the convict era, bush-balladists, the 'diggings' and first settlement, through the formative period of Australian styles and themes to modern writing. Students will look at important writers from these periods, including Henry Lawson, Marcus Clarke, George Johnston, Patrick White, Judith Wright, and David Williamson. There will be selected texts for detailed study within this survey. The aim is to encourage a critical appreciation of Australian literature by understanding its development historically. Workshop sessions will develop the student's own writing skills through critical readings and creative work.

Assessment: By essays, seminars, and class exercises, with a strongly theoretical and conceptual emphasis.
Reference:

LITERATURE HUM273
See HUM274 below.

LITERATURE HUM274
A course of four hours per week for lectures and tutorials for one semester.
Prerequisites: HUM170 and HUM171 or approved equivalents.
Syllabus: A study of contemporary writers drawn from Australian, American, English and European literature. The aim is to introduce students to new writers, to develop independent critical awareness and to encourage creative writing by students. Writers discussed will include Ted Hughes, Thom Gunn, Sylvia Plath, Patrick White and David Williamson, with others to be specified at the beginning of the semester. Play and poetry readings will be a feature of this course.
Assessment: By essays, seminars and class exercises, with a strongly theoretical and conceptual emphasis.
References: To be advised.

LITERATURE HUM277
See HUM278 below.

LITERATURE HUM278
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: HUM170 and HUM171, or approved equivalents.
Syllabus: This course is a study of the development of Australian literature from its colonial origins to the development of selfconscious nationalism in the 1890s. The core areas will include:
- colonial ballads;
- the development of the novel, especially the works of Marcus Clarke, Rolfe Boldrewood, Tom Collins, Henry Handel Richardson, Miles Franklin;
- shorter forms of fiction selected from the works of Henry Lawson and Steele Rudd;
- *The Sydney Bulletin*.
Assessment: Cumulative, by essays and tutorial papers.
Reference:

LITERATURE AND COMMUNICATIONS HUM275
See HUM276 below.

LITERATURE AND COMMUNICATIONS HUM276
A course of four hours per week of lectures and tutorials for one semester.
Prerequisites: HUM170 or HUM171 or HUM172 and HUM100 or HUM102.

Syllabus: The course will attempt to define the relationship between the short story as a written piece of literature and in its adaptation for film. Emphasis will be placed on the technical problems posed by translation of written material into film form. The course will be largely based upon Australian short stories and films.

Assessment: A script (adaptation) and an essay.

References: To be advised.

LOGIC DEVICES AND SYSTEMS ELE623

A course of four hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.

References:

LUBRICATION MEC471

A course of three hours of lectures per week for one semester.

Syllabus:
Types of lubrication — hydrodynamics, hydrostatics, elasto hydrodynamics and boundary transition.
Properties of lubricants — viscosity, density, etc.
Lubrication theory — Navier-Stokes equation and continuity equations, Reynolds equation.
Boundary lubrication.
Lubricant rheology.
Friction, wear and cutting processes.
Bearing design.
Modes of failure of plane bearings, rolling contact bearings and gears.
Bearing materials.
Oil systems, thermal effects in bearings.
LUBRICATION MEC614

A lecture course of two hours per week in one semester and one hour per week in the next semester.

Syllabus: Lubricant types — fluid-film, elastohydrodynamic, mixed and boundary transitions.

Lubricant properties — viscosity, density, etc. methods of evoluation, additives.

Chemical properties — classification, storage and handling.

Lubrication practice — water and steam turbines, gas turbines, gears and drives, hydraulic transmissions, compressors, machine tools, mobile plants, cutting oils, grease lubrication, metal rolling operations. Off-shore lubrication and lubrication in hostile environments. Seals. Fire and explosions.

Theories — (1) fluid film lubrication: Navier-Stokes and continuity equations, Reynold's equation. Solutions for two dimensional iso-viscous incompressible flow, thrust and journal bearings and cylindrical contacts. (2) boundary lubrication.

Lubricant rheology.

Lubrication in production engineering.

Lubrication in maintenance engineering.

M

MACHINE ANALYSIS ELE420

A course of four hours per week for one semester.


References:

MACHINE HEALTH MONITORING CHE621

A course of two hours per week for two semesters.

Prerequisite: This unit can only be studied in combination with the Applied Science Practical CHE622.
Syllabus: It is designed to provide an understanding of the operation of a wide range of scientific instrumentation which can be used to monitor the performance of machine components. The course covers the essential principles of each technique and details of the means by which data gathered in this way can be used to diagnose faults and predict impending failures. The range of instrumentation available are illustrated by the following sample: Spectrometric methods of oil analysis, Ferrography, Electron microscopy, Capacilance, Temperature profiles, Vibration analysis, X-ray fluorescence, Viscometry, simple methods of debris analysis.

References: To be advised.

MACHINES ELE220

A course of four hours per week for one semester.


Laboratory: Experiments on transformers and rotating machines (industrial and experimental types).

References:

MACROECONOMICS FIN171

A course of two one-hour lectures and two hours of tutorial work per week for one semester. Tutorial work is broken down into work-shop and discussion sessions.

Prerequisites: Nil.

Syllabus: Analysis of movements in and determinants of the major components of aggregate demand: consumption, investment, government, exports, imports. An evaluation of government policies and their effects on full employment, price stability and external viability in the context of the Australian economy.

All students must purchase CIT published student manuals.

References: To be advised.

MACROECONOMICS FIN297

A course of three hours of class work per week for one semester.

Syllabus: The nature and operation of the Australian economy with particular reference to areas relevant to mechanical engineers. Analysis of changes in and determinants of the major components of aggregate demand and consideration of government policies likely to achieve economic stability.

Assessment: Assignments and class tests.

References: To be advised.
MACROECONOMICS FIN653

A course of three class hours per week for one semester.

Syllabus: This subject is designed for students to acquire knowledge and general understanding of: the nature and operation of the Australian economy; the changing characteristics of industry in Australia; the market characteristics of the Australian economy; the impact of government policies towards business; location theory; urban transportation and transport networks.

References: To be advised.

MANAGEMENT ACCOUNTING ACC261

A course of one one-hour lecture and three hours tutorial and case work per week for one semester.

Prerequisite: Completion or concurrent study of Accounting and Finance ACC350.

Syllabus: The aim of this subject is to develop an advanced appreciation of financial planning in relation to organisation goals and objectives, resources employed, return on investment, and profit plans. Topics covered include corporate goals and objectives, management evaluation of alternative profit-resource plans, input-output accounting, human resource planning and control, recruitment and training costs, compensation schemes.

References: To be advised.

MANAGEMENT ACCOUNTING SYSTEMS ACC293

A course of four hours per week for two semesters.

Prerequisites: Nil.

Syllabus: Nature and development of accounting; principles of methods of recording; accounting reports; effect of concepts and conventions on recording and reporting; subsidiary ledgers: debtors, creditors, inventory, fixed assets; elementary costing: job and process costing; historical and standard costing; introduction to budgeting and budgetary control; introduction to auditing.

References: To be advised.

MANAGEMENT ACCOUNTING SYSTEMS ACC294

A course of four hours per week for two semesters.

Prerequisite: A satisfactory stage of development in the course.

References:
SEILER, R. E., Principles of Accounting — a managerial approach, Chas. E. Merrill, 1967.

MANAGEMENT ACCOUNTING SYSTEMS ACC395
A course of four hours per week for two semesters.
Prerequisite: Management Accounting Systems ACC294.
Syllabus: A detailed study of the physical and accounting problems associated in the principal areas of business data flows: inventory; debtors and sales; creditors and purchasing; payroll; production management; costing systems. A study of accounting controls: cash procedures and liquidity controls; control of manufacturing operations; internal control systems; ledger systems and accounting reports; audit requirements and procedures.
References:
WIGHT, O. W., Production and Inventory Management in the Computer Age, Gower, 1974.

MANAGEMENT AND PEOPLE IN ORGANISATIONS ADM113
A course of four hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course gives students an understanding of the human resource aspects of retailing, and the management of people. It examines individual differences in people, the integration of people to organisations, group processes, motivation and leadership. It identifies the managerial functions of planning, organising, leading and controlling, relating these to the retail environment. It will be taught using lectures, tutorials and case work.
Preliminary reading:
References:
Text and case book to be advised.

MANAGEMENT DECISION MAKING ADM261
A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM232.
Syllabus: This elective subject is designed to extend student awareness of the
central role of decision making in managerial activities and the administration of work organisations. Simulation exercises and case study materials are utilised to develop practical skills in problem solving and use of managerial decision making techniques.

References:

MANAGEMENT ENVIRONMENT ADM337

A course of four hours per week for one semester.
Prerequisite: Process of Management ADM236.
Syllabus: This core subject within the Administration degree course has been designed to develop student sensitivity to and awareness of future problems in the management of work enterprises, in the light of current and projected work environments.

References:

MANAGEMENT INFORMATION SYSTEMS ADM338

A course of four hours per week for one semester.
Prerequisites: Data Processing EDP170 and Organisational Behaviour and Performance ADM232.
Syllabus: The aim of this subject is to develop an awareness of the role of the administrative office manager in the blending of people and machines into a smoothly operating information complex. The subject will be studied in the general context of communication networks and office systems theory and will also specify telecommunication technologies, the inter-relationship of office functions and a range of leadership techniques.

References:

MANAGEMENT OF CHANGE ADM262

A course of four hours per week for one semester.
Prerequisite: Organisational Behaviour and Performance ADM232.
Syllabus: This elective subject develops and extends student awareness of practical problems in coping with and adapting to organisational change. Emphasis is placed on examining techniques for describing and anticipating change, as well as evaluating strategies for effective management of planned changes within work organisations.

References: A comprehensive list of reference materials will be provided during the first week of classes. This will include a wide range of journal references, as well as resource materials from the Productivity Promotion Council of Australia.

MANAGEMENT OF PRODUCTION MEC353

A course of two hours per week for one semester.

Syllabus: The work of a manager, principles of plant location, principles of factory layout, storekeeping, principles of purchasing and raw material procurement, job standards, methods of production planning, methods of inspection and quality control, basic methods of personnel management and training, principles of business correspondence.

Assessment: Continuous assessment by assignment and test.

References:

MANAGEMENT PLANNING ACC673

A course of one three hour seminar per week for one semester.

Syllabus: The objective of this subject is to develop skills in designing and evaluating planning, control and information systems. Topics covered include divisional accounting, segment profitability; accounting for the marketing production, personnel functions and human factors in information system design, management by objectives, and use of the computer for management planning and control.

References:
Further references to be advised.

THE MANAGEMENT PROCESS ADM641

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: The subject is designed to provide an appreciation of the wider
implications of marketing decision making and the development of marketing strategies in an organisational and behavioural context.
Topics covered include the evolution of organisation and management theory, individuals and work, groups and work, the decision making process, the organisation communication process, planning and controlling, the integration of organisational and individual needs.

References:

**MANAGERIAL ACCOUNTING ACC602**
A course of two hours per week for one semester.

*Prerequisites:* Nil.

*Syllabus:* Performance evaluation techniques and costs for decision making.

*References:*

**MARKETING MKT292**
A course for degree and diploma students of two hours per week for two semesters.

*Prerequisite:* A pass in first year Graphic Design studies.


Assessment: Assessment will be by written assignment and end of year examination.

References: To be advised.

MARKETING AND RETAILING MKT134

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: This course provides an understanding of marketing principles and practices in Australia and their relevance and application to retailing. It will cover the marketing concept, the development of marketing strategies, the practice of marketing in Australia, the role and evolution of retailing, and marketing in the retail industry. It will be taught using lectures, tutorials, special projects and case studies.

References:

MARKETING AND SOCIETY MKT111

A course of four hours per week comprising two one-hour lectures, one hour tutorial and one hour seminar.

Prerequisites: Nil.

Syllabus: Three hours class work to be devoted to providing students with an understanding of the nature and scope of marketing; the marketing concept; market research and the market; customer motivation and behaviour; the product, its distribution, pricing and promotion; planning, controlling and evaluating the marketing effort. One hour seminar to be devoted to consideration of the impact of marketing on a changing society.

References:

MARKETING COMMUNICATION STRATEGIES MKT626

A course of three hours class work and three hours private assignment work for one semester.

Prerequisite: Marketing Theory and Practice MKT616.
Syllabus: Importance of promotion; role of communication in promotional strategy; elements of the promotional mix; establishing the promotional budget; promotional strategy; consumer behaviour; advertising promotion and the law; advertising and society.

References:

MARKETING CONTROLLERSHIP ACC292

A course of two hours of lectures and two hours of tutorials per week for one semester unless enrolments are such as to make class instruction preferable.

Prerequisite: Accounting and Finance ACC102.


References:

MARKETING FINANCIAL CONTROL ACC680

A course of two hours lectures and one hour tutorial per week for one semester.

Prerequisites: Nil.

Syllabus: To enable students to interpret accounting data and reports, and to identify and develop financial information necessary to plan and control the marketing effort.

Reference:

MARKETING FOR FINANCIAL INSTITUTIONS FIN337

A course of four hours class work per week.

Syllabus: Detailed analysis of marketing decision-making, the link between corporate planning and marketing objectives. Marketing management in
practice, with particular emphasis on Australian financial organisations. The role of marketing research.

References:

MARKETING FUNDAMENTALS MKT195
A course of two hours class work per week for one semester.

*Prerequisites*: Nil.

*Syllabus*: This subject aims to provide a knowledge of marketing practice and terminology as currently used in business. Introduction to various decisions facing the marketing executive in pricing, promotion, distribution, product policy and marketing planning.

*References*: To be advised.

MARKETING IN FOREIGN ENVIRONMENTS MKT634
A course of two one-hour lectures and one one-hour tutorial per week for one semester.

*Prerequisite*: Marketing Theory and Practice MKT616.

*Syllabus*: The distinctions in overseas marketing; environmental influences; marketing intelligence; marketing mix implications; export procedure. Case work will be used where appropriate.

*Reference*:

MARKETING LAW FIN317
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.

*Prerequisite*: The successful completion of the common first year.

*Syllabus*: The focus on the course will be upon the current Trade Practices Act and an examination of the legal control of restraint of trade, monopolisation, exclusive dealing, mergers and price discrimination and the problems raised by these phenomena in the national economic context. The legislation will be discussed from the viewpoints of government, businessman and lawyer.

Legislation relating to justification of prices and consumer protection with the allied problems of product liability and techniques of marketing will also be examined.

*References*:
MARKETING MANAGEMENT MKT311

A course of four hours class work for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: The development of appropriate market strategies and plans for a range of products, through the use of cases. This course builds on the theories explored in MKT111 and sharpens the student’s ability to analyse, evaluate and implement successful changes in the marketing mix. Product portfolio analysis is also examined. A theoretical grounding in sales management and promotion will be helpful to the student undertaking this unit.

References: A number of cases available from the CIT Bookroom.

MARKETING MANAGEMENT MKT312

A course of four hours class work for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: The development of corporate marketing strategies; marketing planning procedure and administration; evaluation and control in marketing planning; Australian case studies in corporate marketing planning and strategy. Concepts of product management; designing a product strategy; monitoring existing products; developing new products.

References:

MARKETING PLANNING AND CONTROL MKT344

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: The marketing planning function and types of marketing plans; the development of corporate goals and corporate marketing strategies to meet those goals; marketing planning procedures and the integration of marketing plans into corporate plans; the administration of planning; evaluation and control in marketing planning; analysis and compilation of marketing plans in practice.

References: To be advised.

MARKETING PRINCIPLES AND PRACTICE MKT691

A course of one and a half hours per week for one semester.

Prerequisites: Nil.
Syllabus: Marketing and its place in business; the role and importance of marketing research; consumer behaviour and analysis; specialised functions in marketing including distribution, promotion and pricing; practical studies demonstrating the application of marketing principles.

References:

MARKETING RESEARCH AND FORECASTING MKT42
A course of four hours class work per week for one semester.
Prerequisites: Marketing Research Methods MKT212 and Business Statistics MKT217.
Syllabus: This course takes the prerequisite subject MKT212 on to an advanced level. The emphasis is on the logic of analysis and techniques associated with data analysis and marketing information systems. The course also covers the development of market specific models oriented towards forecasting.
References:

MARKETING RESEARCH AND FORECASTING MKT612
A course of three hours class work per week for one semester.
Prerequisite: Statistics for Marketers MAT661.
Syllabus: Nature and scope of marketing research, methodology in marketing research, sources of information, questionnaire design, sampling techniques, interpretation and analysis of data, managing the marketing research process, forecasting, specialised areas of marketing research.
References: To be advised.

MARKETING RESEARCH METHODS MKT212
A course of four hours per week for one semester.
Prerequisites: Human Behaviour in Marketing MKT211 and Business Statistics MAT164.
Syllabus: Introduction, importance to marketing, decision process, problem identification, planning and overseeing a research project, sources of information, questionnaire design, sampling, research reporting, advertising research, observation techniques, group interviews, depth interviews, managing marketing research.
References: To be advised.

MARKETING RESEARCH PRACTICE MKT629
A course of three workshop hours per week for one semester.
Prerequisites: Marketing Research and Forecasting MKT612.
References: To be advised.

MARKETING RESEARCH TECHNIQUES MKT367
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Marketing and Society MKT111 and Business Statistics MAT164.
Syllabus: The course aims to provide students with an understanding of tools and techniques of marketing research applicable to consumer and industrial marketing. Purposes of marketing research; planning a project; formulating the problem; marketing information systems; primary and secondary sources of information; sampling techniques; bias; data analysis; questionnaire design; attitude research; test marketing; forecasting; the research report.
References: To be advised.

MARKETING THEORY AND PRACTICE MKT616/MKT671
A course of three hours class work per week for one semester.
Prerequisites: Nil.
Syllabus: The marketing concept and corporate objectives and strategies; the marketing environment; marketing decision making and problem solving; designing the marketing strategic mix; planning, controlling and evaluating the marketing effort.
References:

MATERIALS SCIENCE MEC142
A course of two hours of theory per week and two hours of laboratory per month, throughout the year.
levels in solids. Thermo-electric effects. Thompson effect, Peltier effect, Ettinghausen effect.
Magnetic properties of materials: paramagnetism, diamagnetism, ferromagnetism.
Dielectrics: polarisation and polarisability as functions of frequency. Complex permittivity and dielectric loss. Ferro electricity, piezo electricity, electrolysis and electrolytic protection.

References:
KELSEY, C. A., Materials Science in Engineering, Merrill, 1968.

MATHEMATICAL METHODS MAT101
A course of five hours per week for two semesters.
Prerequisite: An HSC mathematics or equivalent TOP mathematics.

References:

MATHEMATICAL METHODS MAT205
A course of three hours per week for two semesters. Credit will not be given for both this subject and Applied Mathematics MAT201.
Prerequisite: Mathematical Methods MAT101.
Syllabus: The methods units of Applied Mathematics MAT201; viz.: Vector field theory, Fourier series and partial differential equations, special functions, Laplace transforms, reduction formulae.
Reference:
A course of 90 hours of lectures/tutorials.

Syllabus:

Mathematical modelling of physical systems.
Introduction. Formulation of the governing equations of problems. Approximate formulation of problems by approximation of governing equations and/or boundary conditions. The role in modelling of: dimensional analysis, similarity and non-dimensional parameters, order-of-magnitude-analysis, laboratory and computer analogues. Each of the sections above will be introduced in the context of case studies leading to the equations and systems of equations to be studied in other subjects of the course. The case studies will be taken from a wide variety of physical systems.

Approximate analytical methods which extract limited information about the general nature of the problem without actually obtaining a 'complete solution'. Graphical methods (isoclines and curvatures methods). Phase-plane solutions. Perturbation methods. Approximate methods as a prelude to computer solutions. The need and choice of approximating function. Taylor, minimax, rational functions.

References:

MATHEMATICS MAT102

A course of four hours per week for two semesters.

Prerequisite: An HSC mathematics or equivalent.


References:

Statistics (two hours per week): Probability; expectation; discrete probabilistic models; empirical distributions and sampling statistics; continuous
random variables; probability density functions; inference concerning means, variances, proportions; introduction to distribution-free methods; simple linear regression (emphasis given to applications in Applied Science and Engineering).

References:

**MATHEMATICS MAT131/MAT141/MAT151**

A course of five hours per week for two semesters.

**Prerequisites:** An HSC mathematics or equivalent.

**Syllabus:** Basic differentiation and integration. Periodic functions: sinusoids, piecewise linear functions, average and RMS values. Elementary functions: circular and hyperbolic functions, their inverses, logarithmic equivalents.

Systematic integration: by substitution, by parts, reduction formulae, numerical integration, arc length and surface area.

Partial differentiation: approximations and errors, maxima and minima, directional derivative, curve fitting by least squares.

Complex algebra: de Moivre's theorem, Euler's formula, phasors, complex mappings.

Vectors: scalar and vector products, scalar derivatives, applications. First and second order differential equations with appropriate applications.

Series: convergence, power series, Taylor series. Improper integrals.

Matrices and determinants: solution of simultaneous equations, consistency, dependency, conditioning.

Computer programming: BASIC and ANSI FORTRAN, solution of engineering problems.

References:
CIT, Mathematics MAT131/141/151, 1981.

**MATHEMATICS MAT206**

A course of five hours per week for two semesters.

**Syllabus:** As for MAT201 but with greater emphasis on project work and use of mathematical models.

**MATHEMATICS MAT231**

A course of five hours per week for two semesters.

**Prerequisite:** Mathematics MAT131.
Syllabus: Co-ordinate geometry: conics, polar co-ordinate, quadric surfaces, multiple integration.
Matrices: eigenvalues, partitioning, inversion.
Numerical methods: equation solving, interpolation, differentiation, differential equations (initial and boundary value problems).
Statistics: descriptive statistics, basic concepts of probability theory, probabilistic model building using engineering based data, estimation, use of computer packages.
Vector calculus: line integrals, surface integrals, gradient, directional derivative, divergence and curl in cartesian co-ordinates.

References:

MATHEMATICS MAT241
A course of five hours per week for two semesters.
Prerequisite: Mathematics MAT141.
Syllabus: Laplace transforms: definition, derivation of standard transforms, shift theorems, Heaviside expansion formulae, application to solution of linear differential equations, step and delta functions and their transforms.
Fourier series: Euler formulae, orthogonality, odd and even functions, general period, half range expansions.
Series solution of ordinary differential equations: Bessel's equation and Bessel functions, Legendre's equation and Legendre functions. Partial differential equations: arbitrary functions, separation of variables, applications.
Vector analysis: triple products, multiple integrals, Jacobians.
Vector differential calculus: grad, div and curl and the Laplacian operator.
Vector integral calculus: line, surface and volume integrals, divergence theorem, Stokes' theorem and Green's theorems.
Transformations of co-ordinates with emphasis on cartesian, cylindrical and spherical co-ordinates.
Numerical analysis: errors, zeros of functions, solution of systems of equations, polynomial approximation, numerical differentiation, numerical quadrature, numerical solution of differential equations.
Probability: basic definitions, subjective, logical and empirical probability, conditional probability, probability of composite events.
Treatment of data: frequency distributions, measures of central tendency and dispersion.
Probability distributions: discrete random variable, continuous random variable; binomial, hypergeometric, Poisson, negative exponential, normal, gamma, Weibull. \( X^2 \) and Rayleigh distribution.
Model building: fitting a distribution to data, use of probability paper, \( X^2 \) goodness of fit test, linear regression analysis.
Inference: sampling distribution of mean, point and interval estimates of
parameters for normal and binomial distributions, sample size for desired
distribution.
Hypothesis testing: basic concepts and applications.
References:
SPIEGEL, M. R., *Advanced Mathematics for Engineers and Scientists*,
(Schaum), McGraw-Hill, 1971.

**MATHEMATICS MAT251**

A course of four hours per week for full-time students for two semesters.
Prerequisite: Mathematics MAT151.
Syllabus: Laplace transforms: definition, derivation of standard transforms,
shift theorems, application to solution of linear differential equations, step
and delta functions and their transforms. Heaviside expansion theorems.
Fourier series: restricted to period $2\pi$.
Vectors: triple products; gradient, divergence and curl in cartesian co-
ordinates; line integrals, surface integrals, divergence theorem, Stokes' theorem.
Co-ordinate geometry: plane polar co-ordinates including curve sketching,
angle of recedence and applications, area, arc length, transformation to and
from cartesian co-ordinates; introduction to cylindrical and spherical co-
ordinates.
Multiple integration: formation and evaluation of double integrals in
cartesian and polar co-ordinates.
Statistics: probability, reliability, data reduction including the use of BMD
computer packages, descriptive measures, expected value and variance,
discrete and continuous distributions, model fitting, central limit theorem,
confidence intervals, quality control.
Numerical analysis: errors, zeros of functions, solution of systems of
equations, interpolation, numerical quadrature.
References:
HALSTEAD, H. J., HARRIS, D. A. & PECKHAM, I. A., *A Course in
SPIEGEL, M. R., *Advanced Mathematics for Engineers and Scientists*,
(Schaum), McGraw-Hill, 1971.

**MATHEMATICS MAT331**

A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT231.
Syllabus: Continuum mechanics: tensor notation, integral theorems of
Gauss, Stokes and Green, analysis of stress and strain, generalised Hookes
Law. Complex variable: differentiation and integration theorems, conformal mapping.
Partial differential equations: solution by separation of variables, Legendre functions, Bessel functions, boundary value problems including solution by complex mappings. 
Statistics: testing goodness-of-fit of probability models to empirical data; simple and multiple linear regression including tests of significance for parameters and predicted values; Markov chains with applications to traffic flow models and storage models; estimation of extreme values; sampling procedures.

References:

MATHEMATICS MAT341
A course of four hours per week for one semester.
Syllabus: Cartesian tensors: summation convention, transformation laws, special tensors, basic operations, applications in electro-magnetic field theory.
General tensors: contravariant and covariant vectors, basic operations, covariant differentiation of vectors and tensors, Christoffel symbols, applications of tensors in linear network analysis.
Complex calculus: differentiability of elementary functions, Cauchy-Riemann equations, complex integrals, Cauchy’s theorems, Laurent series, conformal transformations with application to solution of boundary value problems.

References:

MATHEMATICS MAT351
A course of two hours per week for two semesters.
Prerequisite: Mathematics MAT251.
Syllabus: Functions of several variables: multiple integrals, Jacobians, Fourier series: arbitrary period, half-range series.
Partial differential equations: arbitrary functions, separation of variables, applications to heat conduction, vibrations etc.
Ordinary differential equations: first order, solution by variation of parameters, linear second order with variable coefficients, solution by series.
Bessel’s equation and Bessel functions, Legendre’s equation and Legendre functions.
Matrices: algebra of matrices, special matrices, eigenvalues and eigenvectors, reduction to diagonal form with applications, eg principal axes.


References:

MATHEMATICS MAT451

A course of 48 hours. This is an elective subject.

Prerequisites: A completed current Diploma of Mechanical Engineering. Before enrolment, a student’s mathematical background must be discussed with the Head of Department of Mechanical Engineering.

Syllabus: A selection of the following topics will be offered: Continuum mechanics; tensor notation, analysis of stress and strain, generalised Hooke’s Law; Viscous fluids, Lagrangian and Eulerian description, Continuity, Navier Stokes equations.

The Wave Equation: applications to vibrations, tidal waves in a canal, etc.

Special functions: Fourier series in complex form; double Fourier series; Bessel functions; orthogonal curvilinear co-ordinates.

Numerical methods: Finite differences, numerical quadrature, numerical solution of ordinary and partial differential equations.

Potential Flow: Bernoullis theorem, irrotational motion, velocity potential and stream function, simple 2D flows, lift and drag on a cylinder with circulation.

Complex variables: differentiation and integration theorems, conformal mapping and applications.

References: To be advised.

MATHEMATICS MAT651

A course of two hours per week for one semester.

Aim: To provide students with appropriate skills in mathematical modelling techniques and methods of solution of equations relevant to the application of mathematics to the physical problems of fluid flow, heat conduction and elasticity.

Syllabus: Revision of general methods of solution of ordinary and partial differential equations.

Mathematical modelling of problems in fluid flow, heat conduction, elasticity, etc.

Particular solutions of these problems for a given set of conditions corresponding to typical lubrication situations.

Dimensional analysis techniques.

References: To be advised.
MATHEMATICS AND NUMERICAL METHODS MAT621

A course of one three-hour session per week for two semesters.

Prerequisite: Mathematics MAT251 or an equivalent standard. Some knowledge of computer programming is desirable but not essential.

Syllabus: The depth and extent of treatment will be governed largely by the needs and interests of the class. The course will include lectures and practical work selected from the following topics:

Mathematical methods: Determinants and matrices, polynomial approximations, Chebychev and other orthogonal polynomials, harmonic analysis, Laplace transforms, Boolean algebra, partial differential equations, vector calculus, complex variables and conformal mapping; numerical methods: zeros of polynomials, non-linear equations, linear algebraic systems, non-linear systems, interpolation, differentiation and quadrature.

Reference:

MATHEMATICS AND STATISTICS MAT121

A course of five hours per week, either full-time or part-time, for two semesters.

Prerequisite: HSC Mathematics (General, Pure or Applied) or equivalent.


References:

MATHEMATICS AND STATISTICS MAT122

A course of five hours per week, either full-time or part-time, for two semesters.

Prerequisites: Leaving Mathematics I, or equivalent.

Syllabus: Data description: presentation and reduction of data; samples and populations. Calculus: differentiation and integration; integration by parts; applications to optimisation, probability. Probability: concepts of general probability including conditional probability; random variables; expected

References:

**MATHEMATICS AND STATISTICS MAT221**

A course of four hours per week for two semesters.

Prerequisite: Mathematics and Statistics MAT121, or equivalent. A student who obtained a good grade in MAT122 may be admitted, but will be required to attend an extra hour per week in the first semester.


References:

**MATHEMATICS AND STATISTICS MAT222**

A course of four hours per week for two semesters.
Prerequisite: Mathematics and Statistics MAT122 or Mathematics and Statistics MAT121.

Syllabus: Inventory management, distribution theory, forecasting techniques, linear programming, simulation, dynamic programming. Considerable emphasis will be given to business and industrial applications, and to use of computer packages.

References: To be advised.

MATHEMATICS AND STATISTICS MAT321

A course of four hours per week for two semesters.

Prerequisite: Mathematics and Statistics MAT221.

Syllabus: Reliability; series, parallel, j-out-of-k, standby redundant systems; frequentist estimation of reliability; exponential model; Gamma, Weibull, other models. Numerical analysis: solution of equations; concepts of conditioning; difference operators, difference equations; numerical integration. Multi-variate data analysis: matrix algebra in regression analysis; inference about parameters and contrasts; step-wise multiple regression; practical model building; use of packages. Some of: principal component analysis, factor analysis, discriminant analysis, cluster analysis, multi-dimensional scaling. Forecasting: review of simple linear regression; growth models; exponential smoothing; autoregression, moving average models; Box Jenkins models; use of packages. Decision theory: minimax, Bayes strategies; expected value of perfect information; sensitivity analysis; applications to inventory. Dynamic programming: discrete deterministic problems; use of package; Markov decision processes; applications to inventory. Systems measurement: measurement techniques; model building, calibration and validation; application of work in inference, design of experiments and queues to performance evaluation. Design and analysis of experiments: choice of distribution, error reduction techniques; analysis techniques.

References:

MEASUREMENT AND INSTRUMENTATION ELE655

A course of two hours per week for one semester, including lectures, laboratory and tutorials.

Syllabus: Measurement concepts: limit and probable errors, error analysis. Process variables: transducers and transmitters for important variables such as displacement, motion, pressure, temperature, flow. Signal condition and manipulation: amplifiers, bridge circuits; mathe-
matical manipulation; linearising; voltage-to-frequency; analogue-to-digital and digital to analogue conversion.
The nature and sources of noise: accurate measurement in the presence of noise — filtering, averaging, correlation; common mode rejection; cabling — grounding, shielding, isolation, crosstalk; human factors in data display.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
BENDAT & PIERSOL, Measurement and Analysis of Random Data, Wiley.
OLIVER & CAGE, Electronic Measurement and Instrumentation, McGraw-Hill.
Analogue Devices — Non-Linear Circuits Handbook.

MEASUREMENTS AND FIELD THEORY ELE240
A course of four hours per week for one semester.

Syllabus: Measurements: Voltage, current, resistance, frequency; bridge and potentiometer methods to measure impedance and phase; electronic instruments: oscilloscope, analogue and digital instruments for time, frequency and waveform analysis; fields; introduction to electrostatic and magnetostatic fields in vectorial form; introduction to time varying fields and their applications.

References:

MECHANICAL ENGINEERING PROJECT MEC300
A course of three hours per week of investigational work which may be in any one of the areas of solids, machines, materials, fluids or thermodynamics.

Prerequisite: This subject must be studied concurrently with the third subject in the relevant branch of engineering science.

Syllabus: The object of this unit is to provide a 'bridge' between the Institute and industry, by giving the student an opportunity to investigate in depth an engineering problem of current interest to industry, or to carry a large scale Institute-based investigation project to a conclusion.

Students will be assessed both individually and collectively on the basis of their performance throughout the year, and on the standard of their written and oral reports.

MECHANICS CIV102
A course of three hours per week of lectures, tutorials and laboratory work for two semesters.

Prerequisites: Nil.

References:

MECHANICS OF FLUIDS MEC270.
A course of two hours of lectures per week and two hours of laboratory work per month for one semester.
Prerequisite: Satisfactory completion of the first year of the degree in Electrical Engineering.
Syllabus: Fluid properties, fluid statics and kinematics. Basic equations of flow, momentum of fluids. Flow in closed circuits. Dimensional analysis and similarity, the analysis of the experiments. Centrifugal pumps and compressors.
References:
Shapiro, A. H., Shape and Flow, Heinemann, 1964.

MECHANICS OF FLUIDS MEC370
A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Thermodynamics MEC260.
Laboratory Work: Instrumentation for hydraulics and for airflow. Water flow experiments; wind tunnel tests, and lubrication experiments.
References:
Shapiro, A. H., Shape and Flow, Heinemann, 1964.

MECHANICS OF FLUIDS MEC470
A course of lectures and laboratory work of four hours per week for one semester.
Prerequisites: As prescribed under Progression through the Course.

Laboratory Work: Boundary layer measurements in a wind tunnel; journal bearing investigation. Centrifugal compressor performance.

References:

MECHANICS OF MACHINES MEC120

A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.

Prerequisites: As prescribed under Standards of Admission to first year.

Syllabus: Kinematics of particles; rectilinear and curvilinear motion-analytical and graphic solutions. Kinetics of particles; Newton's second law, units, concept of dynamic equilibrium, concept of free body diagrams, non uniform acceleration. Kinematics and kinetics of rigid bodies; moment of inertia, mechanisms, velocity diagrams, instantaneous centre method, external forces. Linear and angular momentum of particles and rigid bodies, impulse and impact, centre of percussion. Friction; laws of dry friction, applications, including screws. Energy, work and power.

Laboratory Work: Laboratory work must be completed satisfactorily before candidates will be allowed to sit the final examination.

References:

MECHANICS OF MACHINES MEC220

A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.

Prerequisite: Mechanics of Machines MEC120.

Syllabus: Clutches and thrust bearings, uniform wear and uniform pressure, disc and cone clutches; Brakes, band and shoe types; Balancing of rotating bodies, balancing machines; Turning moment diagrams, indicator diagrams, flywheels; Belt drives, centrifugal and driving tensions, vee pulleys, creep, power transmitted; Kinematics of toothed gearing; Gear trains, simple
compound and epicyclic, acceleration effects in geared systems; Cams, graphical and analytical methods.

Laboratory Work: Laboratory work must be completed satisfactorily before candidates will be allowed to sit for the examination.

References:

MECHANICS OF MACHINES MEC320

A course of four hours of lectures per week and two hours of laboratory work per fortnight for one semester.

Prerequisite: Mechanics of Machines MEC220.

Syllabus: Kinematics, acceleration diagrams, inertia effects in mechanisms; gyroscopic couple and stabilisation, balancing of rotating and reciprocating masses; vibration of single degree-of-freedom systems, introduction to two degree-of-freedom systems; Introduction to digital control elements and systems.

Laboratory Work: Such work must be completed satisfactorily before candidates will be allowed to sit for the final examination.

References:

MECHANICS OF MACHINES MEC420

A course of four hours of lectures per week for one semester.

Prerequisites: As prescribed under Progression through the Course.


References:
MECHANICS OF SOLIDS CIV207

A course of four hours per week of lectures, tutorials and laboratory work, for two semesters.

Prerequisites: Nil.


Assessment: To be based on examinations at the end of each semester.

Reference:

MECHANICS OF SOLIDS MEC130

A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.

Prerequisites: As prescribed under Standard of Admission to first year.

Syllabus: External force systems; plane statics, light plane frames, heavy frames, simple three-dimensional force systems. Internal forces in beams and shafts; thrust, shearing force, bending moment, twisting moment. Analysis of stress and strain; load-deflection relationships, relationship between stress and strain, elastic constants, strain energy. Application of Strength of Materials Theory: thin walled pressure vessels, simple connections (riveted and welded), compound bars, thermal strain, bending of beams, deflection of beams (Moment Area Method), eccentric loading of the rods and short struts, torsion of circular shafts.

References:

MECHANICS OF SOLIDS MEC230

A course of four one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.

Prerequisite: Mechanics of Solids MEC130.


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References:

MECHANICS OF SOLIDS MEC330
A course of four one-hour lectures per week and two hours of laboratory work per fortnight for one semester.
Prerequisite: Mechanics of Solids MEC230.
References:

MECHANICS OF SOLIDS MEC430
A course of three one-hour lectures per week and one two-hour laboratory session per fortnight for one semester.
Prerequisites: As prescribed under Progression through the Course.
References:
TODD, J. D., Structural Theory and Analysis, Macmillan.
MEDICAL TERMINOLOGY ADM275

A course of three hours per week for one semester.

Prerequisite: Biological Sciences ADM172.

Syllabus: Introduction to medical terminology, anatomical terminology — cells and tissues; planes and surfaces. The body as a whole. The skin and breast. Musculoskeletal system. Cardiovascular system. Respiratory system. In all units both medical and surgical procedures will be covered with common diagnostic tests (Pathology and Radiology).

Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

References:
EVANS, D. N. D., Special Tests and Their Meanings, Faber & Faber, 1971.
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorlands Pocket Medical Dictionary.

MEDICAL TERMINOLOGY ADM276

A course of three hours per week for one semester.

Prerequisite: Medical Terminology ADM275.

Syllabus: Haemic and lymphatic systems. Digestive system. Endocrine system. Urinary system. Obstetrics and Gynaecology. Central nervous system — psychiatric terminology. Organs of Special Sense. In all units, both medical and surgical procedures will be covered with common diagnostic testing (Pathology and Radiology). Medical Terminology will be reinforced in Private Secretarial Practice ADM274.

Assessment: Frequent testing during the course to give the student adequate feedback on progress in the subject. A final assessment of both multiple choice and short answer questions.

References:
EVANS, D. M. D., Special Tests and Their Meanings, Faber & Faber, 1971.
Clinical Abbreviations for Hospital Use, Victorian Hospitals Association, 1973.
Dorlands Pocket Medical Dictionary.

METAL FABRICATION ART310

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This study is designed for students who are specialising in concrete studies. It will give them a knowledge of the cutting, forming and fabrication of metal. Students will be made aware of the properties of various metals.
and alloys, but metallurgy will not be treated in depth. An introduction to sheet-metal work, welding, blacksmithing and foundry studies will be taught and demonstrated by trade instructors. The workshop sessions will be augmented by visits to foundries and relevant toolmaking and engineering workshops. Metal Fabrication will not be taken as a subject in isolation.

Assessment: There will be a written examination at the end of the semester.

METAL STUDIES ART319

An elective for Ceramic Design degree students to be taken for three hours per week.

Prerequisites: Nil.

Syllabus: This subject is designed for students who wish to extend their artistic experience into a further three-dimensional study which has strong possibilities for relationship with the main study areas of glass and clay. Students will be encouraged to explore the subject for its particular qualities, but in addition they will be required to produce some work in metal which will extend the design possibilities for making pieces in their main study.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

METAL STUDIES ART446

A further development of Metal Studies ART319 to be taken for three hours per week. Students will be introduced to a broader range of materials and processes.

Prerequisite: Metal Studies ART319.

Syllabus: Students may elect to study in one or more of the following processes:

Mechanical methods of forming; use of spinning lathe, safety aspects, imitation of shapes available for lathe use, methods of manufacturing lathe forms and single piece and multiple piece forms, formulas for developing metal blanks, spinning technique.

Hand methods of forming; correct tool handling, types of stakes both steel and lead filled, types of hammers both high raising and planishing. Scope of handmade forms.

Shapes best suited to high raising method. Formulas for developing metal blanks, high raising techniques.

Electroforming; safety aspects, types of solutions. Electroforming on metallic and non-metallic surfaces. Methods used, safety aspects and types of solutions.

Repousse; types of hammers and punches, metals suited to this method.

Chasing; types of hammers and punches, design limitations.

Etching; safety precautions, ground for etching, acids and metals suited to each other.

Enamelling; Cloisone, Champleve, Plique a jour; safety aspects, enamelling techniques and limitations.

Metal fabrication; riveting, screwing and welding; electric, gas and spot.

Wherever possible, Metal Studies is to work as an adjunct to Ceramic Design Theory and Practice.
METHODS OF PRODUCTION AND MATERIAL STUDIES ART249

A course for degree students of two hours per week for one semester.

Prerequisite: First year (Bachelor of Fine Art).

Syllabus: This subject will include the study of art methods, techniques and materials. The purpose will be to enlarge knowledge and stimulate interest in disciplines that the student has not had contact with previously. The lectures will be given by specialists in the Institute, or by invited guest lecturers.

Assessment: Presentation of class papers.

MICROCOMPUTER TECHNOLOGY EDP150

A course of one hour of lecture and two hours of practical work per week for one semester.

Prerequisite: HSC Physics or equivalent.

Syllabus: Introduction to Boolean logic, combinational circuit design and sequential circuit design. Elementary circuits will be designed and programs written to control a simple device attached to a microcomputer. Constraints imposed on software design will be examined along with programming methods to handle interrupts and multitasking segments. A hardware circuit requiring significant microcomputer control will be designed and the required software to control the circuit written. A comparison of software controls and hardware control.

References:
Manufacturers handbooks as required.

MICROECONOMICS FIN271

A course of four hours per week for one semester.

Prerequisites: Nil.


References: To be advised.

MICROECONOMICS FIN276

A course of two one-hour lectures and two hours of tutorial work per week for one semester.

Prerequisites: Nil.

Syllabus: The central problems of every economic system; the model of a simple market economy and its relevance to the contemporary Australian economy. Factors determining the demand for commodities and the costs of

References: To be advised.

MILESTONES IN CONTEMPORARY SCIENCE PHY228

A course of four hours per week for one semester, consisting of lectures, tutorials and seminars for general studies and business students.

A course of two hours per week for two semesters, consisting of lectures, tutorials and seminars for Applied Science/Engineering students.

Prerequisites: Nil.

Syllabus: An overview of the process of science via readings in some milestones in contemporary science, eg the Nobel Awards. Also to examine the social and economic implications of science on contemporary society and vice versa. Scientists as human beings and debates on the social responsibilities of scientists.

The course is to be learner-oriented rather than instructor-oriented. Students will be allowed a reasonable amount of freedom in the choice of topics for assignment work.

Assessment: Written assignments, oral presentation and class participation.

References: To be advised.

MODELLING AND MOULDMAKING ART116

A course of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This subject will give students an understanding of the processes used in the production of ceramics. Skills in modelling and mouldmaking will be developed by a series of exercises and experiences. The techniques acquired will be used in studio pottery and in the preparation of mould work associated with concrete and glass studies.

Assessment: Cumulative assessment of the work by the lecturer in charge of the subject.

MODERN COMPUTER SYSTEMS EDP302

A course of four hours of lectures per week for two semesters.

Prerequisites: Systems EDP201, Computer Programming EDP200.


References: Manufacturers' manuals as required.

MODERN COMPUTER SYSTEMS EDP353

A course of four hours of lectures per week for two semesters.

Prerequisites: Systems EDP251, Computer Programming EDP250.
Syllabus: Social implications of computers; systems theory and cybernetics.
Equipment: Review of latest releases from minicomputer and mainframe computer companies.
Programming: Recent developments in software including loaders, assemblers, compilers, and operating systems; latest developments in programming approaches, tools and techniques.
References: To be advised.

MODERN COMPUTER SYSTEMS EDP606

A course of four hours of lectures per week for two semesters.
Prerequisites: Systems EDP602, Computer Programming EDP600.
Syllabus: Information Systems I: Real-time systems; typical applications, hardware and software requirements, design techniques, system development and implementation; social implications of computers; systems theory and cybernetics.
Equipment: Computer architecture including historical and theoretical aspects, hardware processes, modern technology.
Programming: Recent developments in software including loaders, assemblers, compilers, and operating systems; latest developments in programming tools and techniques.
References:
Other references to be advised.

MONETARY THEORY FIN233

A course of four hours per week for one semester.
Prerequisites: Money and Capital Markets FIN231 and Macroeconomics MKTI71.
Syllabus: The nature of money, theories of supply of and demand for money in both closed and open economy models. Analysis of the open economy, with particular reference to the impact on monetary policy of different exchange rate regimes. Transmission of monetary phenomena to the real sector. Recent monetary history.
References:

MONEY AND CAPITAL MARKETS FIN231

A course of four hours per week for one semester.
Syllabus: The role of the financial sector as a supplier of surplus savings for investment projects. The structure of the Australian Capital Market, the motivations within it and how they function. An introduction to portfolio theory in the context of interest rate determination.
References:
Various relevant articles, Reserve Bank Publications.

MURAL DESIGN ART163
A course of three hours per week for two semesters.
Syllabus: The main aim of the mural studies area is to give students a knowledge of design in architectural environments and to deepen such knowledge over three years of study through practical application. To this end students are first introduced to the manipulation and analysis of a wide range of materials including wood, metal, plastic, glass and fibres. Since manual skills are to be developed, co-ordination of design and manufacture is emphasised. Following a series of small-scale problem-solving exercises involving flat surfaces, collages, relief surfaces and three-dimensional objects, students are required to execute one major project which will express an understanding of the potential qualities of the materials employed and include such design factors as harmony and unity. Each exercise, and the major project, should be supported with working drawings, renderings and/or models.
Assessment: Progressive assessment of folio throughout the year together with the major study.

MURAL DESIGN ART263
A course of three hours per week for two semesters.
Syllabus: The main aim during this year of study is to design projects which are closely related to an architectural or natural environment (actual situations) and are executed in a manner suitable for commissioned work. A number of topics, work situations and methods of solving particular problems are discussed and students execute one mural in a technique of their own choice (welding, resincasting, woodcarving, graffito — emulsion, painting, etc.). Progressive stages of work are discussed individually with the lecturers concerned. All final projects are accompanied by folios of work showing the total development of the respective murals over the year.
Assessment: As for Mural Design ART163.

MURAL DESIGN ART363
A course of three hours per week for two semesters.
Syllabus: During this last year of study, students are encouraged to develop their own work program and working discipline, which should lead to great artistic independence and maturity. At the end of the academic year, every student is required to submit one completed mural project — including notes and information of research done, contacts with industry, and all relevant data supporting the final mural design which is based on the student's particular line of development, and which must also be designed for a specific purpose.
The difference between second and third year achievements is one of quality of execution and depth of studies completed. Tutorials and discussions between lecturers and individual students in regard to design and technical problems is the basis for assessing satisfactory progress rate during the year. A minimum standard is measured by the student’s ability to work independently, the maturity of his work, industry shown and research undertaken.

Assessment: As for Mural Design ART163.

N

NAVIGATION ELE673

A course of two hours per week for one semester including lectures, laboratory and tutorials.


Assessment: One written examination together with performance in laboratory and assignment work.

References:

NAVIGATION ENGINEERING REGULATIONS ELE473

A course of two hours per week for two semesters.

Syllabus: Licence ratings, examination requirements, syllabus enforced, experience requirements. Navigational engineering acts applicable to maintenance, operation and certification activities. Instrument installation procedures.

Reference:
Australia, Department of Transport, Air Navigation Orders, (Publication No. 35).

NAVIGATIONAL AIDS ELE470

A course of four hours per week for one semester.

Syllabus: Inertial navigation, accelerometers, syroscopes, platforms, coordinate frames, airborne radar navigation, radar pilotage, semi-automatic position fixing, terrain avoidance and follow-up, airborne weather radar. Celestial navigation, telescope sensor design, radiation detectors, celestial fix, reference systems, positional equations.
Prescribed texts

**NAVIGATIONAL SYSTEM ORGANISATION ELE671**

A course of two hours per week for one semester including lectures, laboratory and tutorials.

*Syllabus:* Airways System and Controlled Air-space, functions of air traffic control, airport control towers and route control centres, airport installations, radar systems, ground based direction finders, installation and use of LF beacons and locators. Surface traffic detection systems, weather system organisation. Long Distance System Organisation, Port Installations and Controlled Sea-Space, sea traffic networks.

*Assessment:* One written examination together with performance in laboratory and assignment work.

*References:* Current publications of the Department of Transport advised by the lecturer in charge.

Department of Transportation, *Instrument Flying Handbook*, Federal Aviation Administration, USA.

**NETWORK ANALYSIS ELE201**

A course of four hours per week for one semester.


*Laboratory:* Experiments of an investigatory nature related to the topics of the course.


**NETWORK SYNTHESIS ELE400**

A course of four hours per week for one semester.


NON-LINEAR SYSTEMS AND NUMERICAL CALCULUS MAT605

A course of 45 hours lectures/tutorials.


References:


References:
GERALD, C. F., Applied Numerical Analysis.

NUMERICAL ANALYSIS CIV607

A course of lectures and tutorial work of two hours per week.

Syllabus: Solution of linear equations; Gauss-Jordan reduction, Jordan method of successive transformations, Gaussian elimination, skyline and wave front solvers, Choleski method. Eigenvalue solutions; vector iteration including deflation, transformation methods (Jacobi and Householder), polynomial iteration including simplified approximations. Solution of non-linear equations by Newton-Raphson method, including derivation of the Jacobian by forward differencing; solution by the method of steepest descent. Finite differences; forward, backward and central differences, error terms interpolation, extrapolation, solution of D.E.'s, initial and boundary value problems.

References:

NUMERICAL ANALYSIS AND COMPUTATION TECHNIQUES MAT652

A course of one hour per week for one semester.

Aim: To introduce students to some of the techniques that are used in obtaining useful analytical data about the performance of various types of bearings and in other tribological situations.

References: To be advised.

OPERATING SYSTEM SOFTWARE ELE858

A course of two hours per week for one semester, including lectures, laboratory and tutorials.

Syllabus: Introduction to operating system. Operating system organisation, generation of operating systems. Handling of commands and directives, file creation, handling and editing, device status checks, handling of compilers and user programs, loaders. Utilities. Real-time program execution flow. Files, directives and disk partitions, foreground and background processing.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
FLORES, I., Computer Software, Prentice-Hall.
KATZAN, H., Jr., Operating Systems, Van Nostrand-Reinhold.
Manufacturers' real-time disc operating system manuals.

OFFICE MANAGEMENT ADM237

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: Evaluation of administrative techniques with emphasis on effective supervision; clerical methods improvement, establishment of work standards and an appreciation of work simplification analysis tools; objectives of office planning and layout; principles of forms and design and records control. Selection and maintenance of office equipment and furniture; understanding and appreciation of functions and operation of mechanical and automatic office machines.

Assessment: Based on class tests and assignments.

References:
OFFICE MANAGEMENT ADM247

A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: To provide an introduction to the functions and problems of the modern business office with the emphasis on principles of office administration and control; processing, communicating and storing data, and the evaluation of administrative techniques.

Assessment: Will be progressive through assignments, case studies and final examination.

References:

OFFICE PROCEDURES ADM662

A course of one one-hour seminar per week for one semester.

Prerequisite: Nil.

Syllabus: This course consists of a study of modern office procedures. Students will obtain instruction in the selection, operation and maintenance of duplicating, tabulating and recording equipment. Discussion will be held on office planning and layout, management of stores, records management and office communications.

Assessment: Assessment will be continuous and based on class discussion and assignments.

References:

ORGANISATIONAL BEHAVIOUR AND MANAGEMENT ADM621

A course of three hours per week for one semester.

Prerequisite: Nil.

Syllabus: This subject is concerned with the nature of formal organisations, and administrative factors affecting their performance. Leading theories of organisation will be reviewed, the influence of behavioural, technological and environmental variables examined, and the role of the manager analysed and discussed.

Reference:

ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM222

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

Prerequisites: This subject has no prerequisite and is a core subject for diploma students.
Syllabus: This subject deals with the individual in the organisation with an emphasis on the relationships between the individual and different types of organisation. Relationships between the individual and the group are examined both from an individual and group viewpoint. Consideration is also given to motivation and perception.

References:

**ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM223**

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

Syllabus: This subject develops the concepts, skills and knowledge developed in the previous subject (ADM222) dealing with group cohesion, group conflict/resolution, and the problems of leadership within a changing environment. A number of elective topics including worker participation and job enrichment are covered depending on student demand.

References:

**ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM231**

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

Syllabus: This subject is about what happens in organisations. The initial viewpoint is from that of the individual. How do we learn? What do we see? Is what we see reality, or only what we want to see? What motivates us? Is what motivates us the same or similar to that which motivates others? Most of our working lives are spent in some form of group relationship. What causes some groups to be effective and others less effective?

References:

**ORGANISATIONAL BEHAVIOUR AND PERFORMANCE ADM232**

A course of two one-hour lectures and one two-hour tutorial per week for one semester.

Prerequisite: Organisational Behaviour and Performance ADM231 should normally be completed before this unit is taken.

Syllabus: This unit continues directly on from ADM231 and is continuous from a learning viewpoint. The subject examines groups dealing with
individual and group response to leadership. Power, is it a factor in relationships within an organisation? What impact does the technical system have upon behaviour. Management and decision making. Organisation conflict. Organisation change and contingency management.

References:

P

PAINTING ART144
A course for degree students of three hours per week for one semester.
Prerequisite: Nil.
Syllabus: During the semester the emphasis is on the acquisition of basic skills related to painting. To achieve these skills various projects including head and figure studies, analysis of colour, design, form and space are pursued.
Assessment: Progressively by the assessment panel during the semester.

PAINTING ART151/ART152
ART151 12 hours per week for two semesters.
ART152 Six hours per week for two semesters.
Prerequisite: TOP, HSC or equivalent, together with the approval of the selection panel.
Syllabus: Studio Practice comprises a sequential development throughout the year which deals with basic problems concerned with colour, design, surface, space and form. Projects are planned so that they provide a foundation of skills for the following years.
Assessment: Progressively by the assessment panel during the year.

PAINTING ART164 (Elective)
A course of three hours per week for two semesters.
Prerequisite: Nil.
Syllabus: During this year the emphasis is on the acquisition of the basic skills related to painting, for example, the understanding of acrylic and oil paints and the preparation of grounds and supports. To achieve these skills various projects including head and figure studies, analysis of colour, design, form, and space, are pursued. This course is designed to relate closely to concepts in the major study area and broaden the student's concepts relating to that area.
Assessment: Progressively by the assessment panel during the year.

PAINTING ART244

A course for degree students of six hours per week for two semesters.
Prerequisite: Painting ART144.
Syllabus: Studio Practice is concerned with the application and extension of knowledge acquired in first year painting together with a structured program of studies. It is envisaged that during this year students will be encouraged to develop a relationship between their two major study areas.

Assessment: Progressively by the assessment panel during the year.

PAINTING ART251/ART252

ART251 12 hours per week for two semesters
ART252 Six hours per week for two semesters.
Prerequisites: Painting ART151, ART152 or equivalent.
Syllabus: Studio Practice is concerned with the application and extension of knowledge acquired in first year painting, together with a structured program of studies.
Assessment: Progressively by the assessment panel during the year.

PAINTING ART264 (Elective)

A course of three hours per week for two semesters.
Prerequisite: Painting ART164.
Syllabus: As in first year painting there is an emphasis on fundamental disciplines in relation to colour and compositions. Further studies are made of traditional and contemporary methods of painting through projects that involve spatial and surface tensions and the analysis of line and tone.
Assessment: As for Painting ART164 (Elective).

PAINTING ART344

A course for degree students of 12 or six hours per week for two semesters.
Prerequisite: Painting ART244.

First semester
Syllabus: A third year degree student enrolling in this subject as a 12 hour unit is undertaking a single major study in painting for the first time during the course. As a six hour unit it must be combined with another major study of the same duration. At all stages through the year individual development is related to the diversity of experience the degree student has been faced with in earlier years of the course. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, of landscape, still life or abstraction. Opportunities for work in many such areas are constantly available.

Second semester
Syllabus: During the first semester of the final year of study the student will present a program of work for approval by the examination panel. This program will detail the work which the student intends to undertake during
the second semester. The student will be required to select and present a folio of his year's work.

Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

**PAINTING ART351/ART352**

ART351 12 hours per week for two semesters.
ART352 Six hours per week for two semesters.

Prerequisites: Painting ART251, ART252 or equivalent.

Syllabus: Third year painting is the culmination of the previous two years of study. At all stages through the year individual development is encouraged. In discussion with lecturers a student may feel his or her development needs reinforcing by the study of the figure, of landscape, still life or abstraction. Opportunities for work in many such areas are constantly available.

Assessment: Diploma folio assessed by the examination panel progressively and at the end of the second semester.

**PAINTING ART364 (Elective)**

A course of three hours per week for two semesters.

Prerequisite: Painting ART264.

Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach to painting. This individuality is encouraged at all stages during the year and relates closely to the development of the student in their major study area.

Assessment: Progressively by the assessment panel during the year.

**PARTIAL DIFFERENTIAL EQUATIONS MAT607**

A course of 45 hours of lectures/tutorials.


References:

**PAVEMENT DESIGN CIV676**

A course of lectures and discussion sessions of one hour per week.

Syllabus: Loading systems, standard wheel loads, equivalencies, repetition factors, drainage, private streets. Unsealed pavements, stage construction.

Assessment: To be based on a series of submitted assessments throughout the semester.

References:
Australian Asphalt Paving Association, ARRB, Cement and Concrete Association, NAASRA, and SRA publications to be advised during the course.


PERSONNEL ADMINISTRATION ADM266

A course of four hours per week for one semester.

Prerequisites: Organisational Behaviour and Performance ADM231 and Organisational Behaviour and Performance ADM232.

Syllabus: Personnel management: history, definitions, aspects of line and staff. Scientific management and human relations schools. Requirements for personnel staff. Personnel administration: how personnel departments organise, operations, role in training and development and industrial relations.


References: To be advised in the first week of classes.


PERSONNEL ADMINISTRATION ADM613

A course of three hours per week for one semester.

Prerequisite: Nil.

Syllabus: Personnel management: defined and analysed, history, aims, major functions, personnel departments — traditional roles and areas of specialisation, ie. administration: eg record keeping, employment, training, industrial relations.

Employment process: recruitment and selection — strategies and techniques, terminations, law of employment.

Training: concepts of training, education, development — methods available determining training needs, measuring effectiveness.

Personnel records: types of records, useful statistics.

Performance appraisal: rationale and techniques.
Wage and salary administration: concepts, methods, motivational aspects, salary information and courses, role of fringe benefits, superannuation.

Industrial relations: Australian history, framework of legislation, Commonwealth and State industrial legislation.

Contemporary problems and trends.

References:


PERSONNEL ADMINISTRATION ADM631

A course of three class contact hours per week.

Prerequisite: Nil.

Syllabus: This unit will examine the nature and significance of personnel management. Topics will include: behavioural basis of personnel management; goal conflicts; leaderships; coping with change; wage and salary administration, unions and arbitration; awards and collective bargaining; counselling; selection; training and development; manpower planning.

References:


PERSONNEL FUNCTION ADM622

A course of one and a half hours per week for one semester.

Prerequisite: Nil.

Syllabus: Students will be introduced to a range of personnel practices and techniques including manpower planning, recruitment, selection and assessment; compensation schemes; training and development, and industrial relations. Emphasis will be placed throughout on contemporary issues and developments in personnel management.

References:
PHILOSOPHY HUM151

A course of four hours per week of lectures and tutorials for one semester.

Prerequisites: Nil.

Syllabus: The aim of the subject is to provide an introduction to philosophy in general and to the philosophy of religion in particular. This is attempted by an appraisal of logical methods of examining high level and complex arguments and by analysing some of the arguments and clarifying some of the concepts used in religious talk.

If the subject is successful, students will have increased their capacity to get to grips with tricky logical problems and will have kindled an imaginative insight into some of the intellectual, spiritual and emotional needs of most of mankind.

Assessment: Continuous throughout the semester. There will be two compulsory tests in addition to essay and tutorial work. An examination may be held at the discretion of the lecturer.

References:

PHOTOGRAPHIC DESIGN ART389

A course for diploma students of four hours per week for two semesters.

Prerequisites: Pass in the second year of Graphic Design, including Photography.

Syllabus: Projects are selected for students within the areas of advertising, publication or film-TV-graphics and relate to specific problems of visual communication. This course also includes a study of colour, light and optics as related to the technologies of print and film.

Assessment: Progressive and total folio assessment.

References: To be advised.

PHOTOGRAPHY ART148

A course for degree students of three hours per week for one semester.

Prerequisites: Nil.

Syllabus: This will be an introduction to the elementary theory of photography and associated optics.

Assessment: Progressively by the examination panel during the semester.

References: To be advised.

PHOTOGRAPHY ART161

A course of three hours per week for two semesters.

Prerequisites: Nil.
Syllabus: This basic unit is designed to introduce students to the disciplines necessary for photography. Photographic theory and practice in darkroom and studio situations is pursued; for example, the elementary theory of photography and optics, sensitometry, basic chemistry, camera technique and processing. A study of photographic concept of image and structure enables the technique to support the creative process.
Assessment: Progressive assessment of work throughout the year, together with the major study.
References: To be advised.

PHOTOGRAPHY ART261

A course of three hours per week for two semesters.
Prerequisite: Photography ART161 or equivalent.
Syllabus: Further development of perceptual skills unique to photography. Exploration of lighting and space as defined and revealed through different lenses. More emphasis is placed on technique; for example, the sensitisation of various supports and photographic derivative techniques.
Assessment: Progressive assessment of work throughout the year, together with the major study.
References: To be advised.

PHOTOGRAPHY ART317

An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that students will be taught photographic recording skills. Where possible, subject matter will be selected from students' main areas of interest. Technical aspects of photography will be taught only as a means of achieving the stated aims. The theoretical studies will be of a more elementary nature related to the immediate needs of students.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.
References: To be advised.

PHOTOGRAPHY ART361

A course for diploma students of three hours per week for two semesters.
Prerequisite: Photography ART261 or equivalent.
Syllabus: At this level colour techniques are studied in more depth at both darkroom and studio stages, as well as location work. Students work in various areas such as the use of photography in exhibitions and in relation to communication problems that may occur in publishing.
Assessment: Progressive assessment of work throughout the year, together with the major study.
References: To be advised.

PHOTOGRAPHY ART444

A further development of Photography ART317 to be taken for three hours per week. Students will be encouraged to use photography in a creative way and to seek possible applications to image development and decoration which will support their main study.

Prerequisite: Photography ART317.

Syllabus: This subject will be taught in a one hour lecture and demonstration class followed by a two hour practical studio and darkroom session.

It will involve the further explanation of principles of photography, sensitised materials, mechanical and optical controls over image formation, laboratory processing, print finishing, including the basic principles of colour photography.

Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PHYSICAL ASTRONOMY PHY226

A course of three hours per week for two semesters.

Prerequisites: To have attempted the first year of the Applied Science multidiscipline course.

This subject is a half point elective of interest to all science students and especially to prospective teachers. It is available to multidiscipline students in degree and diploma courses. The course includes the use of telescopes and the planetarium.

Syllabus: Basic concepts of astronomy, including use of star charts and catalogues, theory of space, time, matter and gravitation; measurement techniques, telescopes, detectors, instrumentation; the space program; Earth and the solar system; solar and stellar astronomy including stellar evolution, gravitational collapse, novae, pulsars, black holes; galaxies; quasars; cosmology.

References:


PHYSICAL DISTRIBUTION MKT641

A course of three class contact hours per week for one semester.

Prerequisite: Business Statistics MAT661 or equivalent.

Syllabus: Australian business logistics, marketing distribution interface, marketing distribution channels, transportation elements, transportation management, warehouse management, inventory management, packaging, containerisation, material handling.

References:


PHYSICAL DISTRIBUTION MKT642
A course of three class contact hours per week.
Prerequisite: Physical Distribution MKT641.
Syllabus: Measures of PD performance, logistical communication, automated order processing, distribution audit, customer service standards, logistical co-ordination-forecasting, material management-procurement, logistical organisation, government regulation of freight transport, future logistics developments.
References:

PHYSICAL DISTRIBUTION MKT643
A course of three class contact hours per week for one semester.
Prerequisite: Physical Distribution MKT642.
Syllabus: A number of topics covered in Physical Distribution — MKT641 and MKT642 will be selected for in-depth study in order to cater for special interests of the candidates and significant new developments in the field. Emphasis will be placed upon the management, design and control of the systems studied.
References:

PHYSICAL DISTRIBUTION MKT644
A course of three class contact hours per week for one semester.
Prerequisite: Physical Distribution MKT643.
Syllabus: This unit is centred on the project that each candidate has undertaken during the year. A seminar session each week serves as a forum on current developments in physical distribution as well as for inter-relation on the individual projects.
References:
Particular emphasis will be placed upon current issues of Physical Distribution related periodicals, a partial list of which follows:

PHYSICAL DISTRIBUTION AND SUPPLY MANAGEMENT MKT246
A course of four hours class contact per week for one semester.
Prerequisite: Business Statistics MAT164.
Syllabus: The course covers the essentials of business logistics. Physical distribution and supply as a major management function. The elements of a business logistics system. The role of purchasing and supply management. Transportation and the concept of door to door freight forwarding. How physical distribution and supply relate to marketing and production. The communication process and information system design. The administrative structure of an integrated logistics system, the human factors.

Assessment: Continuous throughout the semester based on class participation, assignments, and final examination.

References:

PHYSICS PHY110

A course of two hours theory per week and two hours laboratory work per fortnight for two semesters.

Prerequisites: It is desirable that students should have passed Physics and at least one branch of Mathematics at Year 12 level.

Syllabus: Wave phenomena, including fundamental ideas on vibrations; waves and the wave equation; interference; diffraction; polarisation; optical techniques. A selection from physics of measurement; contemporary physics; energy resources; quantum physics and ionisation physics.

Reference:
HALLIDAY, D. & RESNICK, R., Physics, combined edition, Wiley.

PHYSICS PHY120

A course of three hours theory per week and three hours laboratory work per week, plus one hour tutorial per week for two semesters.

Prerequisite: (Recommended) TOP Physics or Higher School Certificate Physics.

Syllabus: Electrical measurement, waves, field theory, energy, electronics and modern physics.

References:
SEARS, F., ZEMANSKY, M & YOUNG, H., University Physics, Addison Wesley.
WEIDNER, R. & SELLS, R., Elementary Classical and Modern Physics, Allyn & Bacon.

Second Year Laboratory Manual. (Must be purchased).

PHYSICS PHY125

A course of three hours of lectures and one hour of tutorials per week plus two hours of laboratory work per fortnight for two semesters. This subject is for civil engineering degree students.
Prerequisites: (Recommended) TOP Physics or Higher School Certificate Physics.


PHYSICS PHY170

A course of two hours theory per week and two hours laboratory work per fortnight for two semesters. This subject is for electrical engineering students.

Prerequisites: (Recommended) TOP Physics or Higher School Certificate Physics.

Syllabus: Selected topics in Wave Phenomena, Quantum Physics and Physical Measurement.


PHYSICS PHY210

A course of three hours theory and three hours laboratory work per week for two semesters. This subject is taken by students doing the Diploma of Applied Science course.

Prerequisite: Physics PHY120.

Syllabus: AC and network theory, optics, acoustics, quantum physics, atomic and nuclear physics, vacuum physics.

EISBERG, R. & RESNICK, R., Quantum Physics, Wiley.
HECHT, E. & ZAJAC, A., Optics, Addison Wesley.
WEIDNER, R. & SELLS, R., Modern Physics, Allyn & Bacon.
Second Year Laboratory Manual. (Must be purchased.)

PHYSICS PHY215

A course of four hours theory per week and two hours laboratory work per week for one semester. This subject is for mechanical engineering students.

Prerequisites: (Recommended) TOP Physics or Higher School Certificate Physics.


PHYSICS PHY220

A course of three hours theory and three hours laboratory work per week for
two semesters. This subject is taken by students doing the Diploma of Applied Science course.

**Prerequisite:** Physics PHY120.

**Syllabus:** Photography, X-ray techniques, materials, instrumentation, digital electronics, analogue electronics.

**References:**
*Second Year Laboratory Manual*. (Must be purchased).

**PHYSICS PHY250**

A course of three hours theory and two hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

**Prerequisite:** Physics PHY120.

**Syllabus:** AC and network theory, field theory, quantum physics, acoustics, nuclear physics, optics.

**References:**
As for PHY210 together with

**PHYSICS PHY260**

A course of two hours theory and three hours laboratory work per week for two semesters. This subject is taken by students doing a Bachelor of Applied Science course.

**Prerequisite:** PHY120.

**Syllabus:** Vacuum physics, instrumentation, solid state, digital electronics, analogue electronics.

**References:**
*Second Year Laboratory Manual*. (Must be purchased).

**PHYSICS PHY270**

A course of two hours theory per week and two hours laboratory work per fortnight for one semester. This subject is taken by second year students in the Bachelor of Engineering (Electrical) course.

**Prerequisite:** Physics PHY170.

**Syllabus:** Crystal structures and x-ray diffraction. Electron theory of solids; the free electron theory of metals, electron energy bands; conductivity due to electrons and holes, mobility, concept of effective mass.
Semiconductors: types of semiconductors; Fermi energy in semiconductors; drift and diffusion; the continuity equation; diffusion length and recombination time; the p-n junction in equilibrium; the diode equation; junction capacitances; junction transistors. Semiconductor devices. Magnetic and superconducting properties of materials.

References:

**PHYSICS PHY280**

A course of four hours theory per week and two hours laboratory work per fortnight for one semester. This subject is specially designed for those second year students in the Bachelor of Engineering (Electrical) course who have not taken Physics PHY170 in the first year by electing to study for a joint degree in Bachelor of Business.

Prerequisites: Nil.

Syllabus: Same as Physics PHY270 plus selected topics in Waves and Optics and Modern Physics.

References:

**PHYSICS PHY310**

A course of six hours per week including theory and laboratory work for two semesters. The proportion of theory and laboratory work may vary during the year but it is anticipated that as a general rule there will be two hours theory and four hours laboratory work per week. This subject is taken by students doing the Diploma of Applied Science course.

Prerequisites: Physics PHY210 and Physics PHY220.

Syllabus: Approved units from instrumentation, electronics, acoustics, optics, field theory, computer interfacing, nuclear physics, materials.

References:
*Third Year Laboratory Manual*. (Must be purchased).

**PHYSICS PHY320**

A course of six hours per week including theory and laboratory work for two semesters. The proportion of theory and laboratory work may vary during the year but it is anticipated that as a general rule there will be two hours theory and four hours laboratory work per week. This subject is taken by students doing the Diploma of Applied Science course.
Prerequisites: Physics PHY210 and Physics PHY220.

Syllabus: Approved units from instrumentation, electronics, acoustics, optics, field theory, computer interfacing, nuclear physics, materials.

References:
HECHT, E. & ZAJEC, A., Optics, Addison Wesley.
KITTEL, C., Introduction to Solid State Physics, Wiley.

Third Year Laboratory Manual. (Must be purchased).

PHYSICS PHY350

A course of four hours theory per week and six hours laboratory per week. This subject is taken by students doing Bachelor of Applied Science course.

Prerequisites: Physics PHY250 and Physics PHY260.

Syllabus: Electronics, field theory, materials, acoustics, computer interfacing, nuclear physics, optics, advanced instrumentation.

Reference: Third Year Laboratory Manual. (Must be purchased).

PLANNING FOR TRANSPORTATION SYSTEMS CIV670

A course of lectures and discussion sessions two hours per week.

Syllabus: The role of road transport, institutional constraints, mobility, sources of funds. Economic factors, project analysis and financing, highway cost allocation, pricing policies. Government policies, social goals, the planning process, trip generation, distribution and assignment. Public opinion, role of pressure groups, environment impact, preparation of statements. Surface and sub-surface investigation, sampling and reporting.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:
ARRB, CBOR, CRB and NAASRA publications to be advised during the course.

POLICE STUDIES HUM121

A course of three hours per week for one semester (part-time).

Prerequisites: Nil.

Syllabus: The subject examines the nature and operation of formal organisations, concentrating on the evolution of organisation theory and organisation analysis. Particular attention will be directed to the bureaucratic model, to the formal structure of large organisations, to the setting and achievements of goals and to systems approaches. It is an introduction to the principal models developed by practising administrators and by scholars in their efforts to understand the 'world of work' with particular reference to police organisations.
Assessment: A combination of cumulative work and formal examination.

References:

POLICE STUDIES HUM123
A course of three hours per week for one semester (part-time).
Prerequisite: Police Studies HUM121.
Syllabus: Individual and group behaviour that emerges within the formal structure of police organisations. The problems faced by the police administrator in enforcing law and maintaining order, particularly the question of administrative discretion. Styles of policing, police accountability and the problems of reconciling the protection of individual rights with the protection of the community.
Assessment: A combination of cumulative work and formal examination.
References:

POLICE STUDIES HUM221
A course of three hours per week for one semester (part-time).
Prerequisites: Police Studies HUM121.
The police officer's perception of his professional role. Principles of police administration as a guide to practice, eg authority and responsibility, leadership, etc. The changing nature of police management; the development of administrative skills for handling tasks (problem solving, planning and research, budgeting) and for handling people (counselling, personnel management and selection). Police community relations. The perception of the policeman's role by groups in society (eg juveniles, migrants, deviants, etc).
Assessment: A combination of cumulative work and formal examination.
References:

POLICY MAKING IN FINANCIAL INSTITUTIONS FIN335
A course of four hours per week for one semester.
Prerequisite: Monetary Theory FIN233.
Syllabus: Managers of financial institutions are charged with the continuing responsibilities of planning, execution, and control of their organisation's operations. Examination is made of the problems encountered in a wide range of ongoing activities of financial institutions including asset and liability management, investment portfolio management as a fiduciary, and lending decisions.
Frequently, quantitative techniques are introduced and discussed as proven aids in specific decision-making situations. Emphasis will be given to major factors relevant to long-run strategies planning, such as technological
developments, the regulatory environment and prospects for change, and possible sources of new competition.

References:

POLITICAL STUDIES HUM153
A course for degree and diploma students consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.

Prerequisites: Nil.

Syllabus: This course is designed to introduce students to a wide range of major political theories and interpretations of modern political systems. The course will analyse theories of power, ideology, socialisation and pluralism and will examine such relationships as those between politics and economics, politics and science, and violent and peaceful forms of social change. Crucial to the whole course will be analyses of parliamentary democracy and of the nature of the modern state.

Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References:

POLITICAL STUDIES HUM154
A course for degree and diploma students consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.

Prerequisites: Nil.

Syllabus: This is a course in political ideas. The syllabus will cover such areas as political language and argument, political sovereignty, obligation and freedom, equality, justice and liberty.

Assessment: Continuous throughout the semester based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References:
THOMSON, D., Political Ideas, Pelican, 1972.
TINDER, G., Political Thinking, Little Brown, 1970.

POLITICAL STUDIES HUM250
A course consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.

Prerequisites: HUM153 and HUM154 or approved equivalents.

Syllabus: This is a study of the historical development of the Australian Commonwealth and its constituent states and territories from Federation to
1966. It examines the political, social and economic forces which make for both diversity and uniformity in the nation state.

Assessment: Continuous throughout the semester based on essays, tutorial paper and class participation, plus an end-of-semester examination.

References:

**POLITICAL STUDIES HUM251**
See Political Studies HUM250.

**POLITICAL STUDIES HUM252**

A course consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.

Prerequisites: HUM153 and HUM154 or approved equivalents.

Syllabus: This is a course in Australian Politics. It will have two related themes.
- Whether or not Australia can be classed as a liberal democracy.
  This will involve some comparisons with the UK and the US.
- The distribution of political power in Australia.
  The focus will be primarily on politics at the national level, but State and local politics will not be ignored.

Apart from the themes already mentioned, topics will include Australian political culture, political ideology in Australia, parliamentary system, party system, elections and political participation, the constitution and civil liberties.

Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

References:
Commonwealth of Australia *Constitution Act*.

**POLITICAL STUDIES HUM253**
See Political Studies HUM252.

**POLITICAL STUDIES HUM254**

A course consisting of a one hour lecture, a one hour workshop, and a two hour tutorial per week.

Prerequisites: HUM153 and HUM154 or approved equivalents.

Syllabus: The course will examine the internal and external pressures operating on Chinese society and culture (1800-1949) leading to the transformation from empire to nation state, with the object of establishing an understanding of the relationship between tradition and change in society.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation, plus an end-of-semester examination.

References:

Part I — Imperial China. Part II — Republican China.

POLITICAL STUDIES HUM255
See Political Studies HUM254.

POLITICAL STUDIES HUM256
A course consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.
Prerequisites: HUM153 and HUM154, or approved equivalents.
Syllabus: This is a course in Chinese politics. It will include detailed studies of Mao Tse-tung, land and social reform, the Cultural Revolution, the roles of the People's Liberation Army and the Chinese Communist Party. The course will focus around the debates about the nature of modernisation in contemporary China.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.
References: To be advised.

POLITICAL STUDIES HUM257
See Political Studies HUM256.

POLITICAL STUDIES HUM258
A course consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.
Prerequisites: HUM153 and HUM154, or approved equivalents.
Syllabus: This is a course in Indian politics. It will include detailed studies of caste and village politics, the relationship between tradition and modernity, political integration and disintegration, the political elite, and social and economic change. The course will focus on the nature and impact of social change in contemporary India.
Assessment: Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.
References:
POLITICAL STUDIES HUM259
See Political Studies HUM258.

POLITICAL STUDIES HUM260
A course consisting of a one-hour lecture, a one-hour workshop and a two-hour tutorial per week for one semester.

Prerequisites: HUM153 and HUM154, or approved equivalents.

Syllabus: This is a course in Australian State Politics. It will include detailed analysis of the functions of State governments and comparative studies of State electoral systems, State party systems, leadership styles, and relationships to local government authorities.

Assessment: Continuous throughout the semester, based on essays, tutorial papers, and class participation. There may be an examination at the discretion of the lecturer in charge.

References:
RORKE, J., Politics at State Level — Australia, University of Sydney, 1970.

POLITICAL STUDIES HUM262
A course consisting of a one hour lecture, a one hour workshop, and a two hour tutorial per week for one semester.

Prerequisites: HUM153 and HUM154 or approved equivalents.

Syllabus: This course examines the politics of industrial relations within the Australian context. Subjects covered will include: the Government, the State and industrial relations; structures of employee/employer organisations; political ideology and industrial relations; trade union involvement in political and social issues; unions and political parties; worker participation. The themes of the course will be conflict and democracy in industrial relations.

Assessment: Continuous throughout the semester based on essays and class participation. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

POLITICAL STUDIES HUM350
A course consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.

Prerequisite: HUM153 and HUM154 or approved equivalents.

Syllabus: This is a course in political philosophy: an examination of the arguments advanced by some major philosophical theorists in their discussions about such political issues as society and types of social regulation, rights, justice and the distribution of wealth, civil disobedience, punishment and democracy.
**Assessment:** Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

**References:**

**POLITICAL STUDIES HUM351**
See Political Studies HUM350.

**POLITICAL STUDIES HUM352**
A course for degree students consisting of a one hour lecture, a one hour workshop and a two hour tutorial per week for one semester.

**Prerequisite:** HUM153 and HUM154 or approved equivalents.

**Syllabus:** This is an interdisciplinary course investigating three basic questions in International Relations:
- Who are the actors on the international stage?
- How are foreign policies made?
- What is the relevance of morality to international relations?

**Assessment:** Continuous throughout the semester, based on essays, tutorial papers and class participation. There may be an examination at the discretion of the lecturer in charge.

**References:** To be advised.

**POLITICAL STUDIES HUM353**
See Political Studies HUM352.

**POLITICAL STUDIES HUM360**
A course consisting of personal supervision and one two hour seminar per week and the completion of a research project during one semester.

**Prerequisites:** Completion of a minor in Political Studies.

**Syllabus:** The preparation and presentation of a research paper of 6000-7000 words on an approved topic. (Supervision will be provided). Attendance at a weekly seminar on the methodology of political science, political philosophy and history. Topics discussed will include:
- the relationships among the three disciplines listed;
- the scientific method and empiricism;
- normative analysis;
- pluralist, Marxist and power elite theories of analysis;
- approaches to historical inquiry;
- public policy analysis.

**Assessment:** Continuous throughout the semester based on research paper and seminar participation.

**References:** To be advised.
POLYMER CHARACTERISATION CHE612
A course of eight hours per week for one semester for lectures and practical work.
Prerequisite: Polymer Structure and Synthesis CHE611.
Syllabus: Molecular weight average distributions, relation to reaction mechanism and conditions of synthesis. Experimental methods of measurement of molecular weights and molecular weight distributions, including osmometry, light-scattering, ultracentrifuge, viscosity, end group analysis, solution methods, gel permeation chromatography. Particle size distribution in relation to industrial uses. Identification and analysis of polymers and additives using the techniques of UV, IR and NMR spectroscopy, including refractometry and reflectance methods, high resolution, $^1$H and $^{13}$C and broad line NMR techniques, X-ray diffraction, photo-electron spectroscopy, electron microscopy. Mass spectrometry, gas-liquid chromatography and combinations thereof. Thermogravimetric methods, chemical methods of analysis.

POLYMER DEGRADATION AND THERMODYNAMICS CHE613
A course of eight hours per week for one semester for lectures and practical work.
Prerequisite: Polymer Characterisation CHE612.

POLYMER PROCESSING CHE614
A course of eight hours per week for one semester for lectures, project work and field trips.
Prerequisite: Polymer Degradation and Thermodynamics CHE613.

POLYMER STRUCTURE AND SYNTHESIS CHE611
A course of eight hours per week for one semester for lectures, practical work and field trips.
Prerequisite: A relevant degree, diploma or equivalent.
Syllabus: Mechanisms and kinetics of step and chain growth polymerisations. Methods of polymerisation, bulk, suspension, emulsion, high


POWER SYSTEM EQUIPMENT ELE423

A course of four hours per week for one semester.

Syllabus: Surge phenomena, insulation co-ordination and high voltage testing. Protection, non-unit and unit protection schemes. Relays, protective transformers, comparators and semi-conductor devices. Power system communications. Switchgear, principles, types, rating and testing.

References:

POWER SYSTEM PERFORMANCE ELE620

A course of four hours per week for one semester including lectures, laboratory and tutorials.

Syllabus: Power System operation, distribution systems, load flow studies, reactive power compensation and voltage control, and economics. Analysis of symmetrical and unsymmetrical faults, steady-state, dynamic and transient stability. Surge phenomenon, insulation co-ordination, h.v. testing and safety organisational procedures.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
Australian and International Standards.

POWER SYSTEMS ELE321

A course of four hours per week for one semester.

Syllabus: Energy resources and utilisation. Steam, hydro and nuclear

References:

**POWER SYSTEMS DYNAMICS ELE422**

A course of four hours per week for one semester.

**Syllabus:** Power systems analysis, load flows and power equations. Analysis of unsymmetrical faults. Power system operation, voltage and vat control, automatic and manual control of integrated power systems. Power system behaviour, steady state and transient stability. Long distance AC and HV DC transmission.

References:

**POWER UTILISATION ELE421**

A course of four hours per week for one semester.


References:
POWER UTILISATION ELE424

A course of four hours per week for one semester.


Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

Assessment: Each subject will be assessed by one written examination together with performance in laboratory and assignment work.

References:
RAMSHAW, R. S., Power Electronics, thyristor controlled power for electric motors, Chapman & Hall, 1975.

PRACTICAL WORK EXPERIENCE ADM240/ADM241

A program of work experience of two full days per week during the final semester of the course.

Prerequisite: Satisfactory completion of the first full time year of the Associate Diploma in Private Secretarial Practice (Medical or Legal).

Syllabus: Students will be required to work in approved employment during the final semester(s) of the course. Any organisation which is representative of the medical or legal environment may be selected for practice experience.

Assessment: Students will be visited by staff during this employment and will be evaluated by the supervising employer in conjunction with staff. Assessment will be based on contribution to the work of the organisation and the ability of the student to fit satisfactorily into the medical environment.

PRESERVATION, RESTORATION, CONSERVATION ART278

A course for degree and diploma students of two hours per week for two semesters.

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

Syllabus: This subject is offered for selection by the student majoring in the liberal studies area, and may not be offered every year but each student will have the opportunity to choose it within the duration of his course. The most important aspect of this subject will be the presentation of practical measures taken within galleries for the preservation and restoration of works of art and the practical application of some of these processes by the students.

The subject will also include reference to major undertakings throughout the world, by international experts, in the fields of archaeology, restoration and conservation.
PRINCIPLES OF MANAGEMENT MEC354

A course of two hours per week for one semester.

Syllabus: Historical introduction, principles of ownership, principles of management structures, principles of finance, government financial and economic controls, basic industrial relations, principles of budgeting and accounting, principles of human relations.

References:

PRINCIPLES OF MARKETING MKT291

A course of two hours of lectures and two hours of tutorials per week throughout the year.

Prerequisite: A satisfactory stage of development in the course.

Syllabus: Marketing in the economy and management’s role in marketing; marketing research; consumer demand, motivations and buying patterns; the product, distribution structure and channels; pricing; the communications mix; planning, controlling and evaluating the marketing effort; decision making in marketing and marketing application through case studies.

Assignment work: Apart from normal assignment work, one major assignment requiring a practical investigation of a specific area of marketing.

References:

PRINCIPLES OF MARKETING MKT393

A course of two one-hour lectures and two one-hour tutorials per week throughout the year.

Prerequisite: Principles of Marketing MKT291.

Syllabus: The areas of promotion and sales management are studied in depth together with specialised marketing activities such as the marketing of services, industrial marketing and retailing. Stress is placed on theoretical application to practical assignments, case studies and simulated management games.
PRINCIPLES OF PURCHASING MKT655

A course of three hours per week for one semester.

Syllabus: This unit discusses the basic principles, functions and techniques in purchasing. Topics will include:

- role of purchasing and its contribution to an organisation;
- objective in purchasing — right quality, right quantity, right time, right price;
- value analysis and evaluation of alternative including make or buy;
- influence of governmental policies on purchasing — sales tax and trade practice;
- international purchasing — tariffs, foreign exchange alignment, import licensing and quotas, transport modes, etc;
- long term buying — assurance of sources of supply, trade-offs of current advantage vs. long term needs;
- futures buying and hedging — materials availability and cost trend analysis and forecasts;
- scheduling and interpretation of forecast demand;
- buying procedures — quotations, negotiations, invoicing, record keeping;
- administrative organisation — personnel, information systems, etc;
- ethics.

This unit will be treated in the context of a integrated physical distribution system with special reference to transport, storage, materials handling, inventory control, etc.

References:

PRINT ART182

A course of six hours per week for two semesters.
Prerequisites: Nil.


PRINT ART282
A course of five hours per week for two semesters.

Prerequisite: Print ART182.

Syllabus: Lectures and practical graphic design work in advanced typography and printing methods. Book production methods, choice and specification of paper. Readability and legibility of typematter.

Assessment: This will be on a progressive basis combined with a written paper at the end of each semester.

References: To be advised.

PRINT AND AUDIO-VISUAL TECHNOLOGY ART392
A course for degree students of four hours per week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies, or entry to the degree course.

Syllabus:

Print: Lectures and practical design work related to signage and typography in architectural and urban use, typographic constraints and techniques in computersetting, typographic consideration in computer based input and output.

Audio-Visual Technology: Lectures and practical work related to the educational use of audio-visual aids. Basic principles of modern education theory, information systems in teaching, teacher and pupil requirements, media resources, audience analysis. Practical studies in planning, budgeting, scripting, directing and producing an audio visual program.

Assessment: This will be on a cumulative basis, with final review by a panel at the end of the year.

References: To be advised.
PRINTMAKING ART146

A course for degree students of three hours per week for one semester.  
Prerequisites: Nil.  
Syllabus: During this semester the main concern lies in providing a great breadth of contact with printing media on an exploratory basis. A further aim will be to promote confidence in workmanship through a methodical approach to workshop routine. The student will come in contact with a new range of tools and will have a multiple choice of materials with inherent potential for the printmaker. The study will stimulate inventiveness and arouse curiosity in the student who, on a step by step basis, will increase his technical knowledge as well as his knowledge of the rudiments of production-methods and their historical backgrounds. It will be a study that will provide a platform on which the student can build the competence, specialisation and mastery that will be achieved during the following years of study.  
Assessment: Progressively by the assessment panel during the semester.

PRINTMAKING ART154/ART155

ART154 12 hours per week for two semesters  
ART155 Six hours per week for two semesters.  
Prerequisite: TOP year or HSC or equivalent, together with the approval of the selection panel.  
Syllabus: Studio practice comprises a sequential development throughout the year which deals with basic problems concerned with mark, surface, space and structure. Projects are planned so that they provide a foundation for skills for the following years.  
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING (Elective) ART165

A course of three hours per week.  
Prerequisites: Nil.  
Syllabus: During this course the emphasis is on the acquisition and exploration of skills relating to autographic printmaking processes, etching, intaglio, lithography, screen printing, wood and linocuts. The course is designed to relate closely to concepts in the major study area and broaden the students’ concepts relating to that area.  
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART246

A course for degree students of six hours per week for two semesters.  
Prerequisite: Printmaking ART146.  
Syllabus: This year of study will be devoted to specialising in one of the following areas: etching, lithography or screen printing. During the first semester students will be made familiar with all techniques and will have to produce some work in each discipline. During the second semester students will specialise in one of the above media.
It is envisaged that during this year students will be encouraged to develop a relationship between their two major study areas.

Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART254/ART255
ART254 12 hours per week for two semesters.
ART255 Six hours per week for two semesters.
Prerequisite: Printmaking ART154 or equivalent.
Syllabus: The studio practice is concerned with the application and extension of knowledge acquired in first year. Printmaking, together with a structured program of studies has been divided into three categories. These categories include the following disciplines: a study of two or three-dimensional multiples; the exploration of the possibilities of printing techniques within the range of contemporary printmaking.
Assessment: Progressively by the assessment panel during the year.

PRINTMAKING (Elective) ART265
A course of three hours per week.
Prerequisite: Printmaking ART165 or equivalent.
Syllabus: An advanced study of autographic processes such as intaglio, etching, lithography, screen printing, and all photographic processes relating to these techniques. The course is designed as a continuation of Printmaking ART165, and as such relates to the major study areas.
Assessment: As for Printmaking ART165.

PRINTMAKING ART318
An elective for Ceramic Design degree students to be taken for three hours per week.
Prerequisites: Nil.
Syllabus: This subject is designed for those students who wish to extend their artistic experience into an area which is not entirely related to their main study program. It is intended that experience in printmaking will be a means of furthering students' awareness of colour, pattern and texture as they are applied in a two-dimensional area of design. This study will deal with various printing processes, concentrating upon the potential of the various media rather than encouraging specialisation in one of them.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PRINTMAKING ART346
A course for degree students of 12 hours or six hours per week for two semesters.
Prerequisite: Printmaking ART246.
First semester
Syllabus: A third year degree student enrolling in this subject as a 12 hour
unit is undertaking a single major study in printmaking for the first time during the course. (As a six hour unit it must be combined with another major study of the same duration.) At all stages through the year individual development is related to the diversity of experience the degree student has been faced with in earlier years of the course. During the first semester of the third year students will explore various media: etching, lithography, lino and wood cuts, continuing or extending these to suit individual needs.

Second semester

Syllabus: During the first semester of the final year of study the student will present a program of work for approval by the examination panel. The program will detail the work which the student intends to undertake during the second semester. The student will be required to select and present a folio of his year's work.

Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

PRINTMAKING ART354/ART355

ART354 12 hours per week for two semesters.
ART355 Six hours per week for two semesters.

Prerequisite: Printmaking ART254, or equivalent.

Syllabus: Third year printmaking is the culmination of the previous two years of study and individual development together with an extension of technical knowledge acquired during the first two years of the course, is the basis of the program. This program also includes paper making, three-dimensional multiples and the exploration of printing techniques available to contemporary printmakers.

Assessment: Diploma folio assessed by the examination panel throughout the year and at the end of second semester.

PRINTMAKING (Elective) ART365

A course of three hours per week.

Prerequisite: Printmaking ART265, or equivalent.

Syllabus: An advanced study of projects by the student in consultation with his lecturers. The students are encouraged to communicate their personal ideas while working within their own chosen technique. Students relate printmaking to their major areas.

Assessment: Progressively by the assessment panel during the year.

PRINTMAKING ART445

A further development of Printmaking ART318 to be taken for three hours per week. Students will however be concerned mainly with etching and lithography, although additional silk-screen printing will be encouraged.

Syllabus: Etching and lithography will be taught as parallel units to enable students to apply their experience gained in a broader way. Wherever possible, Printmaking is to work in close relationship with Ceramic Design Theory and Practice.
Assessment: There will be an assessment of folio work by the examination panel and the lecturer in charge of the subject at mid-semester and at the end of the semester.

PRIVATE SECRETARIAL PRACTICE ADM143
A course of eight class hours per week for one semester.
Prerequisites: Nil.
Syllabus: An overall view of private secretarial work including an analysis of the secretarial profession and the role of the secretary in the business world. An intensive study, using the functional approach, of the theory of Pitman Shorthand.

PRIVATE SECRETARIAL PRACTICE ADM144
A course of eight class hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM143.
Syllabus: A continuation of the introduction to the principles and practices of executive assisting procedures with studies in editing procedures, business documents, conference and social functions, travel arrangements and meeting procedures. A review of the principles of Pitman Shorthand and an examination of their application to a general vocabulary while developing notetaking skill.
Laboratory Facilities: Students are expected to use programmed materials in the stenographic laboratory to supplement class work.
References: As for ADM143.

PRIVATE SECRETARIAL PRACTICE (LEGAL) ADM255
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice ADM144.
Syllabus: Introduction to legal shorthand and typewriting of legal documents with practical work timed to coincide with terminology taught in the subject Legal Procedures II. Reception duties, making appointments, telephone techniques, ethics and etiquette necessary in a legal office, time management, introduction to legal filing, consultation, professional confidence and secrecy, and client interviewing.

PRIVATE SECRETARIAL PRACTICE (LEGAL) ADM256
A course of eight hours per week for one semester.
Prerequisite: Private Secretarial Practice (Legal) ADM255.
Syllabus: Extension of legal shorthand practised parallel with categories
taught in Legal Procedures III. Legal correspondence, legal documents — particularly relating to conveyancing, committee work, agendas, minutes, financial arrangements suitable for a legal office, job seeking and job success.

References:
As for Private Secretarial Practice (Legal) ADM255.

PRIVATE SECRETARIAL PRACTICE (MEDICAL) ADM273

A course of eight class hours per week for one semester.

Prerequisite: Private Secretarial Practice ADM144.

Syllabus: Introduction to medical shorthand and medical typewriting with categories timed to coincide with terminology as taught in the subject Medical Terminology. Reception and appointments, telephone, ethics and etiquette in the medical office. Introduction to medical filing, publicity, consultation, professional confidence and secrecy, acceptance of patients, chaperoning. Medical correspondence, addressing doctors, scientific papers, manuscripts. Medical case histories and reports. Introduction to medical machine transcription.

Assessment: Assessment will be on the basis of class tests, assignments and final special tests.

References:

PRIVATE SECRETARIAL PRACTICE (MEDICAL) ADM274

A course of eight class hours per week for one semester.

Prerequisite: Private Secretarial Practice ADM273.

Syllabus: Extension of medical shorthand practised parallel with categories taught in Medical Terminology. Medical correspondence, scientific papers, manuscripts. Committee work; agendas, minutes; admission of patients, booking theatre. Medical statistics and research, references and resources, biographic material. Medical records.

Forms and documents in a medical office. Job seeking and job success.

Assessment: Assessment will be on the basis of class tests, assignments and final speed tests.

References:

PROCESS CONTROL AND IDENTIFICATION ELE653

A course of four hours per week for one semester including lectures, laboratory and tutorials.

Syllabus: Control criteria: stability; observability; controllability; system error; gain and phase margins; integral criteria; controllers for process control.

Compensation: design of forward and feedback path controllers for continuous SISI systems using root locus; design of state variable
feedback control laws: use of z-transform techniques for compensation of discrete system.

Identification: pulse response, correlation and special analysis; correlation using PRBS, models of best fit.

Assessment: One written examination together with performance in laboratory and assignment work.

References:

PROCESS MODELLING ELE650

A course of four hours per week for one semester, including lectures, laboratory and tutorial.

Syllabus: Introduction to processes: dynamic nature of processes and systems; open and closed loop systems; complexity; linearity; SISO and MIMO systems; continuous and discrete systems.

Assessment: One written examination together with performance in laboratory and assignment work.

References:

PROCESS OF MANAGEMENT ADM236

A course of four hours per week for one semester.

Prerequisite: Organisational Behaviour and Performance ADM232.

Syllabus: This core subject within the Administration degree course introduces an applied action framework for examining managerial activities and the development of process skills involved in the practical management of organisational operations. Detailed consideration is given to exploring planning, organising and control issues.

References:
PROCESS SIMULATION ELE652

A course of two hours per week for one semester including lectures, laboratory and tutorials.

Syllabus: Analog computing: study of differential equations; amplitude and time scaling; realisation of transfer functions. Digital computing: application of BASIC programming in study of dynamic processes; numerical stability.

Digital simulation: block form and expression-based languages (ICL SLAM).

Hybrid computing: hardware and software for hybrid operation.

Assessment: One written examination together with performance in laboratory and assignment work.

References:

PRODUCT MANAGEMENT MKT343

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: The product planning function and organisational structures for product management, including analysis of the product manager’s role; the nature, importance and development of product policies; monitoring, reviewing, revitalising and deleting existing products; developing new products from idea generation to test marketing and commercialisation; control of new product, analysis through the use of case studies and simulated management games.

Text:

References: To be advised.

PRODUCT MANAGEMENT MKT627

A course of two hours of lectures and one hour of tutorials per week for one semester.

Prerequisite: Marketing Theory and Practice MKT616.

Syllabus: The product management system; the concept of the product manager; his role, responsibilities and scope of function; the management of innovation; developing product strategies and brand positioning policies; managing and monitoring existing products; rejuvenating and rationalising the product line; developing, testing, and launching new products; legal, social and environmental considerations in new product development; development of product line marketing plan and relationship to corporate marketing planning process.

References:
HARVARD BUSINESS REVIEW, Market Planning and Strategy Series, (Parts I-V).

PRODUCTION CONTROL MAT441

Syllabus: Overview of decision problems in production control and scheduling. Formulation as a linear programming model and graphical analysis. Basic concepts for general LP model solution. Simplex procedure and computer solution; sensitivity analysis. Case studies in production control, utilising LP models and computer solution. Transportation and Assignment models. Introduction to demand forecasting, and basic inventory models.

References:
LEWIS, C. D., Scientific Inventory Control, Butterworths.

PRODUCTION TECHNOLOGY MEC150

A course of one lecture (two hours) and two hours practical work per week for one semester. Works visits are also made.


Syllabus: Basic metrology, principles and methods of measurement, sources of error, surface texture measurement. Interchangeable manufacture — principles of gauging, selective assembly, statistical quality control. Metal cutting theory — models of the cutting process, effect of tool angles and cutting speed on power consumption and tool life; tool materials and tool wear; economic aspects of machining conditions. Production methods — automatic lathes, numerically-controlled machines, non-traditional processes (eg investment casting), methods of gear manufacture.

References:

PROFESSIONAL COMMUNICATION HUM190

Two hours per week for a year or four hours per week for one semester. The subject will be presented by means of lectures, tutorials and workshops.

Prerequisite: Nil.

Aim: The aim of this unit is to instruct advanced education students in the essentials of effective written and spoken communication required in professional work situations. Consequently the elements of grammar, syntax, punctuation and other mechanics of language will be revised.
wherever appropriate. Furthermore, students will be encouraged to cultivate good style, and they will be trained in the appraisal and logical analysis of reading material. In addition, students will be introduced to sophisticated techniques of gathering, collating and presenting material.

Throughout the course constant practice will be given in written communication and in spoken communication (for example, seminar participation, formal and informal meetings, etc.). Instruction will be reinforced by the use of technological aids.

Assessment: Assessment will be continuous and will consist of oral and written exercises, formal assignments and tests.

Prescribed textbooks:

**PROFESSIONAL PRACTICE (FINE ART) 1 ART150**

A course of three hours per week for two semesters.

Prerequisite: Enrolment in the Diploma of Art and Design (Fine Art).

Syllabus: This is a detailed and formal study of materials and processes relating to painting, printmaking, sculpture and drawing. Particular emphasis will be on areas not normally covered in the practical studio sessions such as colour studies, drawing systems and supports and grounds.

Assessment: Progressively by assignments.

Recommended text:

**PROFESSIONAL PRACTICE (FINE ART) 2 ART250**

A course of three hours per week for two semesters.

Prerequisite: Professional Practice (Fine Art) 1.

Syllabus: In addition to the study of materials relating to major studies in the Fine Art diploma course, an investigation will be made of the professional responsibilities of the fine artist. This will include such areas as mounting an exhibition, galleries and dealers, preparation, presentation and permanence of art works.

Assessment: Progressively by assignment and class papers.

**PROFESSIONAL PRACTICE (FINE ART) 3 ART350**

A course of three hours per week for two semesters.

Prerequisite: Professional Practice (Fine Art) 2.

Syllabus: This subject will provide the opportunity for final year students to experience and evaluate the role of the fine artist in society. It will cover a broad range of activities such as materials studies in industry, arranging exhibitions, teaching in the community and in-depth studies of individual processes and materials relating to the major study area.

Assessment: Progressively, and where appropriate, by assignments and class papers.
PROFESSIONAL PRACTICE ART385

Graphic Design Course
A course of lectures for two hours per week for two semesters.

Syllabus: A study of the structure of the design profession including advertising agencies, studio practice, freelance practice, design groups and design consultant services.
A consideration of the problems of art direction, estimating, and the ethical issues that confront the designer.
A short study of business methods applicable to the design studio.
Assessment: One two-hour written paper, together with notebook and assignments as required.
References: To be advised.

PROGRAMMING EDP282

A course of two hours lectures and one hour tutorial per week for two semesters.
Prerequisite: A pass in Mathematical Methods MAT101.

Syllabus: Algorithms, flowcharting technique and a complete study of the FORTRAN language; some introduction to the way in which programs in the language are executed and use of this knowledge to improve the design of programs; major application and practical work including numerical evaluation of integrals, matrix operations, numerical solution of differential equations, iterative techniques, statistical methods and least-squares fitting; introduction to the use of routines developed by other computer users; use of packages of programs.

PROGRAMMING EDP382

A course of two lectures and one hour tutorial per week for two semesters.
Prerequisite: Programming EDP282, or a satisfactory stage of development in programming.

Syllabus: Study of high and low level programming languages and their application in various kinds of computing problems. Depending upon experience and background students will concentrate upon two or three of the following languages: COBOL and its use in business systems and file manipulating operations; PL/1 and its use in business and/or scientific areas; ALGOL and its use in iterative process; PLAN or HP assembly-language use as an example of a low-level language.
References: To be advised.

PROGRAMMING SYSTEMS EDP624

A course of four hours per week for one semester.
Prerequisite: Required entrance level.

Syllabus: A general examination of languages in terms of structure, scope and extent of data, etc.; an examination of languages recently introduced
such as ALGOL 68 and PASCAL; a study of a specific technique such as list processing or compiler writing together with a language designed for that application (eg. LISP, SNOBOL, BLISS).

References:
Language manuals as required.

PROGRAMMING SYSTEMS EDP628

A course of four hours per week for one semester.

Prerequisite: Programming Systems EDP624.

Syllabus: Data communication systems: a review of the concepts involved in data transmission; communication codes and message protocol; transmission modes and line discipline; the role of multiplexors, concentrators and front-end processors; programming assignments involving the handling of priorities, re-entrant code, interrupt processing, timing constraints; specific systems such as message and packet switching.

Microprogramming: Concepts; hardware, logic and control and memory control units; micro-instructions, execution, microprograms; microprogramming languages and software support systems; applications and examples.

References:

PROGRAMMING SYSTEMS EDP629

A course of four hours per week for one semester.

Prerequisite: Programming Systems EDP628.

Syllabus: Software management: Software — range available, packages, suppliers, evaluation, purchase, testing, patching, implementation, reliability, presentation to users, documentation, monitoring and maintenance. Performance measurement: The monitoring of system performance by hardware and software techniques; determination of bottlenecks by examination of operating systems, handling of channel queues, device contention, etc.; critical analysis of system accounting data; use of predictive techniques.

References:

PROGRAMMING SYSTEMS EDP633

A project involving the presentation and submission of a paper of approximately 10,000 words.

Prerequisites: Programming Systems EDP629.

Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of programming systems.

References: To be advised.

PROJECT ELE659

Four hours per week for one semester.

Instrument and measurement plant behaviour. Propose a plant model. Identify the model parameters. Specify a control objective. Design a suitable controller. Implement the controller, using either high level languages or at microprocessor level as appropriate on simulated plant. Construct and test an appropriate interface to the plant. Allocate several software/hardware tasks (e.g., controller, status, alarming, data logging) and run on real-time operating-system. Implement and test on plant.

PROJECT MEC619

The project can be in any area of tribology, preferably taken from industry. It involves the student in one hour per fortnight consultation with his supervisor in the third semester and three hours of supervised project work in the fourth semester.

Syllabus: The object of this unit is to give the student experience of problems to be met in industry. He is given an object to achieve; he has to manage the resources available to him in the best possible manner; and he has to communicate his results satisfactorily to his supervisor.

Assessment: Students will be assessed on their performance throughout the semester and on the standard of their written and oral reports.

PROJECT MANAGEMENT MEC450

A course of lectures of one hour per week for two semesters.

Prerequisites: As prescribed under Progression Through the Course.


References: To be advised.

PROJECT MANAGEMENT MEC631

A course of three hours per week of evening study for one semester.

PROJECT MANAGEMENT MEC632
A course of three hours per week of evening study for one semester. 

PROJECT MANAGEMENT MEC633
A course of three hours per week of evening study for one semester. 

PROJECT MANAGEMENT MEC634
A course of three hours per week of evening study for one semester. 
Syllabus: Case study.

PROJECT TECHNOLOGY MEC635
A course of three hours per week of evening study for one semester. 

PROJECT TECHNOLOGY MEC636
A course of three hours per week of evening study for one semester. 
Syllabus: Codes. Stress analysis background to statutory codes. Control systems.

PROJECT TECHNOLOGY MEC637
A course of three hours per week of evening study for one semester. 

PROJECT TECHNOLOGY MEC638
A course of three hours per week of evening study for one semester. 

PROJECT CIV673
An industrially based project involving an advanced design or review, or an experimental investigation together with a 5000 word report, which is to be submitted at the end of the year. 
Assessment: To be based on a typewritten report submitted at the end of the year.

PROJECT CIV681
An industrially based project involving an advanced design or review, or an experimental investigation together with a 5000 word report, which is to be submitted at the end of the year. 
Assessment: To be based on a typewritten report submitted at the end of the year.
PROMOTIONAL STRATEGY AND COMMUNICATION MKT261

A course of two hours of lectures and two hours of tutorials per week for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: The nature and importance of promotion including its economic and social role; the communication process and relevance of consumer behaviour theories; determination of promotional mix; advertising, sales promotion and packaging, public relations.

References: To be advised.

PROMOTIONAL THEORY AND PRACTICE MKT241

A course of two one-hour lectures and two one-hour tutorials per week for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: Introduction to promotion; promotional theory; the promotional campaign; advertising; the use of personal selling resources; reseller support and public relations.

References: To be advised.

PROTECTION PRINCIPLES ELE624

A course of two hours per week for one semester including lectures, laboratory and tutorial.

Syllabus: Characteristics, construction and operating principles of protection current transformers and voltage transformers, accuracy class, standard specifications. Protection relays, types, classification, testing, standard specifications. Philosophy of protective relaying, overcurrent, earth fault, time/current grading, differential and distance protection.

Assessment: One written examination together with performance in laboratory and assignment work.

References:

Australian and International Standards.

PSYCHOLOGY PSY101

Five hours per week, for one semester, including lectures, tutorials and laboratory sessions.

Prerequisites: Nil.

Syllabus: An introduction to the study of human behaviour including methodology, learning, memory and perception, and sleep.

Assessment: Cumulative assignments and a final examination.
PSYCHOLOGY PSY102

Five hours per week, for one semester, including lectures, tutorials, and laboratory sessions.

Prerequisite: Psychology PSY101.

Syllabus: An introduction to the study of social psychology, personality and abnormal psychology, with further work in the area of research and methodology and the application of statistical methods.

Assessment: Cumulative assignments and a final examination.

References: As for PSY101.

PSYCHOLOGY PSY190

Two hours per week for one semester (one lecture, one tutorial).

Syllabus: The contribution of experimental psychology to the design of man-machine systems; models of man as a system component (anthropometric, transducer, information transmitter, decisionmaker). Introduction to the more general models of man as a member of a work group and of an organisation.

Assessment: One test and one major OR two minor assignments during the semester.

References:
MURRELL, HYWEL, Men and Machines, Essential Psychology Series, Unit E4, Methuen & Co., 1976.

PSYCHOLOGY PSY201

Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.

Prerequisites: Psychology PSY101 and PSY102, and either Statistics MAT171 and MAT172, or equivalent.

Syllabus: Biological and developmental foundations of behaviour. The physiological bases of behaviour: genetic inheritance; the structure of the central nervous system; brain and behaviour; the autonomic nervous system; sensory processes.

Human development: the interaction of genetic and environmental factors; the importance of early experience; agencies of socialisation; maturation and learning; language acquisition and function; psycho-linguistics; cognitive development with special reference to the work of Piaget.

Skilled performance: learning and motivation in relation to skilled performance; component processes and performance capacities; the
measurement of skills; the skilled operator and the limits to his efficiency; specific examples from industry; general relevance to a technological society.

Statistical methods: principles of good research designs. Estimation and hypothesis testing. Practical applications of binomial, Poisson, and Chi-squared distributions.

Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

References:

PSYCHOLOGY PSY202

Five hours per week for one semester, including lectures, tutorials, research design and statistical analysis.

Prerequisite: Psychology PSY201.

Central themes: Personality and interpersonal behaviour.

Syllabus: Personality: nomothetic and ideographic approaches; type v. trait analysis; clinical and experimental techniques; the determinants and structure of personality; a comparative study of major theories; abnormality and maturity.

Interpersonal behaviour: the nature of social attraction; motivation for interpersonal relationships; person perception and the influence on the self concept of interpersonal experiences; non-verbal communications; theories and techniques of social communication, including rumour and prejudice; attitudes and attitude change; group processes; leaders and leadership; interpersonal factors in performance.


Assessment: Cumulative, based on short tests, assignments, essays and tutorial papers. An examination may be included.

References:

PSYCHOLOGY PSY301

Five hours per week for one semester, including lectures, tutorials and practical skills training.

Prerequisite: Psychology PSY202.

Central theme: Applied Psychology.

Syllabus: Psychological assessment and classification: theory and practice of psychological assessment including the use of test and non-test data; test construction; concepts of validity and reliability; published tests in print; administration of psychological tests; prediction of performance; limitations of statistical prediction; professional ethics.
Education and Training: The identification of training needs, developing objectives, course planning, the selection of instructional methods in relation to objectives and learner characteristics, evaluation of learning outcomes. Theories of learning, with emphasis on learner-centred approaches, problems and issues relating to adult learners.

Human factors in industry; perceptual factors in human performance; man-machine and man-man interaction in industry; task analysis and job simplification; the human component in systems; design and development of new systems.

Assessment: Cumulative, based on short tests, assignments, tutorial papers and participation in training seminars.

References: To be advised.

**PSYCHOLOGY PSY302**

Five hours per week for one semester, including lectures, tutorials and practical skills training.

**Prerequisite:** Psychology PSY202.

**Central theme:** Applied Psychology.

**Syllabus:** The person and the organisation. Theories of organisation; group behaviour and organisation communication; job satisfaction and morale; factors affecting output; status and authority in organisations; styles of leadership; communication; motivation and organisational climate; conflict in organisations.

Vocational development: theories of vocational development; vocational development as a process of personal growth; the value of tests and other information-gathering devices in vocational counselling and guidance.

Personnel psychology: performance evaluation and staff development; personnel management and the management of personnel; employer-employee relations; employee attitudes; the contribution of personnel management to productivity; organisation development and action research; problems confronting the change agent.

**Assessment:** Cumulative based on short tests, assignments, projects, essays and tutorial papers. An examination may be included.

**References:**


**PSYCHOLOGY PSY303**

A course of two hours per week for one semester.

**Prerequisite:** Psychology PSY202.

**Central theme:** Work experience.

**Syllabus:**

- The student is required to obtain actual work experience equivalent to five weeks of full-time employment.
- His employment should involve him in a work group of reasonable size (four or more) and/or in an organisational structure of at least moderate complexity (more than one level of supervision).
The tasks he carries out should involve interactions with other people.

In general, his work should be non-professional, and should expose him directly to the kinds of factors which characterise working life for most workers (relationships with authority figures, group work norms, interdependence as well as specialisation of tasks).

The student is also required to attend weekly two-hour group discussions, in which various aspects of ‘self in relation to work’ will be explored. The objectives of these group discussions include: developing the student’s awareness of the nature of work environments (eg kinds of organisational structures and processes, work roles, job (demands); exploring the interactions between the individual and his work environment; exploring oneself (expectations, interests, aspirations and other attributes of the self); and developing the student’s communication skills.

Note 1: students who are unable to secure employment will be expected (after appropriate training) to interview employed people about the issues listed above.

Note 2: students with appropriate work experience will be exempted from the work experience components of this unit, but will be required to attend the weekly group discussions.

Assessment: Based on participation in group activities, and on measures of skill gains.

References: To be advised.

PSYCHOLOGY PSY304

Five hours per week for one semester, including lectures, tutorials and practical work.

Prerequisite: Psychology PSY202.

Central theme: Theory, research and experimental design.

Syllabus: Theory and systems in psychology: the historical development of psychological methodologies; schools of psychology; the philosophy of the physical sciences and its bearing on psychology; theory construction; a critical evaluation of psychology as a 20th century behavioural science; current issues and developments, eg community psychology, environmental psychology.

Statistical methods: sampling methods, random, stratified, cluster and two-stage. Sequential analysis: z, t, binomial and Poisson. Analysis of variance; 1- and 2-factor; selected comparisons; replicated designs; repeated measurements. Linear regression analysis.

Assessment: A combination of tests, assignments and a final examination.

Reference:

PSYCHOLOGY PSY305

Five hours per week for one semester, including lectures, practical sessions and seminars.

Prerequisite: Psychology PSY302.

Syllabus: Origins and characteristics of Community Psychology; individual
and social psychology; conceptions of social intervention; the evaluation of change; change and alternative institutions; change and community organisations; intervention hypotheses.

Assessment: Cumulative, by essay, seminar presentation and performance in practical sessions.

References: To be advised.

PSYCHOLOGY PSY401
Advanced Psychological Assessment and Classification

Six hours per week for one semester.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: At the completion of this subject students will be able to:
1. critically evaluate and select assessment procedures to achieve specified purposes;
2. apply and utilise assessment procedures and monitor their effectiveness with a minimum of supervision from an experienced psychologist.

Syllabus:
   The theoretical rationale of assessment procedures and tests. Reliability, validity and validation procedures. Critical review and evaluation of tests and of underlying assumptions. Development of skills for the administration, interpretation, and reporting of tests and test results. Intelligence, ability and achievement tests; personality tests; diagnostic and vocational assessment procedures.
3. Classification systems: Objectives and types of classification systems, psychometric, organisational and other factors affecting classification decisions. Organisational and individual decision making. During the second half of the semester, students will be encouraged to pursue chosen areas of interest in more depth.

Teaching methods: Seminar/discussion, lectures, guided study groups and practical classes to develop assessment skills.

Assessment: Cumulative, based on short tests, assignments and practical exercises.

References: To be advised.

PSYCHOLOGY PSY402
Changing Behaviour

Six hours per week for one semester.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:
1. To examine theories about behaviour change, at the levels of: the individual; the small group; the organisation; and society/culture.
2. To identify and develop a conceptual framework within which various change theories may be accommodated.
3. To develop students' skills as 'change agents'.

**Syllabus:**

1. Theories about changing behaviour: Theory-building and criteria of a 'good' theory. Commonalities and differences in theoretical foundations, objectives and techniques of various approaches to attitude and behaviour change especially those which are applied in psychotherapy; group work, Organisation Development, and community intervention and development programs. Review of research into the effectiveness of these approaches. Examination of values and ethical issues which are implicated in attempts to change behaviour.

2. Skills training: Introduction to counselling, encounter group leadership; Organisation Development strategies and mechanisms; community interventions.

**Assessment:** Assessment may be based on one or more of the following: written assignment; contributions to seminars; tests. Details of assessment are finalised with students at the beginning of the unit.

**References:**


**PSYCHOLOGY PSY403**

**Multivariate Data Analysis**

Three hours per week over two semesters.

**Prerequisites:** See Graduate Diploma in Applied Psychology.

It is highly desirable that students have an understanding of the use in psychological research of the common types of univariate and bivariate data collection, description, and analysis, including analysis of variance, correlation and regression analysis.

**General objectives:** To understand and be able to use the main multivariate techniques in psychological research. The course is largely based on computer work.


**Assessment:** Assessment typically involves periodic short written assignments (reporting analysis of data) and reviews of the student's notebook (a collection of practical exercises, reference material and lecture notes).

**References:** To be advised.


**PSYCHOLOGY PSY404/PSY405**

**Professional Experience**

Two placements, each of 25 working days in a professional (psychology)
agency, under the direct supervision of a qualified psychologist. Placements are arranged by the Department of Applied Psychology. In addition two-hour seminars are held fortnightly to discuss issues relevant to placements.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives:
1. to acquaint students with some of the professional roles undertaken by applied psychologists and the settings in which they do so;
2. to introduce students to how applied psychologists use concepts, knowledge, skills and techniques in 'real-life' settings;
3. to acquaint students with the various ethical and legal issues encountered in applied work; and,
4. to give students some basic professional skills (such as administering and scoring psychological tests, assisting in applied research, or conducting interviews).

Syllabus: In the seminar program associated with the placements, the following topics are explored: the nature of the objectives and larger organisation; the nature of organisation (eg primary objectives, organisational structure and 'climate', boundaries, relationships with its external environment); analysis of the conceptual frameworks and methods used in the psychology unit; analysis of legal and ethical responsibilities and pitfalls.

Assessment: Assessment based on the report which each student is required to write concerning his/her placement experiences.

References:
(Other references will be specified at the beginning of the semester.)

PSYCHOLOGY PSY406

Applied Research Project
A research-based unit with fortnightly seminars of two hours' duration.

Prerequisites: See Graduate Diploma in Applied Psychology.

General objectives: To ensure that students become familiar with the planning and conduct of a piece of applied research, and with the written and oral presentation of research findings.

Syllabus: Issues covered in the seminar program include: how to identify a research area and a particular problem or question; ethical issues in research; use of library and other resources for research purposes; preparing and presenting research proposals.

Specific methodological, research design and data analysis issues are discussed in individual consultations with the student's supervisor. Since the unit PSY403 (Multivariate data analysis) deals with research design and data analysis issues which are likely to be highly relevant to the applied research project, students are normally advised against enrolling in PSY406 until they are concurrently enrolled in or have completed PSY403.

Assessment: Assessment based on (a) a progress report, in which the student presents a complete research proposal; and (b) a final report, in journal article form, which states the research issue, outlines previous research and
theory bearing on the research issue, describes the research design and data analysis methods, presents the findings, and comments on their significance. References: See PSY403. Additional references will be specified at the beginning of the first semester.

PUBLIC ADMINISTRATION ADM265

A course of four hours per week for one semester.

Prerequisites: Organisational Behaviour and Performance ADM231 and ADM232.


References:
ALBROW, M., Bureaucracy, Pall Mall, 1970.
BUECHNER, J. C., Public Administration, Dickerson, 1968.

PUBLIC HEALTH ENGINEERING CIV313

A course of two hours of lectures and class work per week for two semesters.


Assessment: To be based on a mid-year examination and a final examination.

References:

PURE MATHEMATICS MAT203

A course of six hours per week for two semesters.

Prerequisites: Mathematics MAT101, Mathematics MAT102.

Syllabus: Real analysis: convergence of sequences and series, sequences of functions, uniform convergence, infinite integrals, multiple integrals.
Complex variable theory: Cauchy-Riemann equations, Cauchy’s theorem and related results, introduction to conformal mapping.
Differential equations: solution of special types of first order equations, second order linear equations, Frobenius solutions.
Vector spaces and Fourier series: introduction to vector spaces, concepts of inner products, independence, dimension, approximations in vector spaces.
Matrix theory: eigenvalues and eigenvectors, Cayley-Hamilton theorem, similarity theorems, diagonalisation, quadratic forms.

References:

PURE MATHEMATICS MAT303
A course of six hours per week for two semesters.
Prerequisite: Pure Mathematics MAT203.
Syllabus: Uniform convergence; Uniform convergence of sequence of functions. Theorems on continuity, differentiation and integration. Extension to infinite series of functions. Uniform convergence of infinite integrals with a parameter.
Geometry: Projective geometry; duality, perspectivity of triangles, projectivities, harmonic sets, conics, poles and polars.
Affine geometry: parallelism, types of conics, perpendicularity, circles.
Transformations on vector spaces. Functionals on a vector space and differentials.
Optimisation methods: Examples of optimisation problems from various fields showing how many problems can be viewed as optimisation of a functional on an appropriate space.
Unconstrained problems, the Gateaux differential, application to problems in R^n, steepest descent methods, Euler-Lagrange equations with applications. Constrained problems, geometric approach to Lagrange multipliers for equality type constraints in R^n, inequality constraints, Kuhn-Tucker conditions.
Introduction to the method of dynamic programming.
References:
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QUANTITATIVE ANALYSIS IN MARKETING FIN681
A course of three hours per week for one semester.
Prerequisite: Statistics for Marketers MAT661 or equivalent.
Syllabus: Appreciation of quantitative methods useful in marketing problems. Methods discussed will include assignment, transportation, linear programming, decision analysis and regression techniques. Correcting data for seasonal and trend effects. Elementary forecasting.
References: To be advised.

QUANTITATIVE APPLICATIONS FOR BUSINESS ACC201
A course of four hours per week for one semester consisting of two hours of lectures and two hours of seminars, or alternatively four hours of class instruction.
Prerequisites: Accounting and Finance ACC102 and Business Statistics MAT164.
Syllabus: The aim of this subject is to provide students with the opportunity to develop knowledge and facility in the use and application of quantitative techniques for management decision making. Topics covered include probability theory as an aid to decision making, linear programming, transportation, and network models.
References:

QUANTITATIVE METHODS FIN692
A course of three hours per week for one semester.
Prerequisites: Nil.
Syllabus: The course is concerned with a survey of the quantitative techniques available to management. Topics covered will include the use of probability in decision making, business forecasting techniques, inventory analysis and linear programming.
References:
To be advised.
RADIO NAVIGATIONAL AIDS ELE678

A course of four hours per week for one semester including lectures, laboratory and tutorials.

Syllabus: Radar Systems, radar transmitters and receivers, extraction of information from radar signals. Radio aids to Aeronavigation, automatic direction finders, radio compass, commutated aerial D.F. distance measuring systems, radio altimeters, aids to Air-Traffic Control, control interrogation, collection and display of radio and radar information, computer aided guidance. Aids to Approach and Landing.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
Current IEEE Trans on Aerospace and Nav.

REGIONAL AND URBAN PLANNING CIV690

A course of lectures and discussion sessions of two hours per week.

Prerequisites: Nil.

Syllabus: Planning authorities and procedures. The origins of modern urban planning. Theories of urban planning. Case studies. The interaction between transport and urban land-use planning. Techniques for urban and regional planning.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:

RELATED DRAWING I ART153

A course of three hours per week for two semesters.

Prerequisite: Enrolment in the Diploma of Art and Design (Fine Art).

Syllabus: Drawing and studies for major works related to painting, printmaking and sculpture are the principal concerns of this subject. Emphasis will be placed on the development of ideas, observational studies and drawing as an end in itself. The formal aspects of materials, processes and techniques will be incorporated in these studies.

Assessment: Progressively by the assessment panel during the year.
RESEARCH PAPER ADM661
A course of two semesters of individually supervised research. No formal classes are timetabled.
Prerequisites: Nil.
Syllabus: Students are required to prepare an original research paper which either researches critically and evaluates the operations of an organisation or investigates a problem area and provides a solution.
References: To be advised.

RETAIL DISTRIBUTION AND INVENTORY MANAGEMENT MKT331
A course of four hours per week for one semester.
Prerequisite: Marketing and Retailing MKT134.
Syllabus: The purposes of the course are to develop an understanding of the nature and consequences of distribution decisions in retail operations and to provide an appreciation of the interactions between distribution and other activities in retail organisations. Specific topics will concern the relationship between distribution and customer service, the specific elements in distribution operations and overall distribution policy. Assessment will be continuous, based on tests, assignments and class work.
References:
RETAIL MANAGEMENT MKT233

A course of four hours per week for one semester.

Prerequisite: Marketing and Retailing MKT134.

Syllabus: Merchandise management overview, the buying function, merchandise mix decisions, researching and forecasting consumer demand and retail sales, developing merchandise plans, budgeting (O.T.B. planning), model stocks and basic stock concepts, retail inventory method and merchandise control, sourcing and selecting suppliers, selecting new products, resource relationships.

References:
NRMA, Buyers Manual.

RETAIL MANAGEMENT MKT245

A course of four hours class work per week for one semester.

Prerequisite: Marketing & Society MKT111. (Normally to be taken in conjunction with MKT345.)

Syllabus: The development of retailing; the Australian retail industry and its environment; merchandise planning, merchandise control and distribution including stock balance, dollar inventory and unit stock control; pricing merchandise; selling and sales promotion.

Text:

References:

RETAIL MANAGEMENT MKT334

A course of four hours per week for one semester.

Prerequisite: Retail Management MKT233.

Syllabus: Analysis of decision making and problem solving techniques; practical application of the principles to retail case studies drawing together input from previous units.

References: To be advised.

RETAIL MANAGEMENT MKT345

A course of four hours class work per week for one semester.
Prerequisite: Marketing and Society MKT111. (Normally to be taken in conjunction with MKT245.)

Syllabus: Personnel management including training, development, motivation, remuneration and evaluation; allocation and utilisation of space; establishment of the retail business, location, store layout and organisation; budgeting and the setting of profit targets, retail accounting systems.

Text:

References:
ACCA News — September, 1976.

RETAIL PROMOTION MKT234
A course for four hours per week for one semester.

Prerequisite: Marketing and Retailing MKT134.

Syllabus: The retailing mix and the role of promotion; developing promotional strategies; advertising including media and agency selection and evaluation; in-store promotion, display and layout strategies; retail sales management and sales productivity; direct mail and catalogues.

References:
BUSKIRK, R. H., Retail Selling, Canfield Press, 1975.
GENTILE, R. J., Retail Advertising: a management approach, Chain Store Pub., 1976.

RETAILING AND CONSUMER LAW FIN121
A course of four hours per week for one semester.
Prerequisites: Nil.

Syllabus: Types of retail sales and implied conditions and warranties; Commonwealth Trade Practices Act; Victorian Goods Act and Consumer Protection Act as they relate to retailing; pricing and advertising; theft, fraud and security.

References:

SALES MANAGEMENT MKT242

A course of four hours class contact per week for one semester.

Prerequisite: Marketing and Society MKT111.

Syllabus: The role of selling and sales management in marketing today: organising the field force, selecting, recruiting, training and motivating the field force, sales forecasting, budgeting and planning, evaluation of sales territories and sales performance. Strong emphasis is also placed on the demonstration and understanding of the techniques and concepts used in selling today, and of the basic formula for selling.

References: To be advised.

SALES MANAGEMENT MKT628

A course of two hours of lectures and one hour of tutorials per week for one semester.

Prerequisite: Marketing Theory and Practice MKT671.

Syllabus: The nature, role and scope of sales management; the sales organisation; the selection, recruitment, training and development of salesmen; the motivation, compensation and evaluation of salesmen; the sales process; sales forecasting and estimating market potential; sales budgeting and profitability; planning sales territories; determining sales quotas and the optimum allocation of sales effort and resources. The course includes one major assignment to demonstrate students' thorough understanding of the sales management concept and their ability to cope more effectively with sales management problems.
SALESMAINSHP AND SALES FORCE MANAGEMENT MKT341
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisite: Marketing and Society MKT111.
Syllabus: The role of selling and sales management in marketing: organising line field force, selecting, recruiting, training and motivating the field force, sales forecasting, budgeting and planning, evaluation of sales territories and sales performance. Emphasis is also placed on the techniques and concepts used in selling.
References: To be advised.

SCIENCE AND CIVILISATION PHY128
A course of two hours of lectures and two hours of tutorials per week for one semester.
Prerequisites: Nil.
Syllabus: The scientific culture — Man’s ideas of the nature of the earth and the universe. The scientific method, scientific models. Communications — Methods of communication, music, electronics, vision, colour, photography. Energy sources and resources — Discussion of energy sources and resources available to man. How energy is converted from one form to another, pollution effects of energy. The earth and man-made materials — The structure of solids, liquids and gases. Man made materials. Recycling and reclamation of materials. Assessment: Assessment will be by written assignment work and by project. At least one major project will be given.
References: To be advised.

SCIENCE FOR ART PHY107
A course for degree students of two hours per week for one semester.
Prerequisite: TOP or HSC or equivalent.
Syllabus: This will be an introduction to basic scientific methods with subjects that will be of primary or secondary importance to the artist. This subject may not be available every year.
Assessment: By assignment.
References: To be advised.

SCULPTURE ART157/ART158
ART157 12 hours per week for two semesters.
ART158  Six hours per week for two semesters.
Prerequisite: TOP or HSC or equivalent, together with the approval of the selection panel.
Syllabus: Studio practice comprises a sequential development throughout the year and deals with the basic problems of aesthetic expression of ideas resolved through the making of objects or the recording of concepts. These relate to either shape, plane, volume and texture or the juxtaposition of ideas within a recorded presentation i.e. audio-visual, photo, written.
Assessment: Progressive assessment of work throughout the year.

SCULPTURE (Elective) ART166
A course of three hours per week for two semesters.
Syllabus: Students are encouraged to develop ideas through making objects of a permanent or non-permanent nature and are further required to follow these ideas through to a complete solution by presenting the object or the concept through an objective questioning as opposed to pure emotion. Basic elements such as plane, shape and volume coupled with theoretical juxtaposition are learnt. Students are encouraged to use many different media such as metal, resin, wood, paper, found objects, recorded sound, light and photography. Workshop drawings and sketches develop the student’s communicative ability to express ideas prior to the construction of his work. The course is designed to relate closely to concepts in the major study area and broaden the student’s concepts relating to that area.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART248
A course for degree students of six hours per week for two semesters.
Prerequisite: First year of the Bachelor of Arts (Fine Art).
Syllabus: Studio practice is concerned with a broad coverage of techniques and media rather than an excellence in a particular area. It is envisaged that during this year students will be encouraged to develop a relationship between their two major study areas.
Assessment: Progressively by the assessment panel during the year.
References: To be advised.

SCULPTURE ART257/ART258
ART257 12 hours per week for two semesters.
ART258  Six hours per week for two semesters.
Syllabus: Studio practice is concerned with the application or extension of knowledge gained in first year Sculpture, together with a structured program of studies as follows: Studies of problems associated with materials and methods such as polyester resins, fabrication, moulding and casting; plaster-carving, casting and mouldmaking, metal-casting, polishing and plating.
Assessment: Progressively by the assessment panel during the year.

SCULPTURE (Elective) ART266
A course of three hours per week for two semesters.
Syllabus: Greater emphasis is placed on the generation of ideas and personal exploration suited to the needs of students. The study of new materials and methods of working with them continues and students work in such materials as stone, glass, cast metal and plastic welding.

Assessment: Progressively by the assessment panel during the year.

SCULPTURE ART348

A course for degree students of 12 or six hours per week for two semesters.

Prerequisite: Sculpture ART248.

First semester

Syllabus: A third year degree student enrolling in this subject as a 12 hour unit is undertaking a single major study in sculpture for the first time during the course. As a six hour unit it must be combined with another major study of the same duration.

At all stages through the year individual development is related to the diversity of experience the degree student has been faced with in earlier years of the course. Allowance will be made for a degree of specialisation but a broadening of technical media experience is considered essential.

Second semester

Syllabus: During the first semester of the final year of the study the student will present a program of work for approval by the examination panel. The program will detail the work which the student intends to undertake during the second semester. The student will be required to select and present a folio of his year's work.

Assessment: Degree folio assessed by the examination panel progressively and at the end of the second semester.

SCULPTURE ART357/ART358

ART357 12 hours per week for two semesters.
ART358 Six hours per week for two semesters.

Prerequisites: Sculpture ART257, ART258, or equivalent.

Syllabus: Third year sculpture is the culmination of the previous two years of study. It is expected that a student has developed specific interests and sound techniques that enable a deliberate working procedure.

Assessment: Diploma folio assessed by the examination panel progressively and at the end of the second semester.

SCULPTURE (Elective) ART368

A course of three hours per week for two semesters.

Syllabus: At this level students have acquired sufficient knowledge to enable them to concentrate on a more individual approach. Sculpture in this context may be seen as an extension of the student's major study area or as a spirited diversion from it.

Assessment: Progressively by the assessment panel during the year.

SECRETARIAL STUDIES ADM133

A course of five hours per week for one semester.
**Prerequisites:** Nil.

**Syllabus:** The role of the secretary in the changing business office; sources of information, business documents, planning and organising time. The secretary's personal effectiveness and development, telecommunications, effective oral presentation, and receptionist techniques. Production of typewritten data with suitable presentation at 35-40 w.p.m. Composition at the typewriter with emphasis on quality and speed. Typing of tables, display materials; rough drafts, reports, business papers, reproduction materials.

**Assessment:** Based on class tests and assignments.

**References:**

**SECRETARIAL STUDIES ADM134**

A course of five hours per week for one semester.

**Prerequisite:** Secretarial Studies ADM133.

**Syllabus:** The exposition of the principles of the Pitman shorthand system, and their application to the relevant vocabulary. Development of sufficient shorthand skill to attain a minimum speed of 60 w.p.m. for three minutes on dictated, unpreviewed material. Instruction will be in the Pitman 2000 system but students who have sufficient expertise in another system will be encouraged to continue speed development in that area. Development of pretranscription English skills for the secretary, typewriting data produced at approximately 45 wpm.

**Assessment:** Based on class tests and assignments.

**References:**
Workbooks 1 & 2 for *Shorthand for Today*.

**SECRETARIAL STUDIES ADM235**

A course of five hours per week for one semester.

**Prerequisite:** Secretarial Studies ADM134.

**Syllabus:** Development of proficiency in shorthand and typewriting to a level which will enable students to cope with a variety of integrated business tasks. Typewriting data produced at approximately 55 wpm and shorthand note-making at 90 wpm.

**Assessment:** Based on class tests and assignments.

**References:**
SECRETARIAL STUDIES ADM331
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM235.
Syllabus: Integration and co-ordination of skills and secretarial knowledge. Composition of written communications from oral instructions. Initiation of correspondence. Development of expertise in shorthand note-taking applied to oral instructions regarding the execution of tasks; taking from dictation letters, memoranda, reports, notation of special instructions; reporting conferences and taking minutes of meetings. Development of shorthand, typewriting and transcription rates of a minimum of 100 wpm, 55 wpm and 20 wpm respectively.
Assessment: Based on class tests, assignments and major project.
References:
Other references to be announced.

SECRETARIAL STUDIES ADM332
A course of five hours per week for one semester.
Prerequisite: Secretarial Studies ADM331.
Syllabus: Graduated practical work assignments related to complete administrative responsibility in both large and small offices. Assignments will be structured to integrate tasks demanding increasing skill in shorthand, typewriting and stenography, the application, where appropriate, of the principles of office management and communication expertise, and a selection of complex secretarial problems associated with five major office functions: office administration, personnel requirements, statistical internal and external relations and personal assistance to the executive. The development of shorthand, typewriting and transcriptions skills to a minimum of 120 wpm, 60 wpm and 25 wpm respectively.
Assessment: Based on class tests, assignments and major project.
References: To be advised.

SELF-CONTAINED NAVIGATIONAL AIDS ELE676
A course of four hours per week for one semester including lectures, laboratory and tutorials.
Syllabus: Inertial Navigation: Description of the system, accelerometers, gyroscopes, platforms, mechanisation, co-ordinate frames, horizontal and vertical mechanisation, error analysis, alignment. Airborne Radar Navigation: Radar pilotage, semiautomatic position fixing, radar navigation by map matching, terrain avoidance and terrain following, airborne weather radar. Autopilots: Longitudinal autopilots, pitch orientation and acceleration control systems, flight path stabilisation, vertical gyro as altitude reference, lateral autopilots, co-ordination techniques and yaw orientation control system, self-adaptive autopilots.

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Air-Data Systems: air-data inputs, static and stagnation pressures, air temperature, angle of attack, air-data computer outputs, form of outputs, pressure altitude, each number, air speed and density, angle of attack, rate of change of altitude and air speed. Transducers, test and calibration.

Basic Instruments: Pitot-static, airspeed, slaved gyro heading indicator, turn and slip, altitude indicators, engine instruments.

Assessment: One written examination together with performance in laboratory and assignment work.


SIGNS AND LINEAR SYSTEMS ELE200

A course of four hours per week for one semester.

Syllabus: Transform methods: Fourier and Laplace transforms, s-plane representation; the convolution summation and the convolution integral; transform domain consequences of convolution; power in signals and correlation functions.

Laboratory and Assignment Work: Such work must be satisfactorily completed before a candidate will be allowed to sit for the written examination.

Assessment: Each subject will be assessed by one written examination together with performance in laboratory and assignment work.


SIMULATION TECHNIQUES MAT666

A course of three hours per week for one semester.

Syllabus: This unit introduces the theory and concepts of simulation models. Special references will be made to the design of models for physical distribution systems.

Journal articles will be referred to during the course.

SKELETAL FRAME ANALYSIS CIV603

A course of lectures and tutorial work of two hours per week.

References:

SMALL-COMPUTER SOFTWARE ELE654
A course of four hours per week for one semester including lectures, laboratory and tutorials.


Programming aids. Compilers and interpreters.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
Manufacturers’ reference and programming manuals.

SOCIAL MARKETING MKT251
A course of four hours lectures and tutorials for one semester.

Prerequisites: Satisfactory performance in four compulsory core units in second year.

Syllabus: Understanding the non-profit market. The application of marketing principles of non-profit organisations; conducting a marketing analysis; development of the marketing program; administrating and controlling the marketing elements. The application of marketing principles through case studies of a variety of non-profit organisations.

References:

SOCIAL ORGANISATION SOC392
A course for graphic design degree students of two hours a week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design studies or entry to the degree course.
Syllabus: This unit describes the central role of organisations in social development. It reviews the evolution and rationale of theories of organisation in the 20th century. It examines the influence of human factors on organisational performance.
The organised society: The reciprocal development of organisations and ideologies in recent history, in the context of organisation as a social tool.
The evolution of theories of organisation: the evolution of theoretical responses to emergent organisational needs over the past 70 years, considered as both functions of accelerating change and determinants of modern organisational characteristics.
Organisational behaviour: The critical significance of the human variable in organised action; some data and theories on organisational behaviour, and behavioural aspects of organisational control.
Bureaucracy — instrumentality and obsolescence: The rationale and characteristics of the bureaucratic model; disfunctions and modifications of bureaucracy; a systems perspective on organisational change.
Assessment: Progressive assessment by essays, tests and classwork.
References: To be advised.

SOCIAL ORGANISATION SOC491
A course of three hours per week for one semester.
Syllabus: This unit is designed to acquaint candidates with the sociological perspective on group structures and organisation theory, and with factors involved in social change. Topics will include: concepts of sociology; social institutions; group dynamics; formal and informal organisations; power, authority and leadership; technology and social change.
References:

SOCIAL PSYCHOLOGY PSY392
A course for graphic design students of two hours a week for two semesters.
Prerequisite: Satisfactory completion of second year Graphic Design Studies or entry to the degree course.
Syllabus: The course is designed to introduce the student to psychology as a behavioural science, both as a subject that is intrinsically worthwhile and, more particularly, as one that has very definite relevance to a person involved in the interpretation and expression of human ideas and experience in a social context.
To this end the course will cover those component areas of psychology necessary for a clear understanding of the subject and which form the basis for an intelligent application to one's own particular discipline. Integrative and interpretative systems will be introduced only where they impinge on the study of art and the behavioural questions relevant to the art student.
References: To be advised.
SOCIAL SCIENCE HUM291

A course of four hours per week for one semester.

Syllabus: The course has two segments: psychology and sociology. In the psychology segment students will be introduced to some of the basic concepts in psychology and their relevance to an understanding of human behaviour. The sociology segment consists of a general introduction to the science of society with the objective of acquainting students with concepts, theory and knowledge accumulated in sociology.

Assessment: By class papers and assignment work. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

SOCIAL SCIENCE HUM391

A course of two hours a week for two semesters.

Prerequisite: Social Science HUM291.

Syllabus: This is a course in Australian government and foreign policy. The course examines the federal system, the nature of the party and electoral systems, the function of Parliament and politicians, cabinet and the Prime Minister, and the role of the public service in the formation of government policy. The second part of the course examines the domestic and international forces that help determine Australia's foreign policy.

Assessment: By class papers and assignment work. There may be an examination at the discretion of the lecturer in charge.

References: To be advised.

SOCIOLOGY SOC102
(Sociology SOC101 for Diploma)

A course of four hours per week (one lecture, one tutorial, one workshop) for one semester.

Prerequisites: Nil.

Syllabus: Introduction to sociology. Basic sociological concepts and social institutions are examined under three main headings, (a) becoming a member of society, (b) the individual and social structure, (c) the person in mass society. Concepts and institutions examined include socialisation, the family, education, work and unemployment, the urban community and the structure and consequences of mass society.

Assessment: Cumulative, based on papers, workshop reports and tests.

References: To be advised.

SOCIOLOGY SOC104
(Sociology SOC103 for Diploma)

A course of four hours per week (one lecture, one tutorial and one workshop) for one semester.

Prerequisite: Sociology SOC101/SOC102.

Syllabus: Introduction to sociological perspectives and research. The nature and relevance of sociological perspectives, such as: functional, symbolic interaction, social action and conflict, as shown in studies of religion, social
stratification, deviance and social change. An overview of the research process; introduction to research design; measurement of variables; use of questions in research; interpretation of statistical data presented in table form.

Assessment: Cumulative, based on papers, workshop reports and tests.

References:
Others to be announced.

**SOCIOLOGY SOC190**
Two hours per week for one semester (one lecture, one tutorial).

*Prerequisites:* Nil.

*Syllabus:* Introduction to sociology; sociology as a science; its development, subject matter, relationship with other social sciences, and methods of inquiry. Major sociological concepts and perspectives. Culture, socialisation, roles, norms and values, institutions (eg family, education, religion), social and technological change. The relevance of such sociological concepts to understanding the origin and development of different emphasis in the arts and sciences.

Assessment: Cumulative, based on papers, workshop reports and tests.

**SOCIOLOGY SOC201**
A course for diploma students of four hours per week (two lectures, two tutorials) for one semester. (Note: students cannot claim credit for both this subject and Communication Studies HUM204.)

*Prerequisites:* SOC101 and SOC103.


Assessment: Cumulative, consisting of one essay, one book review, a contribution to workshop sessions and one test.

*References:*

**SOCIOLOGY SOC202**
A course for degree students of four hours per week (two lectures, two tutorials) for one semester. (Note: students cannot claim credit for both this subject and Communication Studies HUM204.)
Prerequisites: SOC102 and SOC104.


Assessment: Cumulative, consisting of one essay, one book review, a contribution to workshop sessions and one test.

References:

SOCIOLOGY SOC203

A course for diploma students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC101 and SOC103.

Syllabus: Immigration and minority relations: The course presents different models of ethnic relations. The answers to a series of questions will be explored. Do ethnic groups have distinctive cultures? Why have ethnic groups become politicised? How are immigrants distributed within the class structure of Australian society? In answering questions such as those listed above students will be asked to draw on a range of relevant theoretical and research literature.

Assessment: Cumulative, based on an essay and research project.

Reference:

SOCIOLOGY SOC204

A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Immigration and minority relations. The course presents different models of ethnic relations. The answers to a series of questions will be explored. Do ethnic groups have distinctive cultures? Why have ethnic groups become politicised? How are immigrants distributed within the class structure of Australian society? In answering questions such as those listed above students will be asked to draw on a range of relevant theoretical and research literature. Ethnic minorities in Australia; their situation in law, education, industry, unions, the community. Community studies and special projects in the Melbourne area.
Assessment: Cumulative, based on one tutorial paper, an essay and research project.


**SOCIOMETRY SOC205**

A course for diploma students of four hours per week (two lectures, two tutorials) for one semester.

*Prerequisites:* Sociology SOC101 and SOC103.

*Syllabus:* Sociology of community organisation. The community and social welfare; community and social change; community power structure; community resources; community values and sanctions; community dependence on outside influences; community belonging and participation; community service; community members as welfare consumers and helpers; strategies for community organisation — consensus, protest, independent activity; locality development, social planning, social action, fact finding, communication, group formation.

Assessment: Cumulative, and on research project on a local community.


**SOCIOMETRY SOC206**

A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

*Prerequisites:* Sociology SOC102 and SOC104.

*Syllabus:* Sociology of community organisation. The community and social welfare; community and social change; community power structure; community resources; community values and sanctions; community dependence on outside influences; community belonging and participation, community service; community members as welfare consumers and helpers, strategies for community organisation — consensus, protest, independent activity, locality development, social planning, social action, fact finding, communication, group formation.

Assessment: Cumulative, one essay and a research project on a local community.


**SOCIOMETRY SOC207**

A course for diploma students of four hours per week (two lectures, two tutorials) for one semester.

*Prerequisites:* Sociology SOC101 and SOC103.

*Syllabus:* Sociology of organisations. The nature of organisational society — the growth and power of organisations. Classic approaches to the study of organisations, especially the contributions of Marx, Taylor, Weber and

*Assessment:* Cumulative, consisting of a tutorial paper, an essay and a case study.

*References:* To be announced.

**SOCIOLOGY SOC208**

A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

*Prerequisites:* Sociology SOC102 and SOC104.


*Assessment:* Cumulative, consisting of a tutorial paper, an essay and a case study.

*References:* To be announced.

**SOCIOLOGY SOC209**


**SOCIOLOGY SOC210**

A course of four hours per week (two lectures, two tutorials) for one semester.

*Prerequisites:* Sociology SOC101/SOC102 or SOC103/SOC104.

*Syllabus:* Social theory and methodology. The course presents some of the theoretical and methodological issues underlying various schools of thought within sociology. These schools of thought are approached through the work of particular theorists. Functionalism is studied through the work of Emile Durkheim, phenomenology through the work of Max Weber and Alfred Schutz, and the conflict theory is approached through Karl Marx's writing.

*Assessment:* Cumulative, based on one tutorial paper and two essays.


**SOCIOLOGY SOC211**

A course for diploma students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

*Prerequisites:* Sociology SOC101 and SOC103.

*Syllabus:* Sociology of youth. Adolescence in western society. Perspectives
on adolescent socialisation. Changing attitudes and values of young people in modern society and their effects on social institutions such as the family and education, and on recreational patterns. Group life of adolescents. Youth employment and unemployment. Youth sub cultures and counter cultures. The nature of juvenile delinquency.

Assessment: Cumulative, based on one tutorial paper, an assignment and two tests.

Reference:

SOCIOLOGY SOC212

A course for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, based on one tutorial paper, a project report and two tests.

References:

SOCIOLOGY SOC213

A course for diploma students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC101 and SOC103.


Assessment: Cumulative, based on two essays and one tutorial paper.

References:
SOCIOLOGY SOC214

A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.


Assessment: Cumulative, based on three essays and one tutorial paper.

References:

SOCIOLOGY SOC215

A course for diploma students of four hours per week (one lecture, one seminar, one tutorial) for one semester.

Prerequisites: SOC101 and SOC103.

Syllabus: Industrial Sociology; historical summary of the origins of industrialism, developing patterns of industrial growth and conflict; theoretical perspectives to be considered include those of Marx, Durkheim, Weber, Merton, C. Wright Mills, Fromm, Marcuse, Galbraith; substantive topics include: alienation, the growth and power of the corporation, the effects of technology, environmental issues, the energy crisis and post-industrial society. Australian material will be used where possible.

Assessment: Cumulative, consisting of two essays and one tutorial paper.

Reference:
GALBRAITH, J. K., The New Industrial State.
Others to be announced.

SOCIOLOGY SOC216

A course for degree students of four hours per week (one lecture, one seminar, one tutorial) for one semester.

Prerequisites: SOC102 and SOC104.

Syllabus: Industrial Sociology; historical summary of the origins of industrialism, developing patterns of industrial growth and conflict; theoretical perspectives to be considered include those of Marx, Durkheim, Weber, Merton, C. Wright Mills, Fromm, Marcuse, Galbraith; substantive topics include: alienation, the growth and power of the corporation, the
effects of technology, environmental issues, the energy crisis and post-industrial society.
Australian material will be used where possible.

Assessment: Cumulative, consisting of two essays, one tutorial paper, and one test.

References:
GALBRAITH, J. K., *The New Industrial State*.
Others to be announced.

**SOCIOLOGY SOC218**

A course for degree students of four hours per week (one lecture, one tutorial, one seminar) for one semester.

Prerequisites: Sociology SOC102 and SOC104

Syllabus: The Sociology of Prisons. Historical development of punishment and penal institutions. Remand, trial and imprisonment. The effects of 'isolation' and 'deprivation'; prison populations and social class; resocialisation and techniques of coping in a total institution; deterrence and rehabilitation; parole, release, recidivism.

Assessment: Cumulative, consisting of two essays, one tutorial paper, and one test.

Preliminary Reading:

Prescribed Texts:

**SOCIOLOGY SOC301**

A course for diploma students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC101 and SOC103.

Syllabus: Sociology of deviance: introduction to the field of study — definition and nature of the concept of social deviance. What constitutes the field of study? Theoretical approaches: (a) psychological perspective (eg psychoanalytical, behavioural); (b) sociological perspectives — structural functionalism, ecological approach, anomie theory, symbolic interactionism, labelling approach, political social conflict approach and social phenomenology. Examination of empirical studies related to different deviant categories, eg mental illness, delinquency, criminality, etc.

Assessment: Cumulative, consisting of two essays, one tutorial paper, and one test. Students failing to meet requirements will sit for an examination at the end of the course.

References: To be advised.
SOCIOLOGY SOC302

A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Sociology of deviance and social control. Introduction to the field of study — definition and nature of the concept of social deviance. What constitutes the field of study? Theoretical approaches: (a) psychological approaches (eg psychoanalytical, behavioural); (b) Sociological approaches — structural-functionalism, ecological, anomie theory, symbolic interactionist/labelling/social phenomenological and conflict perspective. Examination of empirical studies related to different deviant categories, e.g. mental illness, delinquency, criminality, etc. Cross-cultural comparisons of deviant phenomena. Study of agents of social control in Australian society, e.g law enforcement agencies, psychiatric institutions, etc.

Assessment: Cumulative, based on one tutorial paper, four short papers, and one test. Students failing to meet requirements will sit for an examination at the end of the course.

References: To be advised.

SOCIOLOGY SOC303

A course for diploma students of four hours per week (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC101 and SOC103.


Assessment: Cumulative, based on one tutorial paper, and three short papers.

References: To be advised.

SOCIOLOGY SOC304

A course for degree students of four hours per week, (two lectures, two tutorials) for one semester.

Prerequisites: Sociology SOC102 and SOC104.

Syllabus: Urban sociology. Theoretical approaches to urbanisation — Weber, the Chicago School, rural-urban contrasts, Simmel, etc. Social structure of the city (class, status, ethnicity). Urban managerialism and housing classes. Power and the distribution of scarce urban resources — Harvey, Pahl, etc. Spatial inequality. Implications of the theoretical approaches for modern urban planning and urban policy. Focus on urbanism in Australia.

Assessment: Cumulative, based on one tutorial paper, three short papers and one long essay.

References: To be advised.
SOCIOMETRY SOC305

A course for diploma students of four hours per week (one lecture, two-hour seminar).

Prerequisite: Sociology SOC101 and SOC103.

Syllabus: Welfare Policy and Administration; the relationship between ideology, social work practice and its organisational and administrative setting; consumer needs, pattern of welfare delivery and the emergency of new welfare models and strategies, welfare administration in selected fields including special attention to the Australian Assistance Plan and the Henderson Report on Poverty.

Assessment: Cumulative, consisting of one report, a major essay and a comparative analysis of two case studies.

References:

SOCIOMETRY SOC306

A course for degree students of four hours per week (one lecture, two-hour seminar).

Prerequisite: Sociology SOC102 and SOC104.

Syllabus: Welfare Policy and Administration. The relationship between welfare ideology, social work practice and its organisational and administrative setting; consumer needs, pattern of welfare delivery and the emergence of new welfare models and strategies; welfare administration in selected fields including special attention to the Australian Assistance Plan and the Henderson Report on Poverty.

Assessment: Cumulative, consisting of two reports, a major essay, and a comparative analysis of two case studies.

References:

SOCIOMETRY SOC309

(See Sociology SOC310)

SOCIOMETRY SOC310

A course of four hours per week (two lectures, one tutorial, one workshop) for one semester. The course also entails supervision of a research design or a review of a research controversy. Research designs developed in this course may be implemented in SOC352 if approved.
**Prerequisites:** Sociology SOC101/SOC102, SOC103/SOC104 and Statistics MAT171.

**Syllabus:** Social research methods. Social research in its historical, social and sociological contexts — a brief history of social research methods; social research as a social process; values, ethics and social research; sociological theory and evidence; different theoretical perspectives and their significance for methods used.

The methods of social research — an overview of the research process; selecting and formulating a research problem; designing and administering a study; research strategies; techniques for the collection and measurement of data; recording, processing, analysing and presenting data; interpretation of results and conclusions; writing a report.

**Assessment:** Cumulative, consisting of one research design or review of a research controversy, a tutorial paper and class exercises.

**References:** To be advised.

**SOCIOMETRY SOC311**

A course for diploma students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

**Prerequisites:** Sociology SOC101 and SOC103.


**Assessment:** Cumulative, based on one tutorial paper, an assignment and two tests.

**References:**

**SOCIOMETRY SOC312**

A course for degree students of four hours per week (one lecture, one tutorial, two workshops) for one semester.

**Prerequisites:** Sociology SOC102 and SOC104.


**Assessment:** Cumulative, based on one tutorial paper, a project report and two tests.

**References:**

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SOCIOLOGY SOC313

A course for diploma students of four hours per week (two lectures, two tutorials) for one semester.

Pre-requisites: Sociology SOC101 and SOC103.


Assessment: Cumulative, consisting of one essay, one tutorial paper, and a workshop contribution.

References:

SOCIOLOGY SOC314

A course for degree students of four hours per week (two lectures, two tutorials) for one semester.

Pre-requisites: Sociology SOC102 and SOC104.

Syllabus: Social stratification. Analysis of sociological perspectives on social inequality. The dimensions of class, status and power. The origins and evolution of various theories of stratification, and analysis of their contemporary relevance. Empirical approaches, their strengths and weaknesses. Stratification in Australian society, and in Europe and the Third World. As one unifying theme, particular attention will be given to past and present debates about the place and function of the working class in various class structures.

Assessment: Cumulative, consisting of one essay, one tutorial paper, one book review and a contribution to workshop sessions.

References:

SOCIOLOGY SOC349

A course for diploma students which entails either individual research or group research requiring approximately four hours tuition, consultation and supervision per week.
**Prerequisites:** Sociology SOC101, SOC103 and three subsequent units in sociology. The student must have a research design approved by the Applied Sociology Department before enrolment in this subject.

**Syllabus:** Research Practicum. Final year students will implement a research design already approved on an individual basis or participate in a group research project. In both cases 10 hours out-of-class field work and research will be required. Course work involves an examination of the interdependent relationships between the various stages of research concurrently with the construction and implementation of a research design for investigating a sociological problem.

**Assessment:** In the case of individual research, students will submit individual reports for examination. Students participating in group research will be assessed on their participation in the project, seminar papers and the final research report.

**SOCILOGY SOC350**

A course for final year degree students which entails individual library study under supervision on a topic of the student's choice, the submission of a dissertation, and participation in problem centred seminars. It is possible for a student to write a dissertation in an area not previously studied. Such a student may be required to attend lectures and tutorials in that area (where assistance in the choice of a topic will be offered). The equivalent of four hours per week tuition.

**Prerequisites:** SOC102, SOC104, MAT171, and at least five upper division sociology subjects, the last of which may be taken concurrently with this subject. The student who is not attending lectures and tutorials in the topic area will be required to submit before enrolment an outline of the topic and indicate the range of the literature review.

**Syllabus:** Dissertation: a thorough and careful analysis of literature on a sociological topic. The topic should be well defended and focused on a particular problem or issue reflecting empirical, conceptual, theoretical, methodological or applied concerns, or on a particular theorist, controversy or development.

**Assessment:** A dissertation of approximately 12,000 words to be submitted for examination, or, in the case of the student who is required to attend lectures and tutorials, a dissertation of approximately 8000 words.

**References:** To be advised.

**SOCILOGY SOC351**

A course for final year degree students which entails participation under supervision in a group research project nominated by the Applied Sociology Department. Four hours class contact per week with the supervisor and the research team.

**Prerequisites:** SOC102, SOC104, MAT171, SOC310 (wherein a research design has been successfully completed by the student).

**Syllabus:** Group research practicum. Class examination of the various stages of research; the construction and implementation of a research design for investigating a sociological problem. Students will be required to carry out the field work and write up the research report.

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Assessment: Students will be assessed on their contribution to the project and to the final research report of approximately 8,000 words.

References: To be advised.

SOCIOMETRY SOC352

A course for final year degree students which entails the implementation and completion of a research project initiated by one or more students, regular consultation with the supervisor, and participation in problem centered seminars. The equivalent of four hours per week tuition.

Prerequisites: SOC102, SOC104, MAT171, SOC310, and at least four upper division sociology subjects, the last of which may be taken concurrently with this subject.

The student(s) must have their research design approved by the Applied Sociology Department before enrolment in this subject.

Syllabus: Student initiated research practicum. The student(s) carry out the field work which culminates in a research report.

Assessment: One research report of approximately 8,000 words to be submitted for examination.

References: To be advised.

SOCIOMETRY SOC401

A part time course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Community education theory. Theoretical and ideological perspectives underlying community education; identification of developments in community education in USA, UK and Australia, emerging aims and objectives in community education in Victoria; values and assumptions of differing strands in community education in Victoria; social policy and community education; social and cultural factors in education achievement; social context and implications of community education.

References:
SEAY, N. F., et al., Community Education: A Developing Concept, Pendall, Michigan, 1974.

SOCIOMETRY SOC402

A part time course of two hours per week for one semester.

Prerequisites: Nil.

Syllabus: Human growth and development. Humanistic models of man; the process of learning and development; the style of personality and motivational patterns; the concept of self and identity; social processes in human growth; social structure and socialisation; social action and interaction; family and work processes; barriers to autonomy; anomie and alienation; social stratification; prescribed social roles.

References:

**SOCIOLOGY SOC403**

A part time course of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example effective listening, information diffusion, sensitivity training.

**References:** To be advised.

**SOCIOLOGY SOC404**

A part time course of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Community education — neighbourhood centre. Community/neighbourhood centres in community education; origin and growth of learning centres; aims and programs of learning centres; philosophy of education of learning centres; role of centres in educating wider community; community involvement and community resource utilisation in community centres; issues raised by community/neighbourhood centres; access to education; political economy of education; integrated services to meet total educational needs; relationship between formal and informal learning systems as a feature of continuous education; special needs of adults returning to study; case studies of learning centres and community education programs in Victoria.

**Reference:**


**SOCIOLOGY SOC405**

A part time course of two hours per week for one semester.

**Prerequisites:** Nil.

**Syllabus:** Community education — school and community. The school in Contemporary Australian Society. Overview of formal education in Australian society, role of school, types of schools, role of pupils, parents, teachers and school principals, key issues in Australian education; school in the community. Nature of local communities, tasks of schools, community participation in decision making processes, recent research on school and community; school developments with particular reference to influence of schools commission, varieties of school/community interaction, ideology in school/community relations, approaches to linking school and community, the community school; comparative review of developments in UK, USA and Scandinavia.
References:

SOCIOLOGY SOC406
A part time course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Processes in community education. Communication: The basic element of social behaviour, verbal/non-verbal, message composition, social exchange; confrontation, cross cultural communication; implications of language for community education; group dynamics: Perception of the other and group development, the patterns of interaction and emotional conditions, task orientation and problem solving; decision making strategies and conflict resolution; the influence process: Leadership styles and effective management, team building and morale maintenance; design, conduct and evaluation of learning influences; program development: initiation, modification, termination, evaluation; usage of audio-visual equipment in programs.
Reference:

SOCIOLOGY SOC407
A part time course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Administration in community education. Administrative styles; organisational processes: goal setting, policy making; management processes: committee formation, staff selection, fund raising and budgeting, meeting procedure, keeping records, documenting programs; research methods: assessment of community needs, fact finding, action research; community relations: building of community, community resources; audio-visual usage and maintenance.
References:

SOCIOLOGY SOC408
A part time course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Community development. Sociology of urban community; social and cultural change; community power structures; community resource distribution; social policy and community; community development as process rather than program; concept of self help in community problem
solving; community development strategies; roles of community development worker; case studies.

References:

SOCIOLOGY SOC409
A part time course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Methods of teaching. Design of teaching — learning experiences: children, adolescents, adults, individuals and groups; methods of conducting teaching — learning experiences: individualised programs and self-faced learning, group teaching techniques; evaluation of the learning experience: goals, aims, behavioural objectives, evaluation techniques; teaching — learning resources: individuals, groups, institutions, media.
References:
Towards the Learning Society, ACE, Aust., 1975.

SOCIOLOGY SOC410
A part time course of two hours per week for one semester.
Prerequisites: Nil.
Syllabus: Interpersonal and socio-cultural communication. Interpersonal communication relationships: settings — interpersonal, interpersonal group, organisational and public; face to face and mediated situations, selection of teaching-learning approaches, cross cultural communication; group communication: leader role, the individual, effects upon motivation produced by the group situation, the generation of energy, the directing of this energy to task matters in a co-ordinated way, problem solving, decision making strategies; mass media and mass society: characteristics of modern society, media forms, media content, role, place and structure of mass media organisations within society, the function of mass media in social change.
References:

SOCIOLOGY SOC411
A part time course one day per week for one semester.
Prerequisites: Nil.

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Syllabus: Community education practice (fieldwork). Placements at a number of centres and agencies involved in fieldwork. A fieldwork report will be required from each student.

SOCIOLOGY SOC412

A part time course of two hours per week for one semester.

Prerequisites: All other subjects listed in course guide for the Graduate Diploma in Community Education.

Syllabus: Group reflection and community education forum. This unit provides the opportunity for students to reflect both on their experiences and on the course itself. A regular community education forum not only enables students to pursue particular interests or respond to current issues and events, but will provide an opportunity for others engaged in community education, to participate regularly and thus find an avenue to share and develop ideas. Special sessions will be included, for example, effective listening, information diffusion, sensitivity training.

References: To be advised.

SOIL AND ROCK ENGINEERING CIV421

A course of four hours per week of lectures, tutorials and laboratory classes for two semesters.

Prerequisites: Civil Engineering Materials CIV205, Geology CIV206, and Structural Mechanics CIV311.


Assessment: To be based on examinations at the end of each semester, together with assignment work submitted throughout the year.

References:

SOIL MECHANICS CIV310

A course of two hours per week and laboratory work for two semesters.

Prerequisites: Mechanics of Solids CIV207.

Assessment: To be based on examinations at the end of each semester and assignment and reports submitted throughout the year.

References:

Standards Association Codes:

SPECIAL ASSIGNMENT MKT635
To qualify for the award of Graduate Diploma in Marketing, each student is required to submit a major assignment of 10,000 words minimum on a subject relating to either a macro or micro marketing issue. This major assignment provides the student with the opportunity to advance marketing knowledge, especially with regard to Australian practices in marketing management. Furthermore, this subject is the culmination of studies in Marketing at the Graduate Diploma level and provides tangible evidence of the knowledge and ability gained by the student.

STAINED GLASS AND RELATED STUDIES ART168
A course of three hours per week for two semesters.
Prerequisites: Nil.
Syllabus: This course has been designed to extend the student’s range or artistic expression into the mediums of coloured and stained glass. As a study it is flexible and suitable to the artist and craftsman alike. The first year deals with the design and manufacture of stained glass panels. This will involve both theory and practice.
Aspects to be studied: the design, the cartoon, the cutline, the leadline, glazing and finishing. Progressively exercises will be based on the student’s development in terms of skills and understanding.
Assessment: Assessment of work will be on a progressive basis, subject to folio presentation at mid-year and end of year.

STAINED GLASS AND RELATED STUDIES ART268
A course of three hours per week for two semesters.
Prerequisites: Successful completion of Stained Glass and Related Studies ART168.
Syllabus: Extension of traditional stained glass into additional techniques: painting and staining, acid-etching, sandblasting, alternative ways of leading, and double-glazing.
Further development of designing and cartooning, with emphasis on architectural glass.
Assessment: Assessment of work will be on a progressive basis, subject to folio presentation at mid-year and end of year.
STAINED GLASS AND RELATED STUDIES ART368

A course of three hours per week for two semesters.

Prerequisites: Successful completion of Stained Glass and Related Studies ART268.

Syllabus: Autonomous work will be encouraged: this may take the form of preparation of panels for exhibitions or pursuing glass as an extension of architecture. In both situations emphasis is placed on developing ideas, formalising designs and rendering colour cartoons.

Students may also choose to investigate three-dimensional use of glass in conjunction with metal work, ceramics or wood structures or with epoxy laminations and epoxy-casting.

As well, fusing of glass (kiln-fused) may be explored and incorporated in the manufacture of two dimensional panels or three-dimensional structures.

Assessment: Assessment of work will be on a progressive basis, subject to folio presentation at mid-year and end of year.

STAINED GLASS TECHNIQUES ART326

An elective for Ceramic Design degree students to be taken for three hours per week.

Prerequisites: Nil.

Syllabus: This subject is designed as an elective study for those students who wish to extend their artistic training into an area which is not entirely related to their main study program. It is intended that this subject will support the main study to the extent that it will complement — in particular — the hot and cold working of glass. It will also further the awareness of design through coloured light. In addition it will extend the capacity of the student to design for a specific purpose and utilise ideas for ceramic decoration by adapting them for inclusion into stained glass panels.

Practical sessions will be concerned with tools and their purpose, the cutting of glass, the preparation of lead, soldering, cementing and cleaning. Students will learn to adapt ideas for glass and produce layouts and cartoons.

Assessment: There will be an assessment of work in progress at mid-semester by the examination panel and the lecturer in charge of the subject and an assessment of completed folio and glasswork at the end of the semester.

STAINED GLASS TECHNIQUES ART426

To be taken for three hours per week. A further development of Stained Glass Techniques taken in Semester 6 and the use of paints, stains and patinas.

Prerequisite: Stained Glass Techniques ART326

Syllabus: A circular, autonomous panel will be designed and executed. It may be based on an interpretation of stylised, organic forms derived from designs utilised in ceramic work. OR the study of an antique panel may be used as a basis for re-formulation of a design suiting a circular panel.

Assessment: There will be an assessment of work in progress at mid-semester by the examination panel and the lecturer in charge of the subject.
and an assessment of completed folio and glass work at the end of the semester.

**STATISTICS MAT171**

A course of five hours per week for full-time students, or four hours per week for part-time students, for one semester.

*Prerequisites:* Nil.

*Syllabus:* A course in descriptive statistics for students with a non-mathematical background, looking at data collection, representation and reduction. This includes an introduction to sampling, tabular and graphical representation of data, measures of location and dispersion, empirical probability and probability distribution. An introduction to the concept of significance testing will be given.

*References:*


MAT171 Notes and Exercises, CIT, 1980.

**STATISTICS MAT172**

A course of five hours per week for full-time students, or four hours per week for part-time students, for one semester.

*Prerequisite:* Statistics MAT171.

*Syllabus:* A course in inferential statistics designed to give a selection of statistical tools useful in social science analysis. This includes point and interval estimation, tests of hypothesis about location, dispersion, correlation and equality of two populations.

*References:*


MAT172 Notes and Exercises, CIT, 1980.

**STATISTICS MAT173**

A course of five hours per week for one semester.

*Prerequisite:* Year 11 mathematics or approved equivalent.

*Syllabus:* This course in descriptive and inferential statistics is based on an empirical study of data taken from areas of the social sciences. Topics covered include:

- Methods of data collection, representation and reduction.
- Normal distribution — use of probability papers.
- Scaling — standard scores, ranks, percentiles, normal scores.
- Estimation — point and interval.
- Hypothesis tests concerning location, dispersion, correlation and equality of two populations.
References:

STATISTICS MAT174

A course of five hours per week for one semester.
Prerequisite: MAT173 or approved equivalent.
Syllabus: This course is designed to give a mathematical basis for the inferential statistics introduced in MAT173 and to support further statistical analysis.
Topics covered include:
Probability — concepts, laws for compound events.
Random variable — probability distribution, cumulative density function, probability density functions, moments.
Theoretical distributions — binomial, Poisson, normal, log-normal.
Hypothesis testing — power of test, sample size for required strength.
Matrix algebra — basic operations, partitioned matrices.
Calculus — integration as required for probability and moment calculations, differentiation as required for maximum likelihood and optimal allocation.

References:

STATISTICS MAT207

A course of five hours per week for two semesters.
Prerequisites: Mathematical Methods MAT101, and Mathematics MAT102 or approved equivalent.
Syllabus: As for MAT202 but with greater emphasis on practical work and use of mathematical models.

STATISTICS MAT271

A course of five hours per week for one semester.
Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).
Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, Sampling*, Measures of Association*, Distribution free methods*, Estimation, Multiple Linear Regression, Multivariate data analysis.
(*may be taken by a student with a good pass in MAT172)
Details of topic content available from the Mathematics Department.
References: as for MAT273.

STATISTICS MAT272

A course of five hours per week for one semester.
Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).
Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, Sampling*, Measures of Association*, Distribution free methods*, Estimation, Multiple Linear Regression, Multivariate data analysis.

(* may be taken by a student with a good pass in MAT172)

Details of topic content available from the Mathematics Department. Topics chosen may not include those taken in MAT271.

References: as for MAT274.

STATISTICS MAT273

A course for degree students of five hours per week for one semester.

Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).

Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, Sampling*, Measures of Association*, Distribution free methods*, Estimation, Multiple Linear Regression, Multivariate data analysis.

(* may be taken by a student with a good pass in MAT172)

Details of topic content available from the Mathematics Department.

References:

STATISTICS MAT274

A course for degree students of five hours per week for one semester.

Prerequisite: Statistics MAT174 (or Statistics MAT172 for selected topics).

Syllabus: Two topics from the following list will be taken by each student: ANOVA I*, ANOVA II*, Sampling*, Measures of Association*, Distribution free methods*, Estimation, Multiple Linear Regression, Multivariate data analysis.

(* may be taken by a student with a good pass in MAT172)

Details of topic content available from the Mathematics Department. Topics chosen may not include those taken in MAT273.

References:

STATISTICS MAT371

A course of five hours per week for one semester.

Prerequisite: Statistics MAT174.

Syllabus: Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, Sampling, Measures of Association, Distribution
free methods, Estimation, Multiple Linear Regression, Multivariate data analysis, Probabilistic model building, Decision theory, Sequential analysis, Probability theory.

Details of topic content available from the Mathematics Department.
Topics chosen may not include those taken in MAT271 and MAT272.

References: As for MAT373.

**STATISTICS MAT372**
A course of five hours per week for one semester.

*Prerequisite:* Statistics MAT174.

*Syllabus:* Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, Sampling, Measures of Association, Distribution free methods, Estimation, Multiple Linear Regression, Multivariate data analysis, Probabilistic model building, Decision theory, Sequential analysis, Probability theory.

Details of topic content available from the Mathematics Department.
Topics chosen may not include those taken in MAT271, MAT272 and MAT371.

References: As for MAT373.

**STATISTICS MAT373**
A course for degree students of five hours per week for one semester.

*Prerequisite:* Statistics MAT174.

*Syllabus:* Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, Sampling, Measures of Association, Distribution free methods, Estimation, Multiple Linear Regression, Multivariate data analysis, Probabilistic model building, Decision theory, Sequential analysis, Probability theory.

Topics chosen may not include those taken in MAT273 and MAT274.
Details of topic content available from the Mathematics Department.

References:

**STATISTICS MAT374**
A course for degree students of five hours per week for one semester.

*Prerequisite:* Statistics MAT174.

*Syllabus:* Two topics from the following list will be taken by each student: ANOVA I, ANOVA II, Sampling, Measures of Association, Distribution free methods, Estimation, Multiple Linear Regression, Multivariate data analysis, Probabilistic model building, Decision theory, Sequential analysis, Probability theory.
Details of topic content, available from the Mathematics Department. Topics chosen may not include those taken in MAT273, MAT274 and MAT373.

References: As for MAT373.

STATISTICS AND OPERATIONS RESEARCH MAT202

A course of six hours per week for two semesters. 
Prerequisites: Mathematical Methods MAT101 and Mathematics MAT102 or approved equivalent.

Syllabus: Statistics: while ensuring that fundamental concepts are adequately developed due emphasis will be given to relating to realistic problems in data analysis. Distribution theory, joint distributions, distributions of functions of random variables, moment generating functions; estimation procedures and properties of point estimators; hypothesis testing including likelihood ratio, power function. Neyman-Pearson lemma and an introduction to Bayesian inference; quality control and acceptance sampling; introduction to design and analysis of experiments; non-parametric procedures. Multiple regression analysis, theoretical background and effective use of suitable computer packages; introduction to reliability. Operations Research: Linear programming and variants, with management applications and computer oriented case studies; critical path analysis. 

References: 

STATISTICS AND OPERATIONS RESEARCH MAT302

A course of six hours per week for two semesters. 
Syllabus: Statistics: Probability theory; occupancy problems, probability generating functions, convolutions, random sums, compound distributions, transforms. Experimental design and analysis; general principles of design, review of basic designs, factorial designs, variance stabilisation. Stochastic processes; basic concepts, analysis of first order Markov chains. Order statistics; distributions, estimation; extreme value statistics. Sample survey design and analysis; simple random sampling, stratification, optimal allocation, ratio and regression estimation, cluster sampling. Decision analysis; decision trees and expected value of information. Operations Research: Simulation; models and the scientific method, classification of models, synthetic data generator, simulation methodology, system simulation, design of experiments. Inventory; rationale for inventory modelling, development and application of prototype models for deterministic and stochastic demand. Forecasting; moving average and exponential smoothing, adaptive response rate.
forecasting, comparison of forecasting procedures. Queueing; development and application of prototype models including multiserver, general service time and machine interference models. Where appropriate the study of a topic will be supported by computer oriented case studies. Students are also required to carry out an independent study of a topic such as dynamic programming, non-linear programming, game theory.

References:

**STATISTICS FOR MARKETERS MAT665**

A course of three hours per week for one semester.

*Syllabus:* A course in basic statistics designed for post graduate students in the field of marketing. The topics to be covered include: descriptive statistics, empirical distributions, probability distributions, probability models, hypothesis testing, goodness-of-fit tests, contingency tables, short term forecasting and least squares curve fitting techniques.

*References:* To be advised.

**STRATEGIC PLANNING ADM340**

A course of four hours per week for one semester.

*Prerequisite:* Management Environment ADM337.

*Syllabus:* This core subject within the Administration degree course introduces students to the importance of planning considerations in the development of organisational policy. Emphasis is placed on exploring business objectives and evaluating outcomes from Australian corporate planning decisions. Policy issues are explored through extensive use of the case study method.

*References:* To be advised during first week of classes.

**STRUCTURAL MECHANICS CIV311**

A course of three hours per week of lectures, tutorials and laboratory work.

*Prerequisite:* Mechanics of Solids CIV207.

*Syllabus:* Analysis of statically determinate structures. Principle of virtual displacements; deflection of structures, influence lines. Analysis of statically indeterminate structures; general methods, slope deflection equations, moment distribution, statically and kinematic indeterminacy, flexibility.
and stiffness methods of analysis; application to continuous beams and frames. Plastic theory of structures.

Assessment: To be based on examinations at the end of each semester.

References:

STRUCTURAL MECHANICS CIV419

A course of three hours per week of lectures, tutorials and laboratory work.

Prerequisites: Structural Mechanics CIV311, Mathematics MAT331.


Assessment: To be based on examinations at the end of each semester.

References:

STRUCTURAL MECHANICS CIV424

A course of two hours per week.

Prerequisites: Mathematics MAT331 and Structural Mechanics CIV419 (concurrently).

Syllabus: A selection of topics will be taken from: Plates and Shells; small deflection theory, Navier and Levy solutions for plates, introduction to large deflection theory, introduction to membrane theory of shells. Finite Element Methods; plane stress and plane strain, plate bending elements, higher order and isoparametric elements. Practical applications. Plastic Design Methods; plastic theory of structures, minimum weight design, optimisation methods, non proportional loading, alternating plasticity, incremental collapse. Computer aided plastic design of frames.

Assessment: To be based on coursework and examinations at the end of each semester.

References:
STUDIES IN THE ECONOMICS OF AUSTRALIAN INDUSTRY
FIN347

A course of four hours per week for one semester.

Prerequisites: Macroeconomics FIN171 and Microeconomics FIN271.

Syllabus: Agriculture in the Australian economy: the structure and operation of agricultural markets in Australia; the Australian labour market: an analysis and evaluation of those labour market considerations which most directly influence the business decisions of firms; the Australian financial sector: the structure and operation of the Australian financial sector with an emphasis on recent developments and future prospects.

References:

STUDIO DESIGN AND MANAGEMENT ART217/ART226

A course of one hour per week for one semester for degree and diploma students.

Prerequisites: Nil.

Syllabus: This subject will develop students' capacity to adapt a rational approach to work processes and planning. It will meet their future needs as studio potters and acquaint them with some of their responsibilities as possible manufacturers or employers. It will direct their attention to the sources of information and assistance available.

Assessment: The lecturer in charge will set an assignment to cover the areas discussed during the semester.

STUDIO PRACTICE/PROFESSIONAL ACTIVITIES ART393

This is a design workshop for degree students and consists of 12 hours a week for two semesters.

Prerequisite: Satisfactory completion of second year Graphic Design Studies, or entry to the degree course.

Syllabus: Students will undertake projects and design briefs for industry. All projects will be controlled by the lecturer in charge who is responsible for all financial transactions. Students will always work at CIT unless permission to work elsewhere is obtained from the lecturer in charge. Attendance in the design studio during the timetabled hours is mandatory.

Assessment: Assessment will be by a panel of examiners at the end of each semester.

References: To be advised.

STUDIO PRACTICE/PROFESSIONAL ACTIVITIES ART493

This is a design workshop for degree students of 14 hours per week for two semesters.
Prerequisite: Satisfactory completion of the third year degree studies in Graphic Communication.

Syllabus: Students will undertake projects and design briefs for industry of a more complex nature than in ART 393. Here the student will be required to be more involved in decision making and, as much as possible, be in complete control of the project in organising and subcontracting the necessary talents needed for the successful completion to the design brief. Students will work at CIT unless permission to work elsewhere is obtained from the lecturer in charge of that year. Attendance in the design studio during the timetabled hours is mandatory; during which time the lecturer will be available for consultation and advice.

Assessment: Assessment will be by a panel of examiners at the end of each semester.

References: To be advised.

SURFACE MECHANICS, FRICTION AND WEAR MEC611/612/613

A lecture course of two hours per week in one semester, two hours per week in the next semester and one hour per week in the third semester.


SURVEYING CIV103

A course of lectures and computation practice of two hours per week and two hours per week field work for two semesters.

Prerequisites: Nil.

Syllabus: Chain and compass surveying; techniques and recording. Levelling; construction and use of engineers’ level; field procedures. Traversing and tacheometry; instruments and procedures; preparation of plans; contouring. Surveying for transverse and longitudinal sections; curve theory. Elementary topographic surveying.

Assessment: To be based on examinations at the end of each semester.

References:
WILSON, R. S. P., Land Surveying, McDonald & Evans, 1971.
Field Book.
CIT, Exercises in Surveying Computations I.
SWITCHGEAR ELE622

A course of four hours per week for one semester including lecture, laboratory and tutorials.

Syllabus: Switching and circuit breakers, circuit interruption principles, effect of circuit configuration. Circuit breaker types, characteristics, operating mechanisms, control requirements, rating, testing and standard specifications. Fuse types, characteristics, co-ordination discrimination, combination fuse switches and standard specifications.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
Australian and International Standards.

SYSTEM PROTECTION ELE626

A course of four hours per week for one semester including lecture, laboratory and tutorials.

Syllabus: Protection applications: Busbars, generators, transformers, motors, power networks, distribution systems, rectifier and conversion equipment. Auto-reclosing, system stability, attended and unattended power supplies.

Assessment: One written examination together with performance in laboratory and assignment work.

References:
Applied Protective Relaying, Westinghouse, 1975/76.
Manufacturers’ Application Literature.

SYSTEMS EDP101

A course of four hours of lectures and a one-hour tutorial per week for two semesters.

Prerequisite: HSC (or equivalent).

Syllabus: Introduction to modern computer hardware — numbering systems, data representation, CPU, and secondary storage and I/O technologies; familiarisation with an assembler language to complement CPU study; investigation of the features of operating systems and commonly used utilities and packages; introduction to the main types of data file organisation; overview of data communication.

References:
Manufacturers manuals as required.
A course of four hours of lectures and practical work per week for two semesters.

Prerequisite: Required HSC (or equivalent) course entry.

Syllabus: Communication skills of an analyst/designer — with technologists and business (user) people; Introduction to systems. Information floor around a typical business, detailed investigation of typical business applications; use of computers in business systems; introduction to systems analysis and systems design principles and techniques.

References:

A course of five hours lectures per week for two semesters.

Prerequisites: Systems EDP101, Computer Programming EDP100, Systems EDP102.

Syllabus: Structured analysis, structured design, and data analysis approaches to system development; database concepts — database models, physical implementation of a database example; data communication concepts — hardware and software for teleprocessing.

References:

Manufacturers manuals as required.

A course of four hours lectures and a one-hour tutorial per week for two semesters.

Prerequisites: Systems EDP101, Computer Programming EDP100, Systems EDP102.

Syllabus: Systems Design II: Techniques for preventing and detecting errors in computer systems and for recovery from error and system failure. Computer security measures.

Case Studies II A: To support theory of subject.

Computer Equipment II: Data communications; basic concepts of data communication, equipment, techniques, services available in Australia, teleprocessing systems.

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References:
SHARRATT, J. R., Data Control Guidelines (Computerguide), NCC Publications, 1974.

SYSTEMS EDP301

A course of five hours of lectures per week for two semesters.

Prerequisites: Systems EDP201, Computer Programming EDP200.

Syllabus: Database and query etc. languages.
Practical work involving loading and using a DBMS. Database administration, data dictionary, distributed database.
Real time systems — telecommunication facilities, design techniques, real time system development, testing and cutover.
MIS and modelling — MIS facilities, inventory models, simulation techniques. Systems Theory — feedback and control, the role of the computer in control. Industrial experience — ‘real’ projects undertaken by small groups of students.

References:
HIGGINS, J. C., Information Systems for Planning and Control: concepts and cases, Edward Arnold, 1976.

Manufacturers manuals as applicable.

SYSTEMS EDP351

A course of four hours of lectures and a one-hour tutorial per week for two semesters.

Prerequisites: Systems EDP251, Computer Programming EDP250.

Syllabus: Systems Analysis II A: A study of current techniques for systems analysis with particular emphasis on the practice of these techniques and the performance of a system study.
Systems Design III: Advanced systems design techniques including recent developments, eg structured design, on-line dialogues.
Information Systems I: Real-time systems; typical applications, hardware and software requirements, design techniques, system development and implementation.
Case Studies III A: A major case study involving all phases of a system study.
References:

SYSTEMS EDP352

A course of three hours of lectures and a one-hour tutorial per week for two semesters.
Prerequisites: Systems EDP251, Principles of Statistics or equivalent, and Computer Programming EDP250.
Syllabus: Project Management: Queueing analysis for real-time computer systems. Introduction to systems theory. Systems documentation techniques.
Information Systems II A: Conceptual foundations, structure and development; operational data processing and management decision making systems; development of an integrated management information system and organisational implications; an appreciation of model building as an approach to solving MIS problems and treatment of some basic modelling techniques.
References:

SYSTEMS EDP602

A course of four hours per week for two semesters.
Prerequisites: A relevant diploma, degree or equivalent qualification.
Syllabus: Introduction to systems: the business as an information system, functions required in typical business systems order entry, invoicing, debtors, creditors, stock. Computerisation of such systems.
Computer Equipment I: an introduction to modern computer hardware and the principles governing its construction and operation.
Systems Design I: the design of EDP systems with particular emphasis on techniques for design of files, input and output data, computer runs and clerical procedures. The process of systems design and the system study.
Case Studies I: a practical unit to be taken in conjunction with System Design I: a series of life-like problems will be posed for which students will prepare solutions using the design techniques discussed.
References:

SYSTEMS EDP603

A course of four hours per week for two semesters.

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Prerequisites: Systems EDP602, Computer Programming EDP600.

Syllabus: Systems Design II: internal control and the system life cycle; accuracy controls in batch, real-time, telecommunications, and database systems; journalling and file scanning; restart and recovery for batch and online real-time systems; fraud; auditing; initial data collection and file creation; system testing and implementation; hardware controls. Computer Equipment: data communications; basic concepts of data communication, equipment, techniques, services available in Australia, teleprocessing systems.

Case Studies IIB: to give practical work on theory of subject.

Storage and Retrieval I: physical and logical file structure, data base management systems.

References:

SYSTEMS EDP604

A course of four hours per week for two semesters.

Prerequisites: Systems EDP602, Computer Programming EDP600, Systems EDP603.

Syllabus: Information Systems IV: the use of, and the objectives of, a generalised data management system. Data models and concepts; review of current database management systems.

Systems Analysis I: introduction to systems analysis; organisation and management; approaches to systems analysis; problem definition; collecting the facts; recording the facts; evaluation of the facts; determining alternative solutions; reporting; review.

Information Systems II A: conceptual foundations, structure and development; operational data processing and management decision making systems; development of an integrated management information system and organisational implications; an appreciation of model building as an approach to solving MIS problems and treatment of some basic modelling techniques.

Case Studies III: practical experience provided in analysis and design.

References:

SYSTEMS EDP605

A course of three hours of lectures and a one-hour tutorial per week for two semesters.

Prerequisites: Systems EDP602, Computer Programming EDP600.

Syllabus: Model building in systems; linear programming — use of L.P.
package; the inventory model for order quantities, order point; net work analysis — use of PERT package; simulation — use of ECSL package; queueing for real-time computer systems.

References:
IBM, Analysis of Some Queueing Models in Real-time System.
IBM, An Introduction to Linear Programming.
IBM, Impact — Inventory Management Program and Control Technique.

SYSTEMS ANALYSIS CIV686
A course of lectures and discussion sessions of two hours per week.
Prerequisites: Nil.
Syllabus: Mathematical, linear, non-linear and dynamic programming methods and applications. Queueing, random, Markov.
Assessment: To be based on submitted assignments and an open book examination at the end of the semester.
References: To be advised.

SYSTEMS ANALYSIS AND DESIGN EDP691
A course of three hours per week for one semester.
Syllabus: This unit introduces the basic concepts of computer based system designs. Topics covered will include: system components; file management and design with special reference to payroll; invoicing; debtors; stock control; production control; system design; construction and testing.

SYSTEMS ENGINEERING CIV309
A course of two hours per week of lectures and tutorials for two semesters.
Prerequisite: Mathematics MAT131.
Assessment: To be based on an examination at the end of each semester and assignment work submitted throughout the year.
SYSTEMS THEORY EDP621

A course of four hours per week for one semester.

Prerequisite: Required entrance level.

Syllabus: The management information system and related concepts at the operational tactical and strategic levels; software and hardware aspects as related to the MIS concept. Relevance of database, telecommunication networks and latest hardware developments especially with respect to real-time system application; changing information requirements of the business organisation and design implications; the interface between corporate management and the information systems development area; study of a 'live' management information system.

References:
Related research papers.

SYSTEMS THEORY EDP625

A course of four hours per week for one semester.

Prerequisite: Systems Theory EDP621

Syllabus: Review of work done on systems modelling especially the work of Jay Forrester — Industrial Dynamics; simulation techniques as a means of allowing management to investigate the consequence of decisions on a model before applying them to the real world system; General system theory.

References:

SYSTEMS THEORY EDP626

A course of four hours per week for one semester.

Prerequisite: Systems Theory EDP625.

Syllabus: A study of structures of information control systems; the laws of cybernetics and their relevance to control in a management information system; proper use of the computer as an amplifier of control variety and attenuator of systemic variety to help the manager achieve his objectives.

References:
Related research papers.

SYSTEMS THEORY EDP632
A project involving the presentation and submission of a paper of approximately 10,000 words.
Prerequisite: Systems Theory EDP626.
Syllabus: In conjunction with the lecturer, a student will select a project which is associated with a major aspect of systems theory.
References: To be advised.

TAXATION LAW FIN393
A course of four hours class contact per week for one semester which will be made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Corporate Law FIN319
Syllabus: The taxable subject; income recognition; nature of income; classes of income; trading stock; assessable income and exempt income; allowable deductions; special classes of taxpayers including trusts, partnerships and companies, primary production; objections and appeals.
References: To be advised.

TAX PLANNING FIN395
A course of four hours class contact per week for one semester made up of either two hours of lectures and two hours of tutorials, or four hours of classes.
Prerequisite: Taxation Law FIN393.
Syllabus: Tax and estate planning with particular reference to legal decisions affecting trusts, partnerships, companies, deceased estates, gifts, tax avoidance, etc.
References: To be advised.

TAX PLANNING FIN691
A course of one three-hour seminar per week for one semester.
Prerequisites: Nil.
Syllabus: Common techniques used in tax planning; the use of various forms of taxpaying entities — partnerships, trusts, interposed holding companies;
the special problems of private companies; taxation of dividends —
problems concerning rebates; loss companies — utilisation of past losses; tax
problems of international and offshore operations — international
agreements; setting up a new business — branch or subsidiary; the use of
superannuation and other fringe benefits for employees; tax planning for
senior executives; what of s.260.

References:
To be advised.
The relevant statutes.

TECHNICAL AND ILLUSTRATIVE DRAWING ART284

A course for degree students of four hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.

Syllabus: Introduction to instrument drawing; measured perspectives,
multiperspective problems, mechanical aids and gridded perspectives.
Standard plan and elevation layout. Isometric and axonometric projects.
Conical section, spherical sections. Elementary engineering drawing.
Exploded sections. Architectural rendering, detailing. Further studies in
botanical, zoological and anatomical illustration. Illustration for educa-
tional aids.

Assessment: This will be on a progressive basis with a review by the
examination panel at the end of the year.

References: To be advised.

TECHNIQUES OF FORECASTING MAT663

A course of three hours per week for one semester.

Syllabus: This unit is designed to introduce students to concepts of tactical
and strategic forecasting.
Topics will include: time series and trend analysis; moving average;
Askowitz method; exponential smoothing. The strength and limitations of
objective forecasting methods will be emphasised.

References:
CHISHOLM & WHITTAKER, Forecasting Methods, Irwin.
Mathematical Trend Curves — An Aid to Forecasting, (ICI Monograph),
Oliver & Boyd.
Short Term Forecasting, (ICI Monograph), Oliver & Boyd.
Journal articles will be referred to during the course.

TECHNIQUES OF MATERIALS HANDLING MKT645

A course of three hours per week for one semester.

Syllabus: This unit will discuss and analyse work study methods as applied
to materials handling and design of equipment; characteristics and functions
of materials handling equipment; warehouse design and materials handling;
automation and control. A number of industrial visits is envisaged.

References:
BOLZ, H. A., & HAGEMANN, G. E., Materials Handling Handbook,
Journal articles will be referred to during the course, particularly in the field of automation and control.

**THERMODYNAMICS MEC160**

A course of four hours per week of lectures and two hours per week of laboratory work for one semester.

*Syllabus:* This subject is an introduction to applied thermodynamics and deals with general terminology, definitions and units, properties of fluids, relationships between thermodynamic properties and energy transfers in the form of heat and work for systems and control volumes, heat transfer by steady state conduction and convection, instrumentation and I.C. engine testing and performance. Consideration is given throughout to the practical aspects of the common types of thermodynamic machinery such as boilers, turbines, condensers and I.C. engines.

*References:*


**THERMODYNAMICS MEC260**

A course of four hours per week of lectures and two hours of laboratory work per week for one semester.

*Prerequisite:* Thermodynamics MEC160.

*Syllabus:* This subject extends the work covered in Thermodynamics MEC160 on control volume analysis and heat transfer. The First Law is extended to the analysis of reacting systems. The Second Law of Thermodynamics is presented, and its consequences and applications to thermal power plant. Physical similarity and dimensional analysis are introduced.

*References:*

THERMODYNAMICS MEC261
A course of two hours per week of lectures and two hours per fortnight of laboratory work, throughout the year.

Prerequisite: Completed first year of a Diploma of Engineering (Electrical).

Syllabus: The aim of this subject is to acquaint students with the theory and practice behind the design and operation of thermodynamic machinery relevant to the field of electric power generation. It covers general terminology, properties of fluids, laws of thermodynamics, steam and gas turbine power cycles and plant, operation and control of axial flow turbines and heat transfer by conduction, convection and radiation.

References:

THERMODYNAMICS MEC262
A course of two hours per week of lectures and two hours per month of laboratory work for two semesters.

Semester 1 — Syllabus: This subject is an introduction to the fundamentals of applied thermodynamics. It deals with basic concepts and definitions, properties of fluids, the First Law of Thermodynamics applied to systems and control volumes, the implications of the Second Law of Thermodynamics and entropy.

Semester 2 — Syllabus: The thermodynamic analysis of gas and vapour power cycles, the use of temperature-entropy, and enthalpy-entropy diagrams. Practical aspects of gas and steam turbine plant, conventional and nuclear steam generators, condenser plant, refrigeration and air conditioning plant.

References:

THERMODYNAMICS MEC263
A course of two hours per week of lectures related to the theoretical and practical aspects of the course for one semester.

Prerequisite: Completed first year of a civil engineering degree.

Syllabus: This subject is aimed at developing background knowledge in the areas of applied thermodynamics with which a civil engineer has contact. It covers general concepts and terminology, properties of perfect gases, the First Law of Thermodynamics, work and heat transfer. Emphasis is given throughout to the practical aspects of thermodynamic machinery such as I.C. engines, reciprocating compressors and air-conditioning plant.

Reference:
THERMODYNAMICS MEC360

A course of four hours per week of lectures and two hours of laboratory work per week, for one semester.

Prerequisite: Thermodynamics MEC260.

Syllabus: This subject deals with the extended application of the laws of thermodynamics to thermodynamic machinery and covers availability, compressible flow through nozzles and blade passages of axial flow turbines, steam and gas turbine power plant, psychrometry and air-conditioning, process heating and refrigeration, combustion phenomena in I.C. engines and heat transfer by forced and natural convection, by radiation and by conduction.

References:

THERMODYNAMICS MEC460

A course of four hours per week of lectures for one semester.

Prerequisite: As prescribed under Progression Through the Course.


References:

THESIS PM FIN601

This requirement only applies to students who have enrolled in the course before 1978.

THREE DIMENSIONAL DESIGN ART185

A course of three hours per week for two semesters.

Prerequisites: Nil.
Syllabus: Basic geometric shapes and structures. Origami and other paper folding techniques. Paper and card constructs, tensile and compressed strengths of materials. Mathematical rules of stability in three-dimensional structures; link and apex theorem. Spaceframes and universal space families; space filling solids; two-dimensional and three-dimensional tesselations. Introduction to ergonomics; ergonomic factors involved in three-dimensional design situations; measurement and man.

Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

THREE DIMENSIONAL DESIGN ART285

A course of three hours per week for two semesters.

Prerequisite: Satisfactory completion of first year Graphic Design studies.


Assessment: This will be on a progressive basis with a review by the examination panel at the end of the year.

References: To be advised.

THREE DIMENSIONAL MODELLING ART105

A course of three hours per week for one semester.

Prerequisite: Nil.

Syllabus: This subject will introduce students to the problems associated with visualising and producing a three-dimensional object using additive and subtractive methods. Students will gain experience in modelling which in turn will help them to decorate ware and produce forms which can subsequently be produced from a sprig-mould, a press-mould or be slip-cast.

Assessment: There will be progressive assessment of work by the lecturer in charge of the subject. Selected examples of work will also be presented for assessment by the examination panel at mid-semester and at the end of the semester.

TRAFFIC ENGINEERING CIV674

A course of lectures and discussion sessions of two hours per week.

Syllabus: Traffic characteristics and surveys. The theory of traffic flow, gap and queueing theory. Control measures and regulations. Traffic signals, vehicle activated, linking and computer control. Accident studies and significance. Lighting. Parking, standards, management and use as traffic
restraint. Pedestrians, cyclists, public service and commercial vehicles, priority advantages, car pooling, future solutions.

Assessment: To be based on an open book examination at the end of the semester.

References:

TRAFFIC ENGINEERING CIV691

A course of lectures and discussion sessions of two hours per week.

Prerequisite: Traffic Engineering CIV674.


Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:

TRAFFIC FLOW THEORY CIV685

A course of lectures and discussion sessions of two hours per week.

Prerequisites: Nil.


Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:

TRANSPORT ECONOMICS AND SPATIAL ANALYSIS CIV654

A course of three class hours per week for one semester.

Syllabus: This unit is designed to survey studies in the economics of transportation and location theory. Topics will include cost and pricing in transport; rates and regulations; traffic and cities; project appraisal methods; regional analysis; geomarket and georeference; location theory, decentralisation; urban development.

References:
TRANSPORTATION ENGINEERING CIV 689
A course of lectures and discussion sessions of two hours per week.

Prerequisites: Nil.

Syllabus: Modal split, integrated multi-mode systems and interchanges, roads (public, private) parking and terminal facilities, airways and airports, railways, mass transit systems. Pipelines. Inter and intra modal competition, system costs and subsidies. Safety, energy, capacity, flexibility considerations. Freight handling, depot location. Future transport systems.

Assessment: To be based on submitted assignments and an open book examination at the end of the semester.

References:

TUTORIAL FOR RESEARCH GUIDANCE ART 340
A course for degree students of one hour per week for two semesters.

Prerequisite: second year of the Bachelor of Arts (Fine Art).

Syllabus: This tutorial is offered to all students in their third year but it is more specifically designed for those majoring in areas other than theoretical ones. This tutorial would be devoted to such things as research technique, written and oral expression of ideas, the development of ideas and communication skills.

TYPEWRITING ADM 141

Aim
To introduce the alpha-numeric typewriter keyboard for students who have no previous typewriting experience.

Prerequisites: Nil.

Duration: Five hours per week for one semester.

Assessment: Assessment is progressive and based on assignments and class tests.

Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

Syllabus: An intensive course which concentrates on teaching students a thorough mastery of the typewriting keyboard including the acquisition of correct touch and manipulating techniques. Concentration will be placed on speed and accuracy development through the use of timed writings and
pacing techniques. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 30-35 w.p.m.

References: To be advised.
Selection of typewriting texts available in the secretarial laboratory.

TYPEWRITING ADM142

Aim
To develop further the skill of typewriting and apply that skill to a variety of office typing tasks.
Prerequisite: Typewriting ADM141.
Duration: Five hours per week for one semester.
Assessment: Assessment is progressive and based on assignments and class tests.
Laboratory Facilities: Students are expected to use programmed materials in the secretarial laboratory to supplement class work.

Syllabus: Correct techniques for operation of the typewriter, speed and accuracy in typing letters, business forms, tabulation problems, manuscripts, and reproduction masters, concentration on further development of typewriting speed through the use of timed writings and pacing technique. It is anticipated that students will have developed the ability to reproduce typewritten data at approximately 35-40 w.p.m.

References: To be advised.
Selection of typewriting texts available in the secretarial laboratory.

TYPEWRITING ADM180

A course of three hours per week for one semester.
Prerequisites: Nil.

Syllabus: This course is designed to meet the needs of students who require personal typewriting skills, viz., development of a basic keyboard competence on both manual and electric typewriters; instruction in tabulation, display, manuscript and correspondence typing; acquisition of a typing speed of 30 wpm on a five-minute timed writing with a maximum of five errors.

WATER MANAGEMENT CHE604

A course of six hours per week for one semester.
Prerequisite: Water Pollution CHE603.

WATER POLLUTION CHE603

This subject consists of six hours per week for one semester for lectures, discussions, practical work and field trips.

WATER RESOURCES CIV314

A course of two hours per week of lectures and tutorials for two semesters.


Assessment: To be based on examinations at the end of each semester together with assignment work submitted throughout the year.

References:

WATER RESOURCES CIV425

A course of two hours per week of lectures and tutorials for two semesters.

Prerequisite: Water Resources CIV314.

Syllabus: Water law, reservoirs, municipal and industrial water supplies, irrigation, hydro-power. Drainage, flood control. Economics, planning of water resource systems.

Assessment: To be based on assignment work submitted throughout the year.

References:

WATER SCIENCE CONCEPTS CHE601

A course of ten hours per week for lectures, discussions and practical work for one semester.

Prerequisite: A relevant degree, diploma or equivalent.

Syllabus: Students will be required to study appropriate sections, depending on their qualifications.

Chemistry (45 hours): Spectroscopy, electrochemistry, equilibria, kinetics, surface and colloid chemistry, analytical techniques, organic chemistry.
Ecology (45 hours): The ecosystem, energy, biogeochemical cycles, limiting factors, communities, population dynamics. The biology of aquatic life.
Hydrology and Geology (45 hours): Hydrologic cycle, weather and climate, data analysis, precipitation and runoff, reservoirs, subsurface water. Mapping, mineralogy, petrology, weathering, sediments and sedimentary environments.

Mathematical principles (30 hours): Statistical concepts, distributions, hypothesis testing, variance. Design of experiments, linear regression analysis, use of computer programs.

Social issues (30 hours): Methodological and ethical issues in measurement of public opinion. Sociological perspectives and value judgements. Group processes, mass meetings. Social movements, the public domain, social institutions, legal and industrial systems.

WATER SCIENCE PROJECT CHE605

Four hours per week for two semesters for formal planning, discussion and seminars.

Prerequisite: Water Systems CHE602.

Syllabus: This subject is intended to provide experience in team approaches to problem solving in a multidisciplinary situation. Students will be trained in research methodology, in the organisation of a coherent report, and in the presentation of the results and conclusions of their project.

WATER SYSTEMS CHE602

A course of lectures, practical work and field excursions of ten hours per week for one semester.

Prerequisite: Water Science Concepts CHE601.


WELFARE FIELD WORK AND PRACTICE HUM235

A course of 38 days of practical experience per semester, plus a two-hour seminar per week.

Prerequisites: Welfare Studies HUM131 and HUM133.

Syllabus: The organisational setting. Working in an office.

Welfare Practice: the course provides the student with the opportunity to develop, in conjunction with other units of study, the skills necessary in negotiating with committees, community groups, the official bodies in the planning, administration and implementation of specific welfare programs.

Field Work: the student will participate in supervised agency based projects of the kind traditionally recognised as "field work training" but these will be varied and reinforced by on-campus strategies designed to develop the student's personal and professional sensitivity and capacity.

Assessment: Students are required to report orally, to maintain a logbook.
and where requested to present self-evaluating written reports on their learning experiences.

References: To be advised.

WELFARE FIELD WORK AND PRACTICE HUM237

A course of 38 days of practical experience per semester, plus a two-hour seminar per week.

Prerequisite: Welfare Field Work and Practice HUM235.

Syllabus: Community development: students should gain a working knowledge of a range of community development and action research strategies, and develop interviewing skills suitable for data collection in social surveys.

Case work: to gain a working knowledge of case-work procedures including forming and terminating client/worker contracts, transfer or referral of clients, confidentiality, recording, etc.

Assessment: Students are required to report orally, to maintain a logbook, and to present self-evaluating written reports on their learning experiences.

References: To be advised.

WELFARE LAW HUM135

A course of four hours each week for one semester.

Prerequisite: Nil.

Syllabus: The sources of Australian Law; the role of Courts; sentencing and the role of the welfare worker; the Law relating to families and children, landlords and tenants, consumers, employees, mental health and hospitals, citizens’ rights, policing and bail, imprisonment and probation, administrative and appeals tribunals and the processes available for enforcement of welfare rights, special groups, eg women, migrants, homosexuals, death and inheritance; sources of legal assistance.


Students will be advised to purchase Acts of Parliament and other materials relevant to particular aspects of the course.

WELFARE PSYCHOLOGY HUM239

A course of three hours per week, including lectures tutorials and group sessions, for one semester.

Prerequisites: Psychology PSY101 and PSY102.

Syllabus: An intensive course on the theory underlying the acts of self-perception, the perception of others, interpersonal relations and group processes.

The welfare officer’s role. Identification with client on the one hand and organisation on the other. Factors promoting the self-concept of welfare officers; perception of self as intervening in client’s private affairs, and the implication of this for work performance.

Students will have a choice of participation in “self-awareness” groups,
involvement in self-discovered and approved group experience outside the Institute, or taking part in staff-led seminars and/or research projects in the area of group and inter-personal relationships.

*Assessment:* Cumulative assessment by use of seminar/tutorial papers; research papers and case study reports.

*References:* To be advised.

**WELFARE SOCIOLOGY HUM241**

A course of three hours each week, including lectures and seminars, for one semester.

*Prerequisites:* Sociology SOC101 and SOC103.

*Syllabus:* Patterns of welfare ideologies; the development and practice of welfare administration. The organisational setting and management perspectives. The welfare worker’s role as an agent of social control vs agent of social change. Sociological perspective of power and its relationship to welfare considerations. The community. The concepts of community; the strategies and methods of community organisation.

*Assessment:* Cumulative assessment by means of seminar papers, essays, and group or individual practical papers.

*References:*

**WELFARE STUDIES HUM131**

A course of four hours a week including lectures, seminars and tutorials, for one semester.

*Prerequisites:* Nil.

*Syllabus:* The course aims to describe briefly the evolution and provision of social welfare services in Australia, particularly in Victoria. A survey of the key social legislation, the expansion in government administration, and the accompanying revolution in administrative practice and style. The role of private, church and charitable bodies will be assessed. A brief introduction to the statutes, regulations, and case law presently affecting the practice of social welfare in Victoria; the interpretation of legal documents; the sources of and use of expert advice on legal matters.

*Assessment:* Cumulative assessment by means of seminar papers and a major assignment.

*References:* To be advised.

**WELFARE STUDIES HUM133**

A course of four hours a week including lectures, seminars and tutorials, for one semester.
Prerequisites: Nil.

Syllabus: Changing concepts of social problems, social needs and social welfare practice; the change from charity-duty values to social rights theories; the change from supportive-alleviating to intervening-manipulative aims and styles of social welfare will be examined. A study will be made of the findings of the major Australian inquiries into social security and social problems. Where appropriate, selected comparative studies of developments in other societies (Great Britain, USA, USSR, Sweden, India) will be undertaken.

Assessment: Cumulative assessment by means of seminar papers and a major assignment.

References:

WELFARE STUDIES HUM231

A course consisting of lectures and seminars averaging four hours each week, for one semester.

Prerequisites: Welfare Studies HUM131 and HUM133.

Syllabus: A study of the composition, training and deployment of personnel and the allotment of capital facilities in the provision of welfare services in Australia. The role of the social worker; professionalism; the evolving role of welfare workers; the volunteer. Inter-organisation relations and strategies in the use of resources and the provision of services: government departments, municipal authorities, voluntary agencies and co-ordinating bodies. An assessment of community resources in the State of Victoria, against the setting of Commonwealth and State powers, policies and attitudes.

Assessment: Cumulative assessment by means of seminar papers and a group assignment report.

References: To be advised.

WELFARE STUDIES HUM233

A course of lectures and workshop sessions averaging four hours each week for one semester.

Prerequisite: Welfare Studies HUM133.

Syllabus: In consultation with staff, each student will choose two specialist modules which may include the following options:
- Migrant welfare
- Welfare planning
- Welfare of youth
- Family welfare
- Pre-school age child welfare
- Community health welfare
- Geriatric welfare
- School welfare
- Institutional welfare
- Vocational welfare
- Welfare and public relations
Assessment: Cumulative assessment by means of reports and completion of tasks.

References: To be advised.

WOMEN'S STUDIES SOC105
A course of four hours per week for one semester.

Prerequisites: Nil.

Syllabus: An examination of some of the major issues confronting women at the present time. The changing role of women. Sex roles and their development. The consequences of sex role socialisation and sex role stereotyping. The family and its future.

Assessment: Cumulative, based on papers and assignments.

References: To be advised.

WORD PROCESSING SYSTEMS ADM254
A course of three hours per week for one semester.

Prerequisites: Typewriting ADM142, Private Secretarial Practice ADM144 and Legal Procedures I FIN151.

Syllabus: Development of an understanding of the legal secretary's role in word processing. Extension of composition and transcription skills using dictating/transcribing machines. Topics: the history of word processing, current office practices, operation of equipment, psychological aspects, administrative support systems, transition from manual to word processing systems and possible technological development.

References:
IBM, *Transcription Skills for Word Processing*. 

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DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING
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ENY102 | | Energy Consumption Patterns
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DEPARTMENT OF MARKETING

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MKT612 JR61 Marketing Research and Forecasting
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MKT626 JC62 Marketing Communication Strategies
MKT627 JN62 Product Management
MKT628 JN63 Sales Management
MKT629 JN65 Marketing Research Practice
MKT631 JN66 Analysis in Marketing
MKT632 JN67 Behavioural Applications in Marketing Research
MKT633 JN68 Advanced Marketing Research Analysis
MKT634 JM62 Marketing in Foreign Environments
MKT635 JD64 Special Assignment
MKT641 FV61 Physical Distribution
MKT642 FV62 Physical Distribution
MKT643 FV63 Physical Distribution
MKT644 FV64 Physical Distribution
MKT645 HH61 Techniques of Material Handling
MKT646 FR61 Applied Inventory Theory
MKT655 JB63 Principles of Purchasing
MKT661 JM51 Government in Agribusiness
MKT662 JM52 Agribusiness
MKT663 JM58 Agricultural Marketing
MKT671 JM67 Marketing Theory and Practice
MKT672 JM68 Agribusiness
MKT673 JM69 Agribusiness
MKT691 JM61 Marketing Principles and Practice

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AFAIM, AFIPSM

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Merryl Sherriff

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Cliff Nichol
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 BEc(Monash), DipEd(La Trobe)

Career Information Officer
Warwick D. Slade,
 GradDipCareerEd(RMIT)

Student Union

UNION OFFICER
Paul Willey

SHOP MANAGERESS
Emily Lucas

Student Support Worker
(part-time)
John Milburn

Community House Co-ordinator
To be appointed

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(part-time)
H. Evans
J. Sexton

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 FRMTC, BAppSc(VIC), MIEAust, AFIMA, MACS

Secretary
Kaye N. Hughes

Operations Manager
Ray E. Newland,
 DipBusStud(EDP) (CIT), ACIT, MACS

Senior Systems Analyst (Acting)
Stewart J. Olney,
 MACS

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Chief System Programmer
Duncan C. Roe,
  BSc(Hons) (Edin)

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  BSc(Wales), LRIC, MAIP, GradDipDP, MACS
Ron Hasan,
  MACS
Robert A. van Eyk,
  DipMM(The Hague), DipMarE(Utrecht), MACS, DipDP(Utrecht)
Yoong Yap,
  BMechE(NSW)

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  AACS
Neil Bruerton,
  DipDP
Daril J. Gawith
David J. Wilson
Stephen Wright,
  DipSc

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  CertEDP(Operating & Coding)
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Yvonne P. Conyers
Egils Davis
Sam Ebejer,
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Andrea Marie
Jenny Stanley
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Kim Wyman,
BA, DipSocStud(Melb), MAPsS

Secretary
Cheryl Kane

Reception
Helen Scotts
Pam Hall
Adrienne Leith

Information
Carmella Prideaux

Welfare/Support Service
Charles Aitken,
Community Lawyer
John Milburn,
Cert of Welf(ISW), MAIW — Welfare (Rights/Support) Officer
Trudi Reus —
Childcare
Fr. Jim Scarlett —
Chaplain
Catherine Thompson —
Childcare
Margaret Tobin —
Childcare

Health Service
Chris Hazzard,
MB, BS(Melb) — Medical Consultant (Co-ordinator)
Ivor Davis,
BSc, MB, BS(Monash) — Medical Consultant
Livia Jackson,
MB, BS(Monash) — Medical Consultant
Barbara Pittard,
SRN — Nursing Sister
Marlene Robbins,
Nursing Sister
Sheila Skidmore,
SRN — Nursing Sister

Consulting Service
Miriam Tisher,
MA(Melb), MAPsS — Counsellor (Co-ordinator)
Rhonda Millar —
Counsellor (TAFE)
Tim O’Leary,
Cert of Welf(ISW), MAIW — Counsellor
Mark Spatz —
Counsellor
Andrew Winter,
BAHons(Melb), DipEd(Medla-LaTrobe) — Counsellor

Children's Service
Trudi Reus
— Family Day Care Service (Co-ordinator)
Denise Golds —
CIT Group Care Centre (Co-ordinator)

Educational Development Unit

HEAD
Charles E. Noble,
BCom, BEd(Melb), MA(Monash), MEd(LaTrobe)

Secretary
Valerie Stevens

Lecturer
Robert M. Thompson,
BSc, DipEd(Monash) — in charge of media services

Technical Officers
Robert H. Clarke
Peter R. Taylor,
InstAustPhotog, MBKS, LRPS, CGLI(Photog)

Technicians
Barry Bron
Barbara J. Hannay,
DipGraphicDesign(Swinburne)
Bernadette Miles

Library

CHIEF LIBRARIAN
Patrick Condon,
BA(UNSW), DipLib(UNSW), Dip Ed (Ter) (DDIAE), ALAA, MACE

Secretary
Heather Stonehewer

ACADEMIC SERVICES DIVISION

SENIOR LIBRARIAN
Chooi-Hon Ho,
BA(Hons) (Malaya), ALA, ALAA

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Information & Resources Librarians

Maureen Corea,
BA(Hons) (Lon) — Social & Behavioural Studies

David Foott,
BA(JCUNQ), ALAA — Engineering

Jean Gourlay,
ALAA, GradDipDP(CIT), AACS — Applied Science & Computing and Information Systems

Megan Lilly,
BA(Syd), Dip Lib(RMIT) — Business

Judith Odgers,
BSc(Melb), DipEd(Melb), GradDipLib(MelbSCV) — TAFE (Community and Access Education, Foundation and Preparatory Studies)

Joan Rae,
DipLib(BCAE) — Art & Design

Library Officer

Mary Cox

SYSTEM DIVISION

SENIOR LIBRARIAN

Neville Houghton,
BSocSc(RMIT), FLA, ALAA

Librarians

Henning Rasmussen,
DipLib(Copenhagen), MLib(Monash), ALAA — System Co-ordinator

Jean Tindall,
BA(Melb), ALAA — Bibliographic Co-ordinator

Ruth Dixon,
BA(Melb), DipLib(RMIT), DipBookProd(Lon) — Acquisitions

Library Officers

Enid Carr — Cataloguing

Linda Parsons,
BA (New England), DipLib(RMIT) — Cataloguing

Catherine Wallace,
BA(MD) (CIT), DipLib(RMIT), ALAA — Cataloguing

Robert Walshe-Howling,
BA(Hons) (Monash) — Lending Services

Library Technicians

Piya Arumapperuma

Rex Bell

Fay Bower

Patricia Mangan

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Student Union Council

Membership of the various committees constituting the 1980 council. Elections are held in March of each year, so many members will be replaced in 1981.

President Anthony Benn
Vice President Anthony Todd
Treasurer Noel Conway
Secretary Merarth Cooper

WELFARE COMMITTEE
Frank Bos
Dianne Christensen
David Smith
Soo Taylor

SPORTS COMMITTEE
Chris Auld
Mick Clucas
Roberta Dennis
Silvio Salom

MEDIA COMMITTEE
Linden Addison
Andrew Whimpey

ACTIVITIES COMMITTEE
Dorothy Balodimos
Shane Bourke
Catherine Mahoney
Meg Meier

COMMUNITY AFFAIRS
COMMITTEE
Ena Burstin
Margy Gill
Paul Keetley
Elaine McCulley

EDUCATION COMMITTEE
Kevin Caldwell
Herb Wildes
Bronwyn Hughes
Jeff Coles
Nigel Holmes
Bernard Drane
Academic Staff

School of Applied Science

DEAN
Eric W. Hemingway,
BSc(Eng) (London), DIC (Imperial College), PhD(London),
MSc (Birmingham), CEng, FIEAust, FRAeS, FIMechE, AFAIM

Secretary
Joan Trembath

Administrative Officer
Jennifer Beaton

Administrative Assistant
Cassie Goffin

Department of Applied Physics

HEAD OF DEPARTMENT
Raymond F. Pugh,
FMTC, BSc, BEd(Melb), MESc(Monash), MAIP, MAAPT

Secretary
Marty Lithgow

Senior Lecturers
Charles G. Don,
ARMTC, MSc, DipEd(Melb), PhD(Monash), MAIP — Acoustics
Charles F. Osborne,
BSc, BA(Hons) (Melb), PhD(Monash), FAIP — Theoretical Physics
Graham G. Swenson,
MSc, BEdSt(Qld), PhD(Syd), DipTertEd (New England) — Instrumentation

Peter Wells,
BSc(Hons), PhD, DipEd(Monash), MAIP — Solid State, Magnetism

Lecturers
Frederick E. Robillard,
BSc(Hons) (LaTrobe), MSc, ARMIT — Astronomy, Optics

Imants Svelbe,
BSc(Hons), PhD, DipEd(Melb)

David R. Williams,
BSc, DipEd(Melb), MSc(LaTrobe)

Tutor/Senior Tutor
To be appointed

Laboratory Manager
Arnott P. Bow

Department of Chemistry

HEAD OF DEPARTMENT
Barry T. Hart,
DipAppChem(Bendigo), DipChemEng(Swinburne),
BSc(Hons), PhD(Monash), TTTC, FRACI

Secretary
Stella Harris

Nursing Fellow
M. Milliken,
SRN, Dip(N)Ed

Senior Lecturers
Jayant B. Bapat,
CertMedTech, BSc(Hons) (Bombay), DipGerman, MSc(Baroda),
PhD(Monash), MSc(East Anglia), FRACI — Organic Chemistry

Ronald Beckett,
BSc(Hons), PhD(Melb), ARACI

Sydney J. Bone,
BSc(Hons), PhD(Dunelm), CChem, FRIC, FRACI — Physical Chemistry

David G. Hewitt,
BSc(Hons), PhD(WA), DIC(Imperial College), FRACI — Organic Chemistry

Donald L. Renfrew,
AMTC(RMIT), ARACI, TTTC — Analytical Chemistry

Lecturers
Robert R. Burford,
BSc(Hons) (Adelaide), DipEd(Monash), ARACI
Kevin R. Chynoweth,  
*TSTC, BSc(Melb), MSc(La Trobe), ARACI*

Thomas H. Davies,  
*DipAppChem(Sydney Tech Coll), BSc(NSW), ARMIT, ARACI*

A. J. (Peter) Finch,  
*BSc(Melb), MSc(La Trobe), TTTC*

D. R. Packham,  
*ARMIT, MAppSc(VIC)*

**Principal Tutor**

Ian C. Campbell,  
*BSc, MSc(Monash)*

**Senior Tutor**

L. A. McMillan,  
*BSc(Hons) (Monash)*

**Laboratory Manager**

A. Glennie,  
*ONC (Chem)*

---

**Department of Mathematics**

**ACTING HEAD OF DEPARTMENT**

D. Graeme Ross,  
*TSTC, BSc(Melb), PhD(Monash), FRMetS*

**Secretary**

Joyce I. Willison

**Senior Lecturers**

Ronald G. W. Adlem,  
*BSc(Hons) (London), MEd(Monash)*

Paul B. Lochert,  
*BSc, DipEd(Adelaide), MSc(Monash)*

William R. McKimm,  
*TPTC, BA(Melb), MSc(Monash), MACS*

Alan L. McLean,  
*BSc, DipEd(Tas), BSc (Hons) (Melb), MSc(Carleton), MAdmin(Monash)*

**Lecturers**

Geoffrey D. C. Bruton,  
*ARMIT(Phys), BSc(Monash)*

Greg Coldicutt,  
*BSc(Hons), DipEd(Monash)*

Lindsay H. Evans,  
*TSTC, BSc(Melb), DipElecComp(CIT), MSc(Leeds)*

John S. Jeavons,  
*BSc(Hons) (Melb), MSc(Monash)*
Alwyn J. Jones,
BSc, DipEd, BA(Melb), MSc(Monash)
Ian M. Kirkwood,
BSc(Hons), DipEd, PhD(Monash)
Graham R. Leary,
BSc, DipEd(Melb), GradDipData Processing (CIT), AFIMA
Clive G. McCann,
BSc(Melb), MACS
Ken J. Mann,
TC, BSc(WA), MSc(Monash), FIMA, FRMetS
John W. Nethercote,
BSc, BEd(Melb)
Anthony P. Van Oosterwijck,
BSc, DipEd(Melb)
W. Peter Wright,
TSTC, BSc(Melb)

Principal Tutor
Keith M. Anker,
BA(Melb)
Robert L. May,
BSc(Hons) (Adelaide), MSc(Flinders), PhD(Adelaide)

Senior Tutor
C. Roy Stather,
BSc(Hons) (La Trobe)

School of Art & Design

DEAN
Harold W. Farey,
DipTextileDesign(Bradford), TTTC, FRMIT, FRSA

Deputy Dean
Edmond G. Worsley
DipIndustrialDesign(RMIT), FRSA, AIDA

Secretary
Rita Hesse

Administrative Officer
Eileen I. Wilson,
BA(Monash)

Department of Ceramic Design

HEAD OF DEPARTMENT
Lindsay G. Anderson
DipArt(Ceramic Design) (CIT), TSTC(Arts and Crafts)
Senior Lecturer
Maxwell J. Murray,
DipEE, DipMechEng

Lecturers
Eugene E. Kupsch,
TPTC, DipArt and Design(Ceramic Design) (RMIT), FRMIT
Christopher J. Myers,
TPTC, DipArt and Design(Ceramic Design) (RMIT), (PAC)
William H. Peperkamp,
DipArt and Design(Illustration) (RMIT), TTTC

Principal Tutor
Paul Davis,
DipPottery(RMIT), FRMIT

Senior Tutors
Ludmilla Christoff,
DipofArt(Prague), DipArt and Design(Fine Art) (CIT),
DipEd(Burwood)
Josef A. Szirer,
DipArt and Design(Ceramic Design), TTTC

Tutors
Denis J. O'Connor,
DipArtEd, DipFineArt(Newcastle CAE)
Richard B. Morrell,
BA(Hons) (Scourbridge)

Department of Graphic Design

Senior Lecturer
Michael Kitson,
MSIA, NDD(Graphic Design) (Central School of Art, London)

Lecturers
Donald W. T. Glue,
CertCommercialArt(Swinburne)
Connel G. Lee
Brian J. Seddon,
DipArt(Advertising) (RMIT), InstDip(UBC)
Arthur R. Stokes,
MSIAD, MSTD, CertTypography(London)

Senior Tutor
Janet Carr,
DipArt and Design(Graphic Design) (CIT)

Tutor
Edward H. Bond
Department of Fine Art

HEAD OF DEPARTMENT
Leon F. Morrocco,
DipArt(Edinburgh), ARSA

Senior Lecturers
Ron A. Simpson,
DipFineArt(Painting) (RMIT), SATC, TPTC
Max R. E. Thompson,
DipFineArt(Painting) (RMIT), TSTC, FRMIT — Painting

Lecturers
Christopher T. W. Pyett,
DipFineArt(Painting) (Tas School of Art), BEd(Qual)
Kathleen H. Boyle-Sawka,
MFA(Canada), DipArt(Painting), TTTC
Craig Gough,
Asst in Art Teaching, THC(WAIT)
Geoff F. La Gerche,
DipArt(Advertising) (Royal College of Art), TTTC
Andrew C. McLean,
DipFineArt(Painting) (RMIT), SATC
Judy E. Spafford,
DipFineArt(Painting) (RMIT), FRMIT

Senior Tutors
Senior Neeson
DipArt and Design(Printmaking) (RMIT), TTTC, FRMIT
Cole Sopov
DipSculpture, DipFineArt(Sculpture) (Rumania), FFA

Department of Craft and Support Studies

Senior Lecturers
Alan G. Thomas,
DipAppArt(Gold and Silversmithing) (RMIT), TTTC — Gold and Silversmithing
James D. Wingate,
MA(Hons) (Glasgow), DipArt(Glasgow School of Art),
TC(Jordanhill College of Education) — History of Art
Klaus Zimmer,
GraphicDesign, DipFineArt(Painting), DipFineArt(RMIT) (Printmaking), TTTC, FRSA, MBSMGP — Stained Glass

Lecturers
Gene Verstraeten,
MIPT
Warwick Armstrong
Henk Bak,
HistDrs(Nijmegen) — History of Art
Senior Tutors
Bernard Hoffert
  BA(Hons) (La Trobe), DipArt(PIT) — History of Art
Clyde Loft
  DipPhotographyTech(RMIT), CertTVStudProdTechniques,
  MIPT, MBKA, MATFA

Tutors
Bruce Langdon,
  BA(Melb) — History of Art
Bent Mansson,
  Commercial Art Cert, (Durham)

Technicians
Peter Garwood
Donald W. Page
Martin King
Andrew Wright-Smith
William Rawls

School of Computing and Information Systems

DEAN
Trevor Pearcey,
  FTS, BSc(Hons) (London), ARCS (Imperial College), DSc(Melb),
  FBRS, FACS, MACM

Secretary
Robin K. Mahoney

Administrative Officer
Pamela D. Abbott
  BA, DipEd(Monash)

Department of Electronic Data Processing

Deputy Dean
Gerry B. Maynard,
  DipPubAdmin(RMIT), BAppSc(VIC), MACS, MRIPA

Senior Lecturers
Jack R. Greig,
  BSc, DipEd(Melb), GradDipDP(CIT), MACS — Principal Course
  Leader, BAppSc(EDP)
David W. Goble,
  BSc(Melb), GradDipDP(CIT), MACS — Senior Course Leader,
  GradDipDP
Peter A. Torokfalvy,
  BSc(Melb), GradDipSP(CIT), MACS — Senior Course Leader,
  GradDipC&IS
John S. White,
BSc(Melb), MACS — Principal Course Leader, MAppSc(EDP),
- DipEDP and Head of Computing and Audio Visual Section

Lecturers
Norman D. Beck,
DipBusStudies(DP) (CIT), BAppSc(VIC)
Roger Britton,
BSc(Hons) (VUW), DipTch(ASTC)
Douglas V. Burns,
BAppSc(VIC), MACS
John Daly,
BSc(Syd), MACS
Lynne Endacott
BSc, DipEd(Monash), GradDipDP(CIT), AACS
Maurice A. Fabrikant,
DipMechEng(CIT), BAppSc(VIC), MACS — Course Leader,
Service Subjects
E. Pearl Levin,
DipBact(IMLT), CertEDP(CIT), BAppSc(VIC), MACS
Gerald J. Middleton,
BAppSc(VIC), AASA, MACS
Murray A. Robinson,
DipBusStuds(EDP) (CIT), MACS — Course Leader, Computer
Science
Helen G. Smith,
BSc(Melb), DipEd(Monash)
Phillip Steele
DipBusStuds(EDP) (CIT), BAppSc(VIC), MACS
Nigel P. A. Thomas,
DipEng(Communications) (RMIT), MBA(Cranfield), MBCS,
M Inst P&I

Senior Tutors
David Arnott,
BEC(Hons) (Newcastle)
Roslyn L. Ballantyne,
BSc(NSW)
Peter G. Binding,
BAppSc(VIC)
John Boutland,
THL(Hons) (ACT), MACS
David Jones-Ellis
DipBusStuds(EDP) (CIT), BAppSc(VIC), CertElecEng(CIT),
AACS
Ronald G. Kousal,
BAppSc(VIC), FIPT
Robert J. Sier,
BAppSc(VIC)
Sally C. Whelan,
DipBusStuds(EDP) (CIT)
Department of Robotics and Digital Technology

Senior Lecturer
Yow-Lam Oh,
BSc(Hons), PhD(WA), MAdmin(Monash)

Computing and Audio Visual Section
Technical Staff
Leigh Snell,
DipEDP(CIT)
Slavica Boskouski,
BAppSc(VIC)

David Syme Business School

DEAN
John O. Miller,
AO, BA, BCom(Melb), BEd(La Trobe), MEdAdmin(UNE), FASA,
ACIS, RCA, MACE

Secretary
Pat Smith

Administrative Officer
Beverley A Fryer,
BA(Hons) (Adel), GradDipSecStuds(CIT)

Administrative Assistants
Ruth J Carter
Bill Dix
Elaine H. Layton
Lynne Newman

Department of Accounting

HEAD OF DEPARTMENT
Noel W. J. Huggan,
BCom, DipEd(Melb), AASA

Secretary
Linda Rivette

Principal Lecturers
A. June Gleeson,
BEd(Monash), MS(San Diego), PhD(La Trobe), AASA(Senior),
AAA, ACIS
Darrell J. Mahoney,
BEd(Hons), DipEd, MAdmin(Monash), AASA, AAA
Senior Lecturers
Kevin J. Fitzgerald,
MCom, DipEd(Melb), AASA — Course Leader for double degree
BAppSc/BBus
Neil S. Smith,
BCom, DipEd(Melb), MAdmin(Monash), AASA — Course Leader
for DipBus(Accounting)
Dennis W. Taylor,
BEC(Hons) (Monash), MBA(Melb), AASA(Senior)
Laurie Webb,
BA, MAdmin(Monash), AASA, ACIS, AIBA

Lecturers
Lilli Allgood,
BCom, AMusA(Melb), AASA(Senior)
Byran P. Baker,
BA(Victoria University), MAdmin(Monash), AASA(Senior),
ACIS — Course Leader in BBus (Accounting)
Ian H. Beck,
BBus(VIC), DipEd(SCV), DipTertEd(New England), FRMIT
Paul Berger,
BCom(Melb), AASA(Senior) — Course Leader for
GradDipAccounting and Finance
A. Anne Clarke,
BCom(Melb), DipEd(Monash), AASA, MACE
John B. Foley,
BCom(Melb), ACTT, AASA
Gurdarshan Singh Gill,
BA(Hons) (Malaya), MBA(Alberta), CA(Canada), AASA
Norman J. Lewis,
BCom(Melb), ACA
John F. Rice,
MEc(Monash), AASA(Senior)

Principal Tutors
Denis R. Fettes,
BEC, BEd(Monash), AASA
Graham L. Tyrer,
BCom(Melb), AASA

Senior Tutors
Bill Dimovski,
BBus(GIT), MBA(Georgia Southern College)
Lynette B. Ellis,
BCom, DipEd(Melb), AASA

Tutor
Yousef Yousef,
BCom(Cairo), MBA(New York), DipEd(SCV), AISA

Laboratory Technician
Dorothy Holmquest
Laboratory Assistants
Noela McKenzie
Edith Rosengarten
Betty Smith

Department of Management & Secretarial Studies

HEAD OF DEPARTMENT
John G. Onto,
BCom, MBA(Melb), AFAIM

Secretary
Margaret K. Boyes,
ADipPSP(CIT), AIPS

Senior Lecturers
William K. Barker,
BA(Melb), MAdmin(Monash), MRIPA
Donald C. Maling,
JP, BCom(Melb), BEd(Melb)
Hazel A. Ryan,
BA(Hons), DipSocStud(Melb)
Lynne G. Wenig,
AASc(NYCC), ACTT, AIPS

Lecturers
John E. Bailey,
BCom, MBA(Melb), DipEE(FIT), TTTC, GradIEAust, AAIM
Paul E. Hall,
MSc(Jerusalem), MAdmin(Monash)
G. Donald Handley,
BE, BSc(Hons), MBA(Melb)
Kathleen P. Ralston,
DipPSP(RMIT), TTTC(SCV Hawthorn), AIPS
Joanne Sarver,
AA(Bus) (Rio Hondo College), BA(Bus) (California), MA,
BSEd(Ohio)
Ian Stagg,
MAdmin(Monash), PhC(Vic Pharmacy College)
J. Norman Trueman,
BA(Hons) (WA)

Principal Tutors
Patricia Davis,
DipComPrac(RMIT), TTTC(HTC)
Gerald M. Lascelles,
BA(NZ), BA(Hons) (VUW), MAPsS

Senior Tutors
Nicholas Delmonaco,
BA, DipPsych(Hons) (Melb), MAPsS
Coralee Lane,
TTC(Adelaide)
Gwyneth M. Moore,
CertEd(Dudley)
Anne Langdon,
BA(Monash), SecDip(Perth)
Jennifer Hughes,
DipTeaching, TC(Qld)
Gillian Stainforth,
DipBusStuds(Secretarial) (CIT), TTTC(SCVH)

Department of Finance and Law

CHAIRMAN
John R. Harris,
TPTC, MEc(Monash)

Secretary
Yvonne Ross

Finance Section

Senior Lecturers
J. Graham Chataway,
BEc, BCom(Qld), MEc(Adelaide), AAUQ(Qld), MEd(Monash),
AASA, FBIA
Hasan G. Erdonmez,
BEc(Hons)(Ankara), MBA(Michigan State), ASIA, AFA
Keith F. Ronaldson,
BEc, MAdmin(Monash), DBA(Kent), MACE, ASA(Prov)

Lecturers
Richard F. Johns,
BCom(Melb)
Don J. Lyell,
BA, DipEd(Monash)

Tutors
Ian James,
BEc(Monash)
Mike C. Hickling,
BScEco(London)

Laboratory Assistant
Lubna Butt,
MA(Punjab), DipLib(Riverina CAE)

Law Section

Senior Lecturer
To be appointed
Lecturers
Robin Edwards,
BJuris(Monash), LIM(Monash), Diplome de'etudes superieures de l'universite de Nancy
Ken Evans,
Lib(Melb), CertEDP(Commerce) (CIT), AFAIM
Kris Nath,
BA(Hons) (Madras), AASA, ACIS
Stan O'Dwyer,
Lib (Melb)
James Rajanayagam,
LIM, PhD(London)
Robert Semmel,
BCom, DipEd(Melb), Lib(Monash), AASA, ACIS
Hank Sikkema,
BCom(Tas), Lib(Monash)

Tutor
Liddy Neville
BJuris, Lib(Monash)

Department of Marketing

HEAD OF DEPARTMENT
Peter C. Chandler,
BCom(Melb), MA(Lancs), MAIEx, FIScB

Secretary
Judy L. Hendy

Senior Lecturers
Michael J. S. Collins,
MA(Cantab), FRMIT
Rollyn G. Graham,
BS, MS, EAA/MIT), PhD(UCLA), AFAIM, FIPSM
Joan M. McPhee,
BCom(Melb), ACTT, MACE
A. Max Sutherland,
BCom(NSW), MA(Syd)
Ian D. Wardrop,
MAgricSci(Melb), GradDipAcc(Prahran), PhD(Melb), MAIS, AASA

Lecturers
David A. Higginbottom,
BCom, DipEd, MIM, MBA
George C. Papasavvas,
DMS, MA(Lancs)
W. Arthur Thomas,
BA(Simon Fraser), MCom(NSW)
Tutor
Trevor Davies,
BBus(VIC)

Research Assistant
Peter C. Kottek,
BAppSc, GradDipQuantAnal(RMIT)

Laboratory Assistant
Margaret L. Butterley

School of Engineering

DEAN
Thomas Brownlee,
BSc(ElecEng) (Glasgow), MEE(Melb), CEng, MIEE, FIEAust

Secretary
Yvonne MacDonald

Administrative Officer
Suzanne J. Phillips

Department of Civil Engineering

HEAD OF DEPARTMENT
H. Robert Milner,
MEngSc(Qld), DIC(Imperial College), PhD(London), MIEAust

Secretary
Ann Sykes

Principal Lecturer
John O'C. Walker,
DipCE(Portsmouth Polytechnic), MSc(Eng) (Southampton),
CEng, MICE, MIEAust, MIWE

Senior Lecturers
Geoffrey W. Smith,
DipCE(RMIT), MEngSc(Melb), MIEAust
Keith T. Solomon,
BCE(Melb), DipTRP(Melb), CEng, MIEAust, MIQ
W. John Spencer,
DipCE(Ballarat), BE, PhD(Monash), MIEAust

Lecturers
Tony C. C. Ho,
DipLand Surveying (RMIT), LS, MISA
Quy Le,
BE(Auckland), MIEAust
Keith H. McKenry,  
*MEngSc(Melb), MIEAust*

Murray A. Muspratt,  
*BEng(Qld), ME(NSW), MASCE, MIEAust*

John Porter,  
*BEng, PhD(Monash)*

Adrian S. Power,  
*BSc(Melb), MAppSc(NSW)*

Narahari Rao,  
*BEng(Mysore), ME(Indian Inst of Science), PhD(Syd), MASCE, MIE(India), MIEAust*

Richard M. Wootton,  
*DipCE(CIT), BEng(Melb), TTTC, MEngSc(Monash), MIEAust*

Department of Electrical and Electronic Engineering

HEAD OF DEPARTMENT

Kenneth Edwards,  
*BSc(Eng) (London), CEng, FIIEEE, FIEAust*

Secretary
Yvonne McCormack

Principal Lecturer
To be appointed

Senior Lecturers

G. Norman Bell,  
*BSc(Durham), CEng, MIEE, MIMarE, MIEAust — Power & Machines*

Jeffrey R. Hanson,  
*BEE, MEngSc(Melb), MIEAust, MIEEE — Instrumentation*

John S. Chamberlain,  
*BSc, PhD(New England), DipEd(Monash), MAIP — Communications*

Alex R. Ormond,  
*BSc(Durham), MSc(Nottingham), PhD(Newcastle-upon-Tyne), CEng, MIEE — Energy Systems & Projects*

Max L. Telfer,  
*DipEE(FIT), TTTC, BEng, MEngSc(Melb), MIEAust, MIEEE, MACS — Computer & Control Systems*

Lecturers

Barrie T. Harding,  
*BEng (Melb), MIEAust*

Colin G. Herbert,  
*DipCommEng(RMIT), BEE(Monash), MIEEE*

R. Damian Kennedy,  
*BEng(RMIT), GradDipMan(RMIT), MSc(North Western), MIEEE*

Bryan R. Kimbley,  
*BSc(Aston), MSc(Birmingham), CEng, MIEE, MIEAust, MIEEE*
Peter G. Krastev,  
*Dip Ing*(Stuttgart), CEng, MIEE, MIEAust

John H. Mortimer,  
*DipEE*(CTC), BEng(Elec) (VIC), MIEAust

Michael R. Osborne,  
BSc(Hons) (Melb)

Paul R. Voumard,  
*DipEd*(Switzerland), *DipElecEng*(RMIT), BEE(Melb), BD(MCD), MIEAust

John D. Zakis,  
ME(Melb)

**Tutor-Demonstrators**

Cyril S. Ainslie,  
*DipEE*(CTC), BSc, DipEd(Melb), AMIE

Edgar P. Lukey,  
MSc, BE(NZ), CEng, MIEE

**Department of Mechanical Engineering**

**HEAD OF DEPARTMENT**

Brian W. Jenney,  
BA, PhD, CEng, MIMechE, MIProdE, MIIM, MBIM, FIQA, FMS, FIS, FSS

**Secretary**

Janet Z. Hadaway

**Senior Lecturers**

Bevis W. Barnard,  
BME(Melb), MEngSc(Monash), GradlMechE, MIEAust

John W. Burt,  
*DipMechE*(CIT), MEngSc(Melb)

Kenneth O. Deutscher,  
*DipMechEng*(CTC), TTTC, MEngSc(Melb)

Maung Thit,  
BSMetE(Lehigh), MESc(Qld)

David W. Tyler,  
HND(Enfield TC), MEngSc(Monash), GradIME

William F. Wiles,  
MA(Cantab), CEng, FIEAust, FIMechE, FRAeS

**Lecturers**

Nicolo Di Toro,  
*DipMechE*(CIT), BEng(Mech) (VIC), GradIME

George R. Flack,  
BE(Bruenn), MIEAust, FAIM, AISM, AIRI

John Griffiths,  
BME(Qld), GradlMechE, MIEAust

Stuart J. Major,  
BScEng(Imperial College), ACGI(London), TC(Garnet College), MEngSc(Monash), CEng, MIMechE
Daniel Phelan,
DipMet(RMIT), TTTC, BSc(Hons) (Melb)
Donald Scutt,
DipMet(RMIT), TTTC, MIM
Arvind K. Shrivastava,
BE(Jabalpur), ME(Indian Inst of Science), MEngSc(Monash), GradIEAust
R. Paul Wellington,
BSc(Hons) (Adelaide), DipEd(Monash), ARACI

School of Social and Behavioural Studies

ACTING DEAN
To be appointed

Secretary
Ursula Arumapperuma

Administrative Officer
Maruta Ayres,
BA, DipEd, SecTDipl(Adelaide)

Department of Applied Psychology

HEAD OF DEPARTMENT
Colin Cameron,
MA (Aberdeen), MSc (Monash), Course Leader MA

Secretary
Sandra van Kessel

Principal Lecturer
Arthur E. Crook,
BA(Hons) (Qld), MA(Melb), MAPsS — Course Leader, Grad Dip in Applied Psychology

Senior Lecturers
Ronald D. Francis,
JP, MA(NZ), MA(Hons) (Melb), DipCrim(Cantab), PhD(American International Open University), FAPsS — course co-ordinator, first year
F. Denis Kiellerup,
BA(Hons), PhD(Melb), TPTC, MAPsS — course co-ordinator, second year
Gordon J. Wheaton,
BA, DipEd(New England), MA(Syd), MAPsS, MIAAPs — course co-ordinator, third year

Lecturers
John R. Hanly,
BSc(Hons) (Melb), MAPsS
Russell A. Langley,  
MB, BS(Melb), DDM(Syd)  
Michael Singer,  
BSc, LIM(Monash), MIAAPs  

Senior Tutor  
Leah Zaks,  
BSc(Hons) (Monash)  

Tutors  
Evelyn Morgenroth,  
BA(CSU)  
To be appointed  

Technician  
To be appointed  

Department of Applied Sociology  
HEAD OF DEPARTMENT  
Malcolm J. Ronan,  
BA, BEd(Melb), MA, PhD(Colorado)  

Secretary  
Rita Jackson  

Senior Lecturer  
Moni Storz,  
BA, PhD(Monash)  

Lecturers  
Neville H. Knight,  
BSc, MA, DipEd(Melb), BD(Hons) (London), PhD(La Trobe)  
Christine Lloyd,  
BSc(Hons) (London), MA(Kent)  
James Ross,  
BA(Hons) (Monash)  
Douglas G. Truter,  
MA(Warwick), MSocSc(Cape Town)  
Naomi R. White,  
BA(Hons) (Melb), MSc, PhD(Syracuse)  

Principal Tutor  
R. Barry Ellem,  
BA(Hons) (Monash)  

Senior Tutors  
Noirin Malone,  
BA(Hons) (Monash)  
Spirit Busby,  
DipGenStudies, BA(MID) (CIT)  (part-time)
Technician
Spirit Busby,
DipGenStudies, BA(MID) (CIT)

Department of Humanities

CHAIRMAN OF DEPARTMENT
Anthony J. O'Grady,
MA, DipEd(Melb)

Secretary
Elizabeth Peters

COMMUNICATION STUDIES

Principal Lecturer
Tony Keulemans,
BCom(Hons), GradDip(NSW), PhD(Colorado)

Senior Lecturer
Margaret E. Scott,
BA, BEd(Melb)

Lecturer
Rod McMillan,
BA(Melb)

Senior Tutors
Olea Nel,
BA(Hons), DipEd(Cape Town)
Barry Tribe,
BA(Uni of New England), GradDip(Further Ed),
GradDip(Ed Admn)
Paule Tishler,
BA(MD) (CIT), CertPhotoTech

HUMANITIES

Principal Lecturer
Anthony O'Grady,
MA, DipEd(Melb)

Senior Lecturer
Colin G. Blake,
BA, DipEd(WA)
David Muschamp,
MA(WA)

Lecturers
Brian J. Costar,
BA(Hons) (Qld)
David G. Kerr,
BA, BEd(Melb), MA(Monash)
Chanan Reich,
MA(Haifa)

Senior Tutor
Susan A. Tweg,
BA(Hons) (Birmingham)

POLICE STUDIES

Senior Lecturer
James J. Reilly,
BA, DipEd(Melb)

Lecturer
Vincent A. Morfuni,
BA, LIM(Melb)

Secretary
Patricia Solomon

WELFARE STUDIES

Senior Lecturer
George M. Clarke,
BA, DipSocStud, DipCrim(Melb)

Lecturers
C. Ryl Currey,
BA, DipSocStud (Melb)
Ian G. Murray,
BA, DipSocWork (Syd), MSW (Michigan)
Margaret C. Nicolson,
BA, DipSocStud(Melb)

Senior Tutor
April A. Patterson,
BA(Pennsylvania)

Secretary
Marie Kjer-Nielsen